

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fees - University of Washington, Tacoma:
Revision of Guidelines for the Services and Activities Fees CommitteeRECOMMENDED ACTION:

It is the recommendation of the administration and the Academic and Student Affairs Committee that the Board of Regents approve the attached revision of the operating guidelines for the Services and Activities Fees Committee at the University of Washington, Tacoma.

BACKGROUND:

Services and Activities Fees at UW Tacoma and UW Bothell are collected separately from the Services and Activities Fees at the Seattle campus, but the process is handled in like manner for each campus. As provided under RCW 28B.15.045, a student committee proposes the annual program priorities and budget allocation levels to the Board of Regents for approval. The Board of Regents, at the September 27, 1991 meeting, first approved the Services and Activities Fees Guidelines that established the Services and Activities Fees (SAF) Committee at UW Tacoma and its operating procedures.

The Board of Regents approved a revision of these operating guidelines at the June 14, 2002, meeting. The guidelines have provided a framework for the Services and Activities Fees Committee at UW Tacoma to operate for the last three years. However, during the past year the Committee and the administration have found that the guidelines were in need of further revision to address several issues, including: adequate size, membership, and quorum of the committee; clarification of the annual budgeting and special allocation processes; simplification of the appeal, dispute and resolution processes; and improved description of Committee member responsibilities.

The revised guidelines have been developed by the Services and Activities Fees Committee, with assistance from the Assistant Chancellor for Student Affairs and approved by the Chancellor.

ENCLOSURES: 1) May 27, 2005 memorandum from Wendy Cook, Chair, Services and Activities Fees Committee at UW Tacoma, to Dr. Patricia Spakes, UWT Chancellor.
2) Revised Guidelines for operation of the Services and Activities Fees Committee at UW Tacoma

UNIVERSITY OF WASHINGTON, TACOMA
Services & Activities Fee Committee

May 27th, 2005

Subject: Services & Activities Fee Final Primer Revisions Recommendations

Dear Chancellor Spakes,

I am writing to inform you that, after several hours of review, the Student Services and Activities Fee Committee (SAFC) has finally finished revising our Primer. I have attached a copy for your review.

If you have any questions or comments in regards to our revisions, please do not hesitate to contact me at cookw@u.washington.edu or telephone me directly at 253-720-6539. Thank you for your time and consideration.

Sincerely,

Wendy D. Cook
UWT Services and Activities Fee Chairperson
Accounting Society Vice-President
cookw@u.washington.edu

Services and Activities Fees Committee (S.A.F.C.) Policies and Procedures

I. Services & Activities Fees

- A. Services and Activities Fees are defined in RCW 28B.15.041 as "fees, other than tuition and fees, charged to all students registering at the...state universities." "Services and Activities Fees shall be used as otherwise provided by law or rule or regulation of the board of...regents of each of the ...state universities for the express purpose of funding student activities and programs of their particular institution."
- B. The level of the services and activities fee is recommended by a Services and Activities Fee Committee established at each institution pursuant to RCW 28B.15.045 and approved by the Board of Regents. Increases in the fee are subject to limitations set by the state legislature.
- C. Services and Activities Fees and revenues generated by programs and activities funded by such fees are deposited and expended through the offices of the University's budget and financial accounting systems, the responsibility for which resides with the University's chief fiscal officer. Such fees and revenues are subject to University policies, regulations, and procedures, and to the Budget and Accounting Act of the State of Washington, RCW 43.88.
- D. RCW 28B.10.300 authorizes the expenditure of Services and Activities Fees for the construction, equipping and betterment of buildings and facilities for student activities and services.
- E. In addition to the laws, rules and regulations governing the use of Services and Activities Fees, two provisions of the State Constitution impact the use of public funds (Services and Activities Fee funds are considered to be public funds). The first is Article VIII, Section 5 that prohibits the making gifts or loans of money or property from public funds. A gift exists when there is a "transfer of property without consideration and with donative intent". The second is Article I, Section 11 that prohibits public money or property being appropriated for or applied to any religious worship, exercise or instruction, or the support of any religious establishment.

