

UNIVERSITY OF HOUSTON

**POLICIES AND PROCEDURES
GOVERNING THE
COLLECTION, ALLOCATION, AND EXPENDITURE
OF COMPULSORY FEES FOR STUDENT SERVICE**

REVISED: February 2018

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Definition of Terms

student services	Services and activities defined in the Texas Education Code and described in this document (§ 54.5061).
compulsory fee	A fee that is charged to all students enrolled at the University of Houston (§ 54.5061).
compulsory fees for student services	A general term referring to any and all compulsory fees that generate revenue that support student services either partially or fully.

student service fees	Same definition as “compulsory fees for student services” (§ 54.5061).
Student Service Fee	A fee established under the authority of Section 54.5061 (SSF) of the Texas Education Code to be used for the support of student services.
Recreational Facility Fee	A dedicated student fee established under the authority of Section 54.528 of the Texas Education Code to be used to finance, construct, operate, maintain, or improve student wellness and recreational facilities at the university.
University Center Fee	A dedicated student fee established under the authority of Section 54.526 of the Texas Education Code to be used solely for the financing, constructing, operating, maintaining, and improving a Student Union Building at the University of Houston.
Student Fees Advisory Committee (SFAC)	A University Committee established under the authority of Section 54.5062 of the Texas Education Code to advise the board of regents, the president, and the administration of University of Houston on the type, level, and expenditure of compulsory fees for student services under Section 54.5061
Activities Funding Board (AFB)	An agency of the SFAC charged with the authority to allocate “activities” funding to registered student organizations.

I. BACKGROUND AND OVERALL PHILOSOPHY

The types, amounts, and uses of fees that University of Houston students have paid for student services have varied widely over the years. This section presents a brief history with respect to the origins and past expenditures associated with these fees and concludes with a statement of overall philosophy regarding the uses of these fees that are considered appropriate today.

HISTORY OF FEES FOR STUDENT SERVICES

The collection and expenditure of fees for student services are authorized in the Texas Education Code. Section 54.503 of the Code provides the authority to all institutions of higher education to charge and collect, from students registered at the institution, fees to cover the cost of student services. Under the general authority of this section, the University of Houston began charging a single, compulsory Student Service Fee in the Fall Semester 1971. This general fee provided funding to many student services such as Learning Support Services, the University Center, the Students' Association, and the Health Center.

When University budget problems occurred in 1988, the President of the University and the Students' Association signed the University Center Fee Referendum Agreement. According to Section 54.526 of the Code, the University of Houston could implement a student union fee if approved by the student body. Students, voting in a campus wide referendum, approved the new University Center Fee freeing over \$850,000 in general Student Service Fee funds which were then allocated to several student service units that had lost funding due to internal UH reallocations. As a part of the agreement, the allocation of Student Service Fee funds to any one unit was limited to 35% of the funds collected each year for the next five years.

The Health Center Fee Agreement was made between the University and the Students' Association in March of 1990. Escalating costs and budget problems gave rise to the need for an additional source of funding for student services. The general Student Service Fee was at the legal maximum and could not be increased. The UH Health Center Fee was therefore proposed and subsequently approved by a student referendum and the UH Board of Regents. Thus, over \$600,000 of Student Service Fee funds were freed, and in the process, the 35% maximum allocation to any one unit was extended until summer 1999.

In 1991, the Texas Legislature added Section 54.5061 to the Code. This section superseded Section 54.503 and it specifically authorized the University of Houston to charge and collect Student Service Fees. Under this Section, the Board of Regents of the University of Houston System was authorized to charge and collect, from students registered at the University, fees to cover the cost of student services that the Board considered necessary or desirable in carrying out the educational functions of the University.

“Student services” fundable by student service fees charged under the authority of Section 54.5061 of the Code include textbook rentals; recreational activities; health, hospital, and other medical services; group hospitalization; intramural and intercollegiate athletics; artists and lecture series and other cultural entertainment; debating and oratorical activities; student

publications; student government; student fees advisory committees; student transportation services; and any other student activities and services specifically authorized and approved by the Board of Regents; provided, however, that nothing contained in Section 54.5061 shall affect the setting and collection of any other fee which may be charged under the specific authority of any other section of the Texas Higher Education Code.

In 1997, the Intramural and Recreation programs were transferred from the Department of Intercollegiate Athletics to the Division of Student Affairs and efforts to plan and construct new student recreation facilities were initiated. A student referendum approving the addition of a new fee designed to support the construction, maintenance and operation of a campus recreation facility was passed in 1998 and, in 1999, the Texas Legislature added Code Section 54.528 which authorized the University of Houston to charge the UH Recreational Facility Fee with the provision that the fee would not be collected until the new facility was opened to the students. The new Campus Recreation and Wellness Center opened in January 2003 and the UH Recreational Facility Fee was charged (\$75 per student per semester) for the first time in the Spring Semester 2003.

The status of the Health Center Fee, charged as a dedicated fee designed to support the maintenance and operation of the UH Health Center since the fall of 1990, was reviewed in 2000. As a result of this review, it was determined that charging the Health Center Fee as a separate dedicated fee should cease and the UH Health Center should be funded as a portion of the Student Service Fee starting in September 2001. Since then, the UH Health Center has received a specific dollar allocation (\$20 per student per semester in 2001) that is calculated under the Student Service Fee total.

Since 1988, periodically reauthorized agreements held between UH Presidents and Student Government Associations limited the total amount of Student Service Fees that any one unit could receive to 35%. The last extension of the 35% limitation was Student Government Association, University Bill 35001, signed by President Arthur Smith in 1998. This Bill extended the 35% agreement to summer 2004. Since the agreement expired in 2004, there have been no efforts to reinstitute a percentage based limitation on Student Service Fee allocations.

Section 54.5061 of the Texas Education Code; Student Service Fees, University of Houston, Item (i.) cites, "The total of all compulsory fees charged under this section to students for any semester or summer session may not exceed \$150, unless prior approval has been granted by a majority vote of students voting in an election called for that purpose or by a majority vote of the duly elected student government." In March 2004, the SFAC recommended an \$8.00 increase in the \$142 fee and thus, the \$150 cap was reached. Over the course of the next ten months, members of the SFAC, the Student Government Association, and the UH administration worked together to develop SGA University Bill 41022, "A University Bill To Authorize Exceeding The \$150 Ceiling On Student Service Fees." With the passage of UB 41022 on January 26, 2005, SGA granted approval to exceed the \$150 cap and established a new cap of \$250.

In August 2007, efforts to renovate or build a new University Center and Satellite began and the UC Transformation Project was initiated. In November 2008, students passed a referendum supporting an increase in the University Center Fee in order to support the transformation of the

University Center. The Texas Legislature amended Section 54.526 of the Education Code allowing the UH Board of Regents to levy a student union fee, not to exceed \$150 per student for each regular semester and not to exceed \$75 per student for each term of the summer session for the sole purpose of financing, constructing, operating, maintaining, and improving the student union building for UH. The Student Government Association of the University of Houston authorized two \$50 increases to the original UC Fee rates of \$35 per student per long semester and \$17.50 per student per each term of the summer session with the passage of University Bill 46003 in January 2010 and University Bill 48001 in April 2011. Each \$50 increase authorized by the SGA was approved by the UH Board of Regents. The first \$50 increase was actualized in fall 2010, while the second \$50 increase was charged in fall 2012, at which time the UC Fee rate totaled \$135 per student per each long semester and \$67.50 per student per each term of the summer session.

In October 2011, the Department of Intercollegiate Athletics requested a \$45 increase in the Student Service Fee to be collected for a period not to exceed 25 years for the purpose of constructing, maintaining, and operating a new football stadium and for the renovation of Hofheinz Pavilion. The Student Fees Advisory Committee (SFAC) approved the request along with an additional \$5 increase in the fee to support other student service needs. The total recommended increase of \$50 in the Student Service Fee would result in an increase of greater than 10% over the previous year's compulsory fees. As required by Section 50.5061 of the Education Code, a fee increase in excess of 10% over the previous year required approval by a majority of students voting in a referendum or approval by a majority vote of the SGA (see Approval of Increases, below). Pursuant to this requirement, the SFAC recommended that the request to increase the fee in excess of 10% over the previous year's total compulsory fees be sent to the SGA for consideration with the recommendation that the SGA vote to put the question before all UH students in the form of a student referendum. The SGA voted in favor of the referendum and the students approved the recommended increase of \$50 in January 2012. Subsequently, the \$50 increase was approved by the UH Board of Regents and was collected beginning with the Fall Semester 2012. The \$45 athletic facilities allocation is calculated under the Student Service Fee total.

In the fall of 2013, the SFAC recommended a \$10 increase in the fee and the \$250 Student Service Fee cap approved in 2005 was reached for FY15. In September 2014 the SGA passed UB 51004, "5-Year Review of SFAC Student Service Fee Cap," which approved increasing the cap to \$270.

APPROVAL OF INCREASES IN FEES FOR STUDENT SERVICE

The amount and types of fees charged for student services have varied over the years. Currently, the University of Houston charges and collects the Student Service Fee, the University Center Fee, and the Recreational Facility Fee.

In any academic year, the total of all compulsory Student Service Fees charged under Section 54.5061 of the Texas Education Code for any one semester may not increase by more than 10% and/or may not exceed \$150 unless approved by a majority of students voting in a referendum or by a majority vote of the duly elected student government. As previously cited in the History

section, the \$150 cap was amended to \$250 by passage of the SGA University Bill 41022 in 2005 and was increased to \$270 by passage of UB 51004 in 2014. Furthermore, such fees for student services are to be assessed in proportion to the number of semester credit hours for which a student registers unless the rate of a fee is specifically established by law or authority and approval of the Board of Regents to be a minimum amount per semester or summer term.

The UH Board of Regents may levy a student union fee, not to exceed \$150 per student for each regular semester and not to exceed \$75 per student for each term of the summer session. UC fees collected shall be under the control of and subject to the order of the student fees advisory committee established under Section 54.5062 of the Texas Education Code. An increase in the fee from one academic year to another must be approved by a majority vote of students voting in an election called for that purpose or by a majority vote of the student government. This fee may not be charged after the fifth academic year in which the fee is first charged unless, before the end of that academic year, the university has issued bonds payable in whole or in part from the fee, in which event the fee may not be charged after the academic year in which all such bonds, including refunding bonds for those bonds, have been fully paid.

The UH Board of Regents may charge each enrolled student at the University a Recreational Facility Fee. The initial amount of this fee could not exceed \$75 for each semester of the regular term or for each summer session. The Board may increase the amount of the UH Recreational Facility Fee, but may not increase the amount by more than 10% from one academic year to the next unless the increase is approved by a majority vote of those students voting in a general student election called for that purpose. The Board may permit a person who is not enrolled at UH to use the recreation facility if the person's use will not materially interfere with student demand or use, if the person is charged a fee that is not less than the student fee and is not less than the direct and indirect cost to the University, and the person's use will not materially increase the potential liability of the University.

