

Associated Students of Colorado State University

# Student Fee Review Board Bylaws

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## **Article I: Name and Affiliation**

The name of this organization shall be the Student Fee Review Board (SFRB). The SFRB shall maintain direct relationships with the Executive and Legislative branches of the Associated Students of Colorado State University (ASCSU). This document is based on the charge from the Board of Governors of the Colorado State University System, December 7-8, 1982.

## **Article II: General Purpose**

The SFRB shall provide efficiency, equity, and consistency in students fees reviews. The SFRB shall serve as a liaison between the student body and the University administration in determining the needs of the students and the levels and types of service they desire for their student fees.

SFRB is a body comprised of student and non-student, ex officio members that exist for efficient, equitable, and consistent review of Student Fees and the services for which Fees are assessed. SFRB makes recommendations to the Board of Governors regarding Fee proposals, new Fee-funded areas, and changes to existing Student Fees. SFRB is governed by the SFRB Bylaws and the ASCSU Constitution. ATFAB, UFFAB, and UTFAB recommended fees must be approved by SFRB.

All Student Fee-funded areas make recommendations to SFRB except as specified in the Student Fee Plan.

## **Article III: Membership**

## **A. Member Types**

### **1. Student Member**

The ASCSU Vice President shall serve as the SFRB Chairperson (Chair).

Regular Student Members (also called “Voting Members” or “Student Members”) are entitled to vote, except as otherwise specifically provided in these Bylaws. Voting members are to be appointed through an application process, which shall begin promptly after the election of the ASCSU Vice President. The Chair shall have the authority to appoint voting members to the SFRB in the spring semester at their discretion. The newly elected ASCSU Vice President shall administer the selection process.

As used herein, “ASCSU member” shall include every student taking at least one credit at Colorado State University, provided all fees have been paid that are required by the student’s type of enrollment. Any ASCSU member is eligible to apply to serve on the SFRB. Students selected to serve on the SFRB who are paid employees of a fee-funded area, or liaisons to that fee area, shall abstain from any votes specific to that fee-funded area. ASCSU Senator representation shall not exceed 50% of the SFRB membership. Participation on the SFRB is voluntary and shall not be compensated in any financial manner or be granted any academic credit.

Returning SFRB members are encouraged to reapply through the application process and may be given priority consideration.

The number of voting Student Members of the SFRB shall be no more than thirty plus the Chair. Each member will be assigned as a liaison to one or more programs or activities. There will be a

minimum of four at-large Student Members. All Student Members of the SFRB must be ratified by Senate.

All voting members will attend SFRB training in the spring semester. At the discretion of the Chair, make-up training sessions may be offered for members who were unable to attend the initial training. If a member does not attend either the initial or a make-up training, they shall be removed. Vacancies may only be filled with a trained SFRB Student Member, ratified by the Senate.

Final approval of a new Student Fee rests with the Board of Governors.

## **2. Ex Officio Members**

*Ex officio* (non-voting) members may, but shall not be required to attend all meetings, participate in discussions, and make guest presentations or provide information at the request of the SFRB Chair. *Ex officio* members shall include the following persons (or the person's authorized designee):

- Alternative Transportation Fee Advisory Board Chair
- Associated Students of Colorado State University Director of Finance
- Associated Students of Colorado State University President
- Campus Career Center Executive Director
- Campus Recreation Executive Director
- Colorado State University Athletic Director
- Colorado State University Health Network Executive Director
- Colorado State University Vice President for Student Affairs
- Lory Student Center Executive Director
- Off-Campus Life and RamRide Director

- RamEvents Director
- School of Music, Theatre, and Dance Director
- Student Disability Center Director
- Student Leadership, Involvement, & Community Engagement Director
- Student Legal Services Director
- Student Resolution Center Director
- University Facility Fee Advisory Board Chair
- University Technology Fee Advisory Board Chair
- Women and Gender Advocacy Center Director

## **B. Voting Members**

### **1. General Duties**

The general duties of a Student Member include:

