

BYLAWS OF THE STUDENT FEES ADVISORY COMMITTEE  
UNIVERSITY OF HOUSTON  
OCTOBER 1992

I. PURPOSE

The Student Fees Advisory Committee (SFAC) is a University committee established by Section 54.5062 of the Texas Education Code. The Committee shall advise the Board of Regents, the President, and the administration of the University of Houston System concerning the type, level, and expenditure of compulsory fees for student services. All policy under which the SFAC operates is detailed in the *Policies and Procedures Governing the Collection, Allocation, and Expenditure of Compulsory Fees for Student Services* which is and has full authority as University policy.

II. MEMBERSHIP

A. The SFAC is composed of nine voting members. Five of these members shall be Student Members (Positions 1-5) generally representative of the student body. The remaining four members (Positions 6-9) shall be generally representative of the total University community.

1. The student body shall be represented by:

a. Five Student Members

1) Each Student Member shall be enrolled in not less than six semester hours at the University of Houston.

2) No Student Member shall be an officer or compensated student leader of any student service fee funded unit other than the Committee itself.

3) Terms of membership shall be as follows:

a) Positions One and Two shall serve one year terms beginning October 1 and ending September 30 of the following year.

b) Positions Three and Four shall serve two year terms beginning October 1 of an odd numbered year and ending September 30 of the following odd numbered year.

c) Position Five shall serve a two year term beginning October 1 of an even numbered year and ending September 30 of the following even numbered year.

4) Student Members shall be eligible for reappointment.

b. The chair of the Committee shall be a student.

2. The total University community shall be represented by:
  - a. Four University Community Members
    - a. Positions Six through Nine shall serve one year terms beginning October 1 and ending September 30 of the following year.
    - b. University Community Members shall be eligible for reappointment.
- B. Members shall be selected according to the following procedures:
  1. Student Members shall be selected by the Students' Association President with the advise and consent of the Students' Association Senate.
  2. University Community Members shall be selected by the President of the University of Houston.
  3. Vacancies shall be filled in the same manner in which the initial selections were made.
  4. If questions arise, the SFAC shall determine by majority vote whether procedures used to select members are valid and whether those selected to serve are eligible and qualified for membership. Those whose membership is in question shall not vote.

### III. OFFICERS

- A. The SFAC shall have a chair who shall be a member of the SFAC.
  1. The chair shall be elected to a one year term. Any student, regardless of type of appointment, shall be eligible to serve as chair. Chair elections shall take place at the second meeting of the SFAC. The chair shall take office immediately upon election.
  2. The duties of the chair shall be to
    - a. Determine the dates of and set the agenda for all regular meetings of the SFAC.
    - b. Preside at all meetings of the SFAC.
    - c. Appoint any SFAC representatives to other committees or subcommittees.
    - d. Appoint the chair and members of *ad hoc* subcommittees whenever necessary.
    - e. Serve as *ex officio* member of all standing and *ad hoc* subcommittees of the SFAC.
    - f. Notify the SFAC of any members who have been absent from either three consecutive meetings of the SFAC or half the meetings of the SFAC during a one semester period, and with the consent of a majority of the members voting declare that member's position on the SFAC to be vacant.

- g. Report directly to the Vice President for Student Affairs and the President in writing and in a timely manner all actions of the SFAC sending copies to the Board of Regents, the Faculty Senate and the Students' Association.
  - h. Appoint a vice chair of the SFAC with the consent of a majority vote of the SFAC.
3. The chair shall be entitled to
- a. Call special meetings of the SFAC and set the agenda for those meetings.
  - b. Participate in the regular discussions of the SFAC.
  - c. Vote during meetings of the SFAC.
  - d. Appoint to *ad hoc* subcommittees representatives of the faculty, student body, or administration who are not members of the SFAC, provided that the chair of each subcommittee shall be a member of the SFAC.
  - e. Grant to anyone so desiring the privilege of addressing the SFAC as provided in Section V, Subsection H of these bylaws.
4. If the office of the chair becomes vacant, the SFAC shall, in a timely manner, hold a new election to determine the successor.
- B. The SFAC shall have a vice chair who is a student, regardless of type of appointment.
- 1. The vice chair shall be appointed to a one year term by the chair of the SFAC with the consent of a majority vote of the SFAC.
  - 2. So long as the vice chair remains a student, he or she shall be eligible for reappointment.
  - 3. The duties of the vice chair shall be to perform the duties of the chair during the temporary absence of the chair.
  - 4. If the office of the vice chair becomes vacant, the chair shall appoint a successor with the consent of a majority vote of the SFAC.
- C. Staff support for the SFAC shall be provided by the Office of the Vice President for Student Affairs or designee. This will include maintenance of the SFAC account for operating funds, computer access, copying services, taking and typing of minutes, agendas, records documentation and storage, and any other duties deemed necessary by the Chair of the SFAC.