PERTINENT STATUTES, AGREEMENTS, AND UNIVERSITY BILLS

Relevant sections of the Texas Education Code, pertinent fee agreements, and related Student Government University Bills are included in Appendix A of this document.

HISTORY OF EXPENDITURES

Student Service Fees paid by University of Houston students have been allocated to many purposes over the years, either as base budget or one-time funding. Most recently (2018-19) the recipients of base budget funding were:

- Activities Funding Board
- A.D. Bruce Religion Center
- Athletics
- Band Program/Spirit Squad
- Blaffer Art Gallery
- Campus Recreation
- Center for Diversity and Inclusion

Center for Fraternity and Sorority Life
Center for Student Involvement
Center for Student Media
Center for Students with DisABILITIES
Children's Learning Centers
Coog Radio
Coog TV
The Cougar
Cougars in Recovery
Council for Cultural Activities
Counseling and Psychological Services
Dean of Students Office
DSAES Business Services
DSAES IT Services
Frontier Fiesta
Health Center
Homecoming
LGBTQ Resource Center
Metropolitan Volunteer Program
Student Fees Advisory Committee
Speech and Debate
Student Centers
Student Government Association
Student Program Board
University Career Services
Urban Experience Program
Veteran Services
Vice President for Student Affairs and Enrollment Services Office
UH Wellness

By contrast some of the past base budget recipients were:

Academic Achievers
Central Business Offices
Cougar Guard
Council of Ethnic Organizations
The Daily Cougar
Debate and Advocacy
Harvest Magazine
Learning and Assessment Services
Learning Support Services
Readers' Theatre
ROTC Rifle Team
Student Identification Cards
Student Legal Services
Student Publications

Student Video Network
University Center

The changes in units receiving funds reflect the changing needs of students and changing funding structures.

OVERALL PHILOSOPHY

The students of the University of Houston constitute a diverse group of individuals with various needs and interests. The magnitude of the diversity of interest is evidenced by, for example, the presence of over 500 registered student organizations on campus. In addition, demographic information with respect to the age, race, gender, gender identity, gender expression, ethnicity, sexual orientation, physical ability, and other factors is equally indicative of the diversity of our student body.

All students are required to pay compulsory fees for student services. Therefore, the Student Fees Advisory Committee is responsible to all students and is admonished to make educated, reasoned decisions that serve the best interests of the entire student body.

Fees for student services may never provide sufficient funds to support all the student activity needs and address the interests of every student. Accordingly, the allocation of such funds is necessarily a process of reconciliation and judgment undertaken within the framework of an overall philosophy.

While the funds from the University Center Fee and the UH Recreation Facility Fee are dedicated to their respective purposes, the funds from the general Student Service Fee must be allocated among the many student services that require funding. An overall philosophy for the allocation of Student Service Fee funds must account for diverse and even competitive interests, but should also embrace the concept that all students have one goal in common – the pursuit of higher education. Therefore, while Student Service Fee funds legally may be used to facilitate any purpose defined in the code, it is particularly appropriate that special emphasis be given to activities that:

- Facilitate student success;
- Create a social environment that encourages student engagement and a sense of community;
- Enhance intellectual development; and
- Promote the development of personal and interpersonal skills of students.

Furthermore, while it is desirable that general Student Service Fee funds be a continuing source of funds for many ongoing services, it is also important that the allocation process be flexible in meeting the changing needs of students.

This brief statement of overall philosophy is necessarily limited to broad goals. The application and interpretation of such a philosophy in specific cases may be difficult at times. Nevertheless, the necessary reconciliations and judgments must be made by the Student Fees Advisory Committee.

II. FEE COLLECTION AND RETENTION

This section details specific policies regarding the collection process, fee rates, fee waivers, fee changes, and fee retention.

FEE RATES

As noted earlier, the Board of Regents of the University of Houston has authorized the charge and collection of compulsory fees for student services in the amounts permitted by law. The fall 2018 Student Service Fee schedule is shown below. Current Student Service Fee rates may also be found on-line.

Student Service Fee Rate Schedule FY 2018-2019

Fee Rate for Fall/Spring

Students enrolled in 6 hours or more: \$260 per student

Students enrolled in 5 hours or less: \$244 per student

Fee Rate for Summer

Students enrolled in 4 hours or more: \$217 per student

Students enrolled in 3 hours or less: \$212 per student

FEE CHANGES

Any proposed increases in the existing compulsory fees for student services or the creation of new compulsory fees for student services must be reviewed by the Student Fees Advisory Committee and a recommendation prepared for the Vice President for Student Affairs and Enrollment Services, the President, and the Board of Regents. Efforts will be made to publicize proposed fee changes to the general student body.

FEE WAIVERS

Waivers of compulsory fees for student services can only be granted as set forth in the Texas Education Code, Section 54.5035, or by University Policy. Each student must qualify for a waiver individually under the criteria established in the Texas Education Code unless otherwise specified in University Policy.

COLLECTION PROCESS

The Assistant Vice President for Business Services is responsible for:

- Collecting all compulsory fees for student services from students at the time of fee payment;
- Keeping funds from compulsory fees for students intact and safeguarded;
- Notifying the Student Fees Advisory Committee and other appropriate University officials of the amounts projected and collected in a timely manner and that meets the Committee's allocation process deadlines.

FUND RETENTION

As specified in the Texas Education Code, Section 54.5061, funds generated by the Student Service Fee must be reserved and accounted for in an account kept separate from educational and general funds. Furthermore, Student Service Fee funds can only be used for the support of student services as defined in the in Section 54.5061 or for other student activities or services specifically authorized and approved by the Board.

Section 54.526 specifies that the funds generated by the University Center Fee must be deposited into an account known as "The University of Houston Center Fee Account" and are to be used for the sole purpose of financing, constructing, operating, maintaining, and improving a student union building for the University of Houston. Furthermore, a reserve for repairs and renovations of the University Center and Satellite must be maintained from funds generated by the University Center Fee as specified in clause III of the University Center Fee Referendum Agreement.

Section 54.528 of the Texas Education Code requires that funds generated by the UH Recreational Facility Fee are to be deposited in an account known as the recreational and wellness facility account. Funds collected from this fee are to be used to finance, construct, operate, maintain, and improve student recreational and wellness facilities at the University of Houston.

FUND BALANCE AND RESERVE

Any Student Service Fee (SSF) funds unallocated by the SFAC and/or the AFB shall be kept in the SSF Reserve to be used for student service unit one-time expenditures or be carried forward for use during future fiscal years. Unless approved for carry-forward to the next fiscal year by the Vice President for Student Affairs and Enrollment Services, unexpended SSF allocated to units by SFAC will revert to the SSF Reserve for future SFAC allocation.

The Office of the Assistant Vice President for Business Services will report the accumulated total of all fund balances and expenditures specifically approved to carry forward to the Student Fees Advisory Committee during the allocation process. End of fiscal year balances and reserves will not necessarily weigh against a unit during the SFAC allocation process. However, all units must be prepared to discuss how reserve funds were accumulated.

III. GENERAL PROVISIONS PERTAINING TO RECIPIENTS OF FUNDING FROM STUDENT SERVICE FEE

This section presents the general provisions under which units that are eligible for funds from compulsory fees for student services may request funding. Additional constraints are reported for the Student Center and the Campus Recreation and Wellness Center due to their unique sources of funding.

QUALIFICATIONS

Because of the wide range of student services that may be financed through compulsory fees for student services and the many ways such services may be delivered, compulsory fees for student services potentially may be made available to campus units or students that provide legitimate student services as defined in the Texas Education Code.

The allocation process is designed so as not to automatically exclude any qualified campus unit or student. As a practical matter, however, it is likely that the resources available for allocation will not meet the funding levels requested or desired by units seeking Student Service Fee support.

Potentially qualifying units and students are encouraged to consider both the case of participating in the allocation process (described briefly below), as well as the potential for generating funds from other sources, before applying for Student Service Fee funds. As described more fully in the next sections of this document, the allocation process involves two different decision-making bodies and sets of procedures:

- The Student Fees Advisory Committee (SFAC) which develops allocation recommendations for year-round “base budget” funding and one-time fiscal year funding.
- The Activities Funding Board (AFB) which has been authorized by the SFAC to allocate “activities” funding to registered student organizations.

STUDENT SERVICE FEE ‘BASE BUDGET’ FUNDING

“Base budget” funding is intended to provide support to the general year-round operation of a unit or department. One-time fiscal year allocations to qualifying units or departments are also considered.

Within the stated philosophy and policies, the SFAC, whose operating procedures are described in Section IV, will consider requests from units under a set of procedures that include the following:

- An annual request process which considers funding for the following fiscal year,

- Submissions that include an extensive amount of programmatic and financial information, including the units' entire budget;
- Comprehensive oral presentations that include an opportunity for questions and answers.

Eligibility of a unit for Student Service Fee “base budget” funding is considered on its overall ability to meet the following criteria:

- Consistency of a unit’s program with the overall philosophy described in Section I;
- Ability of a unit to meet the SFAC evaluation criteria described in Section IV;
- Avoidance of unnecessary duplication of programs;
- Inability to generate funds from other sources;
- History of unit’s responsiveness to demonstrated student needs;
- Applicability of the service to the entire student body;
- Potential for the unit to provide new and innovative programs or services that would provide demonstrable benefits to students;
- Appropriateness of year-round budget support rather than “activities” funding.

In line with these criteria, the following units are normally eligible for base budget funding consideration:

University Student Service Organizations, which are defined as follows:

- A. Provide opportunities for student engagement and the co-curricular development of UH students;
- B. Coordinated by UH student leaders;
- C. Advised by a professional-level University employee;
- D. Expenditures reviewed for University policy compliance and processed and accounted for by University business services personnel.

Examples of these organizations are:

- Coog Radio
- Coog TV
- Council for Cultural Activities
- The Cougar
- Frontier Fiesta
- Homecoming
- Metropolitan Volunteer Program
- Student Government Association

- Student Program Board

University Student Service Units, which are defined as follows:

- A. A direct provider of services to students;
- B. Administered directly by a professional-level university employee or employees;
- C. Identifiable within the organizational structure of the University.

Examples of these units are:

- A.D. Bruce Religion Center
- Athletics
- Band/Spirit Squad
- Blaffer Art Gallery
- Campus Recreation
- Center for Diversity and Inclusion
- Center for Fraternity and Sorority Life
- Center for Student Involvement
- Center for Student Media
- Center for Students with DisABILITIES
- Children's Learning Centers
- Cougars in Recovery
- Counseling and Psychological Services
- Dean of Students Office
- DSAES Business Services
- DSAES IT Services
- Health Center
- LGBTQ Resource Center
- Speech and Debate
- Student Centers
- University Career Services
- Urban Experience Program
- Veteran Services
- Vice President for Student Affairs and Enrollment Services Office
- UH Wellness

While the Student Centers remains eligible for Student Service Fee funds, such funds are to be considered supplementary due to the special funding the Student Centers receives from the University Center Fee Fund. In preparing a budget funding request, the Student Centers must report income from and expenses assigned to both the Student Service Fee and the University Center Fee.

