



METROPOLITAN
STATE UNIVERSITYSM
OF DENVER

Student Affairs Board Bylaws

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Metropolitan State University of Denver Student Affairs Board Bylaws

Section 1. Mission Statement

The Student Affairs Board (SAB) of Metropolitan State University of Denver (MSU Denver) serves the purpose and function of allocating the Student Affairs Fee to programs, which serve students by enhancing the co-curricular experience of college life. All allocations of the SAB shall be in accordance with MSU Denver's affirmative action regulations of non-discrimination.

Section 2. Description

The Student Affairs Board (SAB) is a 12 member joint board comprised of students, a faculty member, and administrative representatives of Metropolitan State University of Denver. The SAB is charged with making assessments and distributions of Student Affairs Fee monies. All individuals, groups, or organizations seeking decisions on student affairs fee concerns must initiate such action through the SAB.

Section 3. Membership and Terms of Office

In acknowledging the mission of the institution, and in keeping with the broader goals of higher education, membership rich with diversity is encouraged and expected. The SAB is a nondiscriminatory board and is open to all MSU Denver students.

A. Membership

SAB shall have nine currently enrolled students, one faculty senate position, and two advisory positions. There will be nine voting members including eight student members and one faculty member. The chair and the advisors are non-voting members. The chair and the vice-chair will be filled by the maximum of two Student Government Assembly (SGA) members. The advisors are the Administrative Advisor and the Institutional Budget Representative.

The Vice President of SGA is responsible for filling the student seats on SAB. If there are more available and interested students than seats it will be up to the faculty and advisors to decide which students are to sit on the board.

B. Vacancy and Replacement

All student vacancies will be reported to the Chair. The appointment or replacement of any member will be the responsibility of the SGA Vice President or the Faculty Senate respectively. All SAB members must be designated before annual spring budgeting hearings begin

C. Removing Members

Student Member – If a student member misses four or more SAB meetings they are automatically resigned from SAB. To remove a student member who is not allowing the mission of SAB to be completed there must be a $\frac{3}{4}$ vote.

Faculty Member – A faculty member may only be removed by a $\frac{3}{4}$ vote, if they are not allowing the mission of SAB to be completed. The Faculty Senate will then replace the removed member by a different faculty senate representative.

Advisory Member - If an advisor is not meeting expectations or not allowing the mission of SAB to be completed the Chair of SAB will have a discussion with the advisor about the expectations for the advisor and their role in the SAB process. If the advisor continues to hinder the SAB mission then the Chair of SAB will take the discussion to the advisors supervisor.

Section 4. Officers

A. Chair

The Vice President of the SGA will serve as the non-voting Chairperson for SAB. The Chairperson only votes in the event of a tie in accordance with Robert's Rules of Order. If the SGA Vice President's seat should become vacant, the Vice-Chair shall act as the chairperson for official SAB meetings and assume all administrative tasks until a permanent SGA Vice President is appointed or elected.

B. Vice-Chair

The Vice President of SGA will appoint their Vice-Chair from the current members of SGA. The SGA President is ineligible to be the Vice-Chair, or be a member of SAB. The Vice-Chair will act as the Chair in the Chair's absence and will assume all duties and rights of the Chair during this time. The voting rights of the Vice-Chair shall not be lost while serving as the acting SAB Chair.

C. SAB Secretary

The Chairperson has the option to utilize a secretary for the SAB, provided by the SGA, who will work with the members to:

1. Ensure that a written record of each SAB meeting is created, maintained, and distributed to all appropriate parties.
2. Ensure that all parties affected by the impending action of the Board are advised of that action and the meeting in which such action may take place.
3. Create, maintain, and periodically update a Board mailing list that will be used to give notice of meetings/actions to the appropriate parties.

4. Other tasks as assigned by the Chair.

D. Faculty Membership

The membership, election, and term of office of faculty representatives shall be determined by the constitution and bylaws of the Metropolitan State University of Denver Faculty Senate. The appointed Senator is to remain in contact during the term year regarding all matters pertaining to SAB. The faculty member will serve a minimum of one year with each term beginning and ending in accordance with the Faculty Senate Constitution.