- F. The Services and Activities Fee Long-term Fund (also known as the reserve fund) shall consist of all unallocated revenue derived from the collection of Services and Activities Fees from students and accrued interest.
- G. Members of the Board of Regents shall adhere to the principle that desires of the Services and Activities Fee Committee be given priority consideration on funding items that do not fall into the categories of pre-existing contractual obligations, bond covenant agreements, or stability of programs affecting students.
- H. With the exception of any funds needed for bond covenant obligations, once the annual budget for expending Services and Activities Fees is approved by the Board of Regents, funds shall not be shifted from funds budgeted for associated students or departmentally related categories or the reserve fund until the administration provides written justification to the Services and Activities Fee Committee and the Board of Regents, and the Services and Activities Fee Committee and the Board of Regents give their express approval.

II. Committee on Services and Activities Fees

The Services and Activities Fee Committee (hereafter called Committee) is appointed by the Chancellor of the University of Washington, Tacoma pursuant to RCW 28B.15.045 to review all requests for funding from Services and Activities Fees, to recommend program priorities and budget levels, and to serve in an advisory capacity to the Chancellor.

A. Membership

1. The Committee shall consist of seven voting members, a primary and secondary alternate member, and four non-voting ex-officio members.
2. The voting and alternate members shall be students recommended by the Associated Students of the University of Washington, Tacoma (ASUWT) Student Government. They shall be students chosen at-large, none of which may be a member of ASUWT Student Government or the Programming Board.
3. When making its recommendations for Committee appointments, the ASUWT should strive to recommend a Committee that represents diverse student interests, and wherever possible, provide for a continuity of membership through individual willingness to commit to serve more than one term.
4. Four of the voting members and the two alternate members shall be recommended by May 15th, with the remaining three voting member recommendations being made no later than two weeks after Fall ASUWT elections.
5. The ex-officio members shall be:
 - a. The presiding ASUWT Student Government President. If the President is unable to serve, then he or she may designate the Vice-President;

- b. A staff employee from Student Affairs, to be recommended by the Assistant Chancellor for Student Affairs;
- c. A faculty member, to be recommended by the Faculty Assembly; and
- d. A staff employee from the Office of the Vice Chancellor for Finance and Administration (F&A), to be recommended by the Vice Chancellor for Finance and Administration.

B. Term of Membership

1. The four voting members and two alternate members recommended by May 15th shall be appointed for one-year terms running from July 1 to June 30. The three voting members recommended after Fall ASUWT elections shall serve from date of appointment to June 30. Alternate members may reapply in the Fall for one of the voting positions if they so choose.
2. The ex-officio members from Student Affairs and F&A shall be appointed to indefinite terms, serving at the discretion of the Chancellor. The faculty ex-officio member shall be appointed to a one-year term running from October 1 to September 30. The President of ASUWT will serve as an ex-officio member during the tenure of her/his office as established in the ASUWT Constitution.
3. At the first Committee meeting each year, the voting members of the Committee shall select a chairperson and a secretary if one is not hired.
4. Vacancies in membership may be filled by the primary and secondary alternate members respectively, dependent on satisfactory participation and approval of the Committee. The alternate members' vacancies and any vacancies subsequent to that will be replaced in the same manner provided for new appointments and for the unexpired term of the original appointment.

C. Responsibilities of Voting Members

1. Attend all meetings unless excused by the chairperson. An excused absence may be obtained through written communication to the chairperson at least 24 hours prior to a scheduled meeting. Failure to submit a request for absence to the chairperson in a timely manner constitutes an unexcused absence. Members shall be allowed no more than two unexcused absences per quarter. Further unexcused absences will result in the recommendation by the chairperson or any other member to remove the member in question from the committee. It is the chairperson's responsibility to take accurate roll call and document all excused and unexcused absences.
2. Develop and maintain effective communication within the Committee.
3. Develop and maintain effective communication with the campus community.
4. Demonstrate a willingness to engage in constructive dialogue on any issue being considered by the Committee and actively participate in the deliberations of the Committee.
5. Adhere to all rules and regulations governing the Committee.

6. A member whose conduct or performance clearly demonstrates a lack of commitment to the discharge of their responsibilities may be removed from the Committee by a unanimous vote of the remaining voting members to recommend removal, and the approval of the Chancellor.

D. Responsibilities of Alternate Members

1. Fulfill all of the responsibilities of voting members.
2. Alternate members may participate in discussion but may not vote unless one or more of the voting members is absent, in which case the primary and/or secondary alternate members respectively may vote in place of one of the absent voting members.