As is the case with the Student Centers, the Department of Campus Recreation remains eligible for Student Service Fee funds, and similarly, these funds are to be considered supplementary due

to the funding that Campus Recreation receives from the Recreational and Wellness Facility Account. Likewise, the Department of Campus Recreation must report income from and expenses assigned to both the Student Service Fee and the UH Recreational Facility Fee.

The SFAC will ensure that the University of Houston community is informed in a timely manner as to the SFAC process; including advertisement in the campus newspaper announcing the commencement of the committee's hearings, posting request documents and schedules on the SFAC website, and distributing information via social media as appropriate.

Other units not mentioned above that wish to request base budget funding shall submit a written request for consideration by the deadline published in the request documents posted on the SFAC website in which the unit addresses its overall ability to meet the above stated eligibility criteria. With a 2/3 majority vote, the SFAC may decide to hear that unit's or department's funding request. A decision to consider a funding request is not automatically renewable in subsequent years. It is expected that in both "base budget" and "activities" funding, requests by units whose activities, events or general programs are consonant with the overall philosophy for Student Service Fee funds will be favored.

STUDENT SERVICE FEE "ACTIVITIES" FUNDING

"Activities" funding is not intended to provide base or general support of a registered student organization's overall budget and program. It is limited to the support of specific events or activities of registered student organizations that are consistent with the Activities Funding Board (AFB) Bylaws described in Appendix E.

No less than 1% of the total adjusted Student Service Fee income shall be set aside for the AFB. The adjusted Student Service Fee is the total projected SSF income minus the dedicated Athletics Facility Allocation and the dedicated Health Center Allocation. For an allocation beyond this amount, the AFB may request funds during the regular SFAC allocation hearings. Unused funds of the AFB shall revert to the Student Service Fee Reserve at the end of the fiscal year (see FUND BALANCE AND RESERVE GUIDELINES).

SPECIFIC CONSTRAINTS

In addition, the following specific constraints on the expenditure of funds received from the Student Service Fee shall apply:

- Expenditures shall be consistent with established policies and procedures of the University and with applicable local, State, or Federal Law.
- Expenditures shall be consistent with SFAC approved allocations for salary and benefits and shall be used as such unless specifically amended with the approval of the Vice President for Student Affairs and Enrollment Services or his/her designee.
- Expenditures shall be consistent with general University policy regarding use of physical facilities or use of services.

- No recipient, with the exception of AFB, shall make a gift of, lend, or reallocate funds allocated from or generated by the Student Service Fee.
- Travel will be funded only for University of Houston students, staff, candidates for vacant SSF funded staff positions, and performers for programs open to the entire UH Community.
- Funds from fees for student services may not be used to support a candidate for public office, influence the outcome of legislation, nor support any group acting as a “front” for either.
- Funds from Student Service Fees may not be used to purchase alcoholic beverages.
- Food purchases by all University Student Service Organizations as defined in Section III under SSF Budget Funding must receive prior written authorization from the UH staff member who supervises the advisement of the respective University Student Service Organization requesting the expenditure.
- Food purchases reimbursed by AFB as part of registered student organization program expenses must be approved in advance by the AFB and identified in the award notice.

IV. STUDENT FEES ADVISORY COMMITTEE

The Student Fees Advisory Committee (SFAC) is a University committee established by Section 54.5062 of the Texas Education Code in 1991, thereby replacing the Student Service Fee Planning and Allocation Committee (SSFPAC). Section 54.5062 of the Code defines the purpose and composition of the SFAC. The composition and organizational structure of the SFAC are detailed in the Bylaws of the Student Fees Advisory Committee, while this section describes the procedures used by the SFAC in fulfilling its charge.

PURPOSE OF THE STUDENT FEES ADVISORY COMMITTEE

The basic purpose of the SFAC is defined in Section 54.5062 of the Code. The SFAC is established to advise the Board of Regents, the President, and the administration of the University of Houston System on the type, level, and expenditure of compulsory fees for student services collected under Section 54.5061 of the Code. Recommendations are formulated by the SFAC based on the procedures detailed later in this section.

PROCEDURES FOR THE ALLOCATION OF STUDENT SERVICE FEE FUNDS

A. Scheduling

1. The calendar outlining the SFAC funding request schedule shall be set as early in the University budget cycle as possible.
2. The calendar should include time for the SFAC to prepare its final report and distribute it to the Vice President for Student Affairs and Enrollment Services and the President in enough time to meet the Board of Regents deadlines for

consideration.

3. The SFAC calendar, budget guidelines, and forms shall be available for distribution as early in the SFAC request process as possible.
4. The SFAC shall schedule adequate time to study funding requests, to investigate questions about the requests or the units submitting them, and hear each unit's presentation of its request.
5. The SFAC shall identify and publicize an opportunity for students, particularly those not requesting funds, to voice their opinions regarding the allocation of Student Service Fees they are required to pay. This may take the form of an open hearing, a call for written expression, or specific hours when SFAC members are available.

B. Specific Operational Procedures

1. Budget request presentations shall be open to the public; except when closed by a majority vote of the SFAC.
2. The SFAC shall abide by the Bylaws of the Student Fees Advisory Committee and may establish additional rules of operation except in those areas specified herein or in other applicable University policies or procedures.
3. The Office of the Assistant Vice President for Business Services will provide the SFAC with the projected annual Student Service Fee, University Center Fee, and Recreational Facility Fee income as well as the accumulated Student Service Fee fund balance total. Budget recommendations will be based upon these figures. Funds collected in excess of the projected figures shall be used for one-time allocations or be placed in the appropriate fund balances (see FUND BALANCE AND RESERVE GUIDELINES).
4. The SFAC shall project its operating costs and build that amount into its allocation recommendations. The SFAC account shall be administered by the Dean of Students Office.
5. The AFB shall be allocated no less than 1% of the adjusted Student Service Fee total projected to be collected during the next fiscal year.

C. Administrative Approval

1. The recommendations of the Student Fees Advisory Committee are made to the Vice President for Student Affairs and Enrollment Services and the President to be duly considered during the annual budgetary process.
2. After reviewing the recommendations of the SFAC, the Vice President for Student Affairs and Enrollment Services and/or the President may meet with the SFAC to discuss the recommendations.
3. If the President's final recommendations to the Board of Regents are substantially different from those of the SFAC, the administration shall so notify the SFAC. Such notification shall be in sufficient time for the SFAC to request an appearance at the Board of Regents meeting during which the President's recommendations will be considered.
4. The President and/or the Vice President for Student Affairs and Enrollment Services

shall provide the SFAC with the President's final recommendations to the Board of Regents.

EVALUATION PROCESS

It is not proper or practical for the SFAC to become involved in the direct management of units or organizations which it funds. Nevertheless, the SFAC has a duty to scrutinize the relative effectiveness with which each funded unit delivers its services and expends its allocations.

In an effort to measure each unit's effectiveness, each unit and/or organization requesting funding will be required to submit information that addresses both fiscal management and program results, and which provides both historical and future perspectives. This information includes:

- A combined budget request and goal statement for the coming year, with commentary on the probability of achieving those goals with the level of funding requested. Goal statements should include both the definition of the goal and how success toward that goal will be measured.
- A statement of program accomplishments for the past year showing how those accomplishments compare with the goals originally set for that year.
- A completed questionnaire designed to assess the fiscal responsibility and programmatic effectiveness of each unit or organization.
- A financial statement for the last completed fiscal year with an outline of expenditures and source of funds.

Both the SFAC and the requesting units should be aware of the following indicators of good financial management and programmatic effectiveness:

- Budgeting that is realistic and consistent with program plans.
- Accurate record keeping.
- Frequent internal financial reports.
- Defined authority and responsibility for the handling of funds.
- Appropriate attention to the protection of assets and the fulfillment of financial liabilities.
- Adherence to budgeted priorities throughout the year.
- Realistic goals that are stated in clear and measurable terms and are achievable within budgetary and other constraints.
- Application of those measures to demonstrate past achievements and failures.
- Adherence to programmatic priorities throughout the year.
- Contingency planning processes.

TRAINING OF STUDENT FEES ADVISORY COMMITTEE MEMBERS

Training of SFAC members will be coordinated by the Chair of the SFAC with the assistance of the Associate Vice President for Student Affairs and Dean of Students. Training should include the following:

- SFAC history, philosophy, and responsibilities;
- University budgeting process with attention to the uniqueness of auxiliary funding;
- Orientation to units typically funded by compulsory fees for student services;
- Elements of group decision making;
- Present status, plans, and priorities of the Division of Student Affairs and Enrollment Services and other auxiliary units funded by compulsory fees for student services.

FORMS AND REPORTS

Forms necessary for the SFAC to complete its task will be identified, developed, and periodically reviewed by the SFAC.

V. ACTIVITIES FUNDING BOARD

The Activities Funding Board (AFB) operates as an agency of the Student Fees Advisory Committee (SFAC). The composition, organizational structure, and operating procedures of the AFB are defined in the AFB Bylaws, Appendix E.

VI. RESPONSIBILITIES OF UNIVERSITY ADMINISTRATION

Successful operation of the Student Fees Advisory Committee (SFAC) and the Activities Funding Board (AFB) will require positive support from various University administrators throughout the year. Specific duties have been enumerated for various administrators in other portions of this document and appendices. In addition, the following responsibilities are to be undertaken by those named below.

ASSOCIATE VICE PRESIDENT FOR STUDENT AFFAIRS AND DEAN OF STUDENTS

Assist the SFAC by providing staff support including the collection of minutes, agendas, and other miscellaneous clerical work and record keeping.

Check the eligibility of the Student Members of SFAC to serve and report status to the SFAC Chair.

Reporting the approved base budget, one-time, and augmentation allocations to the Office of the Assistant Vice President for Business Services at the appropriate time in the annual budget cycle.

Convene the first meeting of the SFAC each fall semester.

Assist the SFAC orientation process by actively participating in the training process for committee members.

Assist in the SFAC orientation process by providing information concerning the goals and priorities of the Division of Student Affairs and Enrollment Services.

Assist the SFAC by meeting with the Committee to discuss the allocation recommendations before submission to the Vice President for Student Affairs and Enrollment Services and the President.

Notify the SFAC of the type and amount for all fund balances and reserves maintained by student service units.

Assist the SFAC by providing information about budget cycle deadlines, expenditure guidelines, and projections on annual Student Service Fee, University Center Fee, and Recreational Facility Fee income.