E. Advisor Membership

Institutional Budget Representative –Acts as a source of information regarding Institutional policies and procedures. Provides historical information including the 5 year Roll forward and allocations by program. Provides the SAB with the revenue forecast for the next fiscal year’s allocation, usually in March. The Institutional Budget Representative will be appointed by the division of administration and finance.

Administrative Advisor- Represents the ASA Division, and provides perspective and advising related to the Division, its organization, budget and internal practices. Can also provide information relative to the Institution in collaboration with the Institutional Budget Representative. The Administrative Advisor will be appointed by the Provost’s office.

Section 5. Meetings

A. Orientation to the Board

All newly appointed members of the Student Affairs Board will attend a mandatory training and information session prior to the start of the relevant term. At this orientation one administrative staff member shall provide historical information on SAB allocations, including but not limited to, all requests, allocations and roll-forward data from the past five years of SAB decisions. New members will be given the opportunity to read the previous SAB’s executive summary.

B. Meeting Conduct

All meetings of the SAB shall be conducted with Robert’s Rules of Order New Revised serving as a source of relief for procedural disputes.

The strict limitations of Robert’s Rules may be set aside for the duration of a meeting at the discretion of the Chair when supported by a 2/3 vote of voting members in attendance. Any member of the board may then put forth a motion to reestablish Robert’s Rules, and the motion shall pass when supported by a 1/2 vote of voting members in attendance.

C. Time, Frequency, and Duration

Regular meetings of the Board will be scheduled when a majority of the members are available during the fall and spring semesters of the academic year. Summer and special meetings of the Board may be convened at the request of the Chair upon a minimum of seven day's notice to all members. All meetings will not be allowed to go more than 30 minutes after the stated ending time, unless extended by the majority vote of the members present. All meetings shall be scheduled to limit the impact on as many members' academic commitments as is possible.

D. Quorum

A quorum of all regular and special meetings of the SAB shall consist of half of the voting body plus one. Should quorum not be met and there are pending agenda the Chair may hold meetings where no voting takes place.

E. Voting

Each voting member of the Board shall have the right to vote on any motion during the SAB meetings under the following conditions:

1. Any voting member with a vested budgetary/program interest affected by the outcome of the vote must disclose their conflict of interest to the Board. Disclosure must be made prior to substantive discussion.
2. Voting by proxy is not allowed under any circumstances.
3. In the event of a motion resulting in a tie, the Chair shall vote in accordance with Robert's Rules of Order, new revised.
4. All successful motions allocating Student Affairs Fees for funding requests are subject to review and approval by the President of MSU Denver and the Board of Trustees of MSU Denver.

F. Attendance

Attendance is required of all members at every regular and special meeting of the Board during the fall and spring semesters in accordance to section 5, part C of this document. Summer meetings are not required. However, it is highly recommended that members attend summer meetings when meetings are held.

Further, all SAB members must be designated before annual spring budgeting hearings begin. These members will be permanent throughout the process, but replacements shall be allowable only under exigent circumstances to be determined by the SAB. As long as quorum is met, recommendations for funding allocations will be sent forward

G. Agenda

The SAB Chair will determine items on the agenda for each meeting. Non-members requesting an item to be placed on an upcoming Board agenda must approach the Chair to request the item's inclusion. The SAB Chair or their designee shall prepare an agenda for each meeting, identifying each item, its nature, and the individual(s) bringing the item before the Board. Completed agendas will be distributed to all members, agenda participants, and potentially affected/interested parties. A Board mailing list will be developed for this purpose. All materials pertinent to each agenda item, including drafts of Board minutes, will be forwarded to Board members prior to each meeting. It is each member's responsibility to become thoroughly familiar with all material supplied. Generally, only published agenda items will be discussed at any SAB meeting. However, under exigent circumstances, the Board reserves the right to entertain issues not published prior to each meeting.

H. General Order of Business

The order of business shall go as follows:

1. Meeting called to order/Determination of quorum
2. Approval of the agenda and minutes
3. Information and presentation items
4. Funding proposal items
5. Action Items

The board holds the right to change the order of meetings if needed. The board may also request that certain participants arrive and present items at specific time intervals during the meeting.

Section 6. Official Record

The Chair of the SAB shall maintain records of each meeting. Records must include written minutes and all supplementary materials used during a given meeting. The SAB Secretary or Chair designee will compile a draft of the minutes for each meeting. Copies will be provided to each SAB member in a timely fashion for review and subsequent approval at a future Board meeting. The Board has the responsibility for reviewing and ensuring the accuracy and completeness of the minutes before they are approved as the official record of the SAB meetings.

