To Implement the Undergraduate Senate By-Law Changes as Recommended by the Review of Special Fees Committee

Review of Special Fees Committee Bill II

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Sponsors: Review of Special Fees Ad Hoc Committee;
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Action Requested: Approval by 2/3

WHEREAS Article II, section 4, D.3 of the Undergraduate Senate By-laws state:

Appropriations
a. Shall formulate fiscal guidelines for all funds established under the Undergraduate Student General Fee, hereafter referred to as the USGF.
b. Shall formulate Funding Policies, and review proposed changes to existing Policies.
c. Shall review all requests for Special Fees by undergraduate student organizations.
d. Shall review any proposed budget changes by undergraduate student organizations receiving Special Fees.
e. The Financial Manager and the Programming Director and the Publications Director shall be ex-officio members of this US Committee.

SHALL NOW INCLUDE THE FOLLOWING ADDITION:

Appropriations
f. Shall present a statement of purpose for special fees (to be levied on the undergraduate population) to the Undergraduate Senate before any special fee budget is discussed. The Senate shall approve this statement of purpose.

WHEREAS Appendix II, section 2.B.2 of the Undergraduate Senate By-Laws, in detailing the special fee application requirements states applications shall contain the following

For Special Fee requests:
a. The name of the organization requesting the fee.
b. The name(s), email address(es), and phone number(s) of the member(s) making the request.
c. The ASSU account number for the organization.

**SHALL NOW INCLUDE THE ADDITION:**

d. A signed contract specifying that the group receiving special fee agrees to cover all refunds in excess of their allocated refund buffer (set by the ASSU FM).

e. Groups applying for special fees from both Graduate and Undergraduate populations (hereafter referred to as joint groups) shall submit a pre-proposal to each legislative body. The criteria for this pre-proposal shall be developed by each legislative body and passed to groups through the elections commission.

**WHEREAS** Appendix II, section 3.A of the Undergraduate Senate By-Laws currently reads:

*Recommendations*

The Committee shall prepare a brief recommendation to the US regarding each proposal. At the first US meeting after preparation of the recommendation, the Committee shall summarize the application and present its recommendation.

**SHALL NOW INCLUDE THE ADDITION:**

b) In evaluating special fee applications the Appropriations Committee should include in their considerations the following criteria before recommending placement on the ballot

1. Evaluation of outside revenue
2. Impact on student body and/or community impact
3. Benefit to undergraduate population, past and future
4. Past performance/budgeting, refund rates
5. Affect on total amount of ASSU Fee for each undergraduate
6. Established funding polices for each line-item