Assist the SFAC by providing timely and accurate information concerning fees collected, University accounting procedures and expenditure regulations, and utility costs.

Notify the SFAC whenever there is evidence that enrollment for a period will differ significantly from the anticipated enrollment used in the Student Service Fee budgeting and allocation cycle.

VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT SERVICES

Assist the SFAC by providing his/her priorities and budgetary concerns regarding student service unit budgeting before the student service unit presentations occur.

Duly consider the recommendations of the SFAC during the annual budgetary process.

Meet with the SFAC to attempt to reconcile any differences in the recommendations of the President if the recommendations differ substantially from those of the SFAC.

Notify the SFAC if the President's recommendations to the Board of Regents are substantially different from those of the SFAC. Such notification shall be in sufficient time for the SFAC to request and appearance at the Board of Regents meeting during which the President's recommendations will be considered.

VIII. AMENDMENTS

The SFAC may recommend changes in the policies and procedures contained in this document for review and approval by the Vice President for Student Affairs and Enrollment Services.

Approved: February 2018

APPENDIX A

TEXAS EDUCATION CODE

CHAPTER 54: TUITION AND FEES

Sec. 54.003. TUITION AND CHARGES TO BE AUTHORIZED BY LAW. No institution of higher education may collect from students attending the institution any tuition, fee, or charge of any kind except as permitted by law, and no student may be refused admission to or discharged from any institution for the nonpayment of any tuition, fee, or charge except as permitted by law.

Acts 1971, 62nd Leg., p. 3072, ch. 1024, art. 1, Sec. 1, eff. Sept. 1, 1971.

Sec. 54.503. STUDENT SERVICES FEES. (a) For the purposes of this section:

(1) "Student services" means activities which are separate and apart from the regularly scheduled academic functions of the institution and directly involve or benefit students, including textbook rentals, recreational activities, health and hospital services, medical services, intramural and intercollegiate athletics, artists and lecture series, cultural entertainment series, debating and oratorical activities, student publications, student government, the student fee advisory committee, student transportation services other than services under Sections [54.504](#), [54.511](#), [54.512](#), and [54.513](#) of this code, and any other student activities and services specifically authorized and approved by the governing board of the institution of higher education. The term does not include services for which a fee is charged under another section of this code.

(2) "Compulsory fee" means a fee that is charged to all students enrolled at the institution.

(3) "Voluntary fee" means a fee that is charged only to those students who make use of the student service for which the fee is established.

(b) The governing board of an institution of higher education may charge and collect from students registered at the institution fees to cover the cost of student services. The fee or fees may be either voluntary or compulsory as determined by the governing board. The total of all compulsory student services fees collected from a student at an institution of higher education other than The University of Texas at Austin or a component institution of the University of Houston System for any one semester or summer session shall not exceed \$250. All compulsory student services fees charged and collected under this section by the governing board of an institution of higher education, other than a public junior college, shall be assessed in proportion to the number of semester credit hours for which a student registers. No portion of the compulsory fees collected may be expended for parking facilities or services, except as related to providing shuttle bus services.

(c) The provisions of this section do not affect the building use fees or other special fees authorized by the legislature for any institution for the purpose of financing revenue bond issues.

(d) All money collected as student services fees shall be reserved and accounted for in an account or accounts kept separate and apart from educational and general funds of the institution and shall be used only for the support of student services. All the money shall be placed in a depository bank or banks designated by the governing board and shall be secured as required by law. Each year the governing board shall approve for the institution a separate budget for student activities and services financed by fees authorized in this section. The budget shall show the fees to be assessed, the purpose or functions to be financed, the estimated income to be derived, and the proposed expenditures to be made. Copies of the budgets shall be filed annually with the coordinating board, the governor, the legislative budget board, and the state library.

(e) Repealed by Acts 2011, 82nd Leg., R.S., Ch. 359, Sec. 16(2), eff. January 1, 2012.

(f) If the total compulsory fee charged under this section is more than \$150, the increase does not take effect unless the increase is approved by a majority vote of the students voting in an election held for that purpose or by a majority vote of the student government at the institution. In subsequent years, an election authorizing a fee increase must be held before the fee can be increased by more than 10 percent of the fee approved at the last student election.

(g) If a student registers at more than one institution of higher education within a college or university system under concurrent enrollment provisions of joint or cooperative programs between institutions, the student shall pay all compulsory student services fees to the institution designated as the home institution under the joint or cooperative program. The governing board of the college or university system may waive the payment of all compulsory student services fees at the other institution or institutions.

(h) Except for Subsection (g) of this section, this section does not apply to The University of Texas at Austin or a component institution of the University of Houston System.

(i) General revenue appropriations, other educational and general income, and funds appropriated under Article VII, Section 17 or 18, of the Texas Constitution may be expended on a proportional use basis to support the services, activities, and facilities provided for in this section to the extent that the use of such funds is not otherwise restricted by the Texas Constitution or general law.

Acts 1971, 62nd Leg., p. 3072, ch. 1024, art. 1, Sec. 1, eff. Sept. 1, 1971. Amended by Acts 1973, 63rd Leg., p. 1759, ch. 641, Sec. 2, eff. Aug. 27, 1973; Acts 1979, 66th Leg., p. 1872, ch. 756, Sec. 1, 2, eff. Sept. 1, 1979; Acts 1983, 68th Leg., p. 2060, ch. 378, Sec. 2; Acts 1983,

68th Leg., p. 2062, ch. 379, Sec. 1, eff. Aug. 29, 1983; Acts 1987, 70th Leg., ch. 410, Sec. 1, eff. Aug. 31, 1987; Acts 1987, 70th Leg., ch. 901, Sec. 6, eff. Aug. 31, 1987; Acts 1989, 71st Leg., ch. 584, Sec. 99, eff. Sept. 1, 1989; Acts 1991, 72nd Leg., ch. 844, Sec. 1, eff. Aug. 26, 1991; Acts 1991, 72nd Leg., ch. 848, Sec. 1, eff. Aug. 26, 1991; Acts 1999, 76th Leg., ch. 288, Sec. 1, eff. May 29, 1999; Acts 2001, 77th Leg., ch. 879, Sec. 1, eff. June 14, 2001.

Amended by:

Acts 2011, 82nd Leg., R.S., Ch. 359 (S.B. 32), Sec. 16(2), eff. January 1, 2012.

Sec. 54.5035. WAIVER OF FEES. (a) Except as provided by Subsection (c), the governing board of an institution of higher education may waive a mandatory or discretionary fee for a student if the board determines that the student is not reasonably able to participate in or use the activity, service, or facility for which the fee is charged.

(b) Except as provided by Subsection (c), the governing board of an institution of higher education may waive a mandatory or discretionary fee for a specific category of students if the board determines that the waiver is in the best interest of the institution or is critical to the viability of an academic initiative.

(c) The governing board must ensure that a waiver under this section does not result in the institution's inability to service a debt to which revenue from the fee is obligated or to support an activity, service, or facility for which the fee is charged.

(d) This section does not permit the governing board to waive payment of tuition or laboratory fees.

(e) The governing board may limit or prohibit a student's participation in or use of an activity, service, or facility supported by a fee that is waived for the student under this section.

Added by Acts 1999, 76th Leg., ch. 367, Sec. 1, eff. Sept. 1, 1999.

Sec. 54.504. INCIDENTAL FEES. (a) The governing board of an institution of higher education may fix the rate of incidental fees to be paid to an institution under its governance by students and prospective students and may make rules for the collection of the fees and for the distribution of the funds, such funds to be accounted for as other designated funds. The rate of an incidental fee must reasonably reflect the actual cost to the university of the materials or

services for which the fee is collected. In fixing such rate, the governing board may consult with a student fee advisory committee which the governing board may establish if such student committee does not presently exist.

(b) The board shall publish in the general catalog of the university a description of the amount of each fee to be charged.

(c) In this section, "incidental fees" includes, without limitation, such fees as late registration fees, library fines, microfilming fees, thesis or doctoral manuscript reproduction or filing fees, bad check charges, application processing fees, and laboratory breakage charges, but does not include a fee for which a governing board makes a charge under the authority of any other provision of law.

Added by Acts 1985, 69th Leg., ch. 292, Sec. 1, eff. Aug. 26, 1985

Sec. 54.5061. STUDENT SERVICES FEES; THE UNIVERSITY OF HOUSTON SYSTEM. (a) In this section:

(1) "Student services" includes textbook rentals; recreational activities; health, hospital, and other medical services; group hospitalization; intramural and intercollegiate athletics; artists and lecture series and other cultural entertainment; debating and oratorical activities; student publications; student government; student fees advisory committees; student transportation services; and any other student activities and services specifically authorized and approved by the board; provided, however, that nothing herein shall affect the setting and collection of any other fee which may be charged under the specific authority of any other section of this code.

(2) "Compulsory fee" means a fee that is charged to all students enrolled at the component institution.

(3) "Voluntary fee" means a fee that is charged only to those students who make use of the student service for which the fee is established.

(b) Subject to Section 54.5062 of this code and Subsections (h) and (i) of this section, the Board of Regents of the University of Houston System may charge and collect from students registered at each component institution of the University of Houston System fees to cover the cost of student services that the board considers necessary or desirable in carrying out the educational functions of each university. The governing board of the system is not required to set uniform fees or rates for component institutions.

(c) The board may make fees for a particular student service voluntary or compulsory.

(d) Any compulsory fees for student services charged under this section shall be assessed in proportion to the number of semester credit hours for which a student registers unless the rate of such fee is specifically established by law or authority and approval of the board to be a minimum amount to be charged to each student for any semester or summer term.

(e) Money collected as fees for student services shall be:

(1) reserved and accounted for in an account kept separate from educational and general funds of the university;

(2) used only for the support of student services;

(3) used only after the compulsory fees to be included in the student services fees budget have been considered as provided in this subchapter; and

(4) placed in a depository bank designated by the board and secured as provided by law.

(f) Each year the board shall approve for each university a separate budget for student activities and services financed by fees authorized by this section. The budget shall show the fees to be assessed, the purpose for which the fees will be used or the functions to be financed, the estimated income to be derived, and the proposed expenditures to be made. Copies of the budget shall be filed annually with the coordinating board, the governor, the Legislative Budget Board, and the state library.

(g) If payment of any compulsory fees authorized by this section would cause an undue financial hardship on a student, the board may waive all or part of the compulsory fees for that student. The number of students granted a waiver under this subsection may not exceed 10 percent of the total enrollment of the university. The board may limit the participation of a student in the activities financed by the fees waived in proportion to the extent of the waiver.

(h) If, in an academic year, the total compulsory fees charged under this section are more than 10 percent higher than the previous year's compulsory fees, the increase is not effective unless approved by a majority vote of the students voting in an election called for that purpose or by a majority vote of the duly elected student government.

(i) The total of all compulsory fees charged under this section to students for any semester or summer session may not exceed \$150, unless prior approval has been granted by a majority vote of the students voting in an election called for that purpose or by a majority vote of the duly elected student government.

