Roosevelt University

Student Activity Fee Allocation Committee

Drafted: Spring 2010

SAFAC Guiding Principles

Article I. Name and Mission

a. The name of this committee shall be the Student Activity Fee Allocation Committee (SAFAC) of Roosevelt University Chicago.
b. The purpose of this committee is to fairly advocate funds in to effectively allocate funds to student organizations for events that will improve student life, and prompt a positive environment at Roosevelt University.

Article II. Membership

a. The members of SAFAC shall be selected by an application process that includes an interview with a selection committee (Article V).
b. SAFAC shall have 8 voting members.
c. SAFAC shall have 9 active members including the chair.
    a. SAFAC shall have a CSI representative, a SPEED representative, and a SGA representative. The Chair, Budget Manager, and Secretary will be selected from the remaining six members. No one is allowed to hold dual positions.
    b. To be eligible for SAFAC Chair you must serve for one semester and be voted by the current SAFAC board.

Article III. SAFAC Committee Members

a. Chair
    i. The Chair of SAFAC will only vote as the tie-breaker vote.
    ii. Shall facilitate all SAFAC meetings.
    iii. Shall take attendance at every meeting.
    iv. Shall explain the SAFAC process to the student organization representatives.
    v. Shall maintain order during the meetings by opening the floor for questions.
    vi. Shall call special meetings.
    vii. Shall serve as the liaison between the committee, the student body, and the University.
    viii. Shall monitor the time in all meetings and keep attendance records.
    ix. Shall maintain a personal SAFAC binder.
    x. Shall not hold a joint role within the SAFAC board.

b. Secretary
    i. Shall check and respond to the SAFAC email account.
    ii. Shall copy advisor and budget manager on all funding approvals or denials from the SAFAC email account.
    iii. Shall copy advisor and Chair for any other questions or concerns emailed in the SAFAC email account.

iv. Shall email notifications of funding decisions within 24 hours to the student organization president.
v. Shall include explanations in all emails regarding funding approvals and denials.
vi. Shall record all information from meetings and minutes.
vii. Shall maintain a personal SAFAC binder.
viii. Shall not hold a joint role within the SAFAC board.

c. Budget Manager
   i. Shall keep accurate records of the funds allocated.
   ii. Shall email monthly budget reports to all members of the committee.
   iii. Shall track allocated and money spent as well as funding denials.
   iv. Shall reconcile the budget each month.
   v. Shall keep accurate records on money allotted to Security/ETRC for each semester.
   vi. Shall maintain a personal SAFAC binder.
   vii. Shall not hold a joint role within the SAFAC board.

d. CSI Representative – The Student Organization Assistant in the CSI
   i. Shall make copies of SAFAC funding proposals for each member of the committee, to be used in each meeting.
   ii. Shall inform all members of SAFAC of the meeting times of proposals.
   iii. Shall keep original SAFAC funding proposals in SAFAC binder.
   iv. Shall submit catering orders and keep records.
   v. Shall submit ETRC requests and keep records.
   vi. Shall file all copies of check requisitions (and other proofs of payment) – (1 copy in Student org file and 1 copy in SAFAC binder).
   vii. Shall serve as the liaison between SAFAC and the Center for Student Involvement (CSI) regarding upcoming events or other important details deemed relevant by the office.
   viii. Shall maintain a personal SAFAC binder.
   ix. Shall not hold a joint role within the SAFAC board.

e. Student Programming for the Enrichment and Enlightenment Board (SPEED) Representative – SPEED will select this member
   i. Shall have the Roosevelt University and SPEED calendars, in order to inform student organizations about other scheduled events on campus.
   ii. Shall provide their event experience to help improve and provide feedback or knowledge.

iii. Shall serve as the liaison between SAFAC and the SPEED regarding upcoming events or other important details deemed relevant by the board.
iv. Shall maintain a personal SAFAC binder.
v. Shall not hold a joint role within the SAFAC board.