E. Responsibilities of Ex-Officio Members

1. Advise the Committee on the laws and regulations of the state and the policies and procedures of the university pertaining to Services and Activities Fees.
2. Advise the Committee on procedural questions pertaining to the conduct of meetings.
3. Provide the Committee with summaries of fund balances in accounts funded by Services and Activities Fees and projections of revenue and expenditures.
4. Advise the Committee on the status of student organizations.
5. Assist the Committee with matters of continuity and historical perspective as required for the Committee to effectively and efficiently act on requests to fund programs and budgets.
6. Provide the Committee with perspectives of the student government, the student body and the university community.

F. Committee Meetings

1. Meetings shall be held on a regularly scheduled basis, not less than two per quarter. The Committee will determine the schedule of regular meetings at its first meeting of the academic year.
2. Special meetings may be called by Committee chairperson; at the request of three or more members of the Committee; or at the request of the Chancellor.
3. The Committee chairperson shall post notifications of all meetings in compliance with these guidelines and the Open Public Meetings Act and shall be responsible for presiding over such meetings. An acting chairperson will be designated by the chairperson should it be necessary for him/her to be absent from any meeting.
4. An agenda and a copy of all funding requests to be considered by the Committee will be sent to members and be publicly posted at least three working days in advance of regular or special meetings by the Committee chairperson.
5. A quorum required for the conduct of business at any regular or special meeting shall consist of two-thirds of the current voting members and one ex-

- officio member of the Committee. The chairperson shall be included as a voting member. Proxies will not be permitted for voting purposes.
6. All meetings shall be conducted in accordance with the most current edition of Robert's Rules of Parliamentary Procedures, Newly Revised. Deviations from such procedures will be at the discretion of the chairperson.
 7. Program and budget decisions of the Committee shall be made in open public meetings of the Committee, and the reasons for the decisions shall be discussed at those meetings. Minutes will be taken at all meetings and shall be publicly posted within 5 business days after a meeting. The minutes shall include the results of all program and budget decisions made by the Committee.
 8. The Committee shall provide full information to the students and University community concerning programs or budgets funded from Services and Activities Fees.

III. Budgeting

A. General

1. RCW 28B.15 defines the authority to collect Services and Activities Fees, the general purposes for which the fees may be used, and the budgeting process for administering their expenditure. The law specifically states: "It is the intent of the legislature that students will propose budgetary recommendations for consideration by the college or university administration and governing board to the extent that such budget recommendations are intended to be funded by services and activities fees" and "The legislature recognizes that institutional governing boards have a responsibility to manage and protect institutions of higher education." It is clear that the legislature deemed that the mechanism for student input in the Services and Activities Fee process is through participation in the budget proposal process, but that the Board of Regents retains ultimate responsibility and authority for the Services and Activities Fees budget.
2. Any member of the campus community may submit a request for funding through either the annual budgeting or special allocation process, but only the Programming Board may request funding for specific events.
3. The Committee shall establish the budget style and format for both the annual budget and special allocation processes. Procedures and criteria adopted by the Committee for the submission of budget requests shall apply to every proposer and shall not discriminate on the basis of race, color, national origin, gender, sexual preference, religion, or physical or mental handicap.
4. The Committee has the responsibility to review all proposals submitted for funding from Services and Activities Fees, whether for capital expenditures or operating programs and budgets.

5. All funding proposals must contain adequate information which will include, at a minimum, the following:
 - a. Detailed line-item breakdown of proposed expenditures (e.g., salaries, travel, supplies, services, etc.);
 - b. Additional funding sources being sought or available to fund the program or event; and
 - c. Revenues expected to be derived from the program or event.
6. Budget allocation decisions of the Committee shall be posted in an easily accessible location within 5 business days of its respective action. The location shall be made known to the general student body.
7. Allocations of Services and Activities Fees to fund operating budgets are valid and available for expenditure during the ensuing fiscal year only. Unspent or un-encumbered allocations shall revert to the "Contingency" line item at the end of each fiscal year and shall be carried forward and made available for reallocation.
8. Each fiscal year shall begin on July 1 and end on June 30.