(j) General revenue appropriations, other educational and general income, and funds appropriated under Article VII, Section 17, of the Texas Constitution, may be expended on a proportional use basis to support the services, activities, and facilities provided for in this section to the extent that the use of such funds is not otherwise restricted by the constitution or general law.

(k) This section does not affect any special fees, including general use fees, that the legislature has authorized to finance revenue bond issues or any other fees authorized by law.

Added by Acts 1991, 72nd Leg., ch. 848, Sec. 2, eff. Aug. 26, 1991.

Sec. 54.5062. STUDENT FEES ADVISORY COMMITTEE; THE UNIVERSITY OF HOUSTON SYSTEM. (a) A student fees advisory committee is established at each component institution of the University of Houston System to advise the board of regents, presidents, and administration of the University of Houston System on the type, level, and expenditure of compulsory fees for student services collected at each component institution of the system under Section 54.5061 of this code. Each committee is composed of nine members.

(b) Five of the members of each student fees advisory committee shall be student members. The student members shall be generally representative of the student body and be enrolled in not less than six semester hours at the university. If a student government exists, the student members shall be selected by the student government of the university. The student members shall be selected and designated as appropriate so that three members of the committee are serving terms of two years, and two members are serving terms of one year. If a student government does not exist, the students shall be elected by the students enrolled in the university. At each election, the appropriate number of students shall be elected for terms of appropriate length so that three are serving terms of two years, and two are serving terms of one year. Candidates shall file for either a one-year or a two-year position.

(c) The four remaining members of the student fees advisory committee shall be appointed by the president of the university and shall be generally representative of the total university community. Each member appointed by the president serves for a term of one year but may be reappointed.

(d) A student member who ceases to be a student may not continue to hold a student membership position. If a student vacancy occurs, the student government shall appoint a new member to serve for the remainder of the unexpired term. In the absence of student government or if the vacancy is in a position appointed by the president, the president of the university shall appoint a new member to serve for the remainder of the term.

(e) The committee shall conduct appropriate inquiry into the type, level, and expenditure of any compulsory fees to be charged under Section 54.5061 of this code and into the expenditure of money generated from those fees. The committee shall then meet with appropriate members of the university administration to submit a report recommending the type,

level, and expenditure of compulsory fees to be charged to students in the academic year beginning with the following fall semester.

(f) The president shall duly consider the recommendations of the student fees advisory committee during the annual budgetary process. If the president's recommendations to the board of regents are substantially different from those of the student fees advisory committee, the administration shall so notify the student fees advisory committee. Such notification shall be in sufficient time for the committee to request an appearance at the board of regents meeting during which the president's recommendations will be considered. The administration shall provide to a student member designated by the student members of the committee, on that student member's request, the most recent and complete recommendations of the president to the board.

Added by Acts 1991, 72nd Leg., ch. 848, Sec. 3, eff. Aug. 26, 1991.

Sec. 54.526. STUDENT FEES FOR UNIVERSITY CENTERS; THE UNIVERSITY OF HOUSTON. (a) The board of regents of the University of Houston System may levy a student union fee, not to exceed \$150 per student for each regular semester and not to exceed \$75 per student for each term of the summer session. The sole purpose of the fee is financing, constructing, operating, maintaining, and improving a Student Union Building for the University of Houston. The fees herein authorized to be levied are in addition to any use or service fee now or hereafter authorized to be levied.

(b) Such fees shall be deposited to an account known as "The University of Houston Center Fee Account" and shall be placed under the control of and subject to the order of the student fees advisory committee established under Section 54.5062. The committee shall annually submit to the president of the University of Houston a complete and itemized budget to be accompanied by a full and complete report of all activities conducted during the past year and all expenditures made incident thereto. The board of regents shall make such changes in the budget as it deems necessary before approving the budget. The board shall then levy the fees, within the limits herein fixed, in such amounts as will be sufficient to meet the budgetary needs of the University Center Building. An increase in the fee from one academic year to the next must be approved by a majority vote of the students voting in an election called for that purpose or by a majority vote of the student government. Expenditures from "The University of Houston Center Fee Account" shall be made solely for the purposes set forth in this section, and in compliance with the budget approved by the board of regents.

(c) The fee may not be charged after the fifth academic year in which the fee is first charged unless, before the end of that academic year, the university has issued bonds payable in whole or in part from the fee, in which event the fee may not be charged after the academic year in which all such bonds, including refunding bonds for those bonds, have been fully paid.

Added by Acts 1977, 65th Leg., p. 1473, ch. 597, Sec. 1, eff. Aug. 29, 1977. Renumbered from Education Code Sec. 111.42 and amended by Acts 1987, 70th Leg., ch. 901, Sec. 28, eff. Aug. 31, 1987. Amended by Acts 1991, 72nd Leg., ch. 105, Sec. 2, eff. Aug. 26, 1991; Acts 1995, 74th Leg., ch. 73, Sec. 1, eff. May 11, 1995.

Amended by:

Acts 2009, 81st Leg., R.S., Ch. [915](#), Sec. 1, eff. June 19, 2009.

Sec. 54.528. RECREATIONAL FACILITY FEE; THE UNIVERSITY OF HOUSTON. (a) The board of regents of the University of Houston System may charge each student enrolled at the University of Houston a recreational and wellness facility fee to finance, construct, operate, maintain, or improve student wellness and recreational facilities at the university. The initial amount of the fee may not exceed \$75 for each semester of the regular term or for each summer session. The board may prorate the amount of the fee for a summer session.

(b) The fee may not be imposed unless the fee is approved by a majority vote of those students participating in a general student election called for that purpose. The fee may not be imposed in a semester or session before the first semester or session in which a wellness and recreational facility is available for use.

(c) The board may increase the amount of the fee, but may not increase the amount by more than 10 percent from one academic year to the next unless the increase is approved by a majority vote of those students voting in a general student election called for that purpose.

(d) The board shall deposit the revenue from the fee in an account known as the recreational and wellness facility account.

(e) The board may pledge revenue from the fee to pay obligations issued pursuant to the revenue financing system of the University of Houston System.

(f) A fee imposed under this section may not be considered in determining the maximum amount of student services fees that may be charged under Section 54.503.

(g) The board may permit a person who is not enrolled at the University of Houston to use a facility financed with revenue from a fee imposed under this section if:

(1) the person's use of the facility will not materially interfere with student demand or use;

(2) the person is charged a fee that is not less than the student fee and that is not less than the direct and indirect cost to the university of providing for the person's use; and

(3) the person's use will not materially increase the potential liability of the university.

Added by Acts 1999, 76th Leg., ch. 221, Sec. 1, eff. May 24, 1999.

APPENDIX B

**UNIVERSITY CENTER FEE
REFERENDUM AGREEMENT**

**HEALTH CENTER FEE
AGREEMENT**



University of
Houston—
University
Park

Office of the President
Students' Association
4800 Calhoun Road
Houston, Texas 77004
713 749.1366

UNIVERSITY CENTER FEE
REFERENDUM AGREEMENT

COMES NOW BEFORE THESE PRESENT; Dr. Richard Van Horn, President - University of Houston, University Park, 4800 Calhoun, Houston, Texas 77004; and does hereby agree to the terms of this Agreement as stated below:

I.

That Dr. Richard Van Horn does agree to guarantee that no more than \$1.89 million of the Student Service Fee shall be allocated to any one unit supported by the fee for the School Year 1988-1989, and that no unit shall receive more than 35 percent of Student Service fees in the following four (4) years.

II.

That the President of the University must establish a predominately student committee to make recommendations on the allocation of all monies raised by the implementation of a University Center fee.

III.

That for Fiscal year 1989, the first \$850,000.00 generated from the University Center fee shall go to the operations of the University Center and Satellite. All monies in excess of \$850,000.00 shall be placed in a reserve for the repairs and renovations of the University Center and Satellite.

IV.

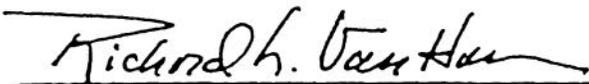
That the President of the University must allow the University of Houston Student Service Fee Planning and Allocation Committee to make new recommendations concerning the allocation of Student Service Fees for School year 1988-1989.

UNIVERSITY CENTER FEE
REFERENDUM AGREEMENT
Page Two

V.

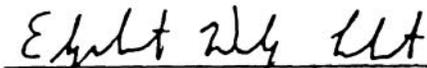
That the President of the University must establish an official university-level advisory committee to examine all student fees and to formulate policies and procedures for the allocation of all existing student fees, as well as to establish firm policies and procedures for the implementation of future fees. This committee shall be made up of students, faculty, administration and staff.

AGREED TO IN CONTENT AND FORM:



Dr. Richard Van Horn
President
University of Houston
University Park

29 April 1988
Date



Elizabeth (Wendy) Trachte
President
Students' Association

April 29, 1988
Date

HEALTH CENTER FEE AGREEMENT

That Dr. George Magner, in his capacity as Interim President of the University of Houston, does agree to this structure of a University of Houston Health Center Fee and the corollary conditions listed after.

I.

A separate, identified fee, called the UH Health Center Fee, shall be charged to the students each academic semester. The money collected from this levy shall be deposited in a bank fund to be known as the UH Health Center fund.

II.

The fee will be set at \$15 a semester for fall and spring semesters, and \$7.50 for each summer term, from Fall 1990 until Summer 1992.

The fee will be set at \$18 a semester for fall and spring semesters, and \$9 for each summer term, from Fall 1992 until Summer 1994.

The fee will be set at \$20 a semester for fall and spring semesters, and \$10 for each summer term, from Fall 1994 until Summer 1996.

That after Summer 1996, the fee shall remain set at \$20 a semester unless, by referendum, a majority of the students voting approve an increase in the amount charged.

III.

The Student Service Fee and Planning and Allocations Committee shall review and make recommendations concerning the allocation of the Health Center Fee to the Vice President of Student Affairs and the President of the University of Houston.

IV.

The 35% cap on the amount to student service fees that any one unit is eligible to receive shall be extended from today until Summer, 1999.

V.

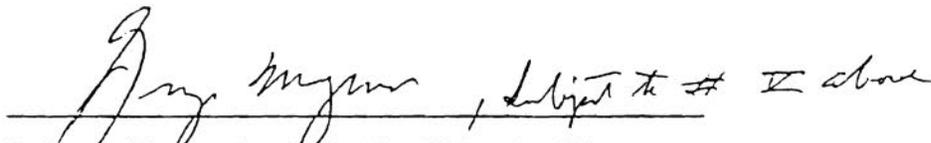
This agreement shall await approval by a majority of the UH students voting by referendum to be held in March, 1990.

VI.

