

**UNIVERSITY OF WASHINGTON TACOMA  
SERVICES AND ACTIVITIES FEE COMMITTEE  
BYLAWS**

**CONTENTS**

<b>SECTION I: THE SERVICES AND ACTIVITIES FEE</b>	2
<b>SECTION II: COMMITTEE ON SERVICES AND ACTIVITIES FEE</b>	3
<b>A.Membership</b>	3
<b>B. Term of Membership</b>	4
<b>C. Responsibilities of Voting Members</b>	4
<b>D. Responsibilities of Ex-Officio Members and the Compliance Officer</b>	5
<b>E. Committee Meetings</b>	6
<b>SECTION III: BUDGETING</b>	7
<b>A.General</b>	7
<b>B.Annual Budget Process</b>	8
<b>C. Annual Budget Allocation Appeals and Disputes</b>	10
<b>1. Budget Allocation Appeal</b>	10
<b>2. Budget Allocation Disputes</b>	11
<b>D. Special Allocation Process</b>	11
<b>E. Special Allocation Appeal</b>	12
<b>F. Stipulations</b>	13
<b>SECTION IV: CAMPUS ENGAGEMENT</b>	13
<b>A.Community Forums</b>	13
<b>B.Annual Report</b>	13
<b>SECTION V: Review of Bylaws</b>	13

## **SECTION I: THE SERVICES AND ACTIVITIES FEE**

A. The Services and Activities Fee (the "S&A" Fee) is authorized by state statute for the express purpose of funding student activities and programs. This may include, but is not limited to, the operation of student-related services, acquisition, construction, equipping, and betterment of lands, buildings, and facilities (RCW 28B.10.300).

B. S&A Fees are defined as "fees, other than tuition and fees, charged to all students registering at the...state universities" (RCW 28B.15.041). For the purpose of these Bylaws, the S&A Fee is defined as a compilation of such fees charged to all students registering at the University of Washington Tacoma campus.

C. S&A Fees and revenues generated by programs and activities funded by such fees are deposited and expended through the offices of the University's budget and financial accounting systems, the responsibility for which resides with the University's chief fiscal officer. The S&A Fee and associated revenues are subject to University policies, regulations, and procedures, and to the Budget and Accounting Act of the State of Washington (RCW 43.88).

D. The allowable level of S&A Fee increases is authorized by the State Legislature.

E. In addition to the laws, rules and regulations governing the use of S&A Fees, two provisions of the State Constitution impact the use of public funds (S&A Fee funds are considered to be public funds). The first is Article VIII, Section 5 that prohibits the making of gifts or loans of money or property from public funds. A gift exists when there is a "transfer of property without consideration and with donative intent". The second is Article I, Section 11 that prohibits public money or property being appropriated for or applied to any religious worship, exercise or instruction, or the support of any religious establishment.

F. The S&A Fee Long-Term Fund (also known as the "reserve fund") shall consist of all unallocated revenue derived from the collection of the Services and Activities Fees from students and accrued interest.

G. The S&A Fee Contingency Fee (also known as the "special allocation fund") shall consist of funds which are derived through annual allocations and reversion of previous year unspent funds.

H. Members of the Board of Regents shall adhere to the principle that desires of the Services and Activities Fee Committee (SAFC) be given priority consideration on funding items that do

not fall into the categories of pre-existing contractual obligations, bond covenant agreements, or stability of programs affecting students.

I. With the exception of any funds needed for bond covenant obligations, once the annual budget for expending S&A Fees is approved by the Board of Regents, funds shall not be shifted from funds budgeted for associated students or departmentally-related categories or the reserve fund until the administration provides written justification to the SAFC and the Board of Regents give their express approval.

## **SECTION II: COMMITTEE ON SERVICES AND ACTIVITIES FEE**

The Services and Activities Committee (hereby called the "Committee") is appointed by the Chancellor of the University of Washington Tacoma, pursuant to RCW 28B.15.045, to review all requests for funding from Services and Activities Fee, to recommend program priorities and budget levels, and to serve in an advisory capacity to the Chancellor.

