

## SUFAC Policies & Guidelines

1. SUFAC decisions must occur in a viewpoint neutral manner. When a University requires student fees and creates the mechanism (SUFAC Committee) for extra curricular speech, it (the University and SUFAC Committee) may not prefer some viewpoints to others.

The operational principle of viewpoint neutrality is the justification for requiring the student to pay the fee in the first instance and for ensuring the integrity of the program's operation once the funds have been collected (and allocated by the SUFAC Committee and WSG).

From the Board of Regents of UW-System vs. Southworth. US Supreme Court 2000.

(Parentheses added)

2. Allocable student fee monies can only be spent for items allowed in the UWS Policy Papers and budget items approved by SUFAC in individual budgets. Allocable student fee monies cannot be used for purchasing tobacco or other controlled substances. Alcohol purchases must be approved by SUFAC prior to the event and is limited to contractual obligations for performers.
3. The following organizations may not be funded by Segregated Fees:
  - A. Those that restrict membership, including but not limited to the following ways:
    - 1) Academic status
    - 2) Major and/or minor
    - 3) Sex, race, religion, color, creed, national heritage, age, marital status, sexual preference, income level or source and handicap
  - B. Social fraternities or sororities
  - C. Honorary professional, or academic related organizations.
4. Deficit Financial Status of SUF Funded Program

SUF funded programs are required by the University of Wisconsin System policy to operate within institutional approved budgets annually, and deficit spending of accounts is not permitted. Any UW-Whitewater SUF funded program that overspends their account during any fiscal year will have that amount – in allocation (cash) and expenditure authority removed from their following year budget. A revised budget **may** be required for the SUF funded organization to match the reduced allocation and spending authority.

Any SUF funded organization that overspends budgets two years in succession **may** be required to meet with the SUFAC Committee to develop sound fiscal management practices for the program. SUFAC, may with the concurrence of the WSG Senate, impose more punitive fiscal measures on the SUF program.

5. Contingency/Capital Fund Allocation Approvals

The SUFAC Committee will review (as time permits) requests for allocations from the Contingency/Capital Fund as forwarded by the appropriate organization/units. SUFAC recommended allocations from the Contingency/Capital Fund will be forwarded to the WSG Senate for information and/or review at the next scheduled WSG Senate meeting. Any action that the Senate may wish to take on the proposed allocation must be concluded at the meeting and forwarded immediately there from. No action on the part of the Senate at that meeting will result in the SUFAC Committee motion being forwarded directly.

6. SUFAC actions are reported to the WSG Senate. A 2/3 vote of the WSG Senate is required in order to change an allocation recommendation of SUFAC.
7. SUFAC will create a detailed record of all student fee funding deliberations.
8. To be eligible to file an appeal of a proposed allocation, a representative of the organization must have attended the SUFAC budget deliberations for the organization.
9. Student organizations which are denied funding will be provided, upon written request, a written statement of reasons for denial.
10. SUFAC reserves the right to deny requests or place conditions (stipulations) on expenditure of allocations.
11. Individual organization allocable student fee monies from one fiscal year will not be carried over into another fiscal year without SUFAC consent. **Carryover balances under \$100 will automatically be carried over. A revised budget may not be required.**
12. Intercollegiate Sports budgets submitted to SUFAC beginning with 1992-93 must be in compliance with Title IX and the Civil Rights Restoration Act.
13. Segregated Fees may not be used to support any homecoming activities. (Exception: Homecoming Steering Committee.)

14. Food/Beverage costs can be paid from SUFAC allocations when specifically requested in the budget and approved by SUFAC (Please indicate if it is a reception, a meal, or an entertainment contract).
15. Organizations are not allowed to give SUFAC funds to other organizations, without the approval of the SUFAC.
16. For all SUF funded events, organizations must initially use generated revenues to reimburse the SUF account. Any other revenues are available to the organization for their own use (F20).
17. Organizations receiving SUFAC monies should keep records, documents, and receipts for possible audits.
18. Organizations are encouraged to publicize the SUF fee fiscal support of activities through notation on publicity for events.
19. The following requests are due by specified annual date. Late requests may result in denial of funding.
  - A. Annual Budget Requests
  - B. Carryover Requests
20. Any member who has more than two unexcused absences **may** be brought up for Removal by the Chair. Removal is by majority vote of the SUFAC.
21. SUFAC reserves the right to change funding policies at any time.

Approved 7/09/86 Assistant Chancellor for Student Affairs  
 Revised 5/01/89 Whitewater Student Association  
 Revised 3/11/91 Whitewater Student Association  
 Revised 3/15/93 Whitewater Student Associated  
 Approved 4/01/93 Chancellor Greenhill  
 Policy #13: Approved WSG 11/27/95 Chancellor Greenhill 12/18/95  
 Approved 4/18/02 SUFAC  
 Amended SUFAC, Spring 2002  
 Amended Appeals Process, November 2002  
 Amended April 2006, Approved Assistant Chancellor for Student Affairs

\*\*Exceptions to any of these policies must be specifically approved by the Segregated University Fee Allocations Committee.

## Appeals Process

SUFAC/WSG: Once SUFAC has published a draft budget, organizations will be notified of their recommended allocation for the next year. The appeal process is made directly to the Whitewater Student Government (see last paragraph below for instructions). While organizations may have varied reasons for an appeal, organizations can also appeal a student fee funding recommendation where it is alleged that the decision was based on a student organization's extracurricular speech or expressive activities, resulting in a violation of the requirement that allocable student fees be distributed in a viewpoint – neutral manner. The WSG may modify a SUFAC recommendation based on a 2/3 vote.

