

Statement of intent

In March 2002, the students of the CAED voted themselves a fee increase of \$200 per quarter with the understanding that this money would go directly to their respective departments for needed improvements. Consequently, the LARCH department anticipates a budget increase of around 45,000 dollars per quarter each year. This fee increase included a stipulation that a student committee would be formed within each department to advise the administration as to the spending of the resulting new revenue.

Students enrolled in the LARCH program in 2002 took this fee increase as an opportunity to institute a mechanism that students could use to have a direct and positive effect on their program. Spending decisions will affect the quality of their education both immediately and in the long-term. These students also recognized the educational value intrinsic to the spending/advising process: learn by doing lessons in budget management, consensus building, committee process and leadership. They hoped to establish a precedent for student involvement and empowerment within the department. They collaborated on this document as a means to fully develop these potential goals.

These bylaws are intended to establish a protocol for efficient and satisfactory allocation of funds generated by the fee increase. They are a guide for the College-based Fee Student Fund Advisory Committees of the present and the Future. They are meant to be amended and revised according to the experiences of Committee members over time so that this guide stays useful as long as the students are paying these voluntarily-increased fees. The process detailed here is an assurance of a responsive, flexible, efficient system for apportioning the fee increase.

Functions of the Student Fund Advisory Committee

1. Identify student and department spending priorities
2. Advise allocation of funds
3. Monitor Spending
4. Publicize process and results to general student population

Structure of student fund advisory committee:

Committee members shall receive 1 unit per quarter served under a LA 400 heading. If committee members fulfill their obligations, the chair and department head will determine a grade of an A or F. If the member doesn't show up or complete commitments to the committee that person shall receive a F. Students will be furnished a copy of the bylaws and be asked to sign a contract as a condition of receiving course credit.

Elections and Term parameters:

Students shall annually elect representatives from each respective class year to serve on the committee. The ballot shall be included with the survey questionnaire as a write-in vote. At least one representative from each year should carry over to the next academic year, one year is one term. There are no term limits unless a class holds an election to vote a committee member out of their position. If a person resigns or takes a leave of absence in the middle of the year, they must find a replacement committee member.

There is no restriction on how many terms one student may serve. The chair must be elected before the class representatives. Two people from each class will serve on the committee, excluding the class the chair, creating a total of 10 voting members.

Faculty representation:

The faculty representative shall be nominated by the Student fund advisory committee. The faculty will then approve the nominated faculty member, or, if the faculty doesn't approve, they will counter-nominate someone else. If this happens, the committee will then approve or deny the faculty's counter nomination. It is strongly recommended that the representative of the faculty be the department head.

The faculty representative shall neither assume nor be appointed to any executive positions of this committee nor be able to vote, but is otherwise granted the full rights and responsibilities of any regular member. The faculty representative is responsible to make regular and timely reports of state and other budgetary systems affecting the department in order to facilitate educated spending decisions.

Positions, Rights and Responsibilities of members:

Chair – the chair will be nominated and elected by all committee members in the normal way (nomination, second and then vote) with one full year of prior experience serving on the committee in some fashion. The duties of the chair are to call and facilitate meetings weekly, create and disseminate weekly agendas, and coordinate committee votes as a non voting member. The chair shall collaborate and conduct a mid quarter review for each member of the committee with the faculty representative.

Vice chair

The duty of the vice-chair shall be to fulfill the chairs duties when the chair cannot, and to act as the steward of the bylaws and organize records for this committee.

Secretary

The duties of the secretary shall be to record minutes of the meeting, maintain the contact lists, and assist the chair with disseminating information

Faculty liaison

The duties of the faculty liaison shall be to attend weekly department faculty meetings, report CBF proceedings to the faculty, and communicate faculty concerns to the committee.

Survey organizer

The duties of the survey organizer are to include revisions of the survey based on the previous year's experience, leading discussions of revisions in the committee (as necessary), dissemination of all survey materials to the class representatives, and collecting and tabulating survey results for publication.

