

# Cleveland State University



## General Fee Advisory Committee Bylaws

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## **PREAMBLE**

The General Fee Advisory Committee (GFAC) is a committee comprised of students, faculty, and administrators charged with making recommendations on General Fee allocations to the Chief Student Affairs Officer.

**GFAC will consider funding for services that relate to the educational, research or mission of the University.** Funding approved by GFAC shall be allocated for the purpose of enhancing or supporting campus life (e.g. student engagement, student-based co-curricular programming, or student community development). Priority consideration regarding funding decisions will typically go to: (a) programs that have the potential to involve and/or positively impact the greatest number of Cleveland State University (CSU) students, and (b) student organizations and departmental or University functions/life.

## **COMMITTEE CHARGE**

GFAC shall make recommendations to the Chief Student Affairs Officer on the allocation of the General Fee funds specific to student organizations receiving a consistent level of base budget General Fee Unit (GFU) funding, Special Project Funding, and reserve funding generated by student organization GFU carryover funds. GFAC shall also make recommendations on any increase or decrease of the General Fee.

The GFAC will be empowered to act throughout the year and will be particularly active in times of budget preparation. If, in the committee meeting, consensus is not reached on General Fee budget recommendations, the members representing the minority opinion may also submit written recommendations to the Chairperson.

The GFAC must be concerned not only about the free exchange of information between students and the administration on the use of General Fees but also with need in the long term to maintain quality in all programs now funded from General Fee income. These programmatic needs require continuity of funding for extended periods of time, especially when related to advance scheduling and staffing by full-time personnel.

## **ARTICLE I: NAME**

The name of this body shall be the Cleveland State University General Fee Advisory Committee (herein referred to as "GFAC").

## **ARTICLE II: DEFINITIONS**

- A. General Fee FY 2022 Fee that all CSU students pay each semester in support of campus life programs; New/Undergraduate – \$55.40 per credit hour (fee cap from 12-18 credits; resumes at 17); Graduate/Law – \$55.40 per credit hour (fee cap from 13-16 credits; resumes at 17). Fee changes are approved by CSU Board of Trustee action.
- B. General Fee Summary Report: Annual report completed in the Spring semester by all General Fee student organizations receiving a consistent level of base budget GFAC funding and submitted to GFAC in order to summarize/assess activity funded via the General Fee. The Summary Report

submission deadline is April 30 each year. In the event that April 30 falls on a day CSU is closed, the report is due the following business day.

- C. GFAC: General Fee Advisory Committee; a committee comprised of students, faculty, and administrators charged with making recommendations on General Fee issues to the Chief Student Affairs Officer. GFAC membership does not guarantee or imply General Fee funding receipt.
- D. GFAC Student Panel: Sub-Committee comprised of all voting and non-voting student members of GFAC; typically responsible for establishing and coordinating application/interview processes associated with General Fee Funding Procedures.
- E. GFU: General Fee Unit; a student group or Department that has a consistent level of base budget General Fee funding from the University; these are units identified by CSU as essential contributors to campus life.
  - a) FY 2022 GFU Student groups include: Campus Activities Board (CAB), The Cauldron, The Gavel, Sport Club Council, Student Bar Association (SBA), Student Government Association (SGA), Viking Expeditions, The Vindicator, WCSB, and Graduate & Professional Student Association (GPSA).

- b) All GFUs are required to have an Advisor or Liaison assigned by the Center for Campus Engagement:

Campus Activities Board	Samantha Broaddus (Advisor)
The Cauldron	Dan Lenhart (Liaison)
The Gavel	Dan Lenhart (Liaison)
Sports Club Council	Maureen Spreng (Liaison)
Student Bar Association	Maureen Spreng (Liaison)
Student Government Association	Kimberly S. Springer (Advisor)
Viking Expeditions	Maureen Spreng (Liaison)
The Vindicator	Dan Lenhart (Liaison)
WCSB	Dan Lenhart (Liaison)
GPSA	Maureen Spreng (Liaison)

