

Athletic Fee Operating Procedures

Updated 4-19-2018

Section 1: Committee Membership

Sub-Section 1: Summary of Membership

- Clause 1: The Athletic Fee Accountability Committee shall be composed of the following membership:
 - Chairman
 - Male Varsity Athlete
 - Female Varsity Athlete
 - Club sport representative
 - Student Government Representative
 - Student-at-Large
 - President of the Student Association or their designee
 - Student representative from campus media (non-voting)
 - Representative from the Student Recreation Center Professional staff (non-voting)
 - Director of Athletics or their designee (non-voting)
 - University President or their designee (non-voting)
- Clause 2: Any reference in these Operating Procedures to the President of the Student Association, the University President, or the Director of Athletics is understood to also reference the corresponding designee.
- Clause 3: All members minus the President of the Student Association and the Committee Chair, shall serve a term of two years.
- Clause 4: The Student Government Representative, the Club sport representative, and the Student-at-Large cannot be members of Varsity Athletics at Truman State University. If the President of the Student Association or their designee is a member of Varsity Athletics, they must pick another designee who is not a member of Varsity Athletics at Truman State University.
- Clause 5: The male and female varsity representatives must participate in a varsity sport.
- Clause 6: The club sport representative must participate on a club sport team.
- Clause 7: The representative from the Student Recreation Center staff, the Director of Athletics or their designee, and the University President or their designee must be three discrete individuals and cannot overlap membership.
- Clause 8: The term “functioning committee” shall represent the appointment of the Chair of the Athletic Fee Accountability Committee, the President of Student Association, a varsity athlete, and a club sports representative.
- Clause 9: The full committee membership slate must be appointed by the last Sunday in October

Sub-Section 2: Non-student Membership on the Committee

- Clause 1: The Athletic Accountability Fee Committee was created to allow students input into projects on Truman State University's campus that would further recreational, club and varsity athletics.
- Clause 2: The non-student positions within the Athletic Accountability Fee Committee are included in the Committee to help guide the student positions in the logistical components of the projects.
- Clause 3: The Athletic Fee is paid for by the students; therefore, the students will be the primary source of project proposals, not the non-student positions.
- Clause 4: The Athletic Director, or their designee, shall report to the Student Government and the Athletic Fee Accountability Committee at least once a semester.
- Clause 5: The Athletic Director, or their designee, must report to Student Government and the Athletic Fee Accountability Committee more frequently than once a semester at the request of the current Chair of the Athletic Fee Accountability Committee.

Section 2: Process Regulations of the Committee

Sub-Section 1: General Process Regulations of the Committee

- Clause 1: The Athletic Fee Accountability Committee shall be the committee responsible for seeking input from students, faculty, staff, administration, and alumni and collecting recommendations of projects to be paid for through funds collected through the Student Athletic Fee during a set period of time developed by this committee determined no later than the second Sunday of October. This timeline will then be told to the President of the Student Association who is responsible for telling other members of the Student Government, the Athletic Director who will then be responsible for alerting University Athletics and other administration, and the Truman Media Network in order to have the date set as public as possible.
- Clause 2: The Director of Athletics and the University President, or their designees, will submit a joint-list of priorities to the Athletic Fee Accountability Committee by the last Sunday in October of these Operating Procedures. These recommendations shall take precedence within the committee.
- Clause 3: The Athletic Fee Accountability Committee will also be responsible for keeping the student body informed of how the Student Athletic Fee is used by providing lists of priorities recommendations, lists of projects completed, and explanations of all funding allocations lower or higher than outlined in the slate.
- Clause 4: The Athletic Accountability Fee Committee will be responsible for publishing and distributing an Annual Report summarizing the projects approved

during the current academic year, which should include current ongoing project status updates to the students, faculty and staff of Truman State University with the information stated in this clause.