All SSFPAC recommendations shall be delivered directly to the Vice President of Student Affairs and President of the University of Houston. A copy of the SSFPAC recommendations shall accompany the President's recommendations when presented to the Board of Regents during the Board's annual review and approval of the university's budget.

VII.

No funds from student service fees shall be allocated to the Health Center fund after ratification and adoption of the UH Health Center Fee.


Dr. George Wagner - Interim President University of Houston

 3/21.190.
Mikal Evan Belicove - President/Students' Association

APPENDIX C

UB35001 EXTENDING THE 35% STUDENT SERVICE FEE AGREEMENT

UB41022 AUTHORITY TO EXCEED THE \$150 STUDENT SERVICE FEE CAP

**UB46003 AUTHORITY TO INCREASE THE UNIVERSITY CENTER FEE
FOR FY11**

**UB48001 AUTHORITY TO INCREASE THE UNIVERSITY CENTER FEE
FOR FY13**

UB51004 AUTHORITY TO EXCEED THE \$250 STUDENT SERVICE FEE CAP

U N I V E R S I T Y of H O U S T O N

Students' Association

Houston, TX 77204-3650

Fax: 713/743-5222
713/743-5220



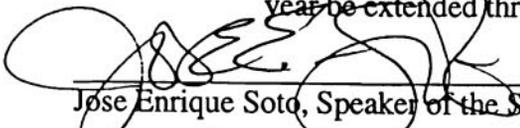
Label:	UB 35001
Date Introduced:	29 April 1998
Author:	Monica Quintero
Sponsors:	Jose Soto Charles Boyd
Committee:	Bypass
Draft:	First

A University Bill extending the 35% cap on the amount of student service fees that any one unit is eligible to receive

- Whereas:** The Student Fees Advisory Committee (SFAC) makes recommendations concerning the allocation of student service fees each fiscal year; and
- Whereas:** The SFAC currently recognizes the agreement initiated in 1988 between Students' Association President, Ms. Wendy Trachte and University of Houston President, Dr. Richard Van Horn which limits the amount of student service fees that any one unit may receive in one fiscal year to 35%; and
- Whereas:** The 35% agreement initiated in 1988 which was extended through Summer 1999 by Students' Association President, Mr. Mikal Belicove and University of Houston Interim President, Dr. George Magner in 1990 is also recognized by the SFAC; and
- Whereas:** Limiting the percentage of the student service fee that any one unit can receive ensures the availability of funding for other units requesting student service fee support; therefore

Be It

Enacted: By the Students' Association of the University of Houston, that the 35% cap on the amount of student service fees that any one unit is eligible to receive in one fiscal year be extended through Summer 2004.



 Jose Enrique Soto, Speaker of the Senate

5/18/98

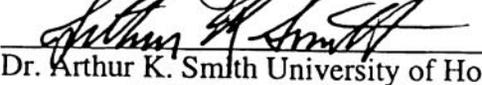
 Date



 Monica Quintero, Students' Association President

5/18/98

 Date



 Dr. Arthur K. Smith University of Houston President

6-5-98

 Date

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Student Government Association
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Label: UB41022

Date: January 26, 2005

Author: Jon Quintanilla

Sponsors: Elizabeth Davila

Committee: University Administration and Finance

Draft: Final

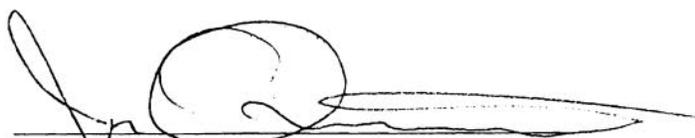
A UNIVERSITY BILL TO AUTHORIZE EXCEEDING THE \$150 CEILING ON STUDENT SERVICE FEES

- WHEREAS:** Pursuant to the Texas Education Code, the Student Fees Advisory Committee (SFAC) makes recommendations concerning the allocation of Student Service Fees each fiscal year; and
- WHEREAS:** Section 54.5061 specifies that the annual amount of the student service fee per student may not exceed 10% higher than the previous year's student service fee unless there is a prior approval by a majority votes of students voting in a referendum, or "by a majority vote of the duly elected student government."
- WHEREAS:** Section 54.5061 also states that the total student service fee for any semester "may not exceed \$150" unless there is a prior approval by a majority vote of students voting in a referendum, or "by a majority vote of the duly elected student government."
- WHEREAS:** The current University of Houston student service fee rate is at the ceiling of \$150 per semester for a student with six or more hours;
- WHEREAS:** Potential mandated state increases and worthwhile programs and projects that would enhance student life at the University of Houston may require funds in excess of the \$150 limit;
- WHEREAS:** This resolution is contingent upon the President indicating by his signature below that neither he nor his delegates will attempt to charge a semester total student service fee per student in excess of \$250 without the prior approval by a majority vote of students voting in a referendum, or "by a majority vote of the duly elected student government."

THEREFORE BE IT ENACTED BY THE SENATE OF THE UNIVERSITY OF HOUSTON STUDENT GOVERNMENT ASSOCIATION HERE ASSEMBLED:

The Student Fees Advisory Committee may recommend and the University of Houston President and the UHS Board of Regents may approve a student service fee per semester per student in excess of the statutory limit of \$150 per semester.


Bobby L. Warren
Speaker of the Senate
41st Administration


Jon D. Quintanilla
President
41st Administration



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Jay Gogue, President
University of Houston



Label: UB46003
Date Introduced: January 27, 2010
Authors: The New UC Leadership Team
Sponsor(s):
Committee:
Draft: First

Authorizing a Specialized Increase in the University Center Fee for FY11

WHEREAS: The University Center, the heart of student activity since its completion in 1967, offers a wide variety of products, services, programs, and opportunities for students, faculty, staff, and alumni while furthering the educational mission of the University of Houston; and

WHEREAS: As an auxiliary operation of the University of Houston, the University Center receives no funds from state appropriations and is financially responsible for all costs associated with general upkeep, maintenance, renovations, improvements, utilities for facilities, as well as an administrative charge on all expenses from the University Center budgets; and

WHEREAS: The University Center is in dire need of repairs and replacement for its mechanical, electrical, and plumbing systems in addition to updated and expanded facilities to provide a greater standard of excellence for a new generation of students; and

WHEREAS: The current University Center Fee is \$35 per student for each long semester (Fall and Spring) and \$17.50 per student per each term of summer sessions; and

WHEREAS: The University Center Fee at the University of Houston is the lowest in a comparative analysis of large and public peer institutions in the State of Texas, the Urban 13 Plus and in Region 12 of the Association of College Unions International (ACUI); and

WHEREAS: Students overwhelmingly supported a phased-in fee increase by over 77% in order to support a *transformation* of the current University Center into a new-millennium facility that could include the following pending administrative approval:

- Safe and secure 24-hour access to lounge spaces
- A synergistic Student Organization Center located on the second floor of the University Center
- Enhanced dining options to allow for greater freedom of selection while reducing traffic bottlenecks and expediting checkout



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- An expanded Leisure Services area with additional recreational gaming opportunities
- Additional expanded study areas and relaxing lounges designed to provide students with a sense of place
- A centralized one-stop-shop retail corridor
- Sustainable design principles in compliance with and support of University of Houston Green Initiatives
- A visible representation of school spirit; and

WHEREAS: Present state law requires that each increase of the University Center fee requires approval from either a majority vote of the Student Government Association or the student body; and

WHEREAS: Each phase of bonding for the University Center Transformation Project must be fully supported by student fees in order to occur; and

WHEREAS: A two-phase fee structure of \$50 in Fiscal Year 2011 and \$50 in Fiscal Year 2013 would greatly accelerate the University Center Transformation Project compared to a \$25 per Fiscal Year increase from FY11 to FY14; and

WHEREAS: Due to the depressed nature of the market, raising the UC Fee by \$50 to \$85 per fall and spring semester and \$42.50 per summer semester in Fiscal Year 2011 would allow the University Center Transformation Project to provide more than the initial scope of the project and address many student concerns and desires that were not feasible under the original cost models; and

WHEREAS: The immediate, larger fee increase would allow for an expanded bookstore as well as an additional ballroom and a small theater, which would greatly contribute to the quality of student life on campus; and

WHEREAS: The first-phase bookstore expansion to the University Center would reduce construction and phasing costs for the second phase of the University Center Transformation Project, and

WHEREAS: The University Center would pursue outside funding from Barnes and Noble and/or the Division of Administration and Finance in order to complete the expanded bookstore in order to ensure that student fee dollars are used with discretion; and

WHEREAS: Two phases of fee increase of \$50 per increase would allow the University Center to bond the University Center Transformation Project completely with only a \$100 fee increase instead of \$115, bringing the final UC Fee effective FY13 to only \$135 instead of \$150, and



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WHEREAS: The Texas Legislature approved with no dissent House Bill 2961, amending § 54.526 of the State of Texas V.T.C.A. Education Code to authorize an increase in the University Center Fee Ceiling to \$150.00, and the same bill was signed into law by Governor Perry on June 19th, 2009; and

WHEREAS: The Senate of the 45th Student Government Association has already pledged its support of the UC Transformation Project and any subsequent fee increases to support the project, in UB45007, enacted September 24th, 2008 as well as UB46002, enacted September 30th, 2009

Therefore, be it enacted by the Senate of the 46th Student Government Association of the University of Houston:

Hereby Assembled **approve** the fee increase of \$50 to the University Center Fee, beginning in fall of 2010. The University Center Fee would not exceed \$85.00 per spring and fall semester, and \$42.50 per summer semester.

LET IT FURTHER BE ENACTED the Senate of the University of Houston Student Government Association Hereby Assembled repeals all previous fee recommendations regarding increases in the University Center Fee to accommodate the University Center Transformation Project.

LET IT FURTHER BE ENACTED the Senate of the University of Houston Student Government Association Hereby Assembled support a 2-phase construction plan for the University Center, and its subsequent 2-phase fee increase.

LET IF FURTHER BE ENACTED the Senate of the University of Houston Student Government Association strongly request that the University Center Transformation Project pursue additional funding for an expanded bookstore from Barnes and Noble and the University of Houston Division of Administration and Finance.

LET IT FINALLY BE ENACTED the Senate of the University of Houston Student Government Association Hereby Assembled strongly recommend that future Senates of the Student Government Association support the second phase of fee increases in order to finance the second phase of transformation for the University Center.





