



V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

Division of Student Affairs and Enrollment Services

University Student Commons & Activities STUDENT ACTIVITIES ADVISORY COMMITTEE (SAAC)

The Student Activities Advisory Committee (SAAC) has been established to provide advice and consultation to the staff of the University Student Commons & Activities and other Student Life units on the Academic Campus of Virginia Commonwealth University. Specifically, SAAC is asked to consider such items as:

- Review of policies, procedures and practices.
- Requests for exceptions to guidelines for use of space in the Commons and other procedures of the University Student Commons.
- Review of student organization classification.
- Appeals from student organizations under the "Policies and Information for Registered Student Organizations on the Academic Campus of Virginia Commonwealth University" and other policies and procedures of the Student Activities Center.
- General discussions of campus issues impacting the quality of student life on the campus.
- Disbursement of the Student Activity Fees assigned to SAAC for special student activities

The actions of SAAC are considered as advisory and/or recommendations to the Director of the University Student Commons & Activities, and/or the Associate Vice Provost & Dean of Student Affairs.

I. Organization

SAAC shall consist of the General Committee and the Student Activity Fund Review Committee. Membership is established in these guidelines. Membership shall be reviewed annually only if specifically requested by SAAC members.

II. Membership

A. General Committee

The voting membership is comprised of:

1. Students (11)

- One Representative of Academic Campus SGA Executive Branch
- Two Representatives of the SGA Senate
- One Representative of the Activities Programming Board
- One Representative of the Black Caucus
- One Representative of the Greek Council
- One Representative of the Student Media Commission
- One Representative of the Off Campus Students
- One Student Manager of the University Student Commons
- One Representative of the Graduate Student Association
- One Representative of Residence Hall System

2. Faculty/Staff/Alumni/Classified (6)

- Two members of the teaching faculty
- One Administrative staff member from the Academic Campus

- One Administrative staff member from the Division of Student Affairs
- One Alumni representative
- One Classified Employee representative

3. Non-voting, ex-officio members include:

- Director of the University Student Commons & Student Activities (chair)
- Associate Vice Provost and Dean of Student Affairs
- Director of Multicultural Student Affairs
- Clerk of the Committee (chosen by the chair)

B. Student Activity Fund (SAF) Review Committee:

The voting membership is comprised of:

1. Students

- One Representative of Academic Campus SGA Executive Branch
- One Representative of the Activities Programming Board
- One Representative of Residence Hall System
- Two Other SAAC Student Representatives

2. Faculty/Staff/Alumni/Classified

- Two SAAC members of the Faculty/Staff Representatives

3. Non-voting, ex-officio members include:

- Director of the University Student Commons & Student Activities (chair)
- Manager Student Organization Accounts
- SGA Director of Financial Affairs

III. Operating Procedures

A. General Committee

1. Meetings

The General Committee will meet approximately three times each semester, and an annual schedule of meetings will be established each year. Agendas and minutes will be posted on the SAAC website.

The chair will establish the agenda for each meeting upon suggestions of General Committee.

2. Voting

SAAC will attempt to reach consensus on items brought before it.

In the case consensus is not evident, the chair or any member may call for a vote. Quorum will stand as at least 51% of appointed student members present and 51% of faculty/staff members present. Once quorum has been established, a simple majority is sufficient to approach any action. The chair shall vote in the case of a tie in a called vote. In case of the absence of the chair, the Associate Vice Provost and Dean of Student Affairs shall chair the meeting.

If quorum cannot be reached the first time an issue is presented for voting, an alternative quorum shall stand for the next meeting. Voting quorum for a second vote (at a separate meeting) shall be 51% of members present with at least 2 student members and 2 faculty/staff members present.

B. Student Activity Fund Review Committee (SAF Committee)

The purpose of the SAF Committee shall be to review proposed and requested expenditures of the Student Activity Fee Fund established to support general student activities.

The SAF Committee will solicit budget proposals from the University staff members who manage the following programs: Basketball Season Kick Off Events, Homecoming Events, Weekend Events, and Leadership Programs. The committee will accept proposals between February 15 and March 15 of each year. The SAF Committee will review budgets and allocate a single general grant to each program as appropriate. The SAF Committee will maintain a reserve fund of not more than 5% of expected revenue for each fiscal year.

The SAAC General Committee shall have the authority to change the general disbursement of funds with the advice and counsel of the Academic Student Government Association and the Vice Provost for Student Affairs.

The SAF Committee will NOT accept unsolicited proposals.

The SAF Committee will NOT directly fund student organizations events. Student organizations sponsoring events which are part of the major events eligible may be provided funding at the discretion of the event coordinator.

Meetings

The SAF Committee will hold no less than two meetings each academic year.

The first meeting shall be in September to review the fund balance of SAAC accounts and to consider any changes to funding approved the previous spring.

The second meeting shall be in late March or early April to review budget submissions and recommend allocations. The SAAC General Committee will review and approve allocations at the April (or last) meeting of the year.

Voting

The SAF Committee will attempt to reach consensus on items brought before it. In the case consensus is not evident, the chair or any member may call for a vote. Quorum will stand as not less than 5 voting members and the chair present. Once quorum has been established, a simple majority is sufficient to approach any action. The chair shall vote in the case of a tie in a called vote. In case of the absence of the chair, the Associate Vice Provost and Dean of Student Affairs shall chair the meeting.

Appeals

All appeals of SAF Committee decisions must be submitted in writing to the Chair of SAAC within 10 working days of notification. Appeals will be considered by the General Committee at the next available meeting.

IV. Approval and Amendments

A. Approval

These guidelines shall be effective upon the vote of SAAC and approval of the Vice Provost for Student Affairs.

B. Amendment

These guidelines may be revised at any time with a 2/3 majority vote of voting members quorum being present and the approval of the Vice Provost for Student Affairs. Amendments to these guidelines must be presented to the General Committee at least one meeting prior to the meeting during which the vote will be considered.

V. References

SAAC initial approval: February 28, 2003

VP SA approval: April 1, 2003