- Attend all SFRB meetings.
- Meet with the Chair or Vice Chair twice a semester to discuss the member's assigned fee-funded area(s) and discuss school/life balance.
- Meet at least two times a semester with the Executive director, Director, or Advisor from their assigned fee area(s) to learn about the program and educate other SFRB members about the assigned unit.
- After each such meeting, present to the Chair and the other Board members information from the meeting (the format of the information may be prescribed by the Chair).
- If possible, and if the assigned fee-funded area has a Student Advisory Board (or something comparable), to become a member of the Student Advisory Board in order to gain more knowledge of the assigned area and the services/programs it provides for students and attend at least one event put on by the assigned student fee area (if this area puts on events), to interact with students and get feedback on the fee area.
- To assist the Director with presenting the budget request in the spring (if needed).
- Facilitate communication in one or more of these ways:

- Interaction with constituents
- researching and gathering data pertinent to students and or university issues for SFRB
- meeting with external student organizations
- writing and conducting student voice surveys
- Student members must attend training/orientations administered by the chair.
- Vote in the Spring Semester for the Approval or Denial of the legitimacy and proposals of the fee areas.

## **2. Resignation**

All members shall be required to submit a letter of resignation to the Chair at least two weeks prior to leaving the SFRB (except upon the expiration of their appointed term). After two unexcused absences, a member will receive a warning from the chair. A member's absence may be determined excused by the chair's discretion. Three unexcused absences within a semester shall constitute an automatic resignation, which does not require a vote from the SFRB and shall be effective immediately upon the third unexcused absence. An appeal may be made to the chair and reviewed by the board.

## **3. Removal**

After failing to fulfill responsibilities and failing to notify the Chair and/or Vice Chair of any situation interfering with their ability to fulfill general duties, The Student Member will meet with the Chair and Vice Chair to determine the continuation of said student on the Board. A member can be removed with a 2/3 majority vote of all voting members, provided a quorum is met. The Chair must notify all members at least one week before a vote for removal.

# **Article IV: Officers and Representatives**

## **A. Chair**

### **1. General Duties**



The term of the Chair shall be for one year, from June 1 to May 31. The general duties of the Chair include:

- Preside over meetings of the SFRB.
- Ensure that all SFRB positions are filled. In the event of a vacancy, the vacant position shall be filled at the discretion of the Chair (subject to any other restrictions or requirements herein).
- Inform members of the functions of ASCSU and provide a general orientation to the SFRB.
- Meet as needed with Executive Directors, Directors, and Advisors of each fee-funded area to ensure that the communication between the liaisons is successful.
- Schedule official meetings, prepare agendas and handle all routine correspondence of the SFRB.
- Appoint SFRB members to serve on committees formed by the SFRB.
- Act as a liaison between the SFRB and ASCSU. Coordinate information presented to the SFRB by University leadership regarding institutional priorities and goals.
- Facilitate any necessary interaction and communication between the SFRB, the directors, and the SFRB liaisons.
- Meet with the Vice Chair on a regular basis, before each meeting to discuss any issues, concerns, or questions that might have arisen.
- Meet with the Student Members twice a semester for a general check-in, and provide any resources needed.

## **2. Removal**

The Chair may be removed by a two-thirds vote of the total voting membership of the SFRB, at which time the Vice-Chair shall become the Chair, and a new Vice-Chair will be elected as provided in Section 2 of this Article. All voting members must be notified at least one week prior to a vote for the removal of the Chair. In this event, it is no longer a requirement that the Chair is the Vice President of ASCSU.

## **B. Vice Chair**

### **1. General Duties**

The Vice-Chair shall be elected by a majority vote of the SFRB's members present at the second meeting of each year and at any subsequent meeting required to fill a vacancy. Duties of the Vice Chair may include but are not limited to:

- Preside and otherwise serve *pro tem* as Chair in the event of the Chair's absence or incapacity.
- Perform and assist with duties as assigned by the Chair.
- Shall take attendance before each meeting to ensure there is quorum.
- Shall take minutes during the meetings.
- Shall record the member votes during the Spring semester meetings.
- Collect and/or analyze the student voice survey, which shall be reevaluated at a minimum of every two years.
- Shall present the results to the SFRB no later than a week before Student Fee Areas start their spring presentations to the SFRB.
- Shall be aware of the SFRB Bylaws and the basic rules of Parliamentary Procedure
- Meet with the Chair on a regular base, before each meeting to discuss any issues, concerns, or questions that might have arisen.

