

Services and Activities Fees Committee (S.A.F.C.) Guidelines

I. Services & Activities Fees

- A. Services and Activities Fees are defined in RCW 28B.15.041 as "fees, other than tuition and fees, charged to all students registering at the...state universities."
"Services and Activities Fees shall be used as otherwise provided by law or rule or regulation of the board of...regents of each of the ...state universities for the express purpose of funding student activities and programs of their particular institution."
- B. The level of the services and activities fee is recommended by a Services and Activities Fee Committee established at each institution pursuant to RCW 28B.15.045 and approved by the Board of Regents. Increases in the fee are subject to limitations set by the state legislature.
- C. Services and Activities 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. Such fees and 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. RCW 28B.10.300 authorizes the expenditure of Services and Activities Fees for the construction, equipping and betterment of buildings and facilities for student activities and services.
- E. In addition to the laws, rules and regulations governing the use of Services and Activities Fees, two provisions of the State Constitution impact the use of public funds (Services and Activities Fee funds are considered to be public funds). The first is Article VIII, Section 5 that prohibits the making 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 Services and Activities Fee Long-term Fund (also known as the reserve fund) shall consist of all unallocated revenue derived from the collection of Services and Activities Fees from students and accrued interest.

- G. Members of the Board of Regents shall adhere to the principle that desires of the Services and Activities Fee Committee 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.
- H. With the exception of any funds needed for bond covenant obligations, once the annual budget for expending Services and Activities 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 Services and Activities Fee Committee and the Board of Regents, and the Services and Activities Fee Committee and the Board of Regents give their express approval.

II. Committee on Services and Activities Fees

The Services and Activities Fee Committee (hereafter called 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 Fees, 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 seven voting members, three non-voting ex-officio members, and one Compliance Officer.
2. The voting members shall be regularly enrolled students at UW Tacoma, recommended by the Associated Students of the University of Washington, Tacoma (ASUWT) Student Government. They shall be students chosen at-large, none of which may be a member of ASUWT Student Government, the Student Activities Board (hereafter called the SAB) or hold a paid/stipend position within Student Affairs .
3. When making its recommendations for Committee appointments, the ASUWT student government should strive to recommend a Committee that represents diverse student interests, and wherever possible, provide for a continuity of membership through individual willingness to commit to serve more than one term.
4. All of the voting members shall be recommended by the second Monday in May,
5. The ex-officio members shall be:
 - a. A staff employee from Student Affairs, to be recommended by the Associate Vice Chancellor for Student Affairs;
 - b. A faculty member, to be recommended by the Faculty Assembly; and

- c. 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 Administration.
- d. A Compliance Officer, appointed at the discretion of the Chancellor.

B. Term of Membership

1. The voting members recommended by the second Monday in May shall be appointed for one-year terms running from July 1 to June 30.
2. The ex-officio members from Student Affairs, F&A and the Compliance Officer shall be appointed to indefinite terms, serving at the discretion of the Chancellor. The faculty ex-officio member shall be appointed to a renewable one-year term running from October 1 to September 30.
3. 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. Attend all meetings unless excused by the chair. An excused absence may be obtained through written communication to the chair at least 24 hours prior to a scheduled meeting. No member may be granted more than four (4) excused absences per quarter. Failure to submit a request for absence to the chair in a timely manner constitutes an unexcused absence. Members shall be allowed no more than two unexcused absences per quarter. Further unexcused absences will result in the recommendation by the chair or any other member to remove the member in question from the committee. It is the chair's responsibility to take accurate roll call and document all excused and unexcused absences.
2. Develop and maintain effective communication within the Committee.
3. Develop and maintain effective communication with the campus community.
4. 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.
5. Adhere to all rules and regulations governing the Committee.
6. A member whose conduct is deemed unethical or whose performance clearly demonstrates a lack of commitment to the discharge of 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.
7. Respond to all campus queries within five (5) business days.
8. Must abstain from discussing, deliberating, or voting on any proposal submitted by a group or organization of which they are affiliated.

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 Services and Activities Fees and projections of revenue and expenditures.
4. Advise the Committee on the status of registered student organizations 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 climate and the university community.

E. Committee Meetings

1. Meetings shall be held on a regularly scheduled basis, not less than two per quarter. The Committee will determine the schedule of meetings for the summer and fall quarters at its first meeting of the fiscal year. Subsequent meetings for the winter and spring quarters shall be determined by the Compliance Officer
2. The Compliance Officer shall serve as chair of the committee
 - a. 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 guidelines laid out in this document.
3. Special meetings may be called by 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; or at the request of the Chancellor.
4. The Committee chairperson shall post notifications of all meetings in compliance with these guidelines and the Open Public Meetings Act 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 and be publicly posted in compliance with the Open Public Meetings Act by the chair or the chair's designee.
6. A quorum required for the conduct of business at any meeting shall consist of two-thirds of the current voting members and one ex-officio member of the Committee.
7. Proxies will not be permitted for voting or deliberating.