- Clause 5: The Athletic Fee Accountability Committee shall invite suggestions and explore options for expenditures of the Student Athletics Fee, obtain input from students regarding those options, and, based on student input, recommend priorities to the Student Government regarding which athletic facilities improvements and projects receive funding
- Clause 6: A proposed slate of projects will be determined by a majority vote of the Athletic Fee Accountability Committee voting members.
- Clause 7: If the voting membership of the committee reaches a tied decision, the President of the Student Association shall cast the deciding vote.
- Clause 8: The Chair shall report the proposed slate of projects to the Student Government at its next general meeting for approval following committee approval.
- Clause 9: When presenting the Athletic Fee slate, the Athletic Fee Accountability Committee shall list the proposed projects in priority order and detail the rationale behind this ordering.
- Clause 10: Approval within the Student Government may come after the first and second read of the proposed slate. The Student Senate shall approve such legislation as it deems necessary through a simple majority vote of those voting members present and voting during the second read, not counting abstentions, unless another vote or majority requirement is stipulated in the Truman State University Student Government constitution or the standing rules. In the event that the presidency is vacant or invalid, all legislation must be adopted with a two-thirds majority vote of the voting membership present and voting, not counting abstentions, unless a higher majority is required.
- Clause 11: The Student Senate shall have the power to override Presidential vetoes by a two-thirds majority vote.
- Clause 12: Following approval from the Student Senate, the President of the Student Association is responsible for sending a copy of the approved slate to the Athletic Fee Accountability Committee Members, University President, the Vice President for Administration, Finance and Planning and the Director of Athletics within two weeks of the passage of the slate.
- Clause 13: The individuals and represented groups that proposed a project for funding shall be notified by the Athletic Fee Accountability Chair regarding their approval for funding within two weeks of the passage of the Athletic Fee slate.
- Clause 14: A simple majority of committee members, by signed petition, shall have the authority to call special meetings of the Athletic Fee Accountability Committee.

- Clause 15: Student Senate reserves the right to place the Athletic Fee on a general election ballot, prior to its scheduled 3 year review, for the student association to vote “yes-continue the Athletic Fee until its 3 year review” or “no-terminate the Athletic Fee at the end of the current academic year” if projects violate these Operating Procedures and the measure passes $\frac{3}{4}$ of the Student Senate.
- Clause 16: The Athletic Fee shall continue to be reviewed every three years as the Organizational Activity Fee Review Committee meets, alternating between a fee review and project review.

Sub-Section 2: Long-Term Projects:

- Clause 1: A long-term project is defined as a project that money will be allocated to for a period lasting longer than one year.
- Clause 2: No more than 40% of the dollar amount brought in from the Athletic Fee can be allocated to long-term projects each year to ensure that each committee has a significant amount of money to put towards short-term projects they see current and necessary to the Student Body.
- Clause 3: Multiple long-term projects can be saved for at one time, as long as the total allocation of long-term projects does not exceed 40% at any time.
- Clause 4: Although it is recognized that some projects will take a very long time and will need to be completed in stages, it is suggested that commitments do not exceed 4 years; however, they do have the authority to do so.
- Clause 5: A new long-term project does not have the ability to lower the percentage of a long-term project currently underway, regardless of what amount of the 40% is currently being saved.
- Clause 6: If the total 40% is not being saved for a long-term project by the committee, that money can be used in the short-term budget that year.
- Clause 7: A resolution explaining a proposed long-term project must be passed through the Student Senate. This resolution should include the percent to be saved for a specified number of years, and as much information on the long-term project as possible
- Clause 8: The Athletic Fee Accountability Committee Chair must provide an annual update to the Student Government in the Fall semester regarding the status of any and all ongoing projects.
- Clause 9: If a long-term project exceeds the outlined timeframe in the original resolution, an additional informational resolution must be brought before the Student Senate

Sub-Section 3: Committee Expenditures

- Clause 1: The Athletic Fee Accountability Committee may allocate up to 10% of the short-term project funding to projects proposed by non-intercollegiate athletics and approved by the Athletic Fee Accountability Committee.
- Clause 2: An additional 5% of short-term project funding may be allocated to non-intercollegiate athletics with a 2/3 approval vote of the committee.
- Clause 3: The Athletic Fee Accountability Committee shall consider and decide upon all projects proposed by non-intercollegiate athletics before considering those proposed by intercollegiate athletics.
- Clause 4: If non-intercollegiate athletic groups do not submit projects for funding that are approved by the Athletic Fee Accountability Committee, any remaining amount of the 10% may be reallocated to support projects for intercollegiate athletics.
- Clause 5: The Athletic Fee Accountability Committee shall keep 3% of the short-term Athletic Fee funding in reserve for any necessary additional funding of projects.
- Clause 6: If a project goes over-budget within the allocated 3% (Section 2, Sub-Section 3, Clause 5), then this will be acceptable to spend. However, the President of the Student Association and Athletic Fee Accountability Committee Chair must be notified within a week of the expenditure.
- Clause 7: If the bid for any individual project exceeds the allocated 3%, the Athletic Fee Accountability Committee shall convene to decide whether to fund the project at its increased cost. If the Committee decides to continue funding the project, this additional expenditure shall be brought before the Student Senate at their next meeting for their approval.
- Clause 8: Any money remaining in the 3% reserve fund shall be re-incorporated into the Athletic Fee to be allocated the following year.
- Clause 9: Any leftover funds from uncompleted projects or projects that come in under-budget shall be re-incorporated into the Athletic Fee.]