- c) All student organization General Fee Units are encouraged, but not required, to have a representative attend GFAC meetings.
- F. Base Budget Funding: Funding allocated to a General Fee Unit on an annual basis in conjunction with the University fiscal year (July 1 – June 30); dependent on student enrollment, as it is generated by general fees paid by enrolled students. Note: Base budget funding is subject to review and funding levels may change accordingly.
- G. Temporary Funding: Funding allocated to General Fee Units on a “one-time-only” basis in support of special projects or material needs above and beyond that which is funded via base budget allocations.
- H. Non – GFU: CSU Student Organizations, Departments, and other CSU-affiliated entities that do not have General Fee Unit status.
- I. Special Project Funding: General Fee funding allocated on a “one-time-only” basis in support of special projects implemented by Non – GFUs.

**ARTICLE III: MEMBERSHIP**

- A. General Fee Advisory Committee membership shall consist of:
- a) One (1) student representative from the following groups: Campus Activities Board (CAB), Sport Club Council, Student Bar Association (SBA), Student Government Association (SGA), Viking Expeditions, Graduate & Professional Student Association (GPSA); student representatives from the following areas: diversity/multicultural, wellness/welfare, athletics, student media; and up to five (5) student representatives at large.
  - b) Departmental: Division of Campus Engagement, Diversity, Equity and Inclusion , appointed by the Chief Student Affairs Officer
  - c) Faculty Senate representation

- d) Vice President for Finance and Administration (or Designee)
- e) GFAC Chairperson, appointed by the Chief Student Affairs Officer

B. Terms of Office

- a) GFAC members shall each serve a one-year term, based on the fiscal calendar. They shall not be precluded from reappointment for future one-year term.
- b) GFAC membership shall be made by:
  - i) GFU student organization or department appointment to serve the stated term. The method for appointment is at the group's discretion;
    - (1) The ideal GFAC student organization representative holds an executive board leadership position (president/vice president/treasurer/secretary) and/or works closely with the represented department as a student leader; can commit to consistent representation throughout the year; is knowledgeable of the body's finances, activities/events, and organizational structure; proactively communicates updates and needs from GFAC to the body and vice versa; and, finally, maintains the perspective of acting on behalf of the student body, rather than their individual's group.
  - ii) Chief Student Affairs Officer appointment to serve the stated term;
  - iii) Application submitted by interested CSU students to serve the stated term, reviewed by GFAC members, and recommended to the Chief Student Affairs Officer; and/or

C. Voting Rights

- a) Ex-officio/non-voting members of GFAC shall include, but are not limited to, GFAC Chairperson and the Vice President for Finance & Administration (or Designee).
- b) Voting rights are extended to all other current members of GFAC.

**ARTICLE IV: BASE BUDGET FUNDING PROCEDURES**

*See Article VI for additional information on GFU Classification and Funding Criteria*

A. GFU:

- a) GFAC will consider base budget requests from General Fee Units on an annual basis at the beginning of the Spring semester.
  - i) Budget requests will forecast the GFU student group's budget proposal for the upcoming fiscal year.
  - ii) Budgets will be submitted via email as an excel document to the Chairperson by the last Monday of February. In the event that the last Monday of February falls on a day CSU is closed, the budget is due the following business day.

