SEGREGATED FEE COMMITTEE BYLAWS
UNIVERSITY OF WISCONSIN OSHKOSH

1. Purpose

   A. The Segregated Fee Committee is responsible for recommending the maximum level of assessment of segregated university fees. The Committee will recommend to the Vice Chancellor for Student Affairs and the Chancellor the allocable and non-allocable portions of segregated fees and will include a distribution of the non-allocable portion.

   The non-allocable portion of the segregated fee will be determined by requests from the following units:

   Reeve Union (Operations)
   Oshkosh Sports Complex
   Student Health Center
   Children's Learning & Care Center (Amended 12/2/98)
   Recreation & Wellness Center (Amended 3/4/05)
   Intramurals (Amended 10/13/09)
   Intercollegiate Athletics (Amended 3/4/05)
   Oshkosh Student Association (Amended 5/12/08)

   Disposition of allocable segregated fees is recommended to the Segregated Fee Committee and the Chancellor by the Student Allocations Committee.

2. Membership

   A. The Segregated Fee Committee shall consist of the following members:

   Members: (Amended 4/15/09)
   8 Students appointed by the Oshkosh Student Association (7 voting, 1 non-voting)
   2 Alternate Students appointed by Oshkosh Student Association
   2 Faculty appointed by the Faculty Senate
   2 Academic staff appointed by the Senate of Academic Staff
   1Classified Staff appointed by Classified Staff Advisory Council
   1 Committee advisor appointed by the Vice Chancellor for Student Affairs (non-voting)

   Of the 8 student members, one must be a graduate student and one will be elected chairperson and become a non-voting member. If within 30 calendar days prior to the first scheduled committee meeting, a graduate student appointment is not recommended to OSA, the OSA President may appoint another undergraduate student to avoid the vacancy. None of the members of the Segregated Fees Committee may also serve on the Student Allocations Committee. (Amended 11/20/03 and 3/4/05 and 10/12/11)

Any member of the committee that has a significant interest, in fact or appearance, in any of the units being funded, such as being employed by the unit, actively participating in activities of the unit, etc. shall be required to recues themselves from discussion and voting on the unit in questions budget. (Amended 10/11/12)

B. Officers: One student shall serve as the chairperson of the committee. Chairperson will be elected by majority vote of the committee in the spring semester for the following academic year. The Chairperson shall not have voting power except in the event of a tie. The new chair will assume office at the next meeting following the election. (Amended 4/24/90 & 11/20/03)

   One student shall serve as an assistant chair of the committee and shall be appointed by the Chairperson, subject to approval by majority vote of the committee. (Amended 4/29/87)

   In the event that the chairperson is unable to fulfill his/her term, the assistant chairperson will become the new chairperson, and appoint a new assistant chairperson. The assistant chairperson appointment will be subject to approval by majority vote of the present committee members. (Amended 4/29/87)

C. Other members: At the most, two OSA Senators can serve on the committee at a time. (Amended 10/19/87)

D. Students are appointed to one-year terms on the Segregated Fee Committee with eligibility for reappointment in subsequent years. Academic staff members are appointed to three-year terms. Faculty members are appointed to three-year terms. Faculty and academic staff terms will be on a staggered basis. (Amended 10/14/87 & 4/24/90 & 10/24/01 & 4/15/09)

E. Committee members who are absent from two consecutive regular meetings or who are absent from three of five consecutive regular meetings, and who have not offered for such absences, reasons acceptable to the chairperson, shall be designated by the chairperson as delinquent.

   After the delinquent committee member(s) have been notified by the chairperson of their designation as delinquent, their names shall be place before all the committee members at any regular meeting. At that time, a vote of two-thirds of those present shall be sufficient to remove the delinquent committee member from the committee.

3. <u>Meetings</u>

   A. Meetings shall be held according to a schedule established by the chairperson, and approved by a majority vote of the committee at the first meeting of the fall semester, to be held no later than October 31. (Amended 11/28/01)

B. Special meetings not listed on the established schedule may be called on a two-day notice by the chairperson, or by a majority vote of the committee. When a special meeting is requested, all committee members must be notified by the Chairperson via telephone or e-mail on the day of the special request. (Amended 11/28/01 & 11/20/03)

C. Quorum will exist when seven (7) voting members are present. (Amended 10/25/87 & 11/20/03) The majority of which are students. (Amended 3/4/05)

D. When it is impossible for the committee to meet, the chairperson or advisor will contact each committee member by mail or email, with a vote taken by mail or email. A minimum number of ballots equal to quorum must be returned for an official vote to be recorded. A majority of returned ballots shall determine the outcome of the vote. (Amended 4/24/90 & 10/24/01)

4. Chair Responsibilities
   A. The chair must schedule meetings, prepare the agenda, coordinate budget hearings, ensure these bylaws, relevant statutes and laws are being followed, and other duties as required by the committee. (Amended 10/11/11)
   ~~A.~~B. The chair must prepare and submit a report to the Oshkosh Student Association once per semester (ref: OSA-06-027).
   ~~B.~~C. The chair must make a presentation to the Oshkosh Student Association Assembly and Senate once per semester (ref: OSA-06-027).
   ~~C.~~D. The chair shall maintain historical records to be housed in the Oshkosh Student Association office.
      1. One copy of records must be a hard copy made available to all students.
      2. A second copy must be kept electronically.
   ~~D.~~E. The chair will receive a stipend of $400 for the Fall semester, to be paid in the month of December; and a stipend of $100 for the Spring semester, to be paid in the month of May; provided the Segregated Fee Committee and/or the OSA Senate do not contest and find the chair negligent of fulfillment of responsibilities as defined in these Bylaws.
      1. The chair, if an undergraduate student, must maintain a minimum grade point average (GPA) of 2.0; must be enrolled in a minimum of 6 credits per academic semester; and cannot be on academic probation (ref: OSA-06-018).
      2. The chair, if a graduate student, must maintain a minimum GPA of 3.0; must be enrolled in a minimum of 4.5 credits per academic semester; and cannot be on academic probation (ref: OSA-06-018).

