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GOVERNING POLICIES
I. Fee

   i. Definitions
   The Freshman Fee (fee), by vote of Arizona Board of Regents (ABOR), will be levied on all Freshman at the University of Arizona at $10 per semester. The monies will be held and monitored by the Office of Vice President for Student Affairs (VP for Student Affairs).

   ii. Purpose
   The fee will be allocated to departments within the division of Student Affairs with the mission of improving the freshman experience.

   iii. Mandatory Allocations
   A minimum percentage of the fee will be retained for need-based student financial aid. This is determined by ABOR.

   A small portion of the fee will be retained by the Office of Vice President for Student Affairs for emergency and administrative expenditure. However, the Vice President must submit yearly spending reports to the Freshman Fee Advisory Board (Board). The emergency fund is not to exceed $50,000. All funds in excess will be included in the funds for the Board to allocate or may be allocated by the VP of Student Affairs as specified in the Freshman Fee Reserve Analysis procedure.

II. Role of the Board – Business of the Board

   *It is the Business of the Board to*

   - Serve as the deliberating body on the use of the fee – making its recommendations to the VP for Student Affairs based on direct freshman input along with applications received from the departments of Student Affairs.

   - Monitor the current usage of the fee; require regular reporting from the recipients and publish these reports along with the Board budget detail on the website.

   Exclusion: The Board may not allocate money to departments for programs not applied for.

III. Role of the Vice President for Student Affairs – Responsibility Clause

   The VP for Student Affairs has final authority on the use of the fee, final authority on the actions of the Board, and final responsibility on safeguarding the integrity and transparency of the fee and the Board; therefore, any decision by the VP for Student Affairs, whether in agreement with Board directives or not, is final.

IV. Composition of the Board

   The Board will comprise 14 members in two groups
   - Voting Members – 9 members
   - Advisory Members – 5 members

   Of the Voting Members
• 5 Freshman Class Council Members will be nominated for appointment by the ASUA AVP, FCC Directors, and the FCC President
• 3 Student Services Fee Advisory Board Members will be nominated for appointment by the SSFAB Chair.
• 1 Residence Hall Association Members will be nominated for appointment from the appropriate entity within RHA

• Of the Advisory Members 1 FCC President (or appropriate appointee)
• 1 SSFAB Chair (or appropriate appointee)
• 1 RHA President (or appropriate appointee)
• 1 Student Affairs Director of Finance (or appropriate person)
• 1 Assistant Vice President for Student Affairs (or appropriate person)

In making their recommendations for Board appointments, the appointing organizations should strive for nominations which represent diverse freshman interests.

i. Role and Responsibilities of the Voting Members of the Board
The Board will act as the deliberating body on the use of the fee. As such, it will provide advice and recommendations to the VP for Student Affairs on how to allocate the fee based on the requests that come before it and direct freshman input.

The Voting Members will be responsible for the following:
• Representing all freshman of The University of Arizona regardless of a member’s constituency, if any exist.
• Maintaining an unbiased approach to all deliberations and decisions - including freedom from direct conflicts of interest.
• Understanding the freshman needs in the Division of Student Affairs
• Reading, understanding, and deliberating on all of the submitted applications.
• Communicating to the several directors of Student Affairs and all of the applicants the status of applications and the current and past use of the fee.
• Recommending to the VP for Student Affairs on the use of the fee, terminations of funded programs (at the request of the VP for Student Affairs), members of the incoming Board, and all other foreseen or unforeseen situations that may arise.

ii. Role and Responsibilities of the Advisors
It is the responsibility of the Advisors to provide support to the Board by sharing their unique perspectives. This support is intended to allow the Board to run successfully with the experience, specialized knowledge, and expertise of the Advisors. Also, as members of the campus community, the Advisors are in the unique position to aid in achieving the directives of the Board and the goals of the Office of VP for Student Affairs while understanding the needs of the campus community.
Student Affairs Director of Finance (or appropriate person)
It is the responsibility of the Director of Finance to provide specialized understanding and direction in the case of past allocations, current allocations, and future allocations. Furthermore, it is his or her responsibility to insure proper steps are taken in fee allocation, and that the money is returned when necessary, and to provide up to date information regarding current usage of the fee.