- iii) Each GFU student group, including those holding GFAC membership, must participate in this process.
    - (1) Student groups with GFAC membership will be recused while their proposal is considered and voted upon.
  - b) GFAC reserves the right to decrease base budget funding when considering allocations to student organization General Fee Units.
  - c) Unspent GFU funds on June 30<sup>th</sup> (carryover), except for GFU media organization funds, will be carried over to a GFU Reserve for use in the next fiscal year.
    - i) During the following fiscal year, GFU groups will be permitted to make a one-time temporary funding request that can be allocated from GFU Reserve.
      - (1) Requests must be submitted via email to the Chairperson a minimum of two weeks prior to GFAC meeting.
      - (2) Requests must include the desired amount, how the funds will be used, and why the request cannot be funded by the current budget.
    - ii) Unspent carryover will be removed at the end of the fiscal year; it will not accumulate year to year.
  - d) All GFU media organization carryover will be moved to the GFU Media Reserve on a cumulative basis.
    - i) Members of the GFU Media Student Panel will be permitted to make temporary funding requests that can be allocated from the GFU Media Reserve.
      - (1) GFU Media Reserve requests will be considered and voted on by the GFU Media Student Panel. All decisions will be reported to GFAC by the GFU Media Student Panel representative.
      - (2) Requests must be submitted via email a minimum of two weeks prior to the GFU Media Student Panel meeting.
      - (3) Requests must include the desired amount, how the funds will be used, and why the request cannot be funded by the current budget.
      - (4) Approval still required by Chief Student Affairs Officer.
  - e) Should a GFU overspend its budget, the amount that is overspent will be taken from the carryover reserve and that GFU's budget for the following fiscal year will be reduced by the amount overspent.
- B. Non-GFU:
- a) Non-GFU student groups may solicit base budget funding, to begin the following fiscal year, by submitting an Application for GFU Status to GFAC Chairperson (or designee) by the last day of Fall semester undergraduate classes.
    - i) Budget requests submitted to GFAC for review will forecast the student group's budget proposal for the upcoming fiscal year, the group's projected base budget, the Application for GFU Status, as well as a presentation followed by questions and answers lasting no longer than thirty (30) minutes in total.

- b) Non-GFU groups granted base budget General Fee funding to establish scholarship or stipend student leader positions must adhere to all University regulations pertaining to these positions; e.g. leadership requirements, stipend levels, minimum GPA, etc.
- c) Non-GFU student organizations granted base budget General Fee Funding are required to have an Advisor or Liaison assigned by the Division of Student Affairs
- d) Non-GFU groups granted base budget General Fee funding have, by definition, attained GFU status

## **ARTICLE V: TEMPORARY FUNDING**

### **A. GFU Funding**

- a) GFU Reserve: See Article IV, A, d)
- b) GFU Media Reserve: See Article IV, A, e)
- c) General Fee Units may not receive funding through the fiscal allocation processes established by other groups with GFU status (e.g. Student Government Association, Student Bar Association, Sport Club Council, Viking Expeditions, etc.) or through the Special Projects Fund.
- d) SGA may not fund Law School organizations or Sport Club Council organizations.
- e) SBA may only fund Law School organizations.
  - i) Law School organizations may not receive funding from SGA or SCC.
- f) Sport Club Council may only fund groups that have Sport Club status.
  - i) Sport Clubs may not receive funding from SGA or SBA.
- g) Viking Expeditions may only fund service-oriented projects or events.
- h) Items c-g shall not preclude co-sponsorship agreements of any sort.
- i) Non-allocating GFUs may not distribute funds.

### **B. Non – GFU Funding**

- a) Recognized Student Organizations may request temporary funding for special projects/needs via the Student Bar Association, the Student Government Association Finance Committee, Sport Club Council, and/or Viking Expeditions. Interested parties are encouraged to contact SBA, SGA, and VE for further information.



C. Special Project Fund

- a) Student groups (IE committees and/or groups of organizations) and departments that do not have a base budget funded by the General Fee may submit a one-time funding request from the Special Projects Fund.
  - i) Requests are to be submitted via VikesConnect using GFAC Special Project Reserved Funding request.
  - ii) Requests are to be submitted two weeks prior to GFAC meeting.
  - iii) The Chairperson will create and communicate a timeline for consideration.
  
- b) GFAC Student Panel may submit a one-time funding request from the Special Projects Fund for (a) programs that have the potential to involve and/or positively impact the greatest number of CSU students, and (b) student organizations and departmental or assembly functions.
  - i) Requests submitted by GFAC Student Panel may not directly benefit member organizations of the panel.
  - ii) Requests are to be submitted via VikesConnect using GFAC Special Project Reserved Funding request.
  - iii) Requests are to be submitted two weeks prior to GFAC meeting.
  - iv) The Chairperson will create and communicate a timeline for consideration.