### **2. Removal**

The Vice Chair may be removed by a two-thirds vote of the total voting membership of the SFRB. All voting members must be notified at least one week prior to a vote for removal of the Vice Chair.

## **Article V: Meetings**

## **A. Meetings**

All meetings of the SFRB shall be open to the public in accordance with the Colorado Sunshine Law (C.R.S. §24-6-101, et seq). Interested parties shall be encouraged to attend.

## **B. Open Records**

All official records of actions of the SFRB shall be open for public inspection in accordance with the Colorado Open Records Act (C.R.S. §24-72-201, et seq.). The Vice Chair will oversee sending the minutes to the Chair, the Chair will distribute the minutes to the ASCSU Front Desk to be sent out during the weekly email, to the Secretary of State to be sent to Rocky Mountain Student Media Corporation, to the Student Members, and any other outlets the Chair and the Board deem necessary.

## **C. Quorum**

A quorum shall consist of a majority of the total voting members, with the Chair

## **D. Parliamentary Procedure**

Basic rules of Parliamentary Procedure as agreed on by SFRB shall be used to govern the SFRB meetings to ensure a smooth and accurate meeting as well to ensure that all voices are being heard.

## **E. Frequency of Meetings**

The SFRB shall meet weekly during fall semester and weekly during spring semester. Special meetings may be scheduled with a minimum of one week notice provided ahead as deemed necessary by the Chair.

## **Article VI: Advisory Boards**

### **A. General Purpose**

Each program or activity funded by student fees is strongly encouraged to have a Student Advisory Board for the purposes of evaluating the services provided by the fee-funded area and developing recommendations for new programs and services. The Executive Director, Director, or Advisor or designee of the program or activity, and the SFRB liaison, with input from the Student Advisory Board, present fee changes requests to the SFRB. If a program or activity chooses not to have an Advisory Board, it must provide reasons to the Chair as to why and propose a suitable alternative process for acquiring campus input about the services and programs provided through the student fee.

### **B. Advisory Board Membership**

A majority of each Advisory Board's members shall be fee-paying students.

*University Facility Fee Advisory Board (UFFAB):* A body comprised of student members and non-student, *ex officio* members, that provides guidance concerning the University Facility Fee to the Vice President of University Operations (VPUO) and their designees regarding project proposals for allocations of the University Facility Fee, and to ensure that all allocations of the University Facility Fee will be used to provide new facilities or to improve current facilities that directly benefit the students of Colorado State University. UFFAB is governed by the UFFAB Bylaws, subject to the approval of SFRB.

*University Technology Fee Advisory Board (UTFAB):* A body comprised of student members and non-student *ex officio* members that provides guidance and advice in the implementation and application of technology at Colorado State University; reviews all allocation requests of the University Technology Fee; and ensures that all allocations will be used to provide technology

that has the potential to benefit as many Colorado State University students as possible. The UTFAB Bylaws, subject to the approval of SFRB.

- *University Technology Fee*: A Student Fee approved by ASCSU and the Board of Governors in 2003 to be used to enhance online student services, replace computers, and build and maintain the physical improvements needed for computer infrastructure.

*Alternative Transportation Fee Advisory Board (ATFAB)*: The mission of the Alternative Transportation Fee Advisory Board shall be to provide guidance and advice concerning the University Transport Contract and transportation needs to the President of ASCSU, the Alternative Transportation Manager, and/or their designee; to review all project proposals for allocations of alternative transportation fees; and to ensure that all allocations of the alternative transportation fees will be used to provide new facilities and/or to improve current facilities that directly benefit the students of Colorado State University.

