

Washington State University
General Guidelines for Establishing and Allocating Services and Activities Fees

1. The term "services and activities fees" or "S&A fees" is defined to mean fees, other than tuition fees, charged to all students registering at a WSU campus. S&A fees are used to fund student activities and programs, student buildings and similar uses. S&A fees are charged to all students registering at a campus or via the Global Campus/Academic Outreach and Innovation (GC/AOI).
2. S&A fee rates must be approved by the Board of Regents (the Board) prior to implementation.
 - a. The Board may approve the increase of the existing fees annually, by a percentage not to exceed the annual percentage increase in resident undergraduate tuition, unless there is specific legislative action to allow such. This restriction does not apply to that portion of the S&A fees previously committed to the repayment of bonded debt as authorized in the Revised Code of Washington (RCW) 28B.15.069.
 - b. Rate-setting action by the Board may cover a single year or multiple years.
 - c. The Board may, at its discretion, approve new S&A fees for dedicated purposes. (An example of such a dedicated S&A fee is the fee established to build the Student Recreation Center on the Pullman campus.)
 - d. The S&A Fees Committees (described below) may recommend to the University President an S&A fees increase or the establishment of any new S&A fees. The President will convey the recommendation to the Board.
3. S&A Fees and new S&A fees may be the same or different by campus.
 - a. The Board may increase the existing fee by a percentage that differs among campuses.
 - b. The Board may, at its discretion, establish new S&A fees for dedicated purposes at a single campus or group of campuses.
4. Certain allocations set by law.
 - a. 4.0% is deducted from tuition and S&A fees for deposit into an institutional student financial aid fund. (RCW 28B.15.820) Short-term loans and student aid in the form of grants are made from this fund.
5. S&A Fees Committees
 - a. The President has appointed an S&A oversight committee for the system. This oversight committee is charged with assuring the President that all laws, policies and procedures have been abided by for the system in the discharge of duties of each respective S&A committee as referenced in 5b.
 - b. An S&A Fees Committee shall be established for the Pullman campus, the Spokane campus, the Tri-Cities campus, the Vancouver campus, the Global Campus/AOI and WSU North Puget Sound-Everett (WSUNPS-E).
 - c. These committees are responsible for proposing to the University President and the Board of Regents how estimated S&A fee revenue shall be allocated.
 - d. The Chancellors of Washington State University Spokane, Tri-Cities, Vancouver, the Dean of WSUNPS-E and the Vice President of the Global Campus/AOI appoint S&A Fees Committees for their respective units. The University President appoints the S&A Fees Committee for the Pullman campus.

- e. Students shall hold a majority of the voting memberships on each committee. The student members shall represent diverse student interests, and shall be recommended by the student government association.
 - f. The chairperson of each S&A Fees Committee shall be selected by the members of that committee and the chairperson must be a student.
 - g. Each campus and the Global Campus/AOI will develop operating guidelines that are consistent with these general provisions.
6. Allocating S&A fees revenue.
- a. S&A fees allocations must be approved by the Board prior to implementation.
 - b. The Board shall give S&A Fees Committee recommendations priority consideration while also honoring preexisting contractual obligations, bond covenant agreements, and stability for programs affecting students.
 - c. Each campus S&A Fees Committee will submit a proposed budget to the University President and the Board of Regents for allocating S&A fees revenue during the spring of each year.
 - d. The proposed amounts to be allocated to the various programs that benefit students at each campus and for the Global Campus/AOI will be based on estimates of S&A fees revenue that were provided by the WSU Budget Office. To that proposed base S&A forecast, each committee will adjust for additional S&A fee revenue, carry-forward and/or reserves to determine a total available budget allocation.
 - e. Each S&A Fees Committee shall invite representatives of programs that benefit students to present a budget request for the following academic year and summer session.
 - f. All S&A Committee members should disclose any conflict of interest and/or committee affiliations with groups or individuals applying for S&A fees.
 - g. After review of the requests, the S&A Fees Committee discusses the merits of each request and develops a budget, or allocation plan, that divides the estimated revenue among the various programs. The S&A Fees Committee should also consider carry-forward and unspent allocations from the various programs. The proposed budget should include a formal recommendation regarding the use of carry-forward funds.
 - h. Students from all locations may share in the support of activities or organizations providing a shared benefit for students on all campuses, such as Intercollegiate Athletics. Authority to make S&A fee recommendations to the Board on the actual level of support rests with the S&A Fees Committees of the individual campuses.
 - i. The S&A oversight committee will determine a date to deliver the proposed budget allocations to the University President's office for review. The University President, or designee, will later present the proposed budget to the Board for its approval.
 - j. After the Board's approval, the University President, or designee, shall review the S&A Fees Committee proposed budget allocations, and publish a written response to the S&A Fees Committee. In the event there are areas of difference between the S&A Fees Committee proposed budget and the written response, the difference will be resolved as outlined in RCW 28B.15.045.
 - k. When a new academic year begins, revenue transfers are made by the Controller's Office from a central account to accounts designated by each campus. Each group that receives an