**ARTICLE VI: EMERGENCY FUNDING**

The Chief Student Affairs Officer may exercise the authority to accommodate emergency one-time-only General Fee Unit funding needs when they cannot be addressed within the parameters established by Article V of this document. Such actions will be reported at the next General Fee Advisory Committee meeting.

**ARTICLE VII: GUIDELINES FOR GENERAL FEE UNIT CLASSIFICATION & FUNDING**

- A. The guidelines below will be used by GFAC as they evaluate and make recommendations to the Chief Student Affairs Officer regarding funding requests and Applications for GFU Status. The intent of these guidelines is to offer members of GFAC, as well as entities requesting student fees, clarity regarding the intended use of student fees. GFAC funds are allocated to GFUs and initiatives that provide programs and activities to very broad populations of the campus community.
  
- B. Recognized student organizations whose interests are more narrowly focused should pursue funding through the Student Government Association's Finance Committee, Viking Expeditions, Student Bar Association, or the Student Recreation Center (for sport clubs). Funding requests will not be approved or denied based upon the requestor's viewpoint.

When determining the amount of funds to be allocated to an organization, GFAC will carefully consider funding proposals by rating how funding proposals measure against the criteria below.

- a) Priority consideration will be given to programs, activities, or services that:
  - i) Enhance student life and the out-of-classroom experience;
  - ii) Are open to ALL students (grad, undergrad, law, etc.);
  - iii) Complement the mission and values of the University;

- iv) Are held on-campus, where all students can participate;
  - v) Are designed for, open to, and serve the greatest number of students (> or = 100). A cost-benefit per student analysis may be conducted by GFAC;
  - vi) Have a demonstrated record of using previous allocations in accordance with the intent of GFAC;
  - vii) Have made a good-faith effort to collaborate with other entities for resources;
  - viii) Contribute to the educational experience beyond the academic curriculum;
  - ix) Are developed primarily at the request of students;
  - x) Involve students in deciding how student fee money is spent;
  - xi) Promote CSU Pride and traditions.
- b) Lesser priority consideration will be given to programs, activities, or services that:
- i) Are intended primarily to fulfill course, department, and/or degree requirements;
  - ii) Are directly related to job seeking and not applicable to all students, such as job fairs, interviews/auditions, and the like;
  - iii) Are for club members only;
  - iv) Are start-up groups that are only in their first year of existence;
  - v) Are designed for, open to, and serve a small number of students (<100);
  - vi) Are directed toward the community and/or prospective students;
  - vii) Are requesting fee support to compensate for a reduction in budget allocation;
  - viii) Request funding for salaries, stipends, or payments to non-student staff and faculty within the requesting organization.
- c) GFAC will not fund events (GFU, Non-GFU, or Special Project) that do not relate to the educational, research or outreach mission of the University including:
- i) Events not open to the University community;
  - ii) Fines or penalties outside the purview of the organization (e.g. parking tickets, speeding tickets, overdue charges, etc.);
  - iii) Philanthropic donations or contributions made directly to a philanthropic organization;
  - iv) General fee dollars being used to pay for alcohol.
- d) It is typically not reasonable and/or feasible for GFAC to allocate funding to another campus governing or administrative body, if the request (or requestor) can NOT be categorized as one of the following:
- i) **Representative Body/Student Governance**
    - (1) Established in association with recognized academic divisions
    - (2) May make decisions about funding to other student organizations
    - (3) May impact judicial processes via the Student Code of Conduct
  - ii) **Student Media** (or “free press”): including but not limited to student newspapers/publications, radio stations, web sites, etc.
  - iii) **Programming**: present activities/events/entertainment that appeals to a significant spectrum of students and/or involves their direct participation.
- C. The aforementioned criteria are not considered to be mandatory or exhaustive. Rather, they are to be used as a guide by GFAC in determining the funding, creation, admittance, or continuation of GFU status and Special Project Funding. At GFAC’s discretion, additional criteria may be used for determination of GFU status and funding levels.