## **Article VII: SFRB Responsibilities**

### **A. General Responsibilities**

The SFRB shall evaluate and review existing and proposed services provided by fee-funded areas to ensure quality programs and services at the lowest, most equitable cost to students. The SFRB shall facilitate ongoing financial and policy information exchange among the fee-funded areas.

### **B. Fiscal Responsibilities**

#### **1. Fixed or Mandatory Costs**

The SFRB shall be empowered as an authorized representative of ASCSU to recommend increases to the fee-funded departments' budgets in fixed or mandatory costs. Fixed or

mandatory costs shall include: debt service; increases to existing salaries and benefits; graduate student tuition; telephone and internet service; utilities; bad debt charges assigned by the University; credit card processing charges assigned by the University; and General and Administrative (G&A) charges assigned by the University.

## **2. Program Costs**

The SFRB shall be empowered to recommend budget changes to fee areas due to programmatic changes. These recommendations shall also be included in the fiscal notes, as part of the final fee package.

## **3. Addition of Fee Areas**

Student-supported recommendations for a new fee-funded area to become a part of the Student Fee Package shall be made to the SFRB by the students on behalf of the sponsoring university department seeking the new fee, and the sponsoring university department shall be the administering body for the fee, if approved. The process for creating a new student fee is as follows:

- Submission of Proposal; Confirmation that Fee is Student-Supported.
  - All student-supported and or initiated proposals for new fees must be submitted to the Chair of the SFRB on or before October 15 of each year. The proposal shall demonstrate sufficient student need for the fee, that the fee is student-supported, and that the fee will be sponsored by and allocated in partnership with a specific university department. The SFRB shall review all three of these requirements for the proposal and shall vote on or before October 31 whether the proposed fee meets the requirements above. If the SFRB determines that the proposal does not meet the requirements, the proposed fee shall be rejected.
- Presentation; Final Vote.
  - The proponents of the proposal may amend the proposal and gather CSU campus-wide student support until the first day of the Spring Semester. The proposal must have the support of at least ten registered student organizations. The names of

each organization and organization's President, along with the voting record in which the student organization voted to support the proposal, shall be recorded in the proposal for each presentation made to a student organization. The voting record must reflect at least a two-thirds vote of the total members of the organization who are present at the time of voting. The proposal must also show that a total of at least 1% of Full Time Enrollment Estimates voted to support the fee.

- The final proposal shall specify three different options for the amount of the fee being requested and shall describe how the funding would be allocated, and the results that could be achieved, if the fee is approved, for each amount. The proponents of the fee must make a presentation to Senate about the proposal before the SFRB's final vote on it. The SFRB shall review and vote upon the final proposal on or before February 1. Thereafter, the proposal shall be sent to the University President and the Vice President for Student Affairs.
- If the SFRB approves the proposal, the proponents shall be assigned a liaison from the SFRB and the fee shall be eligible for presentation to the SFRB in the spring, along with the existing student fee areas.
- The decision to impose new student fees to be pledged for payment of bonds, fees to support refinancing and other transactions in an offering related to existing bonded debt, and any other student fee, whether initiated or approved in such student processes, rests with the Board of Governors of the Colorado State University System.

### **C. Presentation Responsibilities**

The SFRB shall be responsible for reviewing the services and budgets for all student fee-funded areas on a yearly basis. During the fall semester, Executive Directors or Directors and Advisory Board Members of the fee-funded areas will meet with their SFRB liaisons to provide an overview of the programs, services, and evaluative data of their unit. After the Spring Semester presentation, the SFRB Chair or designee for that area shall present to the ASCSU Senate the following Wednesday. In preparation for the new budget season, the President and/or delegated cabinet members typically make a comprehensive presentation that includes proposals for

changes to the current student fees. Student fee-funded areas will make a budget presentation to the SFRB during the spring semester, at which time the Director of the fee-funded area and the SFRB liaison will have the opportunity to present the budget for the new fiscal year. Requests for new student fees or changes in fees may be presented in fall semester if necessary (e.g. bond refinancing). It is customary that fee area presenters are not present during the final discussion/debate and voting.