allocation of S&A fees revenue shall be subject to all applicable policies, regulations, and procedures of WSU, and the Budget and Accounting Act. (RCW 42.88)

- I. As the academic year progresses, the WSU Budget Office will compare budgeted revenue to actual revenue received and may revise the revenue forecast. The S&A Fees Committee may propose to the University President supplemental allocations or reductions to allocations if actual revenue is expected to be significantly different from the budgeted amount. The Board of Regents delegates to the University President the authority to make minor supplemental changes to the allocations for each campus not to exceed five percent of the campus total.

Global Campus/Academic Outreach and Innovation (GC/AOI)

S&A Fees Committee Operating Guidelines

This committee shall have initial responsibility for proposing program priorities and budget levels for that portion of program budgets that are derived from S&A fees.

Review and recommendation process:

1. The S&A Fees Committee holds an initial meeting in early spring but can convene earlier or later if necessary. All committee meetings shall be held in a manner that provides public access.
 - a. The members of the committee shall select a Chair. The chair of the committee must be a student.
 - b. The WSU Budget Office will provide an update on actual revenue received and may revise the revenue forecast for the academic year.
 - c. The S&A Fees Committee may recommend to the Vice President supplemental allocations or reductions to allocations if actual revenue is expected to be significantly different from the budgeted amount.
2. At subsequent meetings the Committee will be responsible for proposing to the Vice President, the University President, and the Board, allocations of all S&A fees paid by students.
 - a. A timeline, presentation, and question and answer process will be approved.
 - b. The Committee will announce the call for S&A Fee Requests. This announcement will be posted on web sites (ASWSU-GC), appear in the Global Campus monthly email announcements and be distributed on the Learning Center Listserv.
 - c. Individuals and groups requesting funds will be required to present a budget request in the approved format for the following summer session and academic year via the approved online S&A Fees Committee request form by the deadline.
 - d. The S&A Fees Committee reviews and discusses the merits of each request and develops a budget, or allocation plan, that divides the estimated revenue among various groups including ASWSU-GC, established student services and programs, and other appropriate non-academic student service related requests.
3. The Committee shall submit a budget proposal for the expenditure of S&A fees to the Vice President, the University President, and the Board for approval.
4. Accounting for all S&A fees allocations will be managed by the administrator/advisor of the group receiving an allocation. A resource titled "Spending Your S&A Fee Allocation – A Guide for Advisers, Staff, Students," is available online as an overview of the more important rules that apply to S&A fees expenditures.

Composition and Tenure:

5. The Vice President shall appoint the GC/AOI S&A Fees Committee as follows:
 - a. Four Global Campus/AOI students with one-year terms (nominated by ASWSU-GC)
 - b. GC/AOI Finance Officer or designee (standing position)
 - c. GC/AOI Director, or designee (standing position)

- d. GC/AOI Academic Advisor, or designee (standing position)
- 6. A vacancy in any Committee position will be filled prior to any formal Committee meeting.
- 7. The Chair is elected by the Committee from the student members.
- 8. Voting members shall have one vote.
- 9. A quorum shall consist of five members, a majority of whom shall be students.

WSU North Puget Sound-Everett

S&A Fees Committee Operating Guidelines

This committee shall have initial responsibility for proposing program priorities and budget levels for that portion of program budgets that are derived from S&A fees.