At the end of the SAB voting fiscal year, each SAB voting member may submit an executive summary describing the goals, objectives, and purpose of each member's voting choice.

Section 7. Annual Budget Procedures for currently approved programs

To assure consideration, the following procedures outline how any entity seeking funding assistance from the Student Affairs Board for the next academic year must proceed. The SAB will entertain discussion and subsequent action on all annual budget requests in open

budget hearings. A tentative schedule including, date, time, and location of all hearings shall be publicized by the Board two weeks in advance to allow interested parties to attend. Budget allocations concern the recommended distribution of projected (next fiscal year) Student Affairs Fee funds.

A. Recurring Procedures

- 1) All current Student Affairs Fee funded programs will be notified of the dates for submission of Self Study Guides and open budget hearings from the SAB a minimum of thirty days before the application deadline.
- 2) Budget proposals, including a Self Study Guide will be due in the fall semester. With budget presentations in the spring semester. Specific deadline dates will be publicized each year.
- 3) Each applicant will be notified regarding the date, time, location, and maximum number of people who may attend their budget presentation; as well as the maximum length of time allowed for each presentation.
- 4) If previous funding was received, applicants shall present the SAB with written records detailing the previous fiscal year allocation, within the SAB Self Study Guide.

B. Conduct at Budget Hearings

All budget hearings shall be conducted in the following manner:

1. The Chair declares that budget hearings are in session, confirms the schedule, and reviews the budgets to be presented.
2. If necessary, there is preliminary discussion by the Board and current presenter(s), along with distribution of final support materials.
3. The applicant gives a formal presentation of the budget request, followed by Board members' questions. Board members will have priority in asking questions and raising issues. Non-members may ask questions as time permits.
4. When all presentations scheduled have been heard, the Board will discuss presentations in open session.
5. Final budget deliberations are to be convened in open session, at which time specific allocations, with any stipulations and/or footnotes are made by the Board.
6. Allocation recommendations are then forwarded to the President of MSU Denver.

C. Process of Allocation Recommendations

1. At the first meeting of the Board, in cooperation with administrative representatives, the Board shall clearly set an exact date by which all recommendations must be forwarded.
2. All Student Affairs Fee funded allocation recommendations of the SAB are forwarded to the President of MSU DENVER.
3. The chair of the SAB will make a formal presentation of the recommended allocations to the President of MSU DENVER requesting comprehensive approval of said recommendations.
4. If there is a disagreement between the SAB and the University president over SAB budget allocations, a conference committee shall be convened to work out any disagreements. The conference committee shall consist of three appointees by the University president and three appointees by the SGA president. One member of the SAB appointed by the Chair of SAB shall be on the conference committee and shall be advisory only. This will be a closed meeting.
5. Pending Board of Trustees' final approval, each program director and the MSU DENVER Budget Office are notified regarding final budget recommendations, including all stipulations and/or footnotes.
6. The comprehensive budget agreed upon by the SAB and president of MSU DENVER is then submitted to the MSU DENVER Board of Trustees for final approval as part of the annual MSU DENVER SAB budget presentation. The SAB chair shall present the SAB budget to the Board of Trustees.

D. Budget Presentations for new and recurring requests

1. The Department head will be notified as to the date, time, location, and maximum length of time allowed for each presentation.
2. Formal presentation of the request occurs at the indicated SAB meeting. Board members will ask questions and raise issues regarding the request.
3. The Board will discuss the presentation among themselves.
4. The Board will place all requests on the SAB meeting agenda for formal action during deliberations and final voting. Except where stated otherwise in this document, the Board will take no action in the same meeting that the request is initially presented.
5. All allocations are subject to approval by the President of MSU Denver. As in cases where there is a disagreement over the allocation recommendation

between the University President and the SAB, a conference committee as outlined above shall be organized to resolve the disagreement prior to submission to the MSU Denver Board of Trustees for final approval.

Section 8. New Program Funding Requests

A. New Requests

All student organizations, which are officially recognized by Student Activities, are disqualified to receive funding from SAB.

