

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 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 and Care Center (Amended 12/2/98)

Recreation and Wellness Center (Amended 3/4/05)

Intramurals (Amended 10/13/09)

Intercollegiate Athletics (Amended 3/4/05)

Oshkosh Student Association (Amended 5/12/08)

Green Fund Committee (Amended 4/29/16)

Disposition of allocable segregated fees is recommended to the Chancellor by the Allocations Committee. The Segregated Fee Committee may deal with appropriate matters as they are related to segregated fees.

2. Membership

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

Members (Amended 4/15/09 and 4/29/16):

8 Students appointed by the Oshkosh Student Association (7 voting, 1 non-voting)

2 Alternate Students appointed by the Oshkosh Student Association

2 Faculty appointed by the Faculty Senate

2 Academic Staff appointed by the Senate of Academic Staff

2 University Staff appointed by the University 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

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meeting, a graduate student appointment is not recommended to OSA, the OSA President may appoint another undergraduate student to avoid the vacancy. (Amended 11/20/03 and 3/4/05)

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 and 11/20/03)

One student shall serve as 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. University Staff 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, and 4/29/16)

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 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 placed 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. Meetings

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 Oct. 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 email on the day of the special request. (Amended 11/28/01 and 11/20/03)

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

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D. When it is impossible for the committee to meet, the chairperson or adviser 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 and 10/24/01)

4. Chair Responsibilities

A. The chair must prepare and submit a report to the Oshkosh Student Association once per semester (ref: OSA-06-027).

B. The chair must make a presentation to the Oshkosh Student Association Assembly and Senate one per semester (ref: OSA-06-027).

C. 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. The chair will receive a stipend of \$300 for the fall semester, to be paid in the month of December; and a stipend of \$300 for the Spring semester, to be paid in the month of May; the vice chair will receive a stipend of \$200 for the fall semester, to be paid in the month of December; and a stipend of \$200 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 or vice chair negligent of fulfillment of responsibilities as defined by these Bylaws. (Amended 4/29/16)

1) The chair, if an undergraduate student, must maintain a minimum GPA of 2.0, must be enrolled in a minimum of six (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. Funding Determinations

A. Definitions

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

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

3) *Segregated Fee Committee*: SFC

4) *Special Session*: any session that is called by the chair or advisor outside of the normal fall/spring schedule

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

B. Funding Determination

1) Out of Normal Budget Session Request and Requests for Budget Additions and New Initiatives

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 adviser must be notified for determination. The following scale will be used to determine procedure:

\$0 to \$5000: 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 \$5000 must be made during the fall or spring semester, except those instances listed in the Expenditure Guidelines section below.

\$5001 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.

\$100,000,001+: 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 that will occur 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. (Amended x/x/xx)

6. Parliamentary Authority

A. The latest Edition of Robert's Rules of Order govern this committee. (Amended 11/20/03)

7. Amendments

A. These bylaws may be amended by a two-thirds 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.

8. Ratification

A. These bylaws shall be ratified by a two-thirds 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).