Review and recommendation process:

1. The S&A Fees Committee holds an initial meeting in early spring but can convene earlier or later if necessary. All committee meetings shall be held in a manner that provides public access.
 - a. The members of the committee shall select a Chair. The chair of the committee must be a student.
 - b. The WSU Budget Office will provide an update on actual revenue received and may revise the revenue forecast for the academic year.
 - c. The S&A Fees Committee may recommend to the Chancellor supplemental allocations or reductions to allocations if actual revenue is expected to be significantly different from the budgeted amount.
2. At subsequent meetings the Committee will be responsible for proposing to the Dean, the University President and the WSU Board of Regents, allocations of all S&A fees paid by students.
 - a. A timeline, presentation, and question and answer process will be approved.
 - b. The Committee will announce the call for S&A Fee Requests. This announcement will be posted on web sites (ASWSU-NPSE) and sent out via email to students.
 - c. Individuals and groups requesting funds will be required to present a budget request in the approved format for the following summer session and academic year via the approved online S&A Fees Committee request form by the deadline.
 - d. The S&A Fees Committee reviews and discusses the merits of each request and develops a budget, or allocation plan, that divides the estimated revenue among various groups including ASWSU-E, established student services and programs, and other appropriate non-academic student service related requests.
3. The Committee shall submit a budget proposal for the expenditure of S&A fees to the Dean, the University President, and the Board for approval.
4. Accounting for all S&A fees allocations will be managed by the administrator/advisor of the group receiving an allocation. A resource titled "Spending Your S&A Fee Allocation – A Guide for Advisers, Staff, Students," is available online as an overview of the more important rules that apply to S&A fees expenditures.

Composition and Tenure:

5. The Dean appoints the WSU NPS-E S&A Fees Committee as follows:
 - a. Four students with one-year positions (nominated by ASWSU-E).
 - b. WSU NPS-E Finance Officer, or designee (standing position).
 - c. WSU NPS-E Director, or designee (standing position).

- d. WSU NPS-E Academic Advisor, or designee (standing position).
- 6. A vacancy in any Committee position will be filled prior to any formal Committee meeting.
- 7. The Committee elects the Chair from the student members.
- 8. Voting members shall have one vote.
- 9. A quorum shall consist of five members, a majority of whom shall be students.

WSU Pullman Campus

S&A Fees Committee Operating Guidelines

This committee shall have initial responsibility for proposing program priorities and budget levels for that portion of program budgets that are derived from S&A fees. This committee shall also propose allocations of any facilities funds necessary.

Review and recommendation process:

1. The S&A Fees Committee shall hold an initial meeting in October.
 - a. A Chair shall be selected by the members of the committee. The chair of the committee must be a student.
 - b. The WSU Budget Office will provide an update on actual revenue received and may revise the revenue forecast for the academic year.
 - c. The S&A Fees Committee may recommend to the University President supplemental allocations or reductions to allocations if actual revenue is expected to be significantly different from the budgeted amount.
2. During the subsequent spring meetings the Committee will be responsible for proposing to the University President and the Board allocations of all S&A fees paid by students.
 - a. A timeline, presentation and question and answer process will be approved.
 - b. The Committee shall invite student organization representatives to present a budget request for the following summer session and academic year. Each student organization must submit a written request in the approved format and make an oral presentation to the S&A Fees Committee.
 - c. The Committee will arrange to hold hearings for oral presentations and give adequate notice of impending hearings to the campus community through the Daily Evergreen or other communications media.
 - d. After the presentations, the S&A Fees Committee discusses the merits of each request and develops a budget, or allocation plan, that divides the estimated revenue among the various organizations.
3. The Committee shall submit a budget proposal for the expenditure of S&A fees to the University President.
4. Each group that receives an allocation of S&A fees revenue will have an account maintained by the Controller's Office. A resource titled "Spending Your S&A Fee Allocation – A Guide for Advisers, Staff, Students," is available online as an overview of the more important rules that apply to S&A fees expenditures.

Composition and Tenure:

5. The University President shall appoint the Pullman Campus S&A Fees Committee as follows:
 - a. Five undergraduate students with one-year terms (recommended by ASWSU).
 - b. The ASWSU Pullman President and Vice-President shall be ex-officio members of the committee.

