

6200.1 Services and Activities Fee Budget Committee

A. Membership

1. The Services and Activities Fee Budget Committee consists of a chairman and seven members.
2. The committee chairman shall be the Director of Student Programs or the person designated by the Vice President of Instruction/Student Services. The chairman is non-voting except to break a tie.
3. The four student members from the Associated Student Body shall be the outgoing President and Treasurer; and the President-elect and Treasurer-elect. If these positions have not been selected, student members may be selected by the Associated Student Body Senate.
4. The two faculty members shall be selected by the Faculty Association.
5. There shall be one administrator on the committee. This member shall be appointed by the President of Big Bend Community College.
6. A committee member shall not serve as an advisor to any group requesting funds.

B. Committee Functions

1. Students shall hold at least a majority of the voting membership on the Committee.
2. The Committee shall evaluate existing programs and programs proposed by student organizations. The Committee will then submit budget recommendations for the expenditure of those services and activity fees to the college administration.
3. There shall be assurances that the Services and Activities Fee Budget Committee provides an opportunity for all viewpoints (social, political, etc.) to be heard during its considerations of funding for the various programs and activities.
4. Upon review of the Services and Activities Fee Budget Committee's recommendations, the administration shall publish a written response which outlines any differences between the committee's recommendations and those of the administration.

5. The Board of Trustees shall receive along with the administration's proposed budget a copy of the Services and Activities Fee Budget Committee's recommendations. A student representative of the Services and Activities Fee Budget Committee shall be given the opportunity to address the board on any differences between the two budget proposals.
6. All information pertaining to services and activities fee budgets shall be available to interested parties.
7. Services and activities fees and revenues generated by programs and activities funded by such fees shall be deposited and expended through the office of the chief fiscal officer of the institution.
8. Services and activities fees and the revenue generated by programs and activities funded by such fees shall be subject to the applicable policies, regulations and procedures of the institution and the budget and accounting act, chapter 43.88 RCW.

C. Committee Guidelines

1. The services and activities fee revenue supports those activities and programs that provide a service, promote and enhance the college, and are of benefit to the greatest number of students. State law prohibits the use of funds for any religious purposes.
2. To maintain a balance and variety of programs, the services and activities fees shall be used accordingly:

58% Athletics (including any scholarships)  
25% Associated Student Body and  
17% Student Related (including any scholarships)

6200.2 Athletic Budget

The budget shall be prepared by the Athletic Director and submitted to the Services and Activities Fee Budget Committee for evaluation and approval.

6200.3 Associated Student Body Budget

The budget shall be prepared and approved by the Student Senate. The budget is then submitted to the Services and Activities Fee Budget Committee for evaluation and final approval.

6200.4 Student Related Budget

This budget is to be determined by the Services and Activities Fee Budget Committee. All activities and programs submitting requests may have a representative appear before the committee to justify and explain the request. Requests for scholarships shall be included in each individual budget.

6200.5 Provisions for Funding

- A. If a student related organization or activity becomes inactive, the services and activities fees revert back to the Service and Activities Fee Budget Committee to support student related programs.
- B. Activities and programs may use any additional revenue earned for that purpose.
- C. Activities and programs may carry account balances forward to the next year.
- D. Activities and programs must not deficit spend.

6200.6 Reserve Accounts

The respective budget areas--Athletics, Associated Student Body and Student Related may maintain reserve accounts to support these activities and programs.

6200.