- D. In order to decide whether a new or existing unit is to possess GFU status and/or receive funding, GFAC may, at its discretion, invite any new or existing unit to present its case as to why GFU classification is necessary.
  - a) A Non-GFU may submit an Application for GFU Status; see Article IV, B.
  - b) GFUs will submit an Application for GFU Status and budget requests annually; see Article IV, A.
  - c) Recommendations regarding the determination of GFU status and funding levels will remain the sole discretion of GFAC.
- E. A record of GFAC funding decisions and associated decision-making processes will be kept on file and made available for review upon request.

#### **ARTICLE VIII: REVIEW PROCESS**

##### **A. General Fee Summary Report:**

- a) GFAC will require each GFU to complete a General Fee Summary Report by April 30th of each academic year. In the event that April 30 falls on a day CSU is closed, the report is due the following business day. Through this process, each GFU will be asked to summarize and assess all activity funded by General Fee monies. All submissions will be kept on record by GFAC for review upon request. Failure to submit the General Fee Summary Report may result in a financial penalty; this penalty shall be administered in the current or following fiscal year at the discretion of GFAC.

##### **B. General Fee Unit Metrics**

- a) These metrics are to serve as an accountability measure for all General Fee Units and will be referenced during the yearly formal Review Process. Below, Organizational Metrics are listed for each GFU, as well as GFAC Member Organization Metrics.
- b) GFU Student Organization Metrics
  - i) *Student Government Association* – Shall hold a minimum of two (2) Senate meetings per month (except when a holiday or break from the academic year interferes), hold at least two (2) finance hearings per semester, and hold The State of the CSU and SGA Address.
  - ii) *Viking Expeditions* – Shall host at least five (5) service trips per year, hold at least two Service Funding Hearings per semester, and hold at least six (6) VE Service Days per semester.
  - iii) *Student Bar Association* - Hold at least one Senate meeting each full month in the Fall and Spring semester, with the following exceptions:
    - (1) No meetings should be scheduled during exam weeks or during holiday periods.
    - (2) Meetings may be canceled in accordance with the Senate's by-laws.
  - iv) *Campus Activities Board* – Shall provide at-least 12 programming events to CSU students, in both the fall and spring semesters. The programming should consist of social events, campus traditions, encouragement of school spirit, collaborations, and connecting students to the Cleveland community.
  - v) *Sports Club Council* – The Council should review each sports club once per year.
  - vi) *Cauldron* – Shall publish 15-25 stories online every full month that school is in session.

- vii) *Gavel* – Shall produce three (3) publications per semester.
- viii) *WCSB* - Shall broadcast programming throughout the year at a weekly average of 90% during any given time period.
- ix) *Vindicator* – Shall produce three (3) publications per semester.
- x) Graduate & Professional Student Association - GPSA shall:
  - (1) Host a minimum of one general meeting every month during fall and spring semester.
  - (2) Shall put on a minimum of one academic/professional event and one social event per semester.

#### C. GFAC Member Organization Metrics

- a) Select one (1) representative to attend each GFAC meeting.
  - i) A proxy may be used once each semester. Notification of proxy attendance must be communicated via email 48 hours before the meeting via email to the Chairperson. Utilizing a proxy more than once each semester may result in removal from GFAC.
  - ii) Failure to be represented at more than two meetings over the course of single academic year may result in removal from GFAC.

#### D. Review Period

- a) If, at any time, a GFU is found to be in violation of the guidelines for General Fee Unit Classification & Funding or its GFU Student Organizational Metrics, the GFU shall be placed under review for one year. If, during the review period, the GFU does not meet either General Fee Unit Classification & Funding or its Organizational Metrics, GFAC will consider: (a) the alteration of General Fee funding levels, or (b) revocation of GFU status when a unit does not warrant such classification.

### **ARTICLE IX: AUTHORITY**

GFAC will have the authority to collectively vote and make recommendations regarding General Fee funding requests, applications for GFU status, and amendments or cancellation of the General Fee Advisory Committee Bylaws to the Chief Student Affairs Officer. The Chief Student Affairs Officer holds final authority regarding all GFAC recommendations. Notice of changes to General Fee Advisory Committee policy/procedure shall be made available to all CSU student organizations and departments via GFAC VikesConnect portal.

