

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 2020, 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 2020, 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

Section 1: Review Cycle

Clause 1

The Organization Activities Fee Review Committee shall operate on an annual review cycle starting in 2019-2020 academic year, reviewing the Student Activities Fee one year, and reviewing the Athletic Fee, Environmental Sustainability Fee, and any administration-controlled fees the second year.

Clause 2

The Organization Activities Fee Review Committee shall examine the allocation and administration of student initiated fees from the last two years.

ARTICLE III: COMMITTEE MEMBERSHIP

Section 1: General Composition

Clause 1

The Organization Activities Fee Review Committee shall be comprised of student representatives, non-student consultants, 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 a few non-students administer some of the student initiated fees and can provide valuable historical and logistical information, the Organization Activities Fee Review Committee shall be able to consult with these non-students throughout the review process.

Clause 4

In order to help ensure an orderly, well informed, and unbiased review of the student-initiated fees, the Dean of Student Life 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 or more students at large.

Clause 3

The Chairperson and students at large shall each serve two-year terms to ensure they participate in the review cycle for all fees. All other student members shall be appointed and serve on an ad hoc basis, up to the discretion of the fee-based organizations they represent.

Section 3: Non-Student Consultants

Clause 1

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

Clause 2

Non-student consultants include:

- A Professional Staff member from Union and Involvement Services
- The Associate Vice President for Student Health & Wellness
- The Chief Information Officer
- A member of the Business/Accounting Department

Section 4: The Dean of Student Life

The Dean of Student Life 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 Dean of Student Life.

Clause 6

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

Clause 7

If a unanimous decision cannot be reached among the three fee-based student organizations by October 1st, the Dean of Student Life shall make the executive decision on how to move forward.

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 or more 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 application and selection process of the student at large representatives 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.

Clause 3

Student at large representatives shall be selected by a unanimous vote of the President of the Student Association, the President of the Funds Allotment Council, and the President of the Student Activities Board.

Clause 4

If a unanimous decision cannot be reached among the three fee-based student organizations by October 1st, the Dean of Student Life shall make the executive decision on how to move forward.

Section 7: Non-Student Consultants

Clause 1

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

Clause 2

If any non-student consultant 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: Dean of Student Life

Clause 1

The Dean of Student Life shall serve as the advisor to the Organization Activities Fee Review Committee.

Clause 2

If the Dean of Student Life 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 Dean of Student Life, 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 Annual Report at the end of each academic year 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: Removal of Chairperson

Clause 1

Should the Chairperson fail to comply with their responsibilities outlined in Section 1, the President of the Student Association, President of the Student Activities Board, and President of the Funds Allotment Council may decide unanimously to request the Chairperson's removal.

Clause 2

In seeking a Chairperson's removal, the President of the Student Association, President of the Student Activities Board, and President of the Funds Allotment Council must submit a formal joint letter to the Dean of Student Life outlining the Chairperson's violations of these operating procedures and requesting the Chairperson's removal from office.

Clause 3

The Dean of Student Life, President of the Student Association, President of the Student Activities Board, and President of the Funds Allotment Council shall then meet with the Chairperson to discuss the violations and potential removal from office. If the Vice President and three fee-based student organization Presidents unanimously decide to remove the Chairperson from their position, the Chairperson is so removed.

Clause 4

In the case of removal of the Chairperson, the Presidents of the three fee-based student organizations must select a new Chairperson according to the procedures outlined in Article IV, Section 1.

Clause 5

The new Chairperson must work in consultation with the Dean of Student Life to develop a new timeline to submit to the three fee-based student organization Presidents within two weeks of being selected.

Section 5: Removal of Student Members

Clause 1

Should one of the student members of the committee fail to comply with their responsibilities outlined in Section 2, the Chairperson shall bring forward a written list of these violations to the Dean of Student Life, President of the Student Association, President of the Student Activities Board, and President of the Funds Allotment Council.

Clause 2

The Dean of Student Life, President of the Student Association, President of the Student Activities Board, President of the Funds Allotment Council, and Chairperson shall then meet with the student member in question to discuss the violations and potential removal from office. If the Vice President and three fee-based student organization presidents unanimously decide to remove the student representative from their position, the student representative is so removed, and a new student representative must be selected according to the procedures outlined in Article IV, Section 6.

Section 6: Non-Student Consultants

Clause 1

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

Clause 2

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

Section 7: Dean of Student Life

Clause 1

The Dean of Student Life is responsible for helping the Chairperson of the Organization Activities Fee Review Committee create a schedule for the review

process.

Clause 2

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

Clause 4

The Dean of Student Life 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.

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;
- Futuristic planning of funds;
- Financial needs of the fee-based organizations to continue to offer high-quality services to students.

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;
- Financial future of the organization.

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 immediately after the timeline has been established and agreed upon at a time determined by the Chairperson.

Clause 2

The Chairperson shall develop, in consultation with the Dean of Student Life, 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

Any funds needed to assist the Organization Activities Fee Review Committee in their duties shall be provided by the Office of Student Affairs.

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.

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 Chairperson must work in consultation with the Dean of Student Life to submit a proposed timeline for the year to the three student fee-based organization Presidents no later than the second Sunday in October.

Clause 2

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 3

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 4

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 two weeks prior to Spring elections.

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

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 Dean of Student Life.

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 Dean of Student Life.

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 3

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 Dean of Student Life.