- c. Two graduate students with one-year terms (recommended by GPSA).
 - d. One faculty member with a two-year term (recommended by Faculty Senate).
 - e. A representative of the President's Office; the WSU Budget Office; Finance and Administration; and the Provost's Office.
6. The Chair is elected by the Committee from the student members.
 7. Each member shall have one vote with the exception of the ex-officio members.
 8. A quorum shall consist of seven members, a majority of whom shall be students.
 9. No member of the committee shall be an officer of any group requesting S&A fees, with the exception of the ASWSU President and the ASWSU Vice-President.

WSU Spokane Campus

S&A Fees Committee Operating Guidelines

This committee shall have initial responsibility for proposing program priorities and budget levels for that portion of program budgets that are derived from S&A fees. This committee shall also propose allocations of facilities funds.

Review and recommendation process:

1. The S&A Fees Committee holds an initial meeting in early spring but can convene earlier if necessary.
 - a. A Chair shall be selected by the members of the committee. The chair of the committee must be a student.
 - b. The WSU Budget Office will provide an update on actual revenue received and may revise the revenue forecast for the academic year.
 - c. The S&A Fees Committee may recommend to the Chancellor supplemental allocations or reductions to allocations if actual revenue is expected to be significantly different from the budgeted amount.
2. At subsequent meetings the Committee will be responsible for proposing to the Chancellor, the University President and the Board allocations of all S&A fees paid by students.
 - a. A timeline, presentation and question and answer process will be approved.
 - b. The Committee shall invite individuals or groups requesting funds to present a budget request for the following summer session and academic year. Each group must submit a written request in the approved format and make an oral presentation to the S&A Fees Committee.
 - c. The Committee will arrange to hold hearings for oral presentation and give adequate notice of impending hearings to the campus community through the ASWSUS newsletter or other communications media.
 - d. After the presentations, the S&A Fees Committee discusses the merits of each request and develops a budget, or allocation plan, that divides the estimated revenue among the various groups.
3. The Committee shall submit a budget proposal for the expenditure of S&A fees, including facilities, to the Chancellor, the University President, and the Board for approval.
4. Each group that receives an allocation of S&A fees revenue will have an account maintained by the campus Budget and Finance Office. A resource titled "Spending Your S&A Fee Allocation – A Guide for Advisers, Staff, Students," is available online as an overview of the more important rules that apply to S&A fees expenditures.

Composition and Tenure:

5. The Chancellor shall appoint the Spokane Campus S&A Fees Committee as follows:
 - a. Three undergraduate students with one-year terms (recommended by ASWSUS). Students should be representative of the variety of academic programs on the campus.
 - b. One Yakima based student with a one-year term (recommended by ASWSUS).

- c. Three graduate/professional students with one-year terms (recommended by ASWSUS).
 - d. One faculty member with a two-year term (solicited from faculty ranks).
 - e. Vice Chancellor of Finance and Operations, or designee; and Director of Student Affairs, or designee.
6. The Chair is elected by the Committee from the student members.
 7. Each member shall have one vote.
 8. A quorum shall consist of eight members, a majority of whom shall be students.

WSU Tri-Cities Campus

S&A Fees Committee Operating Guidelines

This committee shall have initial responsibility for proposing program priorities and budget levels for that portion of program budgets that are derived from S&A Fees.

Review and recommendation process:

1. The S&A Fees Committee holds an initial meeting in early spring but can convene earlier or later if necessary.
 - a. The members of the committee shall select a Chair. The chair of the committee must be a student.
 - b. The WSU Budget Office will provide an update on actual revenue received and may revise the revenue forecast for the academic year.
 - c. The S&A Fees Committee may recommend to the Chancellor supplemental allocations or reductions to allocations if actual revenue is expected to be significantly different from the budgeted amount.
2. At subsequent meetings the Committee will be responsible for proposing to the Chancellor, the University President and the Board allocations of all S&A fees paid by students.
 - a. A timeline, presentation and question and answer process will be approved.
 - b. The Committee shall invite individuals or groups requesting funds to present a budget request for the following summer session and academic year. Each group must submit a written in the approved format request and make an oral presentation to the S&A Fees Committee.
 - c. The Committee will arrange to hold hearings for oral presentation and give adequate notice of impending hearings to the campus community through the University's communications mediums.
 - d. After the presentations, the S&A Fees Committee discusses the merits of each request and develops a budget, or allocation plan, that divides the estimated revenue among the various groups, including ASWSU Tri-Cities, recognized clubs and other requests.
3. The Committee shall submit a budget proposal for the expenditure of S&A fees to the Chancellor and the University President, and the Board for approval.
4. Each group that receives an allocation of S&A fees revenue will have an account maintained by the campus Business Office. A resource titled "Spending Your S&A Fee Allocation – A Guide for Advisers, Staff, Students," is available online as an overview of the more important rules that apply to S&A fees expenditures.