### **A. Membership**

1. The Committee shall consist of a minimum of seven (7) voting members and four (4) non-voting ex-officio members, and one (1) non-voting compliance officer.
2. The voting members shall be regularly enrolled students at UW Tacoma; recruited by current SAFC members through an open application process, recommended by the Associated Students of the University of Washington Tacoma (ASUWT), and appointed by the Chancellor. No more than one (1) voting members shall be an elected ASUWT member.
3. When making recommendations for Committee appointments, ASUWT should strive to recommend a Committee whose voting members represent the diverse interests and perspectives of University of Washington Tacoma students.
4. To aid in continuity of process and information, wherever possible, ASUWT should seek to appoint at least one (1) member, and no more than three (3) members, who served on the prior year's SAFC.
5. A majority of voting members (but no more than five (5)) shall be recommended by the end of Spring Quarter. The remainder must be recommended by the end of the 3rd week of Autumn Quarter.
6. The ex-officio members shall be:
  - i. A staff employee from Student Affairs, to be recommended by the Associate Vice Chancellor for Student Affairs;
  - ii. A faculty member, to be recommended by the Faculty Assembly;

- iii. A staff employee from the Office of the Vice Chancellor for Finance and Administration (F&A), to be recommended by the Vice Chancellor for Finance and Administrations;
- iv. A student representative from the Associated Students of the University of Washington Tacoma; and
- v. A Compliance Officer, appointed at the discretion of the Chancellor

## **B. Term of Membership**

1. Voting members begin their term when appointed and end their term on June 30th of the corresponding fiscal year. No individual may serve more than two terms.
2. Voting members appointed in Spring Quarter for the following academic year will begin immediately transitioning with the members of the outgoing committee.
3. The ex-officio members from Student Affairs, Finance & Administration, and the Compliance Officer shall be appointed to indefinite terms, serving at the discretion of the Chancellor. The faculty ex-officio member and ASUWT ex-officio shall be appointed to a renewable one (1) year term, running from July 1st to June 30th.
4. Any vacancies in membership will be replaced in the same manner provided for new appointments and for the unexpired term of the original appointment.

## **C. Responsibilities of Voting Members**

1. The Committee shall elect a Chair from its membership no later than the 5th week of Autumn Quarter. The Committee may decide to elect a Vice Chair to assist the Chair no later than the 5th week of Autumn Quarter.
2. Attend all meetings, unless excused by the Chair.
3. Any committee member that has more than two (2) unexcused absences or more than three (3) accumulated absences (excused or unexcused) for the academic quarter may be reported by the Chair to the committee for a formal vote of removal.
  - i. Failure to be excused by the Chair at least four (4) hours prior to missing an SAFC meeting will constitute an unexcused absence. Additional excused absences will be made at the discretion of the chair.
4. Members shall participate in all Committee trainings and required transition events.
5. The Chair and Vice Chair (if applicable) shall facilitate transition/orientation of Spring-appointed incoming committee members.

6. Members shall develop and maintain effective communication within the Committee and the campus community, including an annual report of allocations publicized through communication resources provided by the University.
7. Demonstrate a willingness to engage in constructive dialogue on any issue being considered by the Committee and actively participate in the deliberations of the Committee.
8. Adhere to all rules and regulations governing the Committee, including those laid out in the SAFC Operations Manual.
9. A member whose conduct is deemed unethical or whose performance clearly demonstrates a lack of commitment to their responsibilities may be recommended for removal from the Committee by either a unanimous vote of the remaining voting members of the Committee or at the sole discretion of the Chancellor.
10. Respond to all campus queries within five (5) business days.
11. Abstain from discussing, deliberating, or voting on any proposal submitted by a group, department, or organization with which they are affiliated with the exception of annual SAFC request(s).
12. Recommend funding for the employment of Committee staff using funds generated by the S&A Fee, if deemed necessary, under the following conditions:
  - i. Each staff position must have a written job description detailing qualifications and expectation of the position.
  - ii. The Committee Chair will act as a liaison between the Committee and the Committee staff.
  - iii. University employees filling Committee staff positions may also work for other University entities with costs of employment shared proportionate to the hours rendered between the Committee and such other entity.
13. During their term in office, the Committee shall delegate to ASUWT and the Chancellor of the University of Washington Tacoma responsibility for establishing the annual stipend, if any, that voting members shall be paid during the following academic year.

