

UNIVERSITY COMMITTEE CHARTER

Committee: Student Fee Advisory Committee

Background and History: The Student Fee Advisory Committee serves in an advisory capacity to the University President on issues relating to student activity fees covered under State Board of Higher Education (SBHE) policies 805.2. The SBHE authorized the University to charge and collect fees to cover added unique costs specifically related to student activities, and requires institutions to establish procedures providing for student input concerning the amount of the student activity fees and use of fee revenue. The Student Fee Advisory Committee makes recommendations regarding the allocation of student activity fees.

The original University Fee Allocation Committee was established in 1982. In 2012, this committee was renamed and restructured as the Student Fee Advisory Committee. Individuals participating in the restructuring were Kylie Oversen (Student Body President), Nathan Elness (Student Body Vice President), Lori Reesor (Vice President for Student Affairs), Alice Brekke (Vice President for Finance and Operations) and Cindy Fetsch (Budget Office Manager).

Formal Charges: The Student Fee Advisory Committee is advisory to the University President. Its purpose is to:

- 1) define a timeline for all student activity fee increase/decrease proposals to be submitted, reviewed and forwarded to the University President;
- 2) review all proposals to increase or decrease student activity fees charged under State Board of Higher Education (SBHE) policies;
- 3) ensure UND is compliant with North Dakota Century Code and SBHE policies regarding the regulation of student activity fees;
- 4) consider the financial needs of all departments supported by student activity fees;
- 5) consider the concerns and perspectives of students through other committees and Student Senate;
- 6) provide a recommendation to the University President regarding the increase or decrease of student activity fees; and
- 7) provide a recommendation to the University President regarding the allocation of student activity fees.

Reporting Channels/Procedures: The Committee reports to the University President.

Membership: The Committee will be composed of members representing a cross-section of the University community:

- Student Body President,
- Student Body Vice President,
- Association of Residence Halls Representative (appointed by the Student Body President),
- Student Senator (appointed by the Student Body President),
- Students-At-Large – 2 (appointed by the Student Body President),
- Academic Affairs Representative (appointed by the Provost and Vice President for Academic Affairs),
- Finance and Operations Representative (appointed by the Vice President for Finance and Operations),
- Student Affairs & Diversity Representative (appointed by the Vice President for Student Affairs & Diversity),

- Budget Manager (ex-officio),
- Student Body Treasurer (ex-officio),
- Student Government Advisor (ex-officio).

Appointment: members will serve on the committee by reason of the positions occupied at the University of North Dakota, or as appointed by the Student Body President or University Vice Presidents.

Membership Terms: the term of membership will run September 1 through August 31. The length of a term will be two years for appointed staff and faculty members, one year for appointed students, and membership will be reviewed annually. Renewal of appointment is not restricted. Letters of resignation must be submitted to the Chairperson. Steps will be taken to fill vacancies as appropriate.

Chairperson: The Committee Chairperson will be the Student Body President. The Chairperson will call all meetings, prepare the meeting agenda, oversee committee membership and coordinate with the Budget Manager and Student Government Advisor.

The Student Body Vice President will serve as the Vice Chairperson. The Vice Chairperson will assume the duties of the Chairperson in absence of the Chairperson.

Frequency of Meetings: the Committee will convene at the request of the Chairperson.

Notice of Meetings/Meeting Agenda and Support Material: Members are informed in writing by the Committee Chairperson when a meeting is to be held.

Committee Minutes: Committee minutes will be kept and distributed to all members.

Staff Support: Direct staff assistance will be provided through the Budget Office.

Meeting Quorum: A simple majority of members will constitute a quorum, with a majority of members being students.

Fee Review Process: Areas supported by student activity fees will prepare and submit budget proposals to the Student Fee Advisory Committee during the fall semester. The Student Body President or appropriate University Vice President must approve the formal budget proposals submitted to the Student Fee Advisory Committee.

Action taken by the Student Fee Advisory Committee on the allocation of student activity fees requires a two-thirds majority of those present and voting.

Detailed Procedures: The Committee will adopt, document and follow a detailed set of procedures. Once adopted, these procedures would be maintained by the Budget Office and reviewed annually by the Committee.

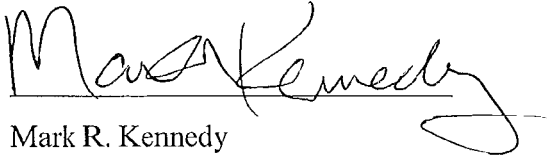
Committee Reports/Information: The Committee will prepare an annual report to students on the use of student activity fees. Additional information regarding the use of student activity fees will be made available online.

Amendment to this Charter: Should any Amendment to this Charter be required, the Committee may recommend amendments at any regular meeting of the Committee by a two-thirds vote of the entire membership. Such recommendation would be given to the University President for final decision/approval.

This University Committee Charter is effective as of March 30, 2012.

Amended on May 6, 2015

Amended on May 7, 2018

Handwritten signature of Mark R. Kennedy in black ink, written over a horizontal line.

Mark R. Kennedy
President

Handwritten signature of Cole Bachmeier in black ink, written over a horizontal line.

Cole Bachmeier
Student Body President