### **ARTICLE X: MEETINGS**

#### A. Regular Meetings

- a) GFAC shall meet on a regular schedule. In general, meetings shall be no more than once per month and no fewer than two per semester. Schedule may be determined and approved by Chief Student Affairs Officer. A schedule for all meetings will be provided at the first meeting of the year. GFAC Chairperson shall call additional meetings when necessary.
- b) Quorum shall be defined as simple majority of the eligible voting members.

B. Open Meetings

- a) It shall be general policy of GFAC to keep all meetings open to the press and public.
- b) GFAC membership may vote to move to Executive Session with accordance with the State of Ohio Sunshine Laws.

**ARTICLE XI: POLICY ON STIPENDS FOR GENERAL FEE ORGANIZATIONS**

A. Definition, Process, and Recipient Expectations

- a) Awards to designated GFU officers for leadership responsibilities are referred to as Student Leader Stipends. These stipends shall be considered as awards in recognition of services rendered to specific organizations and the University community.
  - i) SLS awards processed in the form of scholarships are issued in the form of an account credit. Other aid awards may be impacted by these scholarships. Federal regulations prohibit awarding a total aid package in excess of the established Cost of Attendance.
    - (1) With approval from the Chief Student Affairs Officer or designee, students may accept a position that typically receives an SLS award as a volunteer if they have financial standing that precludes them accepting the SLS award.
- b) Student Leader Stipends for GFU leadership positions are set by the Chief Student Affairs Officer in consultation with GFAC.
- c) GFUs wishing to establish a Student Leader Stipend position must present a University-approved constitution establishing said position, including a position description, to the Chief Student Affairs Officer and GFAC.
  - i) Student Leader Stipend position requests must be submitted via email to the Chairperson a minimum of two weeks prior to GFAC meeting.
- d) GFUs wishing to establish a temporary (one-year-only) Student Leader Scholarship position must submit a position description to the Chief Student Affairs Officer and GFAC. Temporary positions may be renewed for a maximum of one year at the discretion of the Chief Student Affairs Officer.
  - i) Student Leader Stipend position requests must be submitted via email to the Chairperson a minimum of two weeks prior to GFAC meeting.
- e) Student Leader Stipends may be eliminated and funds transferred to support standard hourly student assistant positions with approval from the Chief Student Affairs Officer in consultation with GFAC.
- f) Student Leader Stipends are not altered by the registration status (graduate, law, etc.) of the student filling that position.
- g) Students receiving a Student Leader Stipend must complete the SLS Agreement via VikesConnect.

- h) If a GFU allows a student to fill a position that typically receives an SLS award on a voluntary basis due to lack of eligibility, SLS awards will not be applied to student accounts retroactively.
- i) Hours worked for SLS awards, Graduate Assistant positions, and on-campus employment may not exceed 20 hours each week.
  - i) Upon accepting the SLS award, the recipient agrees to fulfill the position responsibilities and expected weekly hours. Should a conflict arise with other campus employment, including Graduate Assistantships, the SLS position will take priority.
- j) Hours works for an SLS award shall be completed during regular University business hours, unless approved by the organization's advisor and liaison at the beginning of the semester.
  - i) SLS recipients' office hours are to be designated and displayed on the organization's VikesConnect. The organization president will send a collective schedule for all SLS recipients to their advisor and liaison.
  - ii) All hours worked must be documented.
  - iii) SLS recipients are expected to complete all expected weekly hours; overage will not be retroactively compensated.
- k) Students beginning an SLS position after the semester starts will receive their award amount on a prorated basis.
- l) Students leaving an SLS position before the semester ends will have their award prorated to their end-date and will be billed for funds owed to the University.
- m) The president of the organization will send their advisor and liaison a list of each SLS recipient that includes their first name, last name, CSU ID number, position title, position description, number of expected weekly hours, and SLS award amount by August 1 and by January 3.
- n) No student shall receive Student Leader Stipend awards totaling more than \$4,000 per semester.
- o) SLS Students must be enrolled in classes aimed toward graduation – as that is our primary purpose of being in college. This means that all courses should be making academic progress and count toward matriculation (graduation or progression). If a SLS student is not enrolled for a semester, or enrolled in the minimum amount of classes before taking courses that are not toward graduation, they will automatically forfeit their position for remaining time left of their term. Any exceptions would require approval from the Chief Student Affairs Officer.
- p) SLS leaders are held to the highest standards of behavior, therefore, upon any allegations of violations of the student code of conduct (academic integrity included) or the discrimination and harassment policy (OIE) or other relevant university or legal matters, the SLS officer may be required to step down from their position until the matter is resolved. The student may only return to their position upon a finding of no wrongdoing. Any prior matters within those categories will be subject to approval by the VPSA/DOS and could result in an officer being determined ineligible after selected by their respective organization.