Label: UB48001

Date Introduced: April 20, 2011

Authors: Jared Gogets, Andrew Michael, Prince Wilson, Micah Kenfield, Kyrie Ruiz, Nicole Sopko, Sam Dike, Jonas Chin

Sponsor(s): Jeff Syptak, Michael Harding, Cedric Bandoh

Committee: Administration and Finance, Student Life

Draft: First

Authorizing a Specialized Increase in the University Center Fee for FY13

WHEREAS: The University Center, the heart of student activity since its completion in 1967, offers a wide variety of products, services, programs, and opportunities for students, faculty, staff, and alumni while furthering the educational mission of the University of Houston; and

WHEREAS: As an auxiliary operation of the University of Houston, the University Center receives no funds from state appropriations and is financially responsible for all costs associated with general upkeep, maintenance, renovations, improvements, utilities for facilities, as well as an administrative charge on all expenses from the University Center budgets; and

WHEREAS: The University Center is in dire need of repairs and replacement for its mechanical, electrical, and plumbing systems in addition to updated and expanded facilities to provide a greater standard of excellence for a new generation of students; and

WHEREAS: The current University Center Fee is \$85 per student for each long semester (Fall and Spring) and \$42.50 per student per each term of summer sessions; and

WHEREAS: Students overwhelmingly supported a phased-in fee increase by over 77% in order to support a transformation of the current University Center into a new-millennium facility; and

WHEREAS: A second fee increase is required to finance the second phase of the UC Transformation, which includes both a comprehensive refit of HVAC and MEP systems as well as select renovation and updating of finishes, fixtures, and furnishing; and

WHEREAS: In order to preserve the vibrancy of the existing University Center complex as it faces partial renovation and construction of two additions in the first phase of the UC Transformation Project, the second phase of construction and renovation must occur; and

WHEREAS: The 46th Senate of the Student Government Association approved the first phase of the 2-phase UC Fee Increase to fund the UC Additions and select UC footprint renovations, raising the UC fee to its current level, with the intent to support further fee increases to complete the second phase of the project; and





WHEREAS: Present state law requires that each increase of the University Center fee requires approval from either a majority vote of the Student Government Association or the student body; and

WHEREAS: Each phase of bonding for the University Center Transformation Project must be partially supported by student fees and partially funded by Food Services in order to occur; and

WHEREAS: The UC2010 Student Referendum, passed in 2008, approved a UC Fee cap of \$160, while the proposed cap in this legislation is \$135, \$25 less per long semester, than the original approved fee cap; and

WHEREAS: The Texas Legislature approved with no dissent House Bill 2961, amending § 54.526 of the State of Texas V.T.C.A. Education Code to authorize an increase in the University Center Fee Ceiling to \$150.00, and the same bill was signed into law by Governor Perry on June 19th, 2009; and

WHEREAS: The Senates of the 45th, 46th, and 47th Student Government Association have already pledged their support of the UC Transformation Project and any subsequent fee increases to support the project, both vocally and through UB45007, enacted September 24th, 2008; UB46002, enacted September 30th, 2009; and UB46003, enacted January 27th, 2010.

Therefore, be it enacted by the Senate of the 48th Student Government Association of the University of Houston:

Hereby Assembled **approve** the fee increase of \$50 to the University Center Fee, beginning in fall of 2012. The University Center Fee would not exceed \$135.00 per spring and fall semester, and \$67.50 per summer semester; and

That University Center and Administrative Services give two presentations per semester on the UC Transformation Project's budget, construction progress, and any specific information requested by a UHSGA Senator that has given at least a week's notification; and

That once an architect and a contractor have been chosen and contracted, any and all financial documents, polling, invoices, shipment manifests, and payments shall be posted to the UC Transformation Project website for student perusal within a month of the appropriate document's processing.


Reyes Ramirez
Speaker of the Senate


Michael Harding
President



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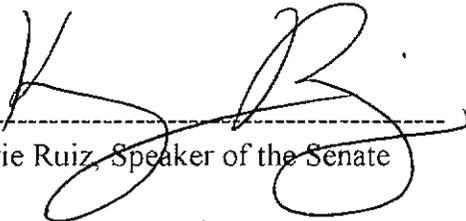
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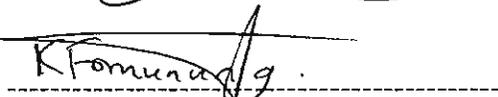
Passed Unanimously by the Forty-Sixth Senate of the Student Government Association of the University of Houston on January 27th, 2010



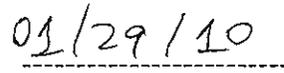
Kyrie Ruiz, Speaker of the Senate



Date



Kenneth Fomunung, SGA President



Date

Renu Khator, President/Chancellor

Date



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Label: UB-51004

Date introduced: September 17, 2014

Date Passed: September 17, 2014

Author(s): Senator Pooja Magadi

Sponsor(s): Senator Sunil Motwani, Senator Sarah Aimad, Senator Nestor Garcia, Senator Trenton Fuller, Senator Issam Kadiwala, Senator Enrique Martinez, Senator Tanzeem Chowdhury, Senator Marcus Pourreau

Committee: Administration and Finance

Draft: Final

5-Year Review of SFAC Student Service Fee Cap

Whereas, Pursuant to the Texas Education Code the Student Fees Advisory Committee (SFAC) makes recommendations concerning the allocation of Student Fees and fiscal year; and

Whereas, Section 54.5061 specifies that the annual amount of student service fee per student may not exceed 10% higher than the previous year's student service fee unless there is a prior approval by a majority vote of students voting in a referendum, or by a majority vote of the duly elected student government; and

Whereas, The current University of Houston student service fee rate is at a ceiling of \$250 per semester for a student with six or more hours; and

Whereas, Support services and student programs, facility projects, and other initiatives that enhance student life at the University of Houston may require funds in excess of the \$250 ceiling; and

Whereas, This resolution is contingent upon the President Khator indicating by her signature below that neither President Khator or her delegates will attempt to charge a semester total Student Service Fee in excess of \$270 without prior approval by a majority vote of students voting in a referendum, or by a majority vote of the duly elected student government.

Therefore be it enacted by the Senate of the 51st Administration of the Student Government Association of the University of Houston that:

The Student Fees Advisory Committee may recommend, and that the University of Houston President and the UHS Board of Regents may approve a per semester student service fee ~~in excess of the current ceiling of \$250 per semester by raising the limit to \$270.~~ up to \$270 per semester.

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Be it further enacted that,

Pursuant to Texas Education Code 54.5061.H:

If, in an academic year, the total compulsory fees charged under this section are more than 10 percent higher than the previous year's compulsory fees, the increase is not effective unless approved by a majority vote of the students voting in an election called for that purpose or by a majority vote of the duly elected student government.

Be it further enacted that,

A copy of this bill be made readily available on the Student Fees Advisory Committee website.



Shaun Smith
Speaker of the Senate
University of Houston – Main Campus

Date of Senate Approval: 17 SEP 2014



Charles Haston
Student Body President
University of Houston – Main Campus

APPROVED

Date of President's Approval: 9/18/14

Pursuant to Student Government Association Constitution Article IV, § 11, Clause 2, this legislation will be presented to the President of the University. Approval or disapproval by the President of the University, and their response, will be recorded in the Senate Journal on additional signature attachments to be included with this legislation.

HOUSTON'S CARNEGIE-DESIGNATED TIER ONE PUBLIC RESEARCH UNIVERSITY

APPENDIX D

BYLAWS OF THE STUDENT FEES ADVISORY COMMITTEE

**BYLAWS OF THE STUDENT FEES ADVISORY COMMITTEE
UNIVERSITY OF HOUSTON**

I. PURPOSE

The Student Fees Advisory Committee (SFAC) is a University committee established by Section 54.5062 of the Texas Education Code to advise the Board of Regents, the President, and the administration of the University of Houston System concerning the type, level, and expenditure of compulsory fees for student services.

II. AUTHORITY

In addition to the operating authority assigned to the SFAC by these by-laws, the SFAC is assigned additional operating authority and responsibility as detailed in the Policies and Procedures Governing the Collection, Allocation, and Expenditure for Compulsory Fees for Student Services.

III. MEMBERSHIP

The SFAC is composed of nine voting members. Five of these members shall be Student Members (Positions 1-5) generally representative of the student body. The remaining four members (Positions 6-9) shall be generally representative of the total University community.

The student body shall be represented by:

A. Five Student Members:

1. Each Student Member shall be enrolled in not less than six semester hours and be in good standing at the University of Houston.
2. No Student Member shall be an officer or compensated student leader of any Student Service Fee funded unit other than the Committee itself.
3. Members of the SGA executive and judicial branches are ineligible to serve as Student Members of SFAC.
4. No more than two of the five serving Student Members shall be Senators of the SGA Senate.
5. Terms of membership shall be as follows:

- a. Two Student Members shall serve one year terms beginning September 15 and ending September 14 of the following year.
- b. Three Student Members shall serve two year terms beginning September 15 and ending September 14 of the following year.

6. Student Members shall be eligible for reappointment.

The total University community shall be represented by:

B. Four University Community Members:

1. Terms of membership shall be as follows:

- a. University Community Members shall serve one year terms beginning September 15 and ending September 14 of the following year.
- b. University Community Members who are students shall be enrolled in not less than six semester hours and be in good standing at the University of Houston.
- c. University Community Member shall be eligible for reappointment.

C. Members shall be selected according to the following procedures:

1. Student Members shall be selected by the Student Government Association (SGA) President with the advice and consent of the SGA Senate.
2. University Community Members shall be selected by the President of the University of Houston.
3. Vacancies shall be filled in the same manner in which the initial selections were made.
4. All SFAC members must meet SFAC eligibility requirements. If a member does not meet SFAC eligibility requirements, the position will be declared vacant and will be filled in the same manner in which the initial selection was made.

IV. OFFICERS

- A. The SFAC shall have a Chair who shall be a member of the SFAC. Any student, regardless of type of appointment, shall be eligible to serve as Chair. The Chair shall be elected to a one year term. The Chair shall take office immediately upon election.
- B. The duties of the Chair shall be to:
 - 1. Determine the dates of and set the agenda for all regular meetings of the SFAC.
 - 2. Preside at all meetings of the SFAC.
 - 3. Appoint any SFAC representatives to other committees or subcommittees.
 - 4. Appoint the chair and members of ad hoc subcommittees whenever necessary.
 - 5. Serve as an ex officio member of all standing and ad hoc subcommittees of the SFAC.
 - 6. Notify the SFAC of any members who have been absent from three meetings of the SFAC, and with the consent of a majority of the members voting, declare that member's position to be vacant.
 - 7. Notify the SFAC of any members who do not meet SFAC eligibility requirements and declare that member's position to be vacant.
 - 8. Report all official actions of the SFAC directly to the Vice President for Student Affairs and Enrollment Services and the President, in writing and in a timely manner.
 - 9. Call special meetings of the SFAC and set the agenda for those meetings.
- C. If the office of the Chair becomes vacant, the SFAC shall, in a timely manner, hold a new election to determine the successor.
- D. The SFAC shall have a Vice Chair who is a student member, regardless of type of appointment.

1. The Vice Chair shall be elected by a majority vote of the SFAC.
 2. The duties of the Vice Chair shall be to perform the duties of the Chair in the Chair's absence.
 3. If the office of the Vice Chair becomes vacant, the SFAC shall, in timely manner, hold a new election to determine the successor.
- E. Staff support for the SFAC shall be provided by the Office of the Associate Vice President for Student Affairs and Dean of Students. This will include checking member eligibility, maintenance of the SFAC operating account, computer access, copying services, records retention, and any other duties deemed necessary by the SFAC.

