



STUDENT GOVERNMENT

SAFAC Appeals Process

Student organizations have the ability to appeal the funding allocation decision given to them by the Student Activities Fee Allocation Committee (SAFAC). This change resulted from a recommendation by the Student Activity Fee Task Force which convened in Spring 2008.

In order to qualify for an appeal, the student organization must first meet with a SAFAC representative to discuss the reasons leading to their desire to appeal. If SAFAC and the student organization can come to an agreement, then the student organization *may not* file an appeal. However, if the student organization still feels that no agreement has been reached, or does not satisfy their needs, then they may file an appeal under one of these conditions:

- (1) the allocation is in violation of the current year's precedence in voting
(the current precedent is outlined by the guidelines that SAFAC sets from year to year, which are posted on their website; violation of precedence does *not* mean "last year SAFAC funded this, but this year they are not")
- (2) the allocation is shown to be an egregious oversight on SAFAC's behalf
(result of miscommunication, processing error, or technical mistake)

The Policy and Finance Committee for Student Government will review all appeals and work with the organization on their validity before determining if the appeal qualifies to be presented to the Senate body.

SAFAC meets on Wednesdays at 2:30pm. Organizations will be notified of SAFAC's decision by Tuesday of the next week. The student organization will then have until 12:00pm on that Friday to meet with a SAFAC representative and, if still necessary, file for an appeal. An appeal can only be made on the basis of a violation of that year's precedent as set by SAFAC or an egregious oversight on SAFAC's behalf.

Organizations that do not appeal their allocation will receive notice and funds by the middle of the following week, as current procedure. Organizations which chose to appeal their allocation will submit an appeal form to the Student Activities Office. Funds not in question will be allocated as usual. A copy of the appeal will be sent to the Chair of SAFAC and the Speaker of the Senate.

The organizations appealing will be advised by the Policy and Finance Committee during the Committee's Monday meeting. If approved by the Policy and Finance Committee, the organization will present to Senate that Wednesday.

During Senate, both SAFAC (represented by a SAFAC member) and the student organization (represented by a member of the executive board) will present their cases. Senate decision requires a 2/3 majority of those present and voting to make a second recommendation. The Student Government President will not have approval or veto authority.

The Vice President of Student Affairs will then receive SAFAC's recommendation and Senate's recommendation simultaneously if approved, and make a decision accordingly.

The timeline for the three-week appeals process is as follows:

Week 1

Wednesday – SAFAC meets at 2:30pm to hear requests.

Week 2

Tuesday – Organizations are notified of their allocation by SAFAC.

Wednesday - Friday at 12pm – The student organization must meet with a SAFAC representative during this time period to discuss their reason for appealing. If SAFAC and the student organization can come to an agreement, the organization *may not* file an appeal. If the organization still chooses to file an appeal, the organization has until 12pm on Friday of Week 2 to make their appeal via official form to the Department of Student Activities (SC 206).

Wednesday – Friday – The Policy and Finance Committee will contact the student organization to inform them of the details regarding their meeting with the committee.

Week 3

Monday – The student organization meets with the Policy and Finance Committee.

Wednesday – If approved by the Policy and Finance Committee, the student organization will present their appeal to the full Senate body.

Thursday - Both recommendations (SAFAC and SG) will go to the Vice President of Student Affairs to make the allocation decision.

IN ORDER TO OFFICIALLY APPEAL A RECOMMENDATION MADE BY SAFAC, THIS FORM MUST BE COMPLETE AND SUBMITTED TO THE DEPARTMENT OF STUDENT ACTIVITIES (SC 206), BY 12 PM THE FRIDAY AFTER DECISIONS ARE MADE.

ORGANIZATION NAME: _____

ACCOUNT NUMBER: _____

DATE OF ORIGINAL PRESENTATION: _____

PRESIDENT'S NAME: _____

PHONE NUMBER: _____ Email: _____

TREASURER'S NAME: _____

PHONE NUMBER: _____ Email: _____

ADVISOR'S NAME: _____

PHONE NUMBER: _____ Email: _____

PLEASE CHECK THE REASON FOR APPEALING BELOW:

- ☐ THE ALLOCATION IS IN VIOLATION OF THIS YEAR'S PRECEDENTS IN VOTING.
- ☐ THE ALLOCATION IS SHOWN TO BE AN EGREGIOUS OVERSIGHT ON SAFAC'S BEHALF.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

NAME: _____

SAFAC REP. SIGNATURE: _____ DATE: _____

Created by the Policy & Finance Committee
Last Updated: Fall 2015