B. Annual Budgeting Process

1. The annual budget process will be the primary process for recommending the distribution of Services and Activities Fee funding for the ensuing fiscal year. As a part of the annual budget process, the Committee shall also formulate a recommendation for the level of the Services and Activities Fees to be assessed during the ensuing fiscal year. In addition, the Committee shall set aside at least 10% of the projected incoming Services and Activities Fees to be placed into the long-term fund.
2. Program and budget proposals considered during the annual budget process will be to fund general annual operating costs necessary to run an organization or service. Annual budgets will not include capital expenditures or planned expenditures for specific events or activities.
3. Not later than the second Monday in February of each year, the Committee will announce the format and deadline for the submission of annual budget requests.
4. Annual budget request forms and all supporting documentation must be returned to the Committee not later than the second Monday in March.
5. The Chancellor may meet with the Committee at appropriate intervals during its annual budget formulation process to respond to emergent ideas and issues and to apprise the Committee of the general position of the administration. The Chancellor may respond in writing to specific written proposals submitted by the Committee and take other actions as needed to assure that the lines of communication to the Committee remain open.
6. The Committee will release preliminary program and budget allocation recommendations no later than the first Friday in April. An appeal of the Committee's decision on any specific budget request may be made as

described in Section III C 1) until 7:00 p.m. on the second Friday in April, at which time no further appeals will be accepted.

7. The Committee will respond to all allocation appeals as described in Section III C 1) not later than 7:00 p.m. on the fourth Friday in April.
8. In addition to allocations to fund specific requests that have been approved by the Committee, the annual budget will contain an allocation to a budget line item entitled "Contingency". The purpose of the "Contingency" budget is to provide the necessary flexibility during the budget execution year to authorize special allocations for specific events or activities, capital expenditures, or for other expenditures that could not be specifically identified or foreseen at the time of the preparation and submission of the annual budget (e.g., an allocation for operating costs of a new student organization registering during the academic year). Allocations or authorization of expenditures from the "Contingency" budget will be accomplished through the special allocation process.
9. The chairperson shall transmit the final annual budget recommendations of Committee with supporting documentation (including mandatory dissenting opinions on any decision of the Committee that was not unanimous) to the Chancellor not later than the end of the first week in May.
10. Within 14 business days after receipt of the Committee's annual budget recommendations, the Chancellor will provide a written response to the Committee. In formulating the response to the Committee and/or recommendations to the Board of Regents, the Chancellor may seek the views of other affected university groups. In the event that the Chancellor disagrees with any of the Committee budget distribution recommendations, the UWT dispute resolution process described in Section III C 2) a. will be invoked.
11. At the time that the Chancellor submits his/her proposed budget recommendations for the expenditure of Services and Activities Fees to the Board of Regents, he/she shall also submit a copy of the Committee recommendations, along with any supporting documentation provided by the Committee, and a copy of the administration's response to the Committee recommendations. If a dispute exists between the Chancellor and Committee which has not been resolved by the UWT dispute resolution process, the UW dispute resolution process described Section III C 2) b. will be invoked.
12. The Board of Regents may take action on those portions of the Services and Activities Fee budget not in dispute and shall consider the results, if any, of the dispute resolution committee appointed in accordance with the dispute resolution process described in Section III C 2) b.
13. At the point in the review process at which recommendations on the distribution of Services and Activities Fee budget and dispute resolutions are presented to the Board of Regents, the Board shall provide opportunity for the Committee to present its view.

14. Upon approval of the Board of Regents, the annual budget will be provided to the UWT Finance Office for establishment of budget numbers and recording of the necessary revenue transfers in the university accounting system to implement the approved distribution of funds.
15. The Committee may appeal to the Board of Regents if they feel that these guidelines have not been followed, that their participation has been unduly curtailed, or that Services and Activities Fee funds have been used for purposes outside of these guidelines. The decision of the Board of Regents shall be final.

C. Annual Budget Allocation Appeals and Disputes

1. Budget Allocation Appeal

- a. If a proposer or any other student objects to a budget allocation of Services and Activities Fee funds that has been made by the Committee, a written appeal must be submitted to the Committee chairperson by 7:00 p.m. on the second Friday in April. An extension of the deadline shall not be granted.
- b. An appeal must allege a violation of the State Constitution, applicable state laws, applicable University policies or regulations, or a material misrepresentation of facts that may serve to invalidate the allocation. **An objection based solely on disagreement with the amount of the approved allocation will not be grounds for an appeal.** The burden of proof that such a violation has occurred shall be on the proposer or individual making the allegation.
- c. A special meeting of the Committee will be called by the chairperson to address the appeal within 5 business days of the receipt of the appeal. The Committee must have responded to all appeals not later than the fourth Friday in April. The proposer or individual filing the appeal will be required to attend the special meeting of the Committee at which the appeal is considered.
- d. If the appeal is denied by unanimous vote of the Committee, the determination of the Committee will be final.
- e. If the appeal is denied by less than a unanimous vote, the chairperson shall transmit a copy of the appeal and the results of the Committee's decision (with all supporting documentation) for consideration by the Chancellor. The decision of the Chancellor will be final.

