Senate Bill #2
2015-2016
Committee for Fee Allocations Bylaws

1 WHEREAS, the 2015-2016 Committee for Fee Allocations has approved
2 their Bylaws and Procedures.

3 THEREFORE BE IT ENACTED, that ASUN approve these documents for the
4 2015-2016 academic year.

SUBMITTED BY: Committee for Fee Allocations DATE 9/18/15
FLOOR ACTION DATE 9-23-15
PRESIDENTIAL SIGNATURE DATE 10-06-15

Committee for Fee Allocations (CFA) Bylaws
September 18, 2015

The Association of Students of the University of Nebraska (ASUN) is the student government of UNL
and represents the student body. ASUN possesses the authority to establish and allocate University Program and
Facilities Fees (UPFF) as declared by Board of Regents Policies and UNL Bylaws.

All enrolled students are assessed student fees (UPFF) along with tuition, whether or not they expect to
take advantage of fee-funded facilities and services. The total income from UPFF is divided into two portions:
Fund A, which is used to fund programs and activities managed by student groups, and Fund B, which is used
to make bond payments and fund staff salaries and operating costs for various student services and maintenance
of related facilities.

ASUN has established a Committee for Fee Allocations (CFA), which recommends to the Senate
specific agency allocations based on annual budget requests submitted by eligible student organizations. The
Vice Chancellor for Student Affairs represents the recommendation of ASUN to the Chancellor. The Chancellor
makes final decisions on UPFF allocations, with Fund B subject to approval by the Board of Regents. The
original recommendation of ASUN Student Government to the Chancellor has only twice been modified by
UNL administration (a reduction in 1986 to offset a tuition increase, and an alteration in 1989 to avoid
litigation).

Article I Membership, Attendance, and Officers

The Committee For Fee Allocations, which shall be governed as follows:
A) CFA shall consist of thirteen voting members (three senators and ten elected
at-large students, except as exempted below in times of vacancy) and two
advisors (Vice Chancellor for Student Affairs or his/her designee and the
ASUN Director of Administration.

B) Senators shall be appointed by the Speaker of the Senate to the committee
within three weeks of assuming office or within two committee meetings. If
after two committee meetings no Senators have volunteered to serve, such
vacancies may be filled by the Appointments Board. In the case of fall
semester Senator appointments, Senators may be appointed to CFA (not to
exceed four total Senators or thirteen total members) at the discretion of the
Speaker of the Senate in cooperation with the Appointments Board.

C) At-large students shall be elected in the ASUN Spring Elections and positions
are appointed as follows: four off-campus students, two residence hall
students, one student with an East Campus major and/or residence, one Graduate student, one at large
student, and one Greek living unit student (includes cooperatives). At-large students shall be elected
based on where they will live in the fall semester immediately following the Spring Election. Vacancies
may be filled by the Appointments Board.

D) Any vacancy shall be filled by the Appointments Board at the request of CFA,
subject to approval of the Senate. Any student, regardless of living unit, may
fill any vacancy of senate or at-large positions.

(E) Attendance. For an absence to be excused members must notify the Chair, or the Director of
Administration, of an expected absence at least one hour prior to the scheduled meeting. Absences will
be deemed excused or unexcused at the discretion of the Chair. If not present within ten minutes of a
scheduled start of a meeting, a member shall be considered absent. If a member has two consecutive
unexcused absences, or three non-consecutive unexcused absences, the chair shall immediately state the
question, 'shall this member be removed?' This motion shall take precedence over any other business of
the committee and is debatable. It is not amendable, but any other subsidiary motion may be applied to
it. A two-thirds vote is required for its adoption. If defeated, the same question shall be stated
immediately on each subsequent unexcused absence of the member.

(F) Officers
1. Voting Members:
(a) Chair. The chair shall call and preside at meetings, act as mediator, act as a media liaison, designate
subcommittee groups, appoint subcommittee members, and serve as an advisor to designated
subcommittees, as well as serve as member of the ASUN Executive Committee and attend ASUN
senate meetings. The Speaker of the Senate shall appoint the chair of the Committee for Fee
Allocations.
(b) Vice-Chair. The Vice-Chair shall aid the chair in all functions that are necessary for the function of
the committee, including the maintenance of all documentation relative to subcommittees, and
assumes the responsibilities of the chair in the absence, vacancy or at the request of the chair, in
addition to serving as an advisor to designated subcommittees. The Vice-chair shall be elected
through a secret ballot vote from committee members.