1. The SAB may, at their discretion, consider requests by MSU Denver students, or staff for funding of programs that are not currently Student Affairs Fee funded, either in part or whole, if a current Student Affairs Fee-funded program sponsors them.
2. The Department head seeking funding must contact the Vice President of SGA in order to get the Self Study Guide and deadlines.
3. When petitioned applicants will be placed on the SAB agenda.
4. The applicant will be notified as to the date, time, location, and maximum length of time allowed for each presentation.
5. The applicant will follow the steps in the attached document “New SAB Funding Proposals”
6. Should the request be passed by a majority vote of the Board, the applicant will be notified and the MSU Denver Budget Office will be requested to set up a Student Affairs Fee-funded program account.
7. Should the request be denied, the Board will notify the applicant in writing of the reasons for denial.
8. All allocations are subject to approval by the President of MSU Denver. As in cases where there is a disagreement over the allocation recommendation between the University President and the SAB, a conference committee as outlined above shall be organized to resolve the disagreement prior to submission to the MSU Denver Board of Trustees for final approval.

Section 9. Bylaw Revisions Process

Any member of the Student Affairs Board may initiate an Amendment to the SAB Bylaws by presenting the proposed change in writing to the Board membership. The member should give the change to the SAB Chair who will add it to the agenda and distribute the changes to

the SAB. The change(s) should contain the original text and new or changed text for easy comparison.

To allow for proper understanding by the SAB, proposed amendments to the SAB Bylaws must be presented and discussed for at least one regular meeting prior to a vote regarding the change.

Amendment of the SAB Bylaws requires a two-thirds majority vote of the SAB voting membership.

Any and all changes to the by-laws may be considered at any time, though, changes to the allocation process are highly discouraged unless there is an exigent circumstance requiring such change and may be implemented as stated in the form of a motion.

Appendix I New Student Affairs Board Funding Proposals

Any department or program can apply for Student Affairs Fee money through the Student Affairs Board (SAB), except for student organization recognized by Student Activities. All programs must submit a comprehensive program and budget proposal to the Chair of the SAB two years prior to the proposed program implantation.

Proposals Requirements

- Formal quantitative and qualitative needs assessment of MSU Denver students
- Information on the program's goals, mission, and vision statements
- The program's organizational structure
- Program assessment and evaluation (accountability) measures
- Direct and indirect effect on students
- Rationale for funding the proposed program from student fees
- Alternative revenue sources
- Space and facility requirements, including special accommodations, if any
- Three-year program budget
- Letters of support for the program being funded by the Student Affairs Fee

Timeline of Program Approval Process

Establishing new student fee-funded programs is two (2) year process. This process is a sequential process that requires approval from the Student Affairs Board, the Vice President of Academic and Student Affairs, the President's Cabinet, and the President.

The program must complete the SAB process every year of the proposal. The SAB process is completing a self-study guide, site visit, and budget presentation. If the program misses any step in the process during the proposal period or in the two year assessment period it is cause for immediate termination of the proposal or funding. If immediate termination occurs the program must start at the beginning of the proposal process if they choose to try again for Student Affairs Fee funding.

Year One

Summer/Fall

The program submits the proposal to the Chair of SAB and asks to be included in the SAB process. The board will look over the proposal and decide if the new program will be allowed to be included in the SAB process. Including the new program in the SAB process marks the start of the proposal process.

If included in the SAB process the program is required to complete the self-study guide, site visit, and budget presentation. If the board asks for more information the new program is required to do it. If the new program does not the board can immediately terminate the

proposal process. The new program will need to have approval from the Vice President of Academic and Student Affairs before the budget presentations in the spring.

Spring

At the end of the SAB process if the board would like to continue the proposal process the Chair will include the new program in the allocation summary. The new program will need to have approval from the President's Cabinet, and the President before the start of the SAB process in the fall.

Year Two

The new program will complete all steps of the SAB process. There may be additional information required by the board to assess the:

- Fidelity to the mission of the new program
- Fiduciary responsibility
- Value to the students.

If the new program completes all steps to the SAB standards the board will allocate money to the new program for implementation in the coming fiscal year.

For two years after the new program has been funded for the first time, the new program is in the assessment period. If the program fails to complete the SAB process or is not staying true to their mission the board will have the authority to defund or decrease funding substantially in the following fiscal year.