#### **D. Responsibilities of Ex-Officio Members and the Compliance Officer**

1. Advise the Committee on the laws and regulations of the State and the policies and procedures of the University pertaining to Services and Activities Fees.
2. Advise the Committee on procedural questions pertaining to the conduct of meetings.

3. Provide the Committee with summaries of fund balances in accounts funded by S&A Fees and projections of revenue and expenditures.
4. Advise the Committee on the status of SAF affiliated programs at UW Tacoma.
5. Assist the Committee with matters of continuity and historical perspective as required for the Committee to effectively and efficiently act on requests to fund programs and budgets.
6. Provide the Committee with perspectives of the campus community and the University administration.

## **E. Committee Meetings**

1. Meetings shall be held on a regularly scheduled basis, not less than two (2) per year.
2. The Compliance Officer shall serve as Interim Chair of the Committee until a Chair is elected by its membership.
  - i. The Compliance Officer will be a neutral, non-voting member, who maintains compliance with the relevant laws of the state of Washington, University policies, parliamentary procedures, as well as the bylaws laid out in this document.
3. Special meetings may be called by the Committee Chair, at the request of three (3) or more members of the Committee, at the request of three (3) or more members of the campus community; at the request of the Compliance Officer, or at the request of the Chancellor.
4. The Committee Chair shall post notifications of all meetings in compliance with these bylaws and the Open Public Meetings Act (OPMA) and shall be responsible for presiding over such meetings. An acting Chair will be designated, by the Chair, should it be necessary for him/her to be absent from any meeting.
5. An agenda and a copy of all funding requests to be considered by the Committee will be sent to members of the Committee and be publicly posted in compliance with the OPMA by the Chair or the Chair's designee.
6. A quorum required for the conduct of business at any meeting shall consist of a simple majority of the current voting members and one (1) ex-officio member of the Committee. An example being 4 members would constitute quorum if there are 7 total voting members.
7. Proxies will not be permitted for voting.
8. All meetings shall be conducted in accordance with the most current edition of Robert's Rule of Parliamentary Procedure, which encourage and do not preclude general discussion when conducting committee business, in accordance with Small Board Rules.

9. Program and budget decisions of the Committee shall be made in open public meetings of the Committee, and the reasons for the decisions shall be discussed at those meetings. Minutes will be taken at all meetings and the unofficial minutes shall be publicly posted within five (5) business days after a meeting. The minutes shall include the results of all program and budget decisions made by the Committee.

10. The Committee shall provide full disclosure to the University community concerning programs or budgets funded from S&A Fees.

## **SECTION III: BUDGETING**

### **A. General**

1. RCW 28B.15 defines the authority to collect S&A Fees, the general purposes for which fees may be used, and the budgeting process for administering their expenditure. The law specifically states: "It is the intent of the legislature that students will propose budgetary recommendations for consideration by the college or University administration and governing board to the extent that such budget recommendations are intended to be funded by Services and Activities Fees" and "the legislature recognized that institutional governing boards have a responsibility to manage and protect institutions of higher education". It is clear that the legislature deemed that the mechanism for student input in the S&A Fee process is through participation in the budget proposal process, but that the Board of Regents retains ultimate responsibility and authority for the S&A Fees budget.

2. Any SAF revenues used towards bond and/or contractual agreements must be accompanied with financial and use reports as well as a predetermined memorandum of understanding from the Associated Students of University of Washington Tacoma (ASUWT) and the Service and Activities Fee Committee (SAFC).

i. These items are to be included in the annual reports to the campus community and have the chance to elicit feedback from students to be shared with the UW administration, SAFC website, and UW Board of Regents.

3. Any member of the campus community may submit a request for funding through either the annual budgeting process or special allocation budgeting process, with the exception of:

i. Academic funding

1. Academic funding requests shall only be considered if the request is for services and/or activities that are:

- a. not directly related to an academic program.
- b. initiated by UW Tacoma students.
- c. open to all UW Tacoma students.

