

An Executive Order Establishing the Operating Procedures for the Organizational Activities Fee Review Committee

WHEREAS,

- The Student Government is the official governing body of the Student Association and exists to represent the present and long term best interest of the Student Association in the formulation of the University policy and in the fulfillment of the University mission; and
- The 2017-2018 Student Senate passed a resolution supporting that procedures detailing the Organizational Activities Fee Review Committee's purpose and operation be set forth; and
- Through consultation with the Vice President of Student Affairs, the President of the Funds Allotment Council, the Student Senate Rules Revision Committee, the President of the Student Activities Board, and other stakeholders, such Operating Procedures have been drafted; and
- In order to ensure the impartiality of future Organizational Activities Fee Review Committees, these Operating Procedures include provisions which allow for increased representation from and involvement of the Funds Allotment Council and the Student Activities Board in the review process.
- In order to ensure the efficiency of future Organizational Activities Fee Review Committees, these Operating Procedures include provisions detailing how the Vice President of Student Affairs shall act as an advisor to the Committee; and
- In order to ensure that student money is being spent in accordance with students' best interests, these Operating Procedures include provisions which broaden the scope of the Organizational Activities Fee Review Committee's review process to include all student-initiated fees.

THEREFORE BE IT RESOLVED THAT,

- I, Keaton Leppanen, President of the Student Association, by virtue of the authority vested in me by the Constitution and Standing Rules of the Student Government, do hereby issue this executive order to establish the Operating Procedures for the Organizational Activities Fee Review Committee¹ which shall take effect immediately and shall be abided by all future Organizational Activities Fee Review Committees; and
- Charge the Student Government with facilitating the adoption and observance of the Operating Procedures for the Organizational Activities Fee Review Committee and fulfilling any relevant duties contained therein.

Respectfully submitted on this, the 28th day of April 2019,



Keaton Leppanen
President of the Student Association

¹ See Appendix

APPENDIX

ORGANIZATION ACTIVITIES FEE REVIEW COMMITTEE OPERATING PROCEDURES

ARTICLE I: PURPOSE, CHARGE, & DEFINITIONS

Section 1: Purpose

The purpose of the Organization Activities Fee Review Committee (OAF) is to ensure that student-initiated fees, both student-controlled and administration-controlled, are being spent in a responsible and practical manner and in a way that best serves the Student Association.

Section 2: Charge

Clause 1

The Organization Activities Fee Review Committee is charged with conducting an unbiased and thorough examination of the allocation and administration of all student-initiated fees and general student satisfaction with them.

Clause 2

This is to be done through the financial auditing and reviewing of the allocation process of the fees themselves and the organizations or departments which administer them.

Clause 3

Upon conclusion of this examination, the committee is additionally charged with providing official recommendations concerning the specific dollar amounts of the fees and improvements concerning their administration.

Section 3: Definitions

Clause 1

Student-initiated fees are fees assessed to students that were voted on and approved by the Student Association.

Clause 2

Student-controlled fees are student-initiated fees which are overseen and allocated to projects directly by students and student organizations. As of Spring 2019, these include:

- Parts of the Student Activities Fee:
 - Student Government Fee administered by the Student Government
 - The Collegiate Readership Program Fee administered by the Student Government
 - Funds Allotment Council Fee administered by the Funds Allotment Council
 - Student Activities Board Fee administered by the Student Activities Board
- The Athletic Fee administered by the Athletic Fee Accountability Committee of Student Government
- The Environmental Sustainability Fee administered by the Environmental Sustainability Fee Accountability Committee of Student Government

Clause 3

Administration-controlled fees are student-initiated fees which are overseen and allocated to projects by administration on behalf of students. As of Spring 2019, these include:

- Parts of the Student Activities Fee:
 - The Center for Student Involvement Fee administered by the Center for Student Involvement
- The Mental Health Fee administered by the University Counseling Service
- The Information Technology Fee administered by the Information Technology Department

ARTICLE II: REVIEW CYCLE & CONVENING THE COMMITTEE

Section 1: Review Cycle

Clause 1

The Organization Activities Fee Review Committee shall operate on a three year review cycle starting in 2019-2020 academic year.