8. All meetings shall be conducted in accordance with the most current edition of Robert's Rules of Parliamentary Procedures, Newly Revised. Deviations from such procedures will be at the discretion of the chair.
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 Services and Activities Fees.

III. Budgeting

A. General

1. RCW 28B.15 defines the authority to collect Services and Activities Fees, the general purposes for which the 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 recognizes 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 Services and Activities Fee process is through participation in the budget proposal process, but that the Board of Regents retains ultimate responsibility and authority for the Services and Activities Fees budget.
2. Any member of the campus community may submit a request for funding through either the annual budgeting or special allocation process .
 - a. Event funding shall be at the sole discretion of the SAB, who derive their funds through the annual budgeting process. If necessary, the SAB may request additional event funding through the special allocation process.
3. The Committee shall establish the budget style and format for 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.

4. The Committee has the responsibility to review all proposals submitted for funding from Services and Activities Fees, whether for capital expenditures or operating programs and budgets.
5. All funding proposals must contain adequate information which will include, at a minimum, the following:
 - a. Detailed line-item breakdown of proposed expenditures (e.g., salaries, travel, supplies, services, etc.);
 - b. Additional funding sources being sought or available to fund the program or event; and
 - c. Revenues expected to be derived from the program or event.
6. Budget allocation decisions of the Committee shall be posted in an easily accessible location within 5 business days of its respective action. The location shall be made known to the general student body.
7. Allocations of Services and Activities Fees to fund operating budgets are valid and available for expenditure during the ensuing fiscal year only. Unspent or un-encumbered allocations shall revert to the "Contingency" line item at the end of each fiscal year and shall be carried forward and made available for reallocation.
8. Each fiscal year shall begin on July 1 and end on June 30.

B. Annual Budgeting Process

1. The annual budget process will be the primary process for recommending the distribution of Services and Activities Fee funding for the ensuing fiscal year. As a part of the annual budget process, the Committee shall also formulate a recommendation for the level of the Services and Activities Fees to be assessed during the ensuing fiscal year. In addition, the Committee shall set aside at least fifteen (15)% of the projected incoming Services and Activities Fees to be placed into the long-term fund.
2. Program and budget proposals considered during the annual budget process will be to fund general annual operating costs necessary to run an organization or service. Annual budgets will not include capital expenditures or planned expenditures for specific events or activities, with the exception of the SAB.
3. Not later than the second Monday in February of each year, the Committee will announce the format and deadline for the submission of annual budget requests.
4. Annual budget request forms and all supporting documentation must be returned to the Committee not later than the second Monday in March.
5. 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.
6. The Committee will release preliminary program and budget allocation recommendations no later than the first 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 the end of business on the second Friday in April, at which time no further appeals will be accepted.
 7. The Committee will respond to all allocation appeals as described in Section III C 1) not later than the end of business on the fourth Friday in April.
 8. 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 specific events or activities, capital expenditures, or for other expenditures that could not be specifically identified or foreseen at the time of the preparation and submission of the annual budget (e.g., an allocation for operating costs of a new student organization registering during the academic year). Allocations or authorization of expenditures from the "Contingency" budget will be accomplished through the special allocation process.
 9. The chair shall transmit the final annual budget recommendations of Committee with supporting documentation (including mandatory dissenting opinions on any decision of the Committee that was not unanimous) to the Chancellor not later than the first Friday in May.
 10. 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 UWT dispute resolution process described in Section III C 2) a. will be invoked.
 11. At the time that the Chancellor submits his/her proposed budget recommendations for the expenditure of Services and Activities 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 UWT dispute resolution process, the UW dispute resolution process described Section III C 2) b. will be invoked.
 12. The Board of Regents may take action on those portions of the Services and Activities 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.

13. At the point in the review process at which recommendations on the distribution of Services and Activities Fee budget and dispute resolutions are presented to the Board of Regents, the Board shall provide opportunity for the Committee to present its view.
14. Upon approval of the Board of Regents, the annual budget will be provided to the UWT Finance 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.
15. The Committee may appeal to the Board of Regents if they feel that these guidelines have not been followed, that their participation has been unduly curtailed, or that Services and Activities Fee funds have been used for purposes outside of these guidelines. The decision of the Board of Regents shall be final.

C. Annual Budget Allocation Appeals and Disputes

1. Budget Allocation Appeal

- a. 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 the end of business on the second Friday in April. An extension of the deadline shall not be granted.
- b. 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.
- c. A special meeting of the Committee will be called by the chairperson to address the appeal within 5 business days of the receipt of the appeal. The Committee must have responded to all appeals not later than the fourth 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.
- d. 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

a. UWT Allocation Dispute Resolution Process

- i. 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.