2. Non-Voting Member: The Secretary shall be the Director of Administration, who shall be responsible
for tape recording meetings when appropriate.

Article II Operations and Procedures
(A) The operation of CFA is divided into two general processes: a Services and Functions Evaluation and a
Budget Request Package Review.
1. Services and Functions Evaluation. Occurs in the fall semester and consists of an evaluation of each fee user.
2. Budget Request Package Review. Generally occurs in the spring semester (although CFA is not
precluded from undertaking formal action in the fall semester) and culminates in the reporting of
Appropriation Bills to the Senate. All meetings (except subcommittee) shall be electronically recorded
for audio.
3. Rules for appropriation bills. After the adoption of a motion to report an appropriations bill, the
appropriations bill shall not be actually reported to the Senate, but instead shall be considered pending
until the committee adopts a motion to instruct the chair to report the bill.
(a) Any motion to reconsider, to rescind, or to amend a previously adopted motion to report an
appropriations bill requires both previous notice and a two-thirds vote to be adopted, except as
provided in subsection 4(e) of this section.
4. Meeting types. There shall be six meeting types. The type of each meeting shall be determined by the
schedule of meetings as provided under section D of this article. Any meeting not provided in the
schedule of meetings shall be a general meeting.
5. General meeting. These meetings shall be conducted in the manner as provided in the parliamentary authority.

6. Services and Functions Evaluation meeting. The agenda shall be: 1-Call to order. 2-Roll call. 3-Unfinished business. 4-Fee user Services and Functions Evaluation in a manner controlled by the fee user, limited to three hours. 5-New business. 6-Adjournment.

7. Presentation of the Budget Request Package meeting. 1-Call to order. 2-Roll call. 3-Open forum. 4-Unfinished business. 5-Fee user presentation of Budget Request Package, limited to two hours. 6-Questions and requests. 7-New business. 8-Adjournment. At the conclusion of the questions and requests, but before new business, a motion to report an appropriation bill containing the appropriation amount requested by the fee user shall be considered made. That motion shall be immediately referred to the appropriate subcommittee with instructions to report at the scheduled Recommendation of Allocation meeting for that fee user.

(a) Recommendation of Allocation meeting. Following the adoption of a motion to report an appropriation bill to the Senate, the committee shall identify denied line items subject to appeal, if any. The agenda shall be: 1-Call to order. 2-Roll call. 3-Open Forum. 4-Unfinished business. 5-Subcommittee report. 6-Fee user comments, limited to five minutes. 7-Consideration of subcommittee report and identification of line items subject to appeal. 8-New business. 9-Adjournment.

(b) Fee User Appeals meeting. Should a fee user desire to have its recommended allocation amended, it may appeal specific denied line items identified under of this subsection. A notice of intent to appeal, which specifies the line items the fee user wishes to have restored and defends their restoration, must be e-mailed to the chair and Director of Administration within forty-eight hours of the adoption of a motion to report that fee user's appropriations bill. The fee user shall be allotted ten minutes per appealed item, during which only new information may be presented. The time allotted may be extended at the discretion of the chair. At the conclusion of the fee user presentation, a motion to amend the previously adopted motion to report by increasing the appropriation by the total amount of the line items appealed shall be considered made. This motion requires only a majority vote for adoption. Although this motion to amend may itself be amended, it may not be amended to decrease the fee user's appropriation from the amount originally adopted. The agenda shall be: 1-Call to order. 2-Roll call. 3-Open forum. 4-Unfinished business. 5-Fee user presentation. 6-Consideration of motion to amend the previously adopted motion to report. 7-New business. 8-Adjournment.

(c) Big Picture Overview meeting. Separate meetings for Fund A and Fund B fee users will consist of a presentation by the Vice Chancellor's Office regarding the expected impact of recommended allocations on the next year's total student fee assessment. At these meetings, without prior notice, a two-thirds vote will be required to reconsider any appropriations bill of the fund being considered. At the adjournment of this meeting, a motion to instruct the chair to report all pending appropriation bills to the Senate shall be considered adopted. The agenda shall be: 1-Call to order. 2-Roll call. 3-Open forum. 4-Unfinished business. 5-Vice Chancellor's Presentation. 6-New business. 7-Adjournment.

8. Subcommittees. There shall be a standing subcommittee for each fee user. The subcommittees will be divided into two groups by the chair and will report to their designated advisor (chair or vice chair). Subcommittee members should meet with their respective fee users in the fall semester and continue into the spring semester. Meetings could include advisory board meetings, executive committee meetings, personal meetings with fee user director, etc. Topics of discussion should include fee user operations and budgets.