f. Student Government Association (SGA) Representative – SGA will select this member

i. Shall report the SAFAC funding and events at SGA meetings every week.
ii. Shall act on behalf of SAFAC to help advocate for student concerns which includes bringing potential changes to SAFAC.
iii. Shall serve as the liaison between SAFAC and the SGA regarding upcoming events or other important details deemed relevant by the SGA.
iv. Shall maintain a personal SAFAC binder.
v. Shall not hold a joint role within the SAFAC board.

g. Advisor – CSI Staff member that has the position of working with student organizations

i. Shall act as a liaison between Roosevelt University, student organizations on-campus, and SAFAC.
ii. Shall be a non-voting member.
iii. Shall offer guidance and advice in times of difficulty.
iv. Shall help provide information and guidance to student organizations regarding policy and other points of interest.
v. Shall help organize and present at the student organization round-up hosted every semester.

h. SAFAC General Members

i. Shall consist of three voting members of SAFAC that do not hold other positions on the board.
ii. Shall vote on funding proposals.
iii. Shall maintain a personal SAFAC binder.
iv. Shall serve as liaison between student organizations and SAFAC.

Article IV. SAFAC Term of Commitment

A. Term of Commitment

i. New members shall interview and be chosen in April.
ii. New members shall begin before the end of the spring semester.
iii. New and returning members are required to meet over the summer via email or in person.
iv. New and returning members are not required to meet the week of finals or over holiday breaks.
v. New and returning members are required to attend weekly meetings.
vi. SAFAC proposal meetings shall be approximately 2 hours.

Article V Elections/Selection

i. SAFAC application process shall begin in April.
ii. SAFAC committee shall have 6 open positions.
iii. SAFAC Chair shall be chosen by a voting process of the new members.
iv. If a vacant role is in existence, the current SAFAC committee will determine how and if the open position will be filled.
v. All (new and returning) applicants will be chosen by the SAFAC selection committee. All applicants will interview with the selection committee. The SAFAC selection committee will involve SPEED, SGA, CSI, and 2 outgoing SAFAC members
    a. The SGA representatives must be two current senators.
    b. There shall be 2 representatives from CSI, SGA, and SPEED.
    c. The SAFAC advisor shall oversee the selection process and facilitate the meeting.
    d. If there are not two outgoing SAFAC members, the advisor will fill the vacant SAFAC voting role.
    e. Each group shall get one vote. The advisor will only vote in a tie or if they are filling the vacant SAFAC role.
    f. The six applicants that receive the most votes will receive positions on the board.

Article VI SAFAC Attendance Policy

i. Attendance shall be taken at each meeting by the chair.
ii. SAFAC members can have up to two absences each semester, no more than four a year.
iii. Excessive tardiness will result in the committee reviewing your commitment to the committee which could result in termination of position on the board.
iv. If you are the SGA representative, CSI representative, or SPEED representative and you have excessive absences, appropriate steps will be taken to contact the organization or office to evaluate your commitment to the committee.

Article VII SAFAC Committee Roles and Duties

i. Each member must come with binder to meeting. They are responsible for keeping their information accurate and up-to-date.
ii. Each member of SAFAC shall be actively engaged in meetings.
iii. SAFAC committee members will decide the two hour time slot for proposals for both semesters.

Article VIII SAFAC Committee Meetings

i. Everyone shall have the opportunity to speak or comment on the funding requests after the student organization has left.
ii. The chair facilitates the voting process by asking anyone for their comments or concerns, and then their vote.
iii. During each student organization meeting, it shall go as follows: SAFAC members shall introduce themselves and their positions. The student organization representative shall introduce themselves. The student organization representative shall explain their event. The SAFAC board shall ask questions and provide feedback. The student organization representative shall ask questions if needed.

Article XI SAFAC Committee Voting Procedure

a. Each SAFAC member gets to have one vote for each funding request.
    i. With the exception of advisor(s)
    ii. With the exception of the chair who serves as the tiebreaker

Article XII