- q) Student Leader Stipend Levels and Positions: SLS positions shall typically offer awards of \$1,000, \$2,000 or \$4,000 for both fall and spring semesters. At the discretion of the Chief Student Affairs Officer, select awards may be spread over two semesters. Select positions may also carry the possibility of hourly summer compensation to be processed through the CSU student employment system.

Stipend Amount	Expected Weekly Hours
\$1,000	5
\$2,000	10
\$3,000	15
\$4,000	20

B. Student Leadership Stipend Eligibility

- a) Positions of student leadership must not interfere with academic progress toward a degree.
- b) Undergraduate students must be enrolled for and earn a minimum of twelve (12) credit hours in each of the fall and spring terms.
- c) Graduate and Law students must be full time students in their programs and in good standing. Graduate students registered for thesis credits are eligible to receive a stipend as provided by their GFU.
- d) Students who withdraw or are cancelled from any or all courses resulting in taking their course load below the required credit hour minimum must report this information to their Student Affairs advisor or liaison, as well as GFAC Chairperson within ten (10) school days of the withdrawal. Failure to do so may result in the forfeiture of the student's right to request continuation of the Student Leader Stipend based upon exceptional circumstances and may also result in termination of the student's stipend for that term effective the date of withdrawal.
- e) Undergraduate students must have and maintain a minimum previous Fall or Spring semester, whichever is more recent, grade point average of 2.5 and cumulative grade point average of 2.5. Graduate and Law students must be in good standing with their respective programs.
- f) Students must successfully complete leadership development education coordinated by the Student Affairs. Consideration shall be given to needs and requests by colleges and departments regarding leadership. Failure to complete all required leadership components in accordance with established student leadership training guidelines and timelines will result in removal from position and loss of Student Leadership Stipend. Leadership development education will be communicated by the GFAC Chairperson.
- g) The Chief Student Affairs Officer or a designee shall verify enrollment and GPA status each term. Failure to maintain eligibility during a term for which a Student Leader Stipend is awarded shall result in forfeiture of the stipend.
- h) Students needing less than full-time status to graduate may be exempted from this requirement by written approval from the Chief Student Affairs Officer. Students who wish to be granted any

other exception to these rules for any reason must submit a petition to the Chief Student Affairs Officer, who may approve or deny the request.

- i) SLS recipients will be evaluated once a semester. If position responsibilities are not adequately being met, the award may be revoked. If the SLS recipient also holds an officer position, the organization will follow the guidelines outlined in their constitution to remove the officer.
- j) SLS recipients are expected to represent CSU and their organization in a positive manner, keep their work environment clean and organized, use supplies/equipment for organization business only, attend to personal needs outside of office hours and assigned office space (ie: homework, job searches, email, etc.), and refrain from downloading any type of file to University equipment that is not necessary to their SLS position. Failure to adhere to these expectations may result in revocation of SLS awards.

## **ARTICLE XII: RULES OF ORDER**

All business coming before the Council shall be conducted according to ***Robert's Rules of Order, Newly Revised***, except as modified by GFAC.