4. Chair and Vice Chair will have access and training to University of Washington financial systems to carry out functions outlined in the SAFC Operations Manual.
5. The Committee shall establish both the annual budget and special allocation processes. Procedures and criteria adopted by the Committee for the submission of budget requests shall apply to every proposer and shall not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, political orientation, or physical or mental ability.
6. The Committee has the responsibility to review all proposals submitted for funding from S&A Fees, whether for capital expenditures or operating programs and budgets.
7. All funding proposals must contain adequate information which will include, at a minimum, the following:
  - i. Detailed line-item breakdown of proposed expenditures (e.g. salaries, travel, supplies, services, etc.)
  - ii. Verification of strategic plan alignment
  - iii. Additional funding sources being sought or available to fund the program or event
  - iv. Revenues expected to be derived from the program or event
  - v. If previously funded, an accountability of how funds were spent
  - vi. A report of the program's scope and impact for the prior funding cycle.
8. Budget allocation decisions of the Committee shall be posted on the SAFC website and sent the requester within ten (10) business days of its respective action.
9. Allocations of S&A Fees to fund operating budgets are valid and available for expenditure during the ensuing fiscal year only. All unspent and unencumbered funds, at the end of each fiscal year, shall revert to the Contingency Fund and shall be carried forward for future reallocation.
10. Each fiscal year shall begin on July 1st and end on June 30th.

## **B. Annual Budget Process**

1. The annual budget process will be the preliminary process for recommending the distribution of S&A Fees for the ensuing fiscal year. As a part of the annual budget process, the Committee shall:
  - i. Formulate a recommendation for the level of the S&A Fees to be assessed during the ensuing fiscal year.
  - ii. Place in the Long-Term Fund up to five (5) percent of the projected incoming S&A Fees. Unless a designated purpose has been defined and approved, the Long-Term Fund should not exceed \$2,000,000.

iii. Place in the Contingency Fund up to five (5) percent of the projected incoming S&A Fees. Unless a designated purpose has been defined and approved, the Contingency Fund should not exceed \$250,000.

2. Program and budget proposals considered during the annual budget process will be to fund general annual operating costs necessary to run an organization, department, or service.

3. No later than the 1st Friday in December of each year, the Committee will announce the annual budget request submission process.

4. Annual budget request forms and all supporting documentation must be returned to the Committee no later than 12:00pm (noon) the 1st Friday of February. Late submissions will be accepted and/or reviewed at the sole discretion of the SAFC.

5. When considering Annual Allocation requests, the Committee may require the proposer (or their duly appointed representative) to be present to answer questions from the Committee.

6. The Committee shall have a minimum of two (2) weeks to consider Annual proposals from the time they are submitted until formal deliberations begin.

7. The Chancellor may meet with the Committee at appropriate intervals during its annual budget formulation process to respond to emergent ideas and issues and to apprise the Committee of the general position of the administration. The Chancellor may respond in writing to specific written proposals submitted by the Committee and take other actions as needed to assure that the lines of communication to the Committee remain open.

8. The Committee will release preliminary program and budget allocation recommendations no later than the 1st Friday in April. An appeal of the Committee's decision on any specific budget request may be made as described in Section III.C.1 by 12:00pm (noon) the 2nd Friday in April, at which time no further appeals will be accepted.

9. The Committee will respond to all allocation appeals as described in Section III.A no later than the end of business on the 4th Friday in April.

10. In addition to allocations to fund specific requests that have been approved by the Committee, the annual budget will contain an allocation to a budget line-item entitled "Contingency". The purpose of the "Contingency" budget is to provide the necessary flexibility during the budget execution year to authorize special allocations for capital project expenditures or for emergency expenditures that could not be specifically identified or foreseen at the time of the preparation and submission of the annual budget allocations or authorization of expenditures from the "Contingency" budget will be accomplished through the Special Allocation process.

11. The Chair shall transmit the final annual budget recommendations of Committee with support documentation, including mandatory dissenting opinions on any decision of the Committee that was unanimous, to the Chancellor no later than the 1st Friday in May.