9. Subcommittee Reports. Subcommittees shall inform both the chair and vice-chair regarding meeting times, questions, and concerns with their respective fee users. In addition, each subcommittee will complete a fee user evaluation form based upon their meeting with fee user directors.
10. Subcommittee Recommendations. No subcommittee recommendation shall be considered at a meeting unless it is submitted to the Director of Administration in electronic form at least twenty-four hours before that meeting is scheduled to start. (If the subcommittee recommendation is submitted at least twelve hours before the meeting is scheduled to start, however, the committee may waive that requirement by majority vote.) The Director of Administration shall distribute that recommendation to the fee user and committee members.

(B) Management Letters. Each subcommittee shall address a letter to their respective fee user detailing thoughts that occurred throughout the allocation process. This letter should contain information that will be beneficial to the fee user and to future CFAs.

(C) Open Forum. Where the agenda allows, any person may address the committee upon recognition of the chair. Subject to the discretion of the chair, no person shall speak for more than five minutes and the length of Open Forum shall be limited to forty-five minutes.

(D) Schedule of Meetings. The Director of Administration shall provide a schedule of meetings for the fall semester no later than the beginning of the fall semester. The Director of Administration shall provide before October 1 of the fall semester a schedule of meetings for the spring semester. Both of these schedules are subject to the approval of the committee. As per UNL Bylaws, the Senate must enact all Fund A Appropriation Bills by March 1. The chair may change individual meeting dates or times, but only if six calendar days notice is provided. All schedules of meetings shall be provided to fee users. Subject to the discretion of the chair, no individual meeting shall exceed five hours and a short recess shall be taken about every hour.

(E) Public Record. All reasonable effort shall be made to publish on the ASUN website information detailing the operations and actions of CFA.

(F) CFA Policies for Fee Users.
1. CFA shall have the authority to adopt policies regarding fee user appearances before CFA, fee user use of fee money, and fee user presentations to the committee, including that of their budget request package. These policies shall be adopted no later than October 1 of each year.

2. Should a fee user violate or deviate from those policies, a point of order to that effect may be made at any time until the appropriation bill is actually reported to the ASUN Senate. If sustained, it would have the effect of stopping any further consideration of or action on an appropriation bill at that meeting. The point of order may be renewed at subsequent meetings if the fee user should continue to fail to comply with CFA policy. The chair (or the committee, if a member appeals from the decision of the chair) may consider the gravity of the violation in deciding whether to sustain or overrule the point of order.

Article III

Guidelines for Members

(A) Conflict of Interest. Members shall disclose any conflict of interest with fee users. The Chair shall not appoint a member to a subcommittee if a conflict of interest exists and the member shall abstain from substantive votes regarding that fee user.

1. If a member is appointed to a subcommittee in violation of this section, a point of order to that effect shall be in order at any meeting up until the bill is actually reported to the ASUN Senate. If such a point of order is sustained, or if a competent judicial body makes a ruling to that effect, the subcommittee report, and any action upon it, shall be considered vacated. The appropriate subcommittee, with the offending member replaced, shall begin its work de novo.

2. If a member votes on a matter on which he or she has a conflict of interest, a point of order to that effect is only in order if made before the Committee has proceeded to the consideration of any other business. If sustained, the vote shall be considered as an abstention. Once the committee has proceeded to the consideration of any other business, however, the vote shall stand.

(B) Definition of Conflict of Interest. A conflict of interest shall be defined as a direct personal or pecuniary interest in the matter under consideration. The reduction in committee members' own student fees that could accompany a recommended reduction in a fee user's allocation shall not constitute a direct pecuniary interest as contemplated under this section. Committee member use of fee user services that are funded by student fees shall not constitute a direct personal interest as contemplated under this section.

(C) Prohibited Positions. No member of an advisory board for a UPFF Fund B agency and no executive committee member of a Fund A agency shall be a Committee for Fee Allocations member, with the exception of appointed ASUN Senators. In addition, no member of CFA shall hold any of the following positions: UPC Committee Chair, employee of the Daily Nebraskan, a member of the Dailyer Nebraskan, a member of the Publications Board, employee of the Lied Center, or Student Court Justice.