#### **D. Budgetary Expectations**

Fee Areas shall provide all necessary university uniform documentation needed as well as any further documentation requested by the SFRB. Budgetary Expectations must be uniform across the fee-funded areas with the exception of fee areas that contain bond payments. The necessary documentation includes but is not limited to the SFRB budget sheet template and presentation material for the spring semester presentations. If a fee area fails to present this uniform documentation, the board shall not hear the presentation until the presented documents are modified to conform with the standardized budget sheet template. If a fee area requests a programmatic increase, at least two separate budgets shall be presented, one including only mandatory increases.

### **Article VIII: Budget Proposals**

#### **A. Mandatory Fee Increase**

Mandatory Fee Increases are outside of the SFRB's scope of authority pursuant to the Institutional Fee Plan. However, Fee Areas will be expected to provide a Mandatory Fee Increase Proposal annually to SFRB to inform the SFRB of the expected increase in costs and to assure that the proposed increase is for one of the following:

- Salaries and benefits, debt service, utilities and general and administrative Fees assigned by the University



- Required increases for contractually based fees; or
- Any other cost increase that the Fee Area must absorb for institutional or externally imposed costs, if the current level of service and quality is to be maintained.

Mandatory Fee Increases are not to be used to expand the scope of a program or increase the level of service provided.

### **B. New Resource Request**

Proposals in this category seek to expand the Fee Area's current programs and services, fund new initiatives, or provide for increased levels of service to benefit students.

Within a proposed New Resource Request, the Fee Area Director may propose a phased-in funding plan that grants a portion of the increase requested in the current year, with the expectation that the remainder of the funding will be considered by SFRB in future years. A fiscal note will be left to the next SFRB in support of a further increase to the noted Proposal's 100% mark. This phased funding approach will not be used unless it is demonstrated that the partial funding grant will still accomplish a worthwhile improvement in the program or services that can be built on with a future increase.

### **Article IX: Evaluation Criteria**

The SFRB will evaluate budget Proposals by the following evaluation criteria (presented here in no specific order):

- Alignment to Colorado State University's land grant mission statement.
- Fee Area's ability to effectively utilize the fee in the proposed project/initiate.
- The services and programs being funded are in relation to the organization's purpose.
- Fee Area's adherence to its planned budget and accountability for its expenses throughout the past fiscal years.

- The effort, thought, justification and clarity reflected in the Proposal.
- The proposed program's potential for direct student use, including any justification for the Proposal in the form of quantitative and/or qualitative student usage information; and
- Input from student constituents.

## **Article X: Voting**

### **A. Who May Vote**

All regular student members who attended the required training, as determined by the chair shall have a vote on each matter put to a vote by the SFRB. Students selected to serve on the SFRB who are paid employees or a liaison to that fee funded area shall abstain from any vote specific to their fee-funded area(s).

Members who anticipate being employees of a fee-funded area during the next academic year shall also abstain from any vote related to that fee area. Student members who did not attend the spring presentation of a particular Fee-Funded Area shall abstain from voting on that Fee Funded Area's fee request unless, before the vote, they meet with the Director (or the Director's delegate) of that Fee-Funded Area to discuss the presentation.

Candidates running for office, formal campaign positions or campaign volunteers shall abstain from voting on the ASCSU budget. The Chair shall have final discretion as to who must abstain in this circumstance.

Representatives should base their votes on the evaluation criteria listed in Article IX.

### **B. Quorum**

A quorum must be present before a vote can be taken.

## **C. Fee Area Budget Approvals**

### **1. Proposal Legitimacy Vote**

Everything appears to be present and correct; the Student Members agree that the Fee Area.

### **2. Mandatory Fee Increase Proposals**

After a Fee Area presentation and the SFRB'S review of their Mandatory Fee Increase Proposal, a vote will be taken to approve their Mandatory Fee Increase by affirming that the criteria for a Mandatory Fee Increase have been met. The purpose of this vote is not to evaluate the proposed fee increase itself, but rather the Fee Area's ability to make effective use of their fee in the coming year.