5. Assistant Chair Responsibilities
   A. The assistant chair is responsible for taking minutes during the meetings, chairing the meeting in absence of the chair, and assisting the chair in any of his/her duties as necessary. (Amended 10/11/11)

~~5.~~6. Funding Determinations (Amended 10/11/11)

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A. Definitions

I. *Normal Budget Session:* the period when all segregated fee areas present their budgets for the next fiscal year, typically from October until December.

II. *Unit Reserves:* An amount of unexpended segregated fees previously allocated to an area and now being held aside for other, future or unexpected unbudgeted expenses in the area.

III. *Segregated Fee Committee:* SFC

IV. *Special Session:* any session that is called by the chair or advisor outside of the normal Fall/Spring schedule.

V. *Vital:* any equipment, personnel, or program that is essential to maintain basic operations.

B. Funding Determination

I. The scale below is the guideline for procedure for new initiative funding requests. When possible, all funding requests for new initiatives should be done during the normal Fall budget session. When requests must be made outside of the normal budget session, the chair and advisor must be notified for determination, and a special session called depending on the scale below. The following scale will be used to determine procedure:

$0 to $5,000	Chair and Advisor, in consultation with the Vice Chancellor for Student Affairs may make a decision, provided the funding is not used for a new program/initiative. Any new program or initiative must be presented to the SFC during the Fall or Spring semester. Any request greater than $5,000 must be made during the fall or spring semester, except those instances listed in the Expenditure Guidelines section below.
$5,001 to $250,000	Chair and Advisor must be notified. Input must be sought from your student advisory group (if in existence) and a presentation made to the SFC for determination.
$250,001 to $1,000,000	Chair and Advisor must be notified. Input must be sought from the following: your student advisory group (if in existence), OSA Assembly and Senate, and All-Campus Executive Board. Final step is to present to the SFC for determination.
$1,000,001+	For a single budget year request of $1,000,001+ the Chair, Advisor, and OSA must be notified and an all-campus student referendum called. Presentation must be made to the SFC, after the referendum, for determination.
3%+ Fee increase	For a request occurring over multiple years that will increase the Segregated Fee 3%+ the Chair, Advisor and

OSA must be notified and an all-campus student referendum called. Presentation must be made to the SFC, after the referendum, for determination.

C. Expenditure Guidelines
   I. Equipment:
      1. Existing
         a. Any equipment that is in need of replacement or repair that was not originally budgeted for and is vital to the operations may be replaced or repaired using the reserves, provided a courtesy notice is given to the Segregated Fee Chair and Advisor prior to replacement or repair.

      2. New
         a. Any new equipment that was not originally budgeted for must be presented to the Segregated Fee Chair and Advisor, who will decide if the SFC must have final approval of purchase, based on the funding scale stated above.

      3. Personnel
         a. Existing positions
            i. Any vacancy may be filled at or below the current position's salary rate without notice to the SFC.
            ii. The Segregated Fee Chair and Advisor must be notified of any vacancy to be filled at a higher salary rate.
         b. New positions
            i. The SFC must approve any new positions to your area during the Fall budget session or by special session during the Spring semester.

      4. Programs/Initiatives
         a. Existing
            i. Any costs incurred for existing programs which exceeds the amount budgeted and is a result of circumstances beyond the area's control (such as market fluctuations, mandates, UWS policy change, state/federal legislation, etc.) are permitted with a courtesy notice to the SFC Advisor and Chair.
         b. New
            i. No new programs/initiatives are permitted without notification to the SFC Chair and Advisor, and a presentation to the SFC for determination.
            ii. All programs must be available to all students.

D. Reserves

I. Any reserves are subject to sweep-up or levy by the SFC for circumstances determined by the SFC, Chancellor, Provost, Vice Chancellor for Student Affairs, and Vice Chancellor for Administrative Services, to be an urgent fiscal emergency or need.

7. Parliamentary Authority

A. Latest edition of Robert's Rules of Order govern this committee. (Amended 11/20/03)

~~6.~~8. Amendments

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A. These bylaws may be amended by a 2/3 vote of the committee, provided said amendments have been submitted to all committee members at least ten (10) days prior to the committee meeting in which they shall be considered.

~~7.~~9. Ratification

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A. These Bylaws shall be ratified by a two-thirds (2/3) majority vote of the Segregated Fee Committee.
B. Upon ratification by the Segregated Fee Committee, these Bylaws must be submitted to the Oshkosh Student Association Senate for approval (ref: OSA-026-026).

Revised October 11, 2011