#### IV. SUBCOMMITTEES

- A. The SFAC shall have one standing subcommittee: the Activities Funding Board (AFB).
- 1. The AFB shall perform the duties in and be under the authority of the Bylaws of the Activities Funding Board.
  - 2. One Student Member of the SFAC shall be a member of the AFB.

3. The AFB shall submit monthly and end of year reports covering funds allocated, programs funded, and funds remaining for allocation.
- B. The SFAC may have *ad hoc* subcommittees as necessary to consider matters requiring more time for study or input from the University community. No *ad hoc* subcommittee shall continue beyond the term of the chair appointing it.
  - C. Subcommittee chairs shall attempt to hold subcommittee meetings when a majority of the subcommittee members can attend and notify the members of the subcommittee where and when meetings are to be held at least twenty-four hours before they begin.
  - D. Members shall be regular in their attendance at meetings of their subcommittees. One-half of the membership of each subcommittee shall constitute a quorum for the transaction of business.
  - E. All subcommittees of the SFAC shall report in writing to the SFAC at least once each month.

#### V. MEETINGS

- A. The SFAC shall hold regular meetings during the fall and spring semesters.
  1. The first meeting of each fall semester shall take place during the month of October and shall be called by the representative of the Vice President for Student Affairs.
  2. At least forty-eight hours in advance, the chair shall notify members of the SFAC when and where each regular meeting is to be held. In the absence of such notification, a meeting shall be considered to special rather than regular.
- B. The SFAC shall hold special meetings upon the call of the chair or upon a written petition of at least three members. The chair or members who call the meeting shall notify the members of the SFAC where and when it is to be held at least twenty-four hours before it begins. If possible, special meetings shall be held during the regular meeting time of the SFAC.
- C. The following order of business shall be followed at all regular meetings of the SFAC:
  - 1) Call to Order by the Chair
  - 2) Approval of Minutes
  - 3) Reports
    - a) Reports of the Chairperson
    - b) Subcommittee Reports
    - c) Reports from the University Administration
  - 4) Old Business
  - 5) New Business
  - 6) Announcements
  - 7) Adjournment

- D. Members shall be regular in their attendance at meetings of the SFAC. Members who are unable to attend a meeting shall notify the chair as soon as possible. Members who are absent from three consecutive meetings of the SFAC or half the meetings during one semester may be removed from the SFAC for excessive absences.
- E. At all meetings of the SFAC, five members shall constitute a quorum. At least one of the five must be a University Community Member.
- F. Upon the request of at least two of its members present and voting, the SFAC shall postpone consideration of any proposal unless a spokesperson for the proposal is present.
- G. All records of the SFAC shall be open to the public.
- H. All meetings of the SFAC shall be open to the public. Except when closed by a majority vote of the SFAC.
- I. The SFAC, at the discretion of the chair, may allow any person so desiring, the privilege of addressing the SFAC. If a member objects to the chair's decision, a majority vote of the members of the SFAC present shall sustain the chair's decision. Any person having been granted the privilege of addressing the SFAC shall conform to, and be subject to all rules and regulations propounded by the SFAC for governing the conduct of its members.
- J. All meetings shall be conducted according to *Robert's Rules of Order, Newly Revised*, except where a contrary rule is provided for in these bylaws.

#### VI. ELECTIONS AND VOTING

- A. All elections and matter voted upon shall be determined by a majority of those voting, except where these bylaws provide otherwise. Upon the call of three or more members, the vote shall be by written ballot.
- B. There shall be no voting by proxy.

#### V. AMENDMENTS

- A. These bylaws may be amended
  - 1. Provided that no changes are made that are contrary to the *Policies and Procedures Governing the Collection, Allocation, and Expenditure of Compulsory Fees for Student Services* or the Texas Education Code.
  - 2. At a regular meeting of the SFAC by a two-thirds vote of members present, provided that a written notice of the amendment in the exact form in which it is finally adopted shall have been distributed to the members of the SFAC at least five days in advance.
  - 3. By written three-fourths vote of the entire membership of the SFAC. Members shall have at least two weeks to cast their votes.
- B. Amendments shall become effective upon approval by the Vice President for Student Affairs and the President of the University of Houston.

VIII. ADOPTION

These bylaws shall become effective when approved by the Student Fees Advisory Committee Task Force, the Vice President for Student Affairs, and the President of the University of Houston.