If the legitimacy vote is not approved for a Fee Area does not have the effect of denying a proposed Mandatory Fee Increase but will open discussion on how to approach the direction of the Fee Area for the next fiscal year. Only a reduction in the programs or services offered by a Fee Area can support a reduction in mandatory fees.

### **3. New Resource Proposals**

The initial vote of legitimacy for a Proposal for a New Resource Request is to approve moving forward to a final vote at a subsequent SFRB meeting, after addressing any factors identified by SFRB as requiring more information or follow-up. If the legitimacy vote means that the Proposal is defeated, this does not prevent the Fee Area Director from submitting a new Proposal in a subsequent meeting decided by the chair.

### **4. Proposal Final Vote**

After the legitimacy vote for a Proposal has been approved, the Proposal will be set for a final vote in a subsequent meeting. At that meeting, SFRB will review any additional information provided by the Fee Area Director and either request further follow-up or proceed to a final vote on the Proposal. A no vote defeats the Proposal but does not prevent the Fee Area Director from submitting a new Proposal.

SFRB will not approve Proposals based in line-item amendments.

#### **D. Fee Package**

After a fee-funded area's budget has been endorsed, it shall be placed in the Fee Package. Any fee area's budget for which an increase was proposed but not approved by the SFRB shall be placed in the Fee Package without the requested fee increases, except for mandatory fixed cost increases (budget increases as assessed by the University). After all budgets have been placed in the Fee Package, the SFRB shall take one final vote on the Fee Package as a whole. SFRB shall forward the fee package to the ASCSU Senate for a vote of confidence.

#### **E. Amendments to the Fee Package**

Amendments to the Fee Package may be proposed by any SFRB member and require a two-thirds vote of present SFRB members to approve. Those who chose to voluntarily abstain on a particular fee area may vote on an amendment to that fee area. A majority vote of present SFRB members will be required to endorse the Fee Package as a whole. Following the SFRB's vote, the President's Cabinet shall review the legislation and forward it to the President for final action, along with any additional institutional recommendations.

### **Article XI: Budgeting Assumptions**

The budgeting assumptions on which to base the fee requests shall be consistent with other campus units set by the Colorado State University President's Cabinet.

## **Article XII: Appeals**

If any SFRB Member objects to a decision or action of the SFRB on the basis that it was reached in contravention of these Bylaws or ASCSU Constitution, or Plan of Procedures, the member shall promptly bring the matter to the attention of the Chair. If the Chair fails or refuses to act on the matter, the member may bring the matter to the SFRB at a subsequent meeting.

If any fee-funded area objects to a decision or action of the SFRB on the basis that it was reached in contravention of the Bylaws or ASCSU Constitution, or Plan of Procedures, the highest-ranking member of that area may appeal the decision directly to the ASCSU Supreme Court for an advisory ruling as to whether or not the applicable rule or procedure was violated with the vote of the ASCSU Supreme Court being final. The Court will also provide the SFRB with a recommendation of correction. If the Court advises that the proper procedures were not followed, the Chair shall present the matter to the SFRB at the next meeting for reconsideration in light of the court's decision.

## **Article XIII: Adoption and Amendment Procedure**

### **A. Suspension of the Bylaws**

A vote of two-thirds of the quorum present shall be required to suspend these bylaws or any section thereof. Suspensions shall be only for a limited and defined period as specified by the SFRB. If a suspension is designated to last for more than the remainder of one meeting, the Chair shall report this suspension to the ASCSU Senate, and explain the rationale behind the suspension.

## **B. Amendments to the Bylaws**

The SFRB shall make a general review of these bylaws whenever the chair deems necessary. Amendments shall be approved by a two-thirds vote of the total voting membership. The amended bylaws shall be presented to the SFRB Advisors, after their approval, the bylaws will be presented to ASCSU Senate for final approval.