Appendix A-1

Current Language in the SSF Handbook re: SSFC Membership

Duties of the Chair
1. Act as presiding officer of the Student Services Fees Committee as prescribed by Robert’s Rules of Order.
2. The Chair will set the agenda. The Committee may modify the agenda by a majority vote.
3. Act as the primary spokesperson for the Committee.
4. Perform administrative duties to include, but not limited to: scheduling of meeting rooms; distribution of correspondence; publishing public hearing and redress dates/times/locations; and other duties as may be necessary.
5. Will authenticate, by signature, all acts and proceedings of the Committee when declaring its will.
6. When necessary, assign succeeding alternates to the Committee.
7. When necessary, determine whether or not late appointees to the Fee Committee should be seated on the Committee. The Chair will also determine if that person is appointed in a voting or non-voting capacity.
8. Coordinate with the Fees Committee’s Advisor on matters pertaining to the Committee and the fees process.
9. Perform all other duties as deemed necessary and proper to ensure a functional and uniform process.

Membership
1. No one (student or staff) may serve on the Fees Committee without participating in all mandatory training activities.
2. All Fees Committee members (student or staff) must be appointed by December 31 to ensure that there is sufficient time for necessary training activities.
3. Anyone (student or staff) appointed to the Fees Committee after December 31 but before fees presentations begin can only be seated on the Fees Committee at the discretion of the Chair.
4. The Chair alone may decide whether late appointees to the Fees Committee (student or staff) should be seated in a voting or non-voting capacity.
5. No Fees Committee member (student or staff) may be seated on the Fees Committee once fees presentations have begun.

Alternates
1. Alternates may participate in all discussions, but alternates may not vote.
2. Alternates will replace student positions on the committee and sub-committee that become vacant and will become voting members at that time.
3. Assignment of alternates will not occur on or after the first budget presentation. Quorum will be adjusted accordingly.
4. Alternates need to communicate on a regular basis with the Chair and Sub-Committee Chairs.
Duties of the Chair
1. Act as presiding officer of the Student Services Fees Committee as prescribed by Robert’s Rules of Order.
2. The Chair will set the agenda. The Committee may modify the agenda by a majority vote.
3. Act as the primary spokesperson for the Committee.
4. Perform administrative duties to include, but not limited to: scheduling of meeting rooms; distribution of correspondence; publishing public hearing and redress dates/times/locations; and other duties as may be necessary.
5. Will authenticate, by signature, all acts and proceedings of the Committee when declaring its will.
6. When necessary, assign succeeding alternates to the Committee.
7. When necessary, determine whether or not late appointees to the Fee Committee should be seated on the Committee. The Chair will also determine if that person is appointed in a voting or non-voting capacity.
8. Coordinate with the Fees Committee’s Advisor on matters pertaining to the Committee and the fees process.
9. Perform all other duties as deemed necessary and proper to ensure a functional and uniform process.

Membership
1. No one (student or staff) may serve on the Fees Committee without participating in all mandatory training activities.
2. All Fees Committee members (student or staff) must be appointed by December 31 to ensure that there is sufficient time for necessary training activities.
3. Anyone (student or staff) appointed to the Fees Committee after December 31 but before fees presentations begin can only be seated on the Fees Committee by a majority vote of the Fees Committee membership, at the discretion of the Chair.
4. The Chair alone may decide whether late appointees to the Fees Committee (student or staff) should be seated in a voting or non-voting capacity.
5. No Fees Committee member (student or staff) may be seated on the Fees Committee once fees presentations have begun.

Alternates
1. Alternates may participate in all discussions, training presentations, committee meetings and deliberations, but alternates may not vote.
2. Alternates will replace student positions on the committee and sub-committee that become vacant and become voting members at that time.
3. Assignment of alternates may not occur at any point during the SSF process should a voting member be unable to fulfill their duties as a member of the Fees Committee, on or after the first budget presentation. Quorum will be adjusted accordingly.
4. Alternates need to communicate on a regular basis with the Chair and Sub-Committee Chairs.
Appendix B-1
Current Language in the SSF Handbook re: SSF Appeals Committee

Appeals Process (as determined by the Fees Working Group, 9/05 and the SSFRC, 2010)
The Appeals Committee will be called upon at two distinct times.
- After the application deadline, to hear appeals regarding late and/or incomplete applications
- After the SSFC’s final funding recommendations have been released, to review appeals that arise based on an organization’s fees allocation

The Appeals Committee will be comprised of five voting members and one non-voting ex-officio member. Committee membership is as follows:
- One alternate from the Student Organizations SSFC (attends all regular SSFC trainings and presentations, but does not attend committee deliberations)
- One alternate from the Administrative Units SSFC (attends all regular SSFC trainings and presentations, but does not attend committee deliberations)
- Two members from the Student Organizations SSFC (voting members, alternates and faculty/staff appointees are eligible)
- One member from the Administrative Units SSFC (voting members, alternates and faculty/staff appointees are eligible)
- One representative from the Budget Office for the Senior Vice President for Academic Affairs and Provost (not-voting ex-officio member of the Appeals Committee)

All appeals must be submitted in writing. The Appeals Committee should read the documentation submitted by appellants and should the Appeals Committee deem the evidence and justification to be sufficient, invite the appellant to be heard for a formal appeal. The Appeals Committee will then make recommendations on all appeals submitted to the SSFC. The Appeals Committee recommendations should include both majority and minority rationales and will be forwarded to the Vice Provost for Student Affairs for review along with the original recommendations from the SSFC. The Vice Provost for Student Affairs will consider the Appeals Committee recommendations when reviewing appeals that are submitted to him/her. Appellants are strongly urged to pursue any appeals of SSFC decisions to the SSFC Appeals Committee before appealing to the Vice Provost for Student Affairs.
Appendix B-2
Proposed New Language for the SSF Handbook re: SSF Appeals Committee

Appeals Process *(as determined by the Fees Working Group, 9/05 and the SSFRC, 2010)*

The Appeals Committee will be called upon at two distinct times.
- After the application deadline, to hear appeals regarding late and/or incomplete applications
- After the SSFC’s final funding recommendations have been released, to review appeals that arise based on an organization’s fees allocation

The Appeals Committee will be comprised of five voting members and one non-voting ex-officio member. Members of the SSF Appeals Committee will elect a chair by majority vote. Committee membership is as follows:
- One alternate from the Student Organizations SSFC (attends all regular SSFC trainings and presentations, but does not attend committee deliberations)
- One alternate from the Administrative Units SSFC (attends all regular SSFC trainings and presentations, but does not attend committee deliberations)
- Two members from the Student Organizations SSFC (voting members, alternates and faculty/staff appointees are eligible – chairs or subcommittee chairs are ineligible)
- One member from the Administrative Units SSFC (voting members, alternates and faculty/staff appointees are eligible – chair is ineligible)
- One representative from the Budget Office for the Senior Vice President for Academic Affairs and Provost (not-voting ex-officio member of the Appeals Committee)

All appeals must be submitted in writing. The Appeals Committee should read the documentation submitted by appellants and should the Appeals Committee deem the evidence and justification to be sufficient, invite the appellant to be heard for a formal appeal. The Appeals Committee will then make recommendations on all appeals submitted to the SSFC. The Appeals Committee recommendations should include both majority and minority rationales and will be forwarded to the Vice Provost for Student Affairs for review along with the original recommendations from the SSFC. The Vice Provost for Student Affairs will consider the Appeals Committee recommendations when reviewing appeals that are submitted to him/her. Appellants are strongly urged to pursue any appeals of SSFC decisions to the SSFC Appeals Committee before appealing to the Vice Provost for Student Affairs.