(D) Voting.
1. There shall be no absentee or proxy voting.
2. A roll call vote on any question shall be taken on the demand of a single member. A roll call vote shall be taken on the adoption of any motion to report.
3. The ASUN Senators serving as CFA members shall abstain from CFA votes specifically dealing with the student Fee Allocations for ASUN, except in the case of a tie among members at-large, in which case each of the Senators shall cast an individual vote.

(E) Quorum. A quorum shall be a majority of the current filled seats of the committee membership.

Article IV Definitions, Parliamentary Authority, and Amendment

(A) “Fee user” as contained herein is defined as any agency receiving or seeking UPFF.
(B) “CFA” and “committee” as contained herein refers to the Committee for Fee Allocations.
(C) “ASUN” as contained herein refers to The Association of Students of the University of Nebraska.
(D) “UPFF” as contained herein refers to University Program and Facilities Fees.
(E) The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern CFA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order CFA may adopt.
(F) Subject to consent of the Senate, these Bylaws may be amended by a two-thirds vote of the entire committee membership, provided that the amendment has been submitted in writing to the committee at least six calendar days before the vote.
CFA Policies For Fee Users 2015-2016

CFA Process Policies

1. Services and Functions Evaluation

The Services and Functions Evaluation occurs in the fall semester and consists of an evaluation of each fee user by means of presentations, discussions, tours, or as determined by the fee user. Each evaluation should last no longer than three hours for each fee user, subject to the discretion of the chair. Fee users are encouraged to host evaluations at their respective facilities and to provide a written agenda. Fee Users will provide their departmental profile at the Fall Services and Functions Evaluation. Materials distributed at this time should be 3-hole punched if not otherwise contained. The fee user subcommittee members may meet with the fee user as they determine.

2. Budget Request Package Deadlines for Submission

Tuesday, January 7, 2015, for Fund A Fee Users
Thursday, January 26, 2016, for Fund B Fee Users

3. Presentation of Budget Request Package Meetings

Presentations of Budget Request Package by fee users are limited to no more than two hours (limit excludes interruptions for questions by CFA members), although additional time may be allowed at the discretion of the Chair.

4. Recommendation of Allocation Meetings

Fee users are expected to attend. Fee user comments at the conclusion of the subcommittee report are limited to five minutes.

5. Big Picture Meetings

At this meeting no prior notice is required to reconsider an appropriations bill. Fee users are strongly encouraged to attend this meeting.

6. Appeals

Should a fee user desire to have its recommended allocation amended, it may appeal specific denied line items identified at the Recommendation of Allocation meeting as subject to appeal. A notice of intent to appeal, which specifies the line items the fee user wishes to have restored and defends their restoration, must be e-mailed to the chair and Director of Administration within forty-eight hours of the adoption of a motion to report that fee user's appropriations bill. The fee user is allotted ten minutes per appealed item, during which only new information may be presented. The time allotted may be extended at the discretion of the chair. At the conclusion of the fee user presentation, a motion to amend the previously adopted motion to report by increasing the appropriation by the total amount of the line items appealed is considered made. This motion requires only a majority vote for adoption. Although this motion to amend may itself be amended, it may not be amended to decrease the fee user's appropriation from the amount originally adopted.

7. Reconsidering or Amending a Previous Adopted Allocation

Except for appeals and big picture meetings, any motion to reconsider, to rescind, or to amend a previously adopted motion to report an appropriations bill requires both previous notice and a two-thirds vote to be adopted.

8. Management Letters

Each subcommittee will address a letter to their respective fee user detailing what occurred throughout the allocation process, with the intent that they be beneficial to the fee user and to future CFAs. These letters serve as a means of providing stability and longevity, as future CFA years will review these letters.
CFA General Policies

1. Advisory and Policy Board Participation

All fee users are to be accompanied by at least one student member of their advisory or policy board (who will be expected to be present and actively participate) whenever the fee user appears before CFA.

2. Specific Budget Revisions

When CFA recommends allocations for fee users, it may indicate specific budget revisions to be followed by the fee user in expending UPFF in the following fiscal year. CFA will carefully review the prior use of UPFF allocated funds by the fee user and any suggested revisions that were made by prior CFAs. Deviations from CFA intent in prior years will be taken into consideration in current fee allocations. Each fee user is expected to keep detailed and accurate records of all expenditures and income, especially as relating to UPFF. Upon CFA request, fee users must make available Travel Expense Vouchers.