V. SUBCOMMITTEES

- A. The SFAC may have ad hoc subcommittees as necessary to consider matters requiring more time for study, discussion, or input from the University community.
- B. Subcommittee chairs shall schedule meetings as needed and notify members of the subcommittees at least 24 hours in advance.
- C. All SFAC ad hoc subcommittee Chairs shall make regular reports to the SFAC.

VI. MEETINGS

- A. The SFAC shall hold regular meetings during the fall and/or spring semesters.
 1. The first meeting of each fall semester shall be called by the Associate Vice President for Student Affairs and Dean of Students.
 2. At least forty-eight hours in advance, the chair shall notify members of the SFAC when and where each regular meeting is to be held. In the absence of such notification, a meeting shall be considered special rather than regular.
- B. The SFAC shall hold special meetings upon the call of the chair or upon a written petition of at least three members. The chair or members who call the meeting shall notify the members of the SFAC where and when it is to

be held at least twenty-four hours before it begins. If possible, special meetings shall be held during the regular meeting time of the SFAC.

- C. Members are expected to attend all SFAC meetings. Members who are unable to attend a meeting shall notify the chair as soon as possible. Members who are absent from three meetings of the SFAC may be removed from the SFAC for excessive absences.
- D. At all meetings of the SFAC, five members shall constitute a quorum. At least one of the five must be a University Community Member.
- E. Upon the request of a majority of the members present and voting, the SFAC may postpone consideration of any proposal.
- F. All request documents submitted to the SFAC shall be made available to the public.
- G. Notice of SFAC budget hearings shall be published in advance and budget hearings shall be open to the public.
- H. The SFAC shall provide opportunities for public comment during its annual budget hearing process.

VII. ELECTIONS AND VOTING

- A. All SFAC elections and Committee business shall be determined by majority vote. Upon the call of three or more members, the vote shall be by written ballot.
- B. There shall be no voting by proxy.

VIII. AMENDMENTS

- A. These bylaws may be amended by a 2/3 majority vote of the SFAC provided that all amendments are consistent with the Policies and Procedures Governing the Collection, Allocation, and Expenditure of Compulsory Fees for Student Service and the Texas Education Code.
- B. Amendments shall become effective upon approval by the Vice President for Student Affairs and Enrollment Services.

IX. ADOPTION

These bylaws shall become effective with approval of the Student Fees Advisory Committee and the Vice President for Student Affairs and Enrollment Services.

Approved: October 2017

APPENDIX E

BYLAWS OF THE ACTIVITIES FUNDING BOARD

BYLAWS OF ACTIVITIES FUNDING BOARD

ARTICLE I - NAME, PURPOSE

Section 1: The name of the organization shall be Activities Funding Board (AFB). AFB shall operate as an agency to the Student Fees Advisory Committee (SFAC).

Section 2: The purpose of the AFB shall be to administer the Student Service Fee allocation from SFAC. The AFB allocates funding to University of Houston Registered Student Organizations (RSO) for the purposes of maximizing programming at the University of Houston (UH).

ARTICLE II – AFB EXECUTIVE BOARD

Section 1: The Chair, Vice Chair, and Communications Chair shall be selected through the Stipend Student Leader selection process through the Center for Student Involvement. The three positions must meet the following qualifications:

Enrollment Requirements

- As an undergraduate, in order to hold a Fee-Funded Student Leader position, a student leader must be enrolled in at least 9 credit hours during each of the fall and spring semesters. There is no minimum hour requirement during the summer.
- As a graduate student, in order to hold a Fee-Funded Student Leader position, a student must be enrolled in at least 6 hours during each of the fall and spring semesters. There is no minimum hour requirement during the summer.
- Graduating students are only required to enroll in 3 hours in their final two (2) semesters to be a Stipend Student Leader.

Grade Point Average Requirements

- In order to serve in a Fee-Funded Student Leader position, a student must be in good standing (no academic or disciplinary probation) with the university and must have a cumulative grade point average of 2.5.

Section 2: Chair must maintain a minimum of 20 office hours per week for 12 months.

Section 3: Vice Chair must maintain a minimum of 15 office hours per week for 12 months.

Section 4: Communications Chair must maintain a minimum of 10 office hours per week for 9 months (August through April).

Section 5: Chair must perform the following duties:

- a. Represent AFB and report to SFAC committee.
- b. Respond and consult with RSOs about AFB policies, procedures, and processes.
- c. Be the presiding officer of the hearing committee meetings and coordinate the hearing committee dates.
- d. Train the hearing committee members.
- e. Maintain and update AFB Chair & Committee training manual.
- f. Compile Vendor ID, W-9, and Direct Deposit paperwork to complete expenditure request forms.
- g. Maintain AFB budget along with case file management for all allocation requests, as well as SFAC presentation and questionnaire.
- h. Stay up-to-date with most current finance policies and procedures within the University.
- i. Provide customer service and problem resolution for RSOs regarding reimbursement process and/or payment of on-campus entities through AFB.
- j. Work with financial entities from on-campus departments.
- k. Effectively condense allocation and reimbursement information into one ledger, assuring that all money is spent according to the SFAC guidelines.

Section 6: Vice Chair must perform the following duties:

- a. Answer and respond to correspondence from RSOs.
- b. Assist in coordinating information sessions for RSOs regarding AFB policies, processes and procedures.
- c. Coordinate and market AFB to all RSOs through advertising and social media.
- d. Update and maintain all AFB forms and content on the AFB website.
- e. Attend and present at organizational fairs to market AFB to RSO representatives.
- f. Plan, execute, and manage the marketing plan for the current school year.
- g. Organize internal volunteer structure to help with operations.

Section 7: Communications Chair must perform the following duties:

- a. Create new files for incoming applications and requests.
- b. Email organizations and board members regarding hearing confirmations.
- c. Organize and archive operational receipts.
- d. Compile survey results and workshop RSVPs.
- e. Compile measurement data from post-event surveys.
- f. Manage the volunteer roster and send out news.

ARTICLE III – HEARING COMMITTEE

Section 1: The AFB Hearing Committee shall be at least a 5 member committee and consist of the AFB Chair, the AFB Vice Chair, and at least 3 Student Government Association

(SGA) appointed representatives.

Section 2: Each SGA-appointed representative shall be required to meet the following criteria:

- a. Not be a student leader of the SGA executive, legislative, and judicial branches.
- b. Be enrolled in no less than 12 semester hours and in good academic and disciplinary standing with the University.
- c. Not be a stipend student leader of any Student Service Fee funded unit.

Section 3: *Appealing Decisions of the Hearing Committee*

The SGA Supreme Court shall be the only and final appeal authority for Activities Funding Board decisions. The Court of Appeals shall only hear appeals based on disputes regarding Activities Funding Board policies and procedures.

ARTICLE IV- ACCOUNTABILITY

Section 1: *AFB Chair Accountability*

In situations in which the AFB Chair is unable to meet the minimum requirements of his/her position and/or are interfering with the proper functioning of AFB, the procedure to take place will be:

- a. The Advisor will meet with the AFB Chair to talk about the alleged issue/situation and discuss whether disciplinary action is needed.
- a. This is the opportunity for the AFB Chair to explain alleged issues.
- b. If it is found that sanctions are necessary, the Advisor will create fair conditions that must be met by the AFB Chair to resolve the issue. These conditions will be presented to the AFB Chair in written form and signed by both parties. If the conditions are not met in the agreed time frame, the AFB Chair may be requested to vacate the position by the Advisor.
- c. AFB Vice Chair will only be notified of disciplinary procedures on a need to know basis.

Section 2: *Vice Chair Accountability*

In situations in which the Vice Chair is unable to meet the minimum requirements of the position and/or is interfering with the proper functioning of AFB, the following procedure will take place:

- a. The AFB Chair will meet with the Advisor to talk about the alleged issue/situation and discuss whether disciplinary action is needed.
- b. If disciplinary action is agreed on, the AFB Chair will meet with AFB Vice Chair and bring forth the alleged issues. This is the opportunity for the AFB Vice Chair to explain alleged issues.

- c. The AFB Chair will bring back the information from the discussion with the AFB Vice Chair to the Advisor to discuss whether sanctions are required.
- d. If it is found that sanctions are necessary, the AFB Chair and Advisor will discuss and create fair conditions that must be met by the AFB Vice Chair to resolve the issue. These conditions will be presented to the AFB Vice Chair by the AFB Chair in written form and signed by both parties. If the conditions are not met in the agreed time frame, the AFB Vice Chair may be requested to vacate the position by the Advisor.

Section 3: Communication Chair Accountability

In situations in which the Communications Chair is unable to meet the minimum requirements of the position and/or is interfering with the proper functioning of AFB, the following procedure will take place:

- a. The AFB Chair will meet with the Advisor to talk about the alleged issue/situation and discuss whether disciplinary action is needed.
- b. If disciplinary action is agreed on, the AFB Chair will meet with AFB Communications Chair and bring forth the alleged issues. This is the opportunity for the AFB Communications Chair to explain alleged issues.
- c. The AFB Chair will bring back the information from the discussion with the AFB Communications Chair to the Advisor to discuss whether sanctions are required.
- d. If it is found that sanctions are necessary, the AFB Chair and Advisor will discuss and create fair conditions that must be met by the AFB Communications Chair to resolve the issue. These conditions will be presented to the AFB Communications Chair by the AFB Chair in written form and signed by both parties. If the conditions are not met in the agreed time frame, the AFB Communications Chair will be requested to vacate the position by the Advisor.

Section 4: Hearing Committee Accountability

In situations in which a member of the Hearing Committee is unable to meet the minimum requirements of the position and/or is interfering with the proper functioning of AFB, the following procedure will take place:

- a. The AFB Chair will meet with the Advisor to talk about the alleged issue/situation and discuss whether action is needed.
- b. If action is agreed on, the AFB Chair will meet with the SGA Vice President and bring forth the alleged issues.
- c. Any additional action will be handled by the SGA, as the Hearing Committee members are appointed.

ARTICLE V- MEETINGS

Section 1: The Activities Funding Board Leadership shall hold regular meetings during the fall and/or spring semesters.

- a. The first meeting of each fall semester will be called by the advisor and subsequent meeting dates and times shall be established in the first meeting.
- b. The members of the AFB Executive Board are expected to attend all AFB meetings. Members who are unable to attend shall notify the AFB Chair as soon as possible.
- c. If the AFB Chair is unable to attend, they shall notify the advisor directly.

ARTICLE VII- AMENDMENTS AND ADOPTION

These bylaws, any amendment thereto, shall become effective with approval of the Student Fees Advisory Committee.

Approved: May 2017