Composition and Tenure:

5. The Chancellor shall appoint the Tri-Cities Campus S&A Fees Committee as follows:
 - a. Four undergraduate students with one-year terms (nominated by ASWSU Tri-Cities).*
 - b. The current President of ASWSU Tri-Cities (standing position).
 - c. The current Finance Director of ASWSU Tri-Cities (standing position).

- d. A member of the teaching faculty with a two-year term (nominations made by the Vice Chancellor of Academic Affairs).
- e. Vice Chancellor of Finance and Administration, or designee; and Vice Chancellor of Enrollment Management and Student Services, or designee.

*At least one of the six student positions is to be filled by a graduate student currently enrolled in the academic year.

- 6. A vacancy in any Committee position shall be filled prior to any formal Committee meeting.
- 7. The Chair is elected by the Committee from the student members.
- 8. Each member shall have one vote.
- 9. A quorum shall consist of seven members, a majority of whom shall be students.

WSU Vancouver Campus

S&A Fees Committee Operating Guidelines

This committee shall have initial responsibility for proposing program priorities and budget levels for that portion of program budgets that are derived from S&A fees. This committee shall also propose allocations for facilities.

Review and recommendation process:

1. The S&A Fees Committee holds an initial meeting in early February but can convene earlier if necessary.
 - a. A Chair shall be selected by the members of the committee. The chair of the committee must be a student.
 - b. The Budget Office will provide an update on actual revenue received and may revise the revenue forecast for the academic year.
 - c. The S&A Fees Committee may recommend to the Chancellor supplemental allocations or reductions to allocations if actual revenue is expected to be significantly different from the budgeted amount.
2. The Committee will:
 - a. Develop a timeline for proposals and budget hearings.
 - b. Invite individuals or groups requesting funds to present a budget request for the following summer session and academic year. Each group must submit a written request in the approved format by the established deadline and make an oral presentation to the S&A Committee.
 - c. Arrange to hold hearings for oral presentation and give adequate notice of impending hearings to the campus community through the VanCougar or other communications media.
 - d. After the presentations, the S&A Committee discusses the merits of each request and develops a budget, or allocation plan, that divides the estimated revenue among the various groups.
3. Registered Student Organizations (RSO's) request funds directly from ASWSUV rather than the S&A Fees Committee. In rare instances (e.g. due to timing, amount of funds requested) an RSO may make a budget request directly to the S&A Fee Committee.
4. The Committee shall submit a budget proposal for the expenditure of S&A fees to the Chancellor, the University President, and the Board for approval.
5. Each group that receives an allocation of S&A fees revenue will have an account maintained by the campus Budget and Finance Office. A resource titled "Spending Your S&A Fee Allocation – A Guide for Advisers, Staff, Students," is available online as an overview of the more important rules that apply to S&A fees expenditures.

Composition and Tenure:

6. The Chancellor shall appoint the Vancouver Campus S&A Committee as follows:
 - a. Four undergraduate students with one-year terms (recommended by ASWSUV).

- b. One graduate student with a one-year term (recommended by ASWSUV).
 - c. ASWSUV President or designee.
 - d. One faculty member, with a two-year term (recommended by faculty organization).
 - e. Vice Chancellor of Finance and Operations, or designee; and Vice Chancellor of Student Affairs, or designee.
7. The Chair is elected by the Committee from the student members.
 8. Each member shall have one vote.
 9. A quorum shall consist of six members, a majority of whom shall be students.