- ii. Within 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.
- iii. 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 Services and Activities Fees.

b. UW Dispute Resolution Process

- i. Upon receipt of the administration's written response to the Committee's final annual budget recommendations that includes an unresolved dispute, the Committee chair shall convene a dispute resolution committee.
- ii. The dispute resolution committee shall be selected as follows: The Chancellor shall appoint one non-voting advisory member; the Board of Regents shall appoint two voting members; and the Committee Chair shall appoint two student members of the Committee as voting members, and one student representing the Committee who will chair the dispute resolution committee and be non-voting member, except in the case of a tie vote.
- iii. 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 organizations, services, capital expenditures, SAB event funding, and activities not considered in the annual budgeting process. This includes, but is not limited to, general operating funds and funding for specific events or activities by the SAB.
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 from the reserve fund.

3. Should the SAB not have sufficient funds, the SAB may approach the Committee for additional funds for specific events and activities. Primary considerations for allocation of operating funds to the SAB for specific events or activities shall be:
 - a. Events or activities which are directed primarily to the campus community, and
 - b. The extent to which the event or activity benefits all students. In addition, allocations for programs and events devoted to societal, political or economic philosophies will encourage a diversity of viewpoints and promote a plurality of viewpoints.
4. Special allocation requests shall be submitted to the Committee chair in the format prescribed by the Committee. The chair will review such requests to insure that adequate information is provided as described in Section III A 5).
5. All special allocation requests received shall be listed by title, source, and amount requested in the new business section of the agenda for the next meeting.
6. When considering special allocation requests, the Committee may require the proposer (or their duly appointed representative) to be present to answer questions of the Committee.
7. The Committee will release and post decisions on special allocation requests not later than five (5) business days after the meeting at which the allocation was considered.
8. An appeal of the Committee's decision on any specific special allocation may be made as described in Section III E within five (5) business days of the decision being released, after which no appeals will be accepted.
9. Decisions on appeals will be made within five (5) business days of receipt of the appeal.
10. Upon final approval of a special allocation, the Committee chair shall authorize the UWT Finance Office to establish a budget number and transfer revenue from the "Contingency" budget to implement the approved allocation.
11. Any change in the expenditure of an approved allocation that would alter its objectives as originally described and appropriated, or the way in which the objectives shall be sought, must have the approval of the Committee before any change occurs.
12. The Committee may establish requirements and deadlines to account for the expenditure of special allocations for specific events, activities, or training.

E. Special Allocation Appeal

1. If a proposer or any other student objects to an 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 the end of business on the fifth (5) 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 chairperson to address the appeal within 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 will be final.

F. Student Activities Board Allocation Appeal

1. If a proposer or any other student objects to a decision made by the SAB, a written appeal must be submitted to the Committee Chair by the end of business on the fifth (5) business day after the SAB allocated the funds. 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 chairperson to address the appeal within 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 will be final.

IV. Expenditure Reviews

A. Review of Special Allocations

1. At the time a special allocation is made, the Committee may establish a deadline for submitting an accounting for the expenditures to the Committee.

2. If an accounting for a special allocation is not submitted by the established deadline, the Committee can take action to freeze the unexpended portion of the allocation.
3. A notification of the imposition of a freeze on a special allocation will be sent to the University entity. A freeze will remain in effect until the University entity submits an accounting for the expenditures that is satisfactory to the Committee. No further obligations may be incurred against the budget until the freeze is removed; however, unpaid obligations **must** be paid.
4. In addition, if the special allocation was being sponsored or conducted by a registered student organization at UW Tacoma, Student Life will be notified and appropriate disciplinary action can be imposed on the student organization in accordance with the Student Organization Handbook.
5. A pattern or history of failure on the part of a proposer to submit an accounting for special allocations by established deadlines may result in future requests for special allocations being disapproved by the Committee.

B. STIPULATIONS AND ADDENDUMS

1. The Committee may place stipulations on the use of funds and/or recommend guidelines in the operations of a program. All stipulations shall be binding.
2. Registered student organizations at UW Tacoma will be denied access to budgets for expenditure of allocated funds whenever the organization is not in compliance with Student Life requirements or their budget has been frozen in accordance with Section IV A. or Section IV B.
3. Actual expenditures shall not exceed the amount of approved budget allocations without prior approval of the Committee.
4. If prior notification to the Committee is not possible, the University entity in question must submit sufficient reasons and documentation.

V. ADDENDUMS TO THE SAFC GUIDELINES

- A. An addendum process shall be instituted to address unanticipated concerns by the Committee and campus community
- B. Any voting or non-voting member of the Committee may submit, in writing, an Addendum to this document.
 1. The addendum will be valid for no more than the current fiscal year in which it was proposed.
 2. The addendum must be voted on and approved by both a two-thirds (2/3) majority of the voting members and subsequent written approval by the Chancellor.

The Board of Regents approved the original version of these guidelines on September 27, 1991. Subsequent revisions were approved on June 14, 2002, and June 10, 2005. The Board of Regents approved the present version on June 8, 2006.