2. Budget Allocation Disputes

a. UWT Allocation Dispute Resolution Process

- i. If, during the review of the final annual budget recommendations submitted by the Committee, the administration should dispute any of the recommended allocations, the Chancellor shall provide the

Committee chairperson with written notification of the disputed allocation that includes the administration's rationale or justification.

- ii. Within 5 business days after receipt of written notification of a disputed allocation recommendation, the chairperson shall schedule a special meeting of the Committee with the Chancellor for the purpose of making a good faith effort to resolve the dispute.
- iii. In the event that the dispute is not resolved within fourteen business days from the date of the initial special meeting called to consider the dispute, the Chancellor will provide the Committee with the administration's written response to the Committee's final annual budget recommendations, which will include any unresolved dispute. A copy of the response, together with a copy of the Committee's recommendations and any supporting documentation, will be submitted to the Board of Regents with the Chancellor's proposed budget recommendations for the expenditure of Services and Activities Fees.

b. UW Dispute Resolution Process

- i. Upon receipt of the administration's written response to the Committee's final annual budget recommendations that includes an unresolved dispute, the Committee chairperson shall convene a dispute resolution committee.
- ii. The dispute resolution committee shall be selected as follows: The Chancellor shall appoint one non-voting advisory member; the Board of Regents shall appoint two voting members; and the Committee Chair shall appoint two student members of the Committee as voting members, and one student representing the Committee who will chair the dispute resolution committee and be non-voting member, except in the case of a tie vote.
- iii. The Board of Regents shall consider the results, if any, of the dispute resolution committee, and shall provide opportunity for the Committee to present its view, prior to taking action on any disputed portion of the budget.

D. Special Allocation Process

1. The special allocation process is designed to provide funding for organizations, services, capital expenditures, events, and activities not considered in the annual budgeting process. This includes, but is not limited to, requests for operating funds for newly registered student organizations and funding for specific events or activities by the Programming Board.
2. In general, the funding of special allocation requests shall be made from the "Contingency" operating budget line item that was included in the annual budget. If there is insufficient funding in the "Contingency" budget, the Committee may submit a request through the Chancellor to the Board of Regents for approval of an additional distribution from the reserve fund.

3. Should the Programming Board not have sufficient funds, the Programming Board may approach the Committee for additional funds for specific events and activities. Primary considerations for allocation of operating funds to the Programming Board for specific events or activities shall be:
 - a. Events or activities which are directed primarily to the campus community, and
 - b. The extent to which the event or activity benefits all students. In addition, allocations for programs and events devoted to political or economic philosophies will encourage a diversity of viewpoints and promote a spectrum of ideas.
4. Special allocation requests shall be submitted to the Committee chairperson in the format prescribed by the Committee. The chairperson will review such requests to insure that adequate information is provided as described in Section III A 5).
5. All special allocation requests received shall be listed by title, source, and amount requested in the new business section of the agenda for the next regular or special meeting.
6. When considering special allocation requests, the Committee may require the proposer (or their duly appointed representative) to be present to answer questions of the Committee.
7. The Committee will release and post decisions on special allocation requests not later than 5 business days after the meeting at which the allocation was considered.
8. An appeal of the Committee's decision on any specific special allocation may be made as described in Section III E within 5 business days of the decision being released, after which no appeals will be accepted.
9. Decisions on appeals will be made within 5 business days of receipt of the appeal.
10. Upon final approval of a special allocation, the Committee chairperson shall authorize the UWT Finance Office to establish a budget number and transfer revenue from the "Contingency" budget to implement the approved allocation.
11. Any change in the expenditure of an approved allocation that would alter its objectives as originally described and appropriated, or the way in which the objectives shall be sought, must have the approval of the Committee before any change occurs.
12. The Committee may establish requirements and deadlines to account for the expenditure of special allocations for specific events, activities, or training.

E. Special Allocation Appeal

1. If a proposer or any other student objects to an allocation of Services and Activities Fee funds that has been made by the Committee, a written appeal must be submitted to the Committee Chair by 7:00 p.m. of the fifth business

day after the Committee allocated the funds. An extension of the deadline shall not be granted.