Public relations

The duties of the public relations representative are to regularly collect and communicate relevant information to the student body as a whole, coordinate and facilitate annual town-hall meeting presentations with the department and college administration, and regularly update the CBF information box outside of the department office.

College level CBF representative

The duties of the College-Level representative are to attend weekly College-Level committee meetings, communicate department happenings to the Dean and other department representatives, assist with fee-reauthorization votes (every 3 years) and facilitate interdepartmental grant applications.

First year ‘interim’ representative and training first year reps

During their second term, the carry-over first year representative will assist in recruiting, mentoring and training all new representatives from first and second year.

All members shall be responsible for assisting in administration, collection and discussion of surveys and applications, voting on student fund advisory and other committee issues (excepting Chair), the monitoring of spending, and the disclosure of the spending to the student body, and hold elections to find new and replacement members. All members are expected to attend every meeting of the Committee and participate in all functions thereof. In the event that these rights and responsibilities are not fulfilled by certain member, that member shall be subject to impeachment or a failing grade.

Impeachment

Because of the compressed nature of the meetings, and in the interest of efficiency, it is vital that the class and faculty representative be present for every meeting. In cases of extreme emergency, exception will be granted at the chair’s discretion. Repeated failure to appear will be regarded as break of contract.

Other occasions for impeachment include flagrant disregard for established bylaws, protocol, or process of the committee. Impeachment shall be by simple majority of all committee members. Impeachment shall be grounds for chair to ask the committee member to step down from the committee. The process by which a committee member is impeached must follow the Roberts Rule of Order, the standard impeachment procedure.

Voting

Each student member shall have one equal vote, not including faculty member and chair. Voting for recommendations and grant applications will be by simple majority.

Meeting

Meeting times and durations shall be arranged as efficiently as possible each quarter. Meetings shall be open to the whole department, but only committee members will vote. It is recommended that the committee meet weekly

Student Survey Procedure

Committee members will visit design studios annually to explain, distribute and collect student surveys. It is recommended that surveys be commenced in spring quarter. The committee shall represent the wishes of the student body as identified by the Survey.

Grant application process

Grant applications will be available in the department office throughout the year. Applications will be accepted in the department office at any time and will be reviewed in accordance with procedures outlined on the application.

Student fund committee considerations

Committee members shall make recommendations to allocate funds according to perceived needs and worthy investments. They will consider student preferences (as expressed by the surveys), grant applications, specific departmental needs identified by the department head, and college recommendations identified by the Dean.

Spending Priorities

The committee shall be established in the first weeks of the quarter, and will discuss their spending priorities in regard to the following comparative points:

1. Identified need vs. survey/grant application
2. Categorical vs. specific spending (i.e. “technology” vs. “printer ink”)
3. Possible limits on categorical spending
4. Fixed vs. fluctuating priorities

These and any other relevant relationships should be expressed visually and verbally.

Spending Schedule

At the first fall meeting, a spending schedule for the year should be determined. The committee shall be advised to keep a long term perspective. Any party has the right to bring new budgetary concerns to the committee at any time.

Implementation and monitoring

The committee shall submit spending advisements by authorizing grant applications or by the committee recommendation form. The department head shall be responsible for the allocation of funds according to committee decisions. The department head shall submit annual reports and updates as needed to the committee about the state budgetary situation.

Documentation

All written correspondence received by or written on behalf of the committee shall be retained and included in the committee records. Copies of all reports to the general student body shall also be submitted to the records. The minutes of every meeting shall be typed by the secretary and submitted to the committee records by the time of the next meeting. At their final meeting of each year, the acting committee shall collaborate on a short statement about their experiences on the committee and this shall be typed and submitted to the records within a week. These records shall be entirely open to public view upon request and by appointment.

Ratification and Amendment:

These bylaws should be reviewed annually and may be amended by the committee. Amendments to these bylaws must be approved, by signature, on the part of every member of the acting committee and will take effect immediately upon ratification.