Appendix II SAB Best Practices

Student Affairs Board Overview

The SAB is a board of students who allocate the student affairs fee to departments who contribute to a student's co-curricular success. For the Chair and Vice Chair this is a yearlong process. This is a great opportunity for students to share their viewpoints and experiences with the SAB funded departments and help shape our campus.

Timeline

It's best to work backwards from when the summary allocation is due to the Board of Trustees, the President, and the Provost. The final deliberations and vote usually take two to four hours at the last meeting for the board. Talk with the advisors about the specifics for this timeframe. Once you know when the last meeting will be you can set the dates for the budget presentations, site visits and self-study guide meetings.

In total you will need the following meetings:

- Training meeting: 1
- Self-study meetings: 3 - 4
- Site visits: 3
- Budget presentations: 3 - 4
- Final deliberations and vote: 1

Fall Semester

- June/July
 - Contact SAB advisors for introductions
 - Contact Faculty Senate President for faculty member appointment
- July/August/September
 - Read over all SAB materials
 - Contact the advisors and schedule meetings
 - Create board member application
 - Draft application email (sent through Angela and Braelin)
- September/October
 - Send Self-Study Guide to directors (2 - 4 weeks to complete, and 1 week for you to assemble and get to board)
 - Assemble the board (2 - 3 weeks)
 - Training with the board (1 meeting)
- November
 - Self-Study Meetings (3 - 4 meetings)
 - Schedule time with directors for site visits
- November/December
 - Write up self-study feedback and send back to directors

Spring Semester

- January/February
 - Site Visits (3 meetings) (These can be done in the fall after the self-study guides if preferred)
 - Schedule times with directors for budget presentations
- March
 - Budget Presentations (3 – 4 meetings)
 - Deliberations and Final Vote (1 meeting)
- April
 - Write allocation summary and submit to Provost
- May
 - Present allocation to BOT

Meetings

Self-Study Guides

When going over the guides it is best to limit the amount of time spent on each guide, as this helps keep the board on track. 20 minutes per self-study is enough time, assuming each person comes prepared. You can get through 3 guides per hour making sure to account for breaks during longer meetings.

Site Visits

These should be taken together in regularly scheduled meeting times and each department should have 20 – 30 minutes. Pick the days and times for these then reach out the departments with their options. Be aware of the groupings of location, and make sure to get in the Center for Visual Arts as a group. With walking time you can about 2 site visits per hour.

Budget Presentations

These should be limited to 20 minutes per presentation. This is enough time to cover the budget, answer questions from the self-study and go over the goals both from this year and for next year. With 14 departments and breaks between the presentations you can get about 2 presentations per hour and complete all departments in 3 meetings.

A good length for meetings is 3 hours, this cuts down on the number of meetings. Its best to provide a lunch break and a few short breaks to keep the board engaged.

Assembling the board

1. Create an application using an online form (Excel on One Drive works great)
2. Send the application to all students via email
 - a. The application should include the meeting schedule for the year, at least dates of meetings
 - b. Each applicant must also submit a letter of recommendation

3. Review all applicants
 - a. If you have more applicants than seats you can interview each applicant with the Vice Chair, advisors, and/or faculty member

Training for the board

1. Provide each member with a copy of the bylaws, blank self-study guide, grading rubrics, last year's summary allocation, and the schedule for that year (Before the first self-study meeting its best to make binders for each member with these documents and all the self-studies)
2. Give an overview of the board's roles and responsibilities
3. Go over each document and answer any questions
4. Go over the schedule for the year and remind the student members that if they miss four or more meetings they will be automatically removed from the board

Self-Study Guides

These should be sent to the department directors in September/October time frame with a completion time frame of 2 – 4 weeks. The SGA and Campus Event Funding guides go the SGA President and Chair of Campus Event Funding respectively. It is important to send a reminder email to the directors a week before the due date to ensure timely completion.

Budget Presentations

It is up to you to set the time, length, and expectations for presentations for the directors. Send this information to the directors and let them choose the time(s) they can present and then schedule accordingly. The board should also be presented with the expectations for the presentations, this is partly found on the grading rubric.

Final Deliberations and Vote

Work with Cipriana for the allocation budget. The final deliberation and final vote meeting will be what you write the allocation summary from so be sure to take good notes about the voting and reasons for each allocation.