Also, it is his or her responsibility to monitor the current spending of the fee and insure the monies are being used faithfully to accomplish the goals set forth in the Requests.

Assistant Vice President for Student Affairs (or appropriate person)
It is the responsibility of the Associate Vice President to provide the necessary logistical, institutional, and practical support to the Board – aiding in execution of Board directives. Furthermore, this role is, de facto, the presence of the VP for Student Affairs on the Board, and as such is charged with keeping consistent, open, and casual communication between the Board and the VP for Student Affairs. (Formal communications will be made by the Board itself to the VP for Student Affairs).

V. Allocation Process

All Board Meetings will be conducted according to Robert’s Rules of Order.

i. Requests
A Request must be completed and submitted to the Freshman Fee website by the appointed date for the funding cycle beginning the following fiscal year.

All portions of an application must be completed before the due date or the Board will not deliberate on the application. Once the window for completing applications closes, the Board will deliberate on only the applications submitted by the deadline. No material submitted afterward will be considered.

The Board may, but is not required to, solicit additional information from an applicant in order to clarify parts of an application.

Specific directions for filling out applications are on the website.

ii. Disbursement of Fee
Within 10 business days of the decision date the Board will advise the VP for Student Affairs on its recommendations. The VP for Student Affairs may, wholly or partially, accept or reject these recommendations within a timely manner. The applicants will be notified in a timely manner. The website will also be updated to reflect the decisions of the Board.

VI. Acceptance of Fee Monies
It is understood by the Board and VP for Student Affairs that all allocated monies will be used faithfully to execute both the intent and the letter of the Request as accepted by the Board. Any alteration in timing or budget for the project funding must be approved by the Student Affairs Director of Finance in consultation with the FF Board Chair.

All recipients must submit a mid-year and end-of-year report to the fee website. These reports are due by December 31st and August 31st every year unless the Board or VP for Student Affairs publicize otherwise. If a project is complete prior to Dec 31, the mid-year report will serve as the final report for the project. Furthermore, the Board or the VP for Student Affairs may require extra reports throughout the year. These requests must be honored within 10 business days or, if for regular reporting, on the dates determined by the aforementioned parties.

i Routine Recovery of Funds
Freshman Fee unspent funds will be retained to be allocated in the next fiscal year or the funds may be allocated by the VP of Student Affairs as specified in the Freshman Fee Reserve Analysis procedure. The board may also, on the basis of interim progress reports or financial statements, withhold previously allocated funds that appear excessive or unlikely to be allocated as intended, for example personnel funds for unfilled positions. The board should request an explanation for the apparent surplus from the program director and allow 5 business days for a response. Whether or not the time period is honored the board may take action.

VII. Appointment of the Board
Nominations will be made in full faith that the nominees will honorably perform the duties of a member of the Board. These nominations may be, wholly or partially, approved or rejected by the VP for Student Affairs.

VIII. Guidelines on Voting Privileges
Voting privileges will be held according to Robert’s Rules of Order.

IX. Terms of Membership
Voting members will hold one fall-spring term. The Board will convene at the discretion of the Vice President for Student Affairs through the Chair of the SSFAB. The Chair of the SSFAB will then immediately assemble the Board to consider Board business.

The Advisors have permanent seats on the Board and are not subject to term limits. They will, however, cease their service on the Board when they cease to hold their position.

X. Vacancies
Vacancies will be replaced in the same manner as provided for new appointments. All vacancies will be filled by the originating entity (FCC, SSFAB, or RHA).

XI. Expulsions and Impeachment
The VP for Student Affairs may expel a member of the Board. All other expulsions and impeachments will be conducted according to Robert’s Rules of Order.
XII. **Transition Period**
During the Transition Period all inquiries concerning the fee will be directed to the Student Affairs Director of Finance and the Assistant Vice President for Student Affairs who have the authority to address those concerns.

XIII. **Amendments**
Amendments to these documents will be made according to Robert’s Rules of Order.