3. General Budget Revisions

CFA or its subcommittee may reduce the fee user's entire budget by a certain amount or percent and request the fee user to specify how that reduction is to be applied to their requested budget. CFA members will take into consideration that budget request packages do not include salary and benefit increases that are negotiated after adoption of Appropriation Bills.

4. Requesting Increased UPFF Allocation

Fee users should consider thoroughly other University and private sources of funding before requesting increased UPFF allocation. Efforts made to secure other funding sources will be considered in the allocation process.

5. Time Limit on Allocations

If any expenditure is committed for a given fiscal year, then the allocation should be made in the fiscal year when the services are rendered and payment is made.

Budget Request Package Guidelines

CFA requires that the following guidelines be followed for the format and content of Budget Request Packages. Failure to do so may result in denial of allocation. “Budget Request Package” is defined as including (in this specific order) the title page, table of contents, Budget Request Forms, Supplemental Information, and any other documents the fee user wishes to provide.

(A) Budget Request Packages. Budget Request Packages must be submitted in the ASUN office to the committee by the deadline established in the schedule of meetings, although written requests for deferrals of that deadline may be granted by the Chair.

(B) Copies. Copies of all Budget Request Packages and other materials must be provided by the fee user, in numbers as determined by the Director of Administration. Electronic copies of the budget shall be sent to the Director of Administration in Excel format, all supporting documents shall be sent in PDF format.

(C) Budget Request Form.

1. The Budget Request Form (“form”) for submitting the next year’s budget request is attached as Appendix #1 and all fee users must report budgets on this form. The form cannot be substantively amended without prior written approval of the Chair, except that fee users may delete expenditure category rows if all columns would be zero values. Income budget category rows may not be deleted.

2. Columns must be designated by alphabetical letters and rows by numerals. Forms must be printed in landscape view on one side only. The summary form should be on buff colored paper, the UPFF-supported form on white, and the non-UPFF supported form on blue. The top of the page must be three hole-punched. The header should contain the name of fee user (and cost center/subdivision title if appropriate) and the fiscal year for request. The footer should contain the page number only.
3. Fee users are required to use CFA Accounting Codes. These codes are provided (Appendix #2) and are based on UNL Accounting terminology. Fee users are expected to utilize generally accepted accounting principles (except where they may conflict with these rules).

4. The forms must follow the table of contents. The first form should be a summary of the entire budget (UPFF and non-UPFF supported). The following forms should detail the various cost centers/subdivisions and fee users must provide forms for their entire budget, except as exempted immediately below.

5. For the Daily Nebraskan, Dailyer Nebraskan and UPC-Lied Center, special reports are required. In addition to the summary form for their entire budget, the Daily Nebraskan must provide a form detailing Printing and Distribution costs. The UPC-Lied Center must provide, in addition to the summary form, a statement detailing student discount ticket subsidization.

(D) Supplemental Information. Supplemental information must be provided in the following order and printed in landscape view on white paper.

1. Identify and explain: Budget Objectives and Organizational Goal.
2. Identify and explain: Significant Additions/Reductions in UPFF Requests from the Previous Year.
3. Identify and explain: Significant Modifications to Funding Philosophy.
4. Identify and explain: Bottom Line Implications for UPFF.
5. Identify and explain: All Internal Reallocations.
6. Identify and explain: Negative balances and how they were covered.
7. Identify and explain: Where and to what extent employees spread across multiple cost centers/subdivisions.
8. Budget Request Mandate and Enhancement Summary (Appendix #3)
9. Available Funds Summary: All fee users must submit a detailed summary (not just totals) of all funds available to them, including separate detailed listings of reserve balances, investments, interest income, certificates of deposit, marketable securities, trust funds, grants, loans, checking and savings accounts, etc. Endowment fund balances must be included in the available funds summary.
10. Historical Account: A bar chart detailing the fee user’s Total Expenditures, UPFF and per student fee for each of the past 10 years. Please provide this information on one bar chart with the per student fee on a secondary axis.

11. Departmental Profile. Required at the Fall Services and Functions Evaluation. (Fund B only)
12. Signature of Fee User Official Representative(s) to statement indicating that the provided documents and information are true and accurate to the best of their knowledge.

13. Other supplemental pages as deemed necessary by the fee user, or as requested by CFA.

(E) List of One-Time Increases. All fee users are required to submit a list of all one-time increases that have occurred within at least the last three years. Fee users must submit the following information by fiscal budget year, during their spring budget presentation: Line item (purpose), amount of the one-time increase, and the category under which the one-time increase was listed.