Section 3: Guidelines for Selecting Committee Members

Sub-Section 1: Selection and Regulations of the Chair

- Clause 1: The Chair shall be a full-time student of Truman State University selected and appointed by the President of the Student Association according to the Constitution and Standing Rules of the Student Government.
- Clause 2: The Chair must be a Varsity Athlete at Truman State University, unless the Vice President of Student Government is currently serving as the Chair of the committee until a varsity athlete can be appointed
- Clause 3: The Chair shall be responsible for setting the time, frequency and location of meetings, with the consent of 2/3 of the voting members, and notifying all members at least 48 hours in advance.

- Clause 4: The Chair shall be responsible for selecting a designee to record minutes of each meeting and send meeting minutes out to all committee members within 24 hours of the termination of the meeting.
- Clause 5: The Chair will be responsible to ensure that timelines are developed regarding committee activities to ensure that adequate time is given for student input and the recommendations are received by the University President in a timely manner recognizing budgeting deadlines and that, in many cases, projects must be planned many months in advance. Timelines will include deadlines for members of the Truman community to submit projects for committee consideration. Deadlines are final and no item will be considered for recommendation by the committee after the deadline is passed. Emergency expenditures will be handled as outlined in these Operating Procedures.
- Clause 6: The proposed slate of improvements and projects for the following academic year must be submitted at the Student Government meeting for the Student Senate to have the slate first read by their last meeting in March.
- Clause 7: The Chair shall preside over meetings of the Athletic Fee Accountability Committee.
- Clause 8: The Chair shall have bi-weekly meetings with the Director of Athletics for project and funding updates.
- Clause 9: Following the slates approval by Student Senate, the chair will report the projects that were selected for funding at the next Student Athlete Advisory Meeting.
- Clause 10: The Chair has the responsibility to monitor the productivity of the other members of the Athletic Accountability Fee Committee, be they voting or non-voting members. If the Chairman sees problems concerning the productivity of other members, it is her/his responsibility to communicate such problems with the Student Government Executive Committee.
- Clause 11: The Chair selected shall serve a minimum of two years and a maximum of three years based on their status as a student upon entering the position.
- Clause 12: The Chair has the ability to appoint no more than three non-voting, consultant members to the committee.

Sub-Section 2: Selection of the Varsity Athletes

- Clause 1: An email will be sent to the Athletic department notifying all of the opening of a Varsity Representative position on the Committee.
- Clause 2: The Student Athlete Advisory Committee (SAAC) will be notified of the opening of a Varsity Representative position on the Committee.
- Clause 3: SAAC and coaches will be asked to recommend athletes they deem fit for the position.

- Clause 4: An electronic application will be available for any athlete that has a recommendation or requests the application from a current committee member.
- Clause 5: If no applications are submitted within the time allotted by the Athletic Fee Accountability Committee Chair, the President of the Student Association shall appoint a male and female varsity athlete of their choosing.
- Clause 6: The top applicants must be interviewed by the President of the Student Association and the Chair.
- Clause 7: Following interviews, the President of the Student Association, with the advice of the Chair of the Athletic Accountability Fee Committee, will appoint the Varsity Athletic representatives both feel will best contribute to the committee no later than the last Sunday in October of each academic year.
- Clause 8: The selected representatives can not be from the same varsity sport.
- Clause 9: If the President of the Student Association does not appoint nominated varsity athletes within the allotted time, The President of the Student Association shall be granted seven days, excluding vacations and holidays but not regular weekends, to appoint the varsity athletes with the recommendation of the Chair of the Athletic Fee Accountability Committee.