12. Within fourteen (14) business days after receipt of the Committee's annual budget recommendations, the Chancellor will provide a written response to the Committee. In formulating the response to the Committee and/or recommendations to the Board of Regents, the Chancellor may seek the views of other affected University groups. In the event that the Chancellor disagrees with any of the Committee budget distribution recommendations, the UW Tacoma dispute resolution process described in Section III.C.2 will be invoked.

13. At the time that the Chancellor submits his/her proposed budget recommendations for the expenditure of S&A Fees to the Board of Regents, he/she shall also submit a copy of the Committee recommendations, along with any supporting documentation provided by the Committee, and a copy of the administration's response to the Committee recommendations. If a dispute exists between the Chancellor and Committee, which has not been resolved by the UW Tacoma dispute resolution process, the UW dispute resolution process described in Section III.C.2 will be invoked.

14. The Board of Regents may take action on those portions of the S&A Fee budget not in dispute and shall consider the results, if any, of the dispute resolution committee appointed in accordance with the dispute resolution process described in Section III.C.2.b

15. At the point in the review process at which recommendations on the distribution of S&A Fee budget and dispute resolutions are presented to the Board of Regents, the Board shall provide opportunity for the Committee to present its view.

16. Upon approval of the Board of Regents, the annual budget will be provided to the UW Tacoma Finance and Administration Office for establishment of budget numbers and recording of the necessary revenue transfers in the University accounting system to implement the approved distribution of funds.

17. The Committee may appeal to the Board of Regents if they feel that these bylaws have not been followed, that their participation has been unduly curtail, or that S&A Fee funds have been used for purposes outside of these bylaws. The decision of the Board of Regents shall be final.

18. Voting and ex-officio members are restricted from presenting annual or contingency budget proposals to the Committee.

### **C. Annual Budget Allocation Appeals and Disputes**

## **1. Budget Allocation Appeal**

- i. If a proposer or any other student objects to a budget allocation of Services and Activities Fee funds that has been made by the Committee, a written appeal must be submitted to the Committee Chair by 12:00pm (noon) on the 2nd Friday in April. An extension of the deadline shall not be granted.
- ii. An appeal must allege a violation of the State Constitution, applicable state laws, applicable University policies or regulations, or a material misrepresentation of facts that may serve to invalidate the allocation. An objection based solely on disagreement with the amount of the approved allocation will not be grounds for an appeal. The burden of proof that such a violation has occurred shall be on the proposer or individual making the allegation.
- iii. A special meeting of the Committee will be called by the Chair to address the appeal within five (5) business days of the receipt of the appeal. The Committee must have responded to all appeals no later than the 4th Friday in April. The proposer or individual filing the appeal will be required to attend the special meeting of the Committee at which the appeal is considered.
- iv. If the appeal is denied, the Chair shall transmit a copy of the appeal and the results of the Committee's decision, with all supporting documentation, for consideration by the Chancellor. The decision of the Chancellor will be final.

## **2. Budget Allocation Disputes**

- i. UW Tacoma Allocation Dispute Resolution Process
  - a. If, during the review of the final annual budget recommendations submitted by the Committee, the administration should dispute any of the recommended allocations, the Chancellor shall provide the Committee Chair with written notification of the disputed allocation that includes the administration's rationale or justification.
  - b. Within five (5) business days after receipt of written notification of a disputed allocation recommendation, the Chair shall schedule a special meeting of the Committee with the Chancellor for the purpose of making a good faith effort to resolve the dispute.
  - c. In the event that the dispute is not resolved within fourteen (14) business days from the date of the initial special meeting called to consider the dispute, the Chancellor will provide the Committee with the administration's written response to the Committee's final annual budget recommendations, which will include any unresolved dispute. A copy of the response, together with a copy of the Committee's recommendations and any supporting documentation, will be submitted to the Board of Regents with the Chancellor's proposed budget recommendations for the expenditure of S&A Fees.
- ii. UW Dispute Resolution Process

- a. Upon receipt of the administration' written response to the Committee's final annual budget recommendation that includes an unresolved dispute, the Committee Chair shall convene a Dispute Resolution Committee.
- b. The Dispute Resolution Committee shall be selected as follows: the Chancellor shall appoint one (1) non-voting advisory member; the Board of Regents shall appoint two (2) voting members; and the Committee Chair shall appoint two (2) student members of the Committee as voting members, and one (1) student representing the Committee who will Chair the Dispute Resolution Committee and be a non-voting member, except in the case of a tie vote.
- c. The Board of Regents shall consider the results, if any, of the Dispute Resolution Committee, and shall provide opportunity for the Committee to present its view, prior to taking action on any disputed portion of the budget.