Chancellor: UW-Whitewater provides for an appeal to the Chancellor of a student fee funding decision where it is alleged that the decision was based on a student organization's extracurricular speech or expressive activities, resulting in a violation of the requirement that allocable student fees be allocated in a viewpoint-neutral manner, and where the appealing party has exhausted the process for review of student fee funding decisions established by the student government for such cases. The Chancellor's decision shall be final, unless the matter is brought to the Board of Regents in accordance with Regent Policy Document 86-4 and 88-6. Please contact Dr. Summers in the Student Affairs Office to initiate such an appeal.

## SUFAC Overdraft/Misuse Policy:

1. SUFAC may take the following actions if an organization has spent more than their allowed budget at the end of the fiscal year.
  - A. SUFAC will perform an in-house audit of the organization during the following fall semester.
  - B. The organization may be requested to appear before SUFAC with their financial documentation.
2. If SUFAC determines that expenditures made above budgetary limits by an organization were not legitimate, the following actions may be taken, but are not limited to:
  - A. The amount of money overspent may be deducted from current allocated budget.
  - B. SUFAC may choose to deny funding for the next fiscal year.

## **CONTINGENCY – EQUIPMENT FUND**

- I. SUFAC Contingency Fund
  - A. Definition: A fund established which may be used to cover unanticipated expenditures and/or for expansion of programs of currently funded organizations.

B. Parameters within which requests would be considered:

1. Unanticipated expenditures: this type of request would be to cover costs associated with programs which were funded but will incur expenses which could not have been anticipated at the time of budget hearings. Such requests will be considered if the request is submitted, if possible, prior to the expenses being incurred.
2. New program and/or expansion of programs: requests for funds to support new programs and/or expansion of existing programs would be considered on the following basis:
  - a) The request is not for reestablishment of funds previously requested and denied
  - b) The request is to fund a new program which is within the purview of the requesting organization.
  - c) The request is for an expansion of existing programs based on identifiable increases in participation and/or needs of the student body.
  - d) Request would allow for a greater increase in participation by a substantially larger number of the student body.

C. Definition: The equipment reserve may be used as:

1. A source of funds for a major purchase (equipment or capital), which will benefit the organization or the student body and which may not be the responsibility of a single funded organization.
2. A financial reserve for the management of organized activities (one-time funding of large capital items).

D. Parameters for expenditure of funds:

1. Requests would be submitted to the SUFAC Advisor.
2. New allocations to the Organized Activity Equipment Fund must be agreed upon by the Allocations Committee and recommended to the Student Government for approval in the annual SUFAC process.

Non-Allocable Fee Budget Policy  
2008-09

In recognition of WSG - Senate 04-05:06 the following procedure is agreed to for the SUFAC committee to participate in the development of non-allocable student fee budgets:

1. The non-allocable fee budgets are identified to be Organized Activities, Athletics, Intramurals, Child Care, Williams Center Addition, Municipal Services, MultiSport Facility, Textbook Rental, Health Center, Student Center, Leadership Development, Outdoor Facilities & Fields, and Field Turf.

Williams Center Addition, MultiSport Facility and Field Turf are debt service accounts from previous student fees approved for PRSB (Program Revenue State Bonds) by both the SUFAC and WSG. (Budgets will be informationally provided if requested.)

The non-allocable salaries in Organized Activities, Intramurals, Athletics, and Child Care are reviewed with SUFAC in the Fall semester. The remainder of non-allocable Athletics is approved as a part of the SUFAC presentation to WSG in the Fall allocable process, but is reported as non-allocable based on UWS policy.

Municipal Services is a state mandated fee paid to the City of Whitewater by DOA (Department of Administration) for partial reimbursement for police and fire protection services provided to the UW-Whitewater community. (Budget will be informationally provided if requested.)

2. Non-allocable budgets are developed in accordance with guidelines, timelines, and thresholds provided by UWS Budget Finance Office each December.
3. Beginning in 2005-06, the Chair and Vice-Chair of the SUFAC committee, and the WSG President will be invited to participate in each of the non-allocable budget presentations that are made, based on scheduling needed to meet campus and system deadlines. The presentations are made to the Assistant Chancellor and Deputy Assistant Chancellor for Student Affairs by the respective Program Directors.
4. The opportunity for questions pertaining to any of the non-allocable budgets by the Chair or Vice-Chair of SUFAC, or WSG President will be provided during the appropriately scheduled budget presentations.
5. The Chair and Vice-Chair of SUFAC will be responsible to communicate the process pertaining to the non-allocable budgets to the SUFAC committee. The WSG President will be responsible to communicate the process pertaining to the non-allocable budgets to WSG.

6. The total allocable and non-allocable segregated fee schedules will be developed by the Student Affairs Office for a presentation to the Chancellor in March of each respective year. Prior to the presentation of the Room and Board and Segregated Fee schedules to the Chancellor, the allocable and non-allocable fee schedules will be informally reviewed with the SUFAC and WSG by the Deputy Assistant Chancellor for Student Affairs.
7. The SUFAC and WSG participation in the above identified non-allocable fee budgets is welcomed within the current budget procedures and timelines.
8. Student consultations will continue to be completed with the University Center Board, and the Health Center Advisory Committee.

Revised February 28, 2008