Sub-Section 3: Selection of the Club Athlete

- Clause 1: The club sport representative position shall be filled by electronic application made available for all students who participate in a university-recognized club sport.
- Clause 2: An email shall be sent to the organizational contact person for all club sport teams on file with the Center for Student Involvement notifying them that applications are available and being accepted.
- Clause 3: Each application submitted by members of club sports must be reviewed by the President of the Student Association with the advice Chair, who will appoint the representative they feel will best contribute to the committee.
- Clause 4: The President of the Student Association, with the advice of the Chair shall appoint a club sport representative from those applying before the deadline of the last Sunday in October of each academic year.
- Clause 5: If no applications are submitted by the deadline, or if no more than one applicant applies, the President of the Student Association, with the advice of the Chair shall have the right to appoint a club sport representative of their choosing.

Sub-Section 4: Selection of all other Committee Members

- Clause 1: The representative from the Student Recreation Center Professional staff will be selected by the Chair of the Athletic Fee Accountability Committee

- Clause 2: All other committee members shall be appointed by the President of the Student Association, with the consultation of the Chair, according to the Constitution and Standing Rules of the Student Government.
- Clause 3: All committee members shall be appointed, and notified of their appointment, no later than the last Sunday in October.
- Clause 4: The terms of members will be staggered in order to ensure continuity as many projects will take more than one academic year to complete.
- Clause 5: The President of the Student Association or their designee and the Student Government Representative have complete voting privileges on the Athletic Accountability Fee Committee, regardless of their voting privileges on the Student Senate body.

Section 4: Absence of a Committee

- Clause 1: If the committee is not appointed by the last Sunday in October, the Director of Athletics, the Representative from the Student Recreation Center, the Chair of the Athletic Fee Accountability Committee, and the President of the Student Association shall recommend projects for funding until a full committee is duly appointed. If priorities are determined by the University President without the input of a functioning committee, the student body will be informed through mass email of this discrepancy as well as actions that have been taken to prevent such occurrences in the future. The University President will not be expected to change the list of priorities due to input from a committee appointed after the last Sunday in October if purchases have already begun on a certain projects. Input from a late forming committee, however, will be considered for those projects that have not been started.
- Clause 2: Projects recommended to the University President for funding while a committee is not appointed must be reported to the Student Government by the Athletic Director or their designee by Student Government's next general meeting following their recommendation prior to the expenditure of any funds from the Athletic Fee.
- Clause 3: A Representative chosen by the Chairman of the Athletic Accountability Fee Committee shall provide progress reports on projects at least once every two months, with the first report before the last meeting of the Student Government in the fall semester, to the Student Government based on a mutually agreed upon schedule that may vary due to the nature of the various projects.
- Clause 4: The Student Senate shall forfeit its authority to veto projects recommended and set priorities in the absence of a functioning committee.

Section 5: Emergency Clause

- Clause 1: An emergency situation shall be defined as a set of circumstances in which Student Government and/or the Athletic Fee Accountability Committee are unavailable or there is inadequate time available to engage in the typical vetting process before recommending a project or changing priorities due to an immediate need.
- Clause 2: Times which an emergency situation may be declared include but are not limited to summer break, mid-term breaks, and winter break.
- Clause 3: Projects approved during an emergency situation must be necessary to prevent putting students, faculty, or staff in immediate danger.
- Clause 4: In an emergency situation, the Director of Athletics, University President, and President of the Student Association must engage in discussions and agree regarding the expenditure.
- Clause 5: As soon as possible after a decision is made, the Athletic Fee Accountability Committee will inform the student body of the decisions, the reason for the decision and the rationale for the position taken by the President of the Student Association regarding the issue.
- Clause 6: Student Government shall have the ability to nullify invocation of the emergency clause while they are in session.

Section 6: Amendments

- Clause 1: Amendments to these Operating Procedures may be proposed by either the Athletic Fee Accountability Committee or Student Government.
- Clause 2: Before any change within the Athletic Fee Accountability Fee Committee Operating Procedures, the pending changes must be published on the Truman State University Student Government website.
- Clause 3: Amendment(s) will require a $\frac{2}{3}$ majority vote of both The Athletic Accountability Fee Committee and Student Senate. The body proposing the amendment(s) is required to pass the amendment(s) through their respective body before moving to the next body. If the amendment(s) is passed by $\frac{2}{3}$ majority of both bodies, the proposed amendment(s) will be accepted to these Operating Procedures.
- Clause 4: The University President must be notified within two weeks regarding any changes to the Operating Procedures, and retains the right to veto the slate of changes to the Operating Procedures within a month following the changes.