2. An appeal must allege a violation of the State Constitution, applicable state laws, applicable University regulations or a misrepresentation of facts that may serve to invalidate the allocation. **An objection based solely on disagreement with the amount of the approved allocation will not be grounds for an appeal.** The burden of proof that such a violation has occurred shall be on the proposer or individual making the allegation.
3. A special meeting of the Committee will be called by the chairperson to address the appeal within 5 business days of the receipt of the appeal. The proposer or individual filing the appeal will be required to attend the special meeting of the Committee at which the appeal is considered.
4. If the appeal is denied by unanimous vote of the Committee, the determination of the Committee will be final.
5. If the appeal is denied by less than a unanimous vote, the chairperson shall transmit a copy of the appeal and the results of the Committee's decision (with all supporting documentation) for consideration by the Chancellor. The decision of the Chancellor will be final.

F. Programming Board Allocation Appeal

1. If a proposer or any other student objects to a decision made by the Programming Board, a written appeal must be submitted to the Committee Chair by 7:00 p.m. of the fifth business day after the Programming Board allocated the funds. An extension of the deadline shall not be granted.
2. An appeal must allege a violation of the State Constitution, applicable state laws, applicable University regulations or a misrepresentation of facts that may serve to invalidate the allocation. **An objection based solely on disagreement with the amount of the approved allocation will not be grounds for an appeal.** The burden of proof that such a violation has occurred shall be on the proposer or individual making the allegation.
3. A special meeting of the Committee will be called by the chairperson to address the appeal within 5 business days of the receipt of the appeal. The proposer or individual filing the appeal will be required to attend the special meeting of the Committee at which the appeal is considered.
4. The determination of the Committee will be final.

IV. Expenditure Reviews

A. Quarterly Review of Budget Allocations

1. At the end of the Fall and Winter quarters, the Committee will review the activities of the ASUWT Student Government, the Programming Board, and all university departments, student organizations, and student publications

- who have received annual or special budget allocations of Services and Activities Fees for capital expenditures or operating costs.
2. Not later than 5 business days after the end of the Fall and Winter quarters respectively, the Committee will announce the format and deadline for the submission of quarterly budget reviews.
 3. The reviews will be conducted at a regular or special meeting of the Committee, and the Committee shall take one of the following actions:
 - a. No action if the expenditure review indicates the budget is being used appropriately;
 - b. Freeze the remaining unexpended portion of the budget if a review was not submitted by the established deadline, or if the expenditure review indicates the funds are not being spent for the budgeted purposes; the expenditures are not within the legal and specific guidelines established by the Committee, the University, and the State; or the organization is not in good standing with the Office of Student Life; or
 - c. Withdraw the remaining unexpended portion of the budget if the expenditure review indicates the organization is no longer in existence or that the budget is no longer required.
 4. A notification of the imposition of a freeze on a budget will be sent to the respective student government, department, student organization, or student publication. Freezes will remain in effect until the student government, department, student organization, or student publication submits an expenditure review that is satisfactory to the Committee. No further obligations may be incurred against the budget until the freeze is removed; however, unpaid obligations may be paid.

B. Review of Special Allocations

1. At the time a special allocation is made, the Committee may establish a deadline for submitting an accounting for the expenditures to the Committee.
2. If an accounting for a special allocation is not submitted by the established deadline, the Committee will take action to freeze the unexpended portion of the allocation.
3. A notification of the imposition of a freeze on a special allocation will be sent to the student government or to the responsible department, student organization, or student publication. A freeze will remain in effect until the student government, department, student organization, or student publication submits an accounting for the expenditures that is satisfactory to the Committee. No further obligations may be incurred against the budget until the freeze is removed; however, unpaid obligations may be paid.
4. In addition, if the special allocation was being sponsored or conducted by a recognized student organization, the Office of Student Life will be notified and appropriate disciplinary action will be imposed on the student organization in accordance with the Student Organization Handbook.

5. A pattern or history of failure on the part of a proposer to submit an accounting for special allocations by established deadlines may result in future requests for special allocations being disapproved by the Committee.

C. STIPULATIONS

1. The Committee may place stipulations on the use of funds and/or recommend guidelines in the operations of a program. All stipulations shall be binding.
2. Student organizations will be denied access to budgets for expenditure of allocated funds whenever the organization is not in compliance with the Office of Student Life requirements or their budget has been frozen in accordance with Section IV A. or Section IV B.
3. Actual expenditures shall not exceed the amount of approved budget allocations without prior approval of the Committee.

The Board of Regents approved the original version of these guidelines on September 27, 1991. The present version was approved by the Board of Regents on June 14, 2002.