#### **D. Special Allocation Process**

1. The Special Allocation process is designed to provide funding for capital expenditures, or for SAF funded programs to request funding for emergency expenditures that could not be specifically identified or foreseen at the time they prepared and submitted their annual budget request.
2. In general, the funding of Special Allocation requests shall be made from the "Contingency" operating budget line-item that was included in the annual budget. If there is insufficient funding in the "Contingency" budget, the Committee may submit a request through the Chancellor to the Board of Regents for approval of an additional distribution of from the reserve fund.
3. There will be two Special Allocation processes during the year, which will occur in Autumn and Spring Quarter. A call for Special Allocation requests will be announced by the Committee within the first two weeks of each quarter and will be accepted through the end of the 7th week of the quarter. All Special Allocation requests received shall be placed under the "New Business" section of the agenda for the next meeting. The Committee will review proposals on a rolling basis within two weeks of submission.
4. When considering Special Allocation requests, the Committee may require the proposer (or their duly appointed representative) to be present to answer questions by the Committee.
5. The Committee will release and post decisions on Special Allocation requests no later than five (5) business days after the meeting at which the allocation was considered.
6. An appeal of the Committee's decision on any specific Special Allocation may be made as described in Section III.5 within five (5) business days of the decision being released, after which no appeals will be appealed.

7. Decisions on appeals will be made within five (5) business days of receipt of the appeal.
8. Upon final approval of a Special Allocation, the Committee Chair shall authorize the Compliance Officer to work with the UW Tacoma Finance and Administration Office to establish a budget number and transfer revenue from the "Contingency" budget to implement the approved allocation.
9. Any change in the intent of an approved allocation that alters its objectives as originally described and appropriated must approval of the Committee before any changes occurs.

## **E. Special Allocation Appeal**

1. If a proposer or any other student objects to an allocation of S&A Fee funds that has been made by the Committee, a written appeal must be submitted to the Committee Chair by the end of business on the fifth (5th) business day after the Committee posted the allocation decisions. An extension of the deadline shall not be granted.
2. An appeal must allege a violation of the State Constitution, applicable state laws, applicable University regulations or a misrepresentation of facts that may serve to invalidate the allocation. An objection based solely on disagreement with the amount of the approved allocation will not be grounds for an appeal. The burden of proof that such a violation has occurred shall be on the proposer or individual making the allegation.
3. A special meeting of the Committee will be called by the Chair to address the appeal within five (5) business days of the receipt of the appeal. The proposer or individual filing the appeal will be required to attend the special meeting of the Committee at which the appeal is considered.
4. If the appeal is denied, the Chair shall transmit a copy of the appeal and the results of the Committee's decision (with all supporting documentation) for consideration by the Chancellor. The decision of the Chancellor is final.

## **F. Stipulations**

1. The Committee may place stipulations on the use of funds and/or recommend bylaws in the operations of a program as long as they are in compliance with University policy, state and federal law. All stipulations shall be binding.
2. Actual expenditures shall not exceed the amount of approved budget allocations without prior approval of the Committee. If prior notification to the Committee is not possible, the University entity in question must submit sufficient reasons and documentation.

3. Funding recipients may not use funds allocated to a specific budget line-item for another purpose without prior approval from the committee.

## **SECTION IV: CAMPUS ENGAGEMENT**

### **A. Community Forums**

1. The Committee shall host a community forum, no less than one (1) per year, to update the campus community about the Committee's process and operations.

### **B. Annual Report**

1. Each year, the Committee must publish an annual report of the allocation of funding.

## **SECTION V: Review of Bylaws**

A. The Committee may propose changes to these bylaws at any time. Changes are subjective to the review and approval of the Chancellor of the University of Washington Tacoma and the University of Washington Regents.