Clause 2

The Organization Activities Fee Review Committee shall be convened every three years.

Clause 3

The Organization Activities Fee Review Committee shall examine the allocation and administration of student initiated fees during the three years since the last Organization Activities Fee Review Committee was convened.

Section 2: Convening the Committee

Clause 1

The Organization Activities Fee Review Committee shall be convened by the Student Government in conjunction with the Office of Student Affairs

Clause 2

Notification of the impending convening of the Organization Activities Fee Review Committee shall be sent by the President of the Student Government to organizations and departments which administer student initiated fees no later than the end of the Spring Semester prior to a given review year.

Clause 3

The Organization Activities Fee Review Committee shall be convened no later than the end of September during the Fall Semester of a given review year.

ARTICLE III: COMMITTEE MEMBERSHIP

Section 1: General Composition

Clause 1

The Organization Activities Fee Review Committee shall be comprised of student representatives, non-student representatives, and an advisor.

Clause 2

As the fees are student initiated fees, the Organization Activities Fee Review Committee shall be primarily comprised of students.

Clause 3

As non-student members administer some of the student initiated fees and can provide valuable historical and logistical information, the Organization Activities Fee Review Committee shall be comprised partially of non-student members.

Clause 4

In order to help ensure an orderly, well informed, and unbiased review of the student-initiated fees, the Vice President of Student Affairs shall act as an advisor to the Organization Activities Fee Review Committee.

Section 2: Student Members

Clause 1

The student members of the Organization Activities Fee Review Committee shall conduct most of the work of the committee and their opinions should carry the most weight in the discussions of the committee.

Clause 2

Student members of the Organization Activities Fee Review Committee include:

- A Chairperson
- One Student Senate Representative
- One Funds Allotment Council Representative
- One Student Activities Board Representative
- One Athletic Fee Accountability Committee Representative
- One Environmental Sustainability Fee Accountability Committee Representative
- Three students at large.

Section 3: Non-Student Members

Clause 1

Non student members shall act primarily in an advisory capacity and are not expected to perform substantial portions of the committee's work.

Clause 2

Non-student members include:

- The Director of the Center for Student Involvement
- The Director of the University Counseling Service
- The Director of the Information Technology Department
- A member of the Business/Accounting Department

Section 4: The Vice President of Student Affairs

The Vice President of Student Affairs shall serve as Advisor to the Organization Activities Fee Review Committee.

ARTICLE IV: SELECTION GUIDELINES FOR MEMBERS

Section 1: Chairperson

Clause 1

The Chairperson of the Organization Activities Fee Review Committee shall be a student of Truman State University who has no substantial ties or connections to any of the student initiated fees or the organizations and departments administering them.

Clause 3

The Chairperson of the Organization Activities Fee Review Committee is required to have at least a 2.75 Cumulative Truman GPA.

Clause 4

The Chairperson of the Organization Activities Fee Review Committee is required to have been a Truman student for at least one academic year at time of appointment.

Clause 5

The application and selection process of the Chairperson shall be overseen by the President of the Student Association, the President of the Funds Allotment Council, and the President of the Student Activities Board with the consultation of the Vice President of Student Affairs.

Clause 6

The Chairperson shall be selected by a majority vote of the President of the Student Association, the President of the Funds Allotment Council, and the President of the Student Activities Board.

Section 2: The Student Senate Representative

Clause 1

The Student Senate Representative shall be a Voting Member in good standing of the Student Senate.

Clause 2

The Student Senate Representative shall be appointed to this position by the President of the Student Association in accordance with the policies of the Student Government.

Section 3: The Funds Allotment Council Representative

Clause 1

The Funds Allotment Council Representative shall be a member in good standing of the Funds Allotment Council.

Clause 2

The Funds Allotment Council Representative shall be appointed to this position by the President of the Funds Allotment Council in accordance with the policies of the Funds Allotment Council.

Section 3: The Student Activities Board Representative

Clause 1

The Student Activities Board Representative shall be a member in good standing of the Student Activities Board.

Clause 2

The Student Activities Board Representative shall be appointed to this position by the President of the Student Activities Board in accordance with the policies of the Student Activities Board.

Section 4: The Athletic Fee Accountability Committee Representative

Clause 1

The Athletic Fee Accountability Committee Representative shall be the Chair of the Athletic Fee Accountability Committee.

Clause 2

If the Chair of the Athletic Fee Accountability Committee cannot fulfill the duties of this position, then they may choose a student member of the Athletic Fee Accountability Committee to act as their designee to the Organization Activities Fee Review Committee.

Section 5: The Environmental Sustainability Fee Accountability Committee Representative

Clause 1

The Environmental Sustainability Fee Accountability Committee Representative shall be the Chair of the Environmental Sustainability Fee Accountability Committee.

Clause 2

If the Chair of the Environmental Sustainability Fee Accountability Committee cannot fulfill the duties of this position, then they may choose a student member of the Environmental Sustainability Fee Accountability Committee to act as their designee to the Organization Activities Fee Review Committee.

Section 6: The Student At Large Representatives

Clause 1

The three student at large representatives shall be students who have no substantial ties or connections to any of the student initiated fees or the organizations and departments administering them.

Clause 2

The three student at large representatives shall be appointed to their position by the President of the Student Association in accordance with the policies of the Student Government in consultation with the Vice President of Student Affairs.

Section 7: Non-Student Members

Clause 1

All non-student members shall automatically be considered members of the committee upon the convening of the Organization Activities Fee Review Committee.

Clause 2

If any non-student member cannot fulfill the duties of their position, they may choose an individual from their department to act as their designee to the Organization Activities Fee Review Committee.

Section 8: Vice President of Student Affairs

Clause 1

The Vice President of Student Affairs shall automatically be considered as the advisor to the committee upon the convening of the Organization Activities Fee Review Committee.

Clause 2

If the Vice President of Student Affairs cannot fulfill the duties of their position, they may choose an individual to act as their designee to advise the Organization Activities Fee Review Committee.

ARTICLE V: DUTIES OF MEMBERS

Section 1: The Chairperson

Clause 1

The Chairperson shall be in charge of running the Organization Activities Fee Review Committee.

Clause 2

The Chairperson is responsible for, in consultation with the Vice President of Student Affairs, creating a schedule for the review process.

Clause 3

The Chairperson is responsible for setting the time for and attending meetings of the committee.

Clause 4

The Chairperson is responsible for ensuring the keeping of accurate and detailed minutes for all meetings of the committee.

Clause 5

The Chairperson is responsible for assigning and ensuring the completion of any relevant tasks or responsibilities of the committee and its members.

Clause 6

The Chairperson is responsible for ensuring that the review process is conducted without bias.

Clause 7

The Chairperson is responsible for ensuring the Organization Activities Fee Review Committee meets all deadlines and responsibilities outlined in these operating procedures.

Clause 8

The Chairperson is responsible for creating an End of the Year Report meant for future chairs of the Organization Activities Fee Review Committee which details the operation of the Organization Activities Fee Review Committee, offers advisement for future chairs, and provides recommendations concerning possible improvements to these operating procedures and how the Organization Activities Fee Review Committee is run in the future

Section 2: Student Members

Clause 1

Student members are responsible for representing, to the best of their knowledge, the opinions of their respective organizations and the Student Association.

Clause 2

Student members who are representatives of an organization are responsible for providing, to the best of their knowledge, accurate information concerning the operations, financial details, and history of their respective organizations.

Clause 3

Student members who are representatives of an organization are responsible for updating their respective organizations concerning the progress and functioning of the Organization Activities Fee Review Committee.

Clause 4

Student members are responsible for soliciting input from the organizations or individuals they are representing concerning matters discussed by the Organization Activities Fee Review Committee.

Clause 5

Student members are responsible for carrying out any relevant and reasonable tasks given to them by the Chairperson of the Organization Activities Fee Review Committee.

Clause 6

Student members are responsible for attending all committee meetings and events as set forth by the Chairperson.

Section 3: Non-Student Members

Clause 1

Non-student members are responsible for advising the Organization Activities Fee Review Committee concerning their areas of expertise.

Clause 2

Non-student members who oversee the allocation of student initiated fees are responsible for answering any questions posed and providing any relevant documents or financial records requested by the Organization Activities Fee Review Committee.

Clause 3

Non-student members are not required to attend committee meetings.

Section 4: Vice President of Student Affairs

Clause 1

The Vice President of Student Affairs is responsible for helping the Chairperson of the Organization Activities Fee Review Committee create a schedule for the review process.

Clause 2

The Vice President of Student Affairs is responsible for helping the Organization Activities Fee Review Committee decide what methods and metrics will be used for their examination of the student-initiated fees.

Clause 3

The Vice President of Student Affairs shall aid the Organization Activities Fee Review Committee in matters of logistics, procedure, institutional knowledge, and acquisition of pertinent materials.

Clause 4

The Vice President of Student Affairs shall help ensure that the Organization Activities Fee Review Committee shall remain unbiased and professional in their approach to and execution of their duties.

ARTICLE VI: COMMITTEE POWERS AND PURVIEW

Section 1: Committee Powers

Clause 1

The Organization Activities Fee Review Committee derives its authority from the office of Student Affairs and the Student Association as represented by the Student Government.

Clause 2

The Organization Activities Fee Review Committee is empowered to requisition relevant materials from organizations and departments who oversee student initiated fees including, but not limited to:

- Official governing documents;
- Financial records pertaining to student-initiated fees;
- Budgets pertaining to student-initiated fees;
- Meeting minutes.

Clause 3

The Organization Activities Fee Review Committee shall respect any valid contractual or legal obligations which prevent the sharing of certain documents

Clause 4

The Organization Activities Fee Review Committee is empowered to meet with and question organizations and departments who oversee student initiated fees concerning relevant topics including, but not limited to:

- Background information concerning history or operation;
- Rationale for decisions;
- Context of materials;
- Priorities when spending student initiated fee money;
- Philosophy and approach to spending student initiated fee money.

Section 2: Committee Purview

Clause 1

The Organization Activities Fee Review Committee's purview is to provide recommendations concerning the amount and administration of student fees.

Clause 2

The Organization Activities Fee Review Committee is empowered to provide recommendations concerning, but not limited to:

- What they believe would be better uses of student initiated fee money;
- Whether a particular fee should be increased or decreased;
- Whether a particular fee should be kept or discontinued;
- If a new student fee should be initiated;
- How an organization or department can improve to better serve the students who fund it.

Clause 3

The Organization Activities Fee Review Committee cannot require any organization or department to enact any of its recommendations.

Clause 4

The Organization Activities Fee Review Committee cannot require the adjustment of fee amounts or the creation/elimination of student initiated fees.

Clause 5

The Organization Activities Fee Review Committee is empowered to bring its recommendations concerning any adjustment of fee amounts or the creation/elimination of a student initiated fee in the form of a Resolution to the Student Senate for a vote on whether or not to put the recommended changes on the ballot for a vote of the Student Association.

ARTICLE VII: COMMITTEE ORGANIZATION, PROCEDURES, & EXPENDITURES

Section 1: Organization

Clause 1

The Organization Activities Fee Review Committee shall meet at least once every two weeks after its convening at a time determined by the Chairperson.

Clause 2

The Chairperson shall develop, in consultation with the Vice President of Student Affairs, a schedule of the review process which details the precise timeline and methods of review used by the committee.

Clause 3

The Organization Activities Fee Review Committee is expected to apply whatever methods and metrics of examination it uses unbiasedly and fairly across all student-initiated fees and their administering organizations.

Section 2: Procedures

Clause 1

Except for what is noted in this section, discretion is given to the Organization Activities Fee Review Committee as to what exact methods and metrics are used to examine and evaluate the student-initiated fees and their administering organizations and departments.

Clause 2

The Organization Activities Fee Review Committee shall send representatives to at least one meeting of every student organization who administers a fee to ask questions and discuss topics relevant to their review.

Clause 3

The Organization Activities Fee Review Committee shall request and review the budgets and financial records of student organizations which administer a student initiated fee.

Clause 4

The Organization Activities Fee Review Committee shall endeavor to check to see if all uses of student initiated fees comply with any and all relevant rules and operating procedures.

Clause 5

The Organization Activities Fee Review Committee shall hold a student body wide survey concerning student knowledge of and sentiment toward all student initiated fees, their usage, and possible changes.

Clause 6

The Organization Activities Fee Review Committee is recommended to hold a student forum to stimulate discussion concerning knowledge of and sentiment toward all student initiated fees, their usage, and possible changes.

Section 3: Expenditures

Clause 1

The Organization Activities Fee Review Committee is empowered to request funds from the Student Government, the Student Activities Board, and the Funds Allotment Council.

Clause 2

Such funds may be used to, among other things:

- Finance the printing of the official report;
- Fund any expenses of a student forum;
- Provide incentives for a student body wide survey.

Clause 3

All expenses incurred shall, unless agreed otherwise by the parties involved, be split evenly between the Student Government, the Student Activities Board, and the Funds Allotment Council.

ARTICLE VIII: COMMITTEE DELIVERABLES AND DEADLINES

Section 1: Deliverables

Clause 1

The Organization Activities Fee Review Committee shall formulate recommendations for each specific student initiated fee including, but not limited to:

- If the amount of the fee should be changed and by how much;
- If the fee should be kept or eliminated;
- Improvements concerning the administration of the fee;
- Improvements concerning what the fee is spent on;
- Improvements organizations funded by a student initiated fee can make to be more accountable and transparent to, and better serve the Student Association.

Clause 2

The Organization Activities Fee Review Committee shall author a report including, but not limited to:

- Committee membership;
- The committee's interpretation of its charge;
- Methodology and metrics used to examine and evaluate the student-initiated fees;
- The committee's findings;
- The committee's recommendations for each specific student-initiated fee;
- The endorsement or dissent concerning the report as registered by the organizations or departments which administer student-initiated fees.

Clause 3

Prior to publication, the Organization Activities Fee Review Committee shall present its report to each of the organizations and departments which administer the fees for feedback. Each organization or department, according to their own policies, shall either register its official endorsement of or dissent from the report. This will be noted in the official report.

Clause 4

The Organization Activities Fee Review Committee shall publish its written report for public viewing on the websites of the Student Government, the Funds Allotment Council, and the Student Activities Board as well as anywhere else they deem appropriate.

Clause 5

If applicable, the Organization Activities Fee Review Committee shall bring forth a Resolution to the Student Senate detailing any recommended adjustments to or elimination of any student-initiated fees so they might be considered to be put on the ballot for a vote of the Student Association.

Section 2: Deadlines

Clause 1

The Organization Activities Fee Review Committee shall publish its written report for public viewing no later than the end of March during the Spring Semester of the review year.

Clause 2

The Organization Activities Fee Review Committee shall deliver its presentation to organizations and departments at least two weeks prior to the publication of the written report.

Clause 3

If applicable, The Organization Activities Fee Review Committee shall bring forth the Resolution detailing its recommendations for adjustments to or elimination of any student initiated fees to the Student Senate no later than the second Sunday in March.

ARTICLE IX: AMENDING OPERATING PROCEDURES

Section 1: Proposal of Amendments

Clause 1

Amendments to these operating procedures may be presented by any member of the Student Association.

Clause 2

Amendments may only be proposed during a time when the Organization Activities Fee Review Committee is not convened.

Clause 3

Amended versions of these procedures must be submitted to the President of the Student Association, the President of the Funds Allotment Council, the President of the Student Activities Board, and the Vice President of Student Affairs.

Section 2: Passage of Amendments

Clause 1

For an amendment to be adopted, there must be unanimous agreement between the President of the Student Association, the President of the Funds Allotment Council, the President of the Student Activities Board, and the Vice President of Student Affairs.

Clause 2

The President of the Student Association, the President of the Funds Allotment Council, and the President of the Student Activities Board are expected to consult their respective organizations with regard to approval of amendments to these procedures.

Clause 2

The amended version of these procedures will take effect immediately upon the signing of them by the President of the Student Association, the President of the Funds Allotment Council, the President of the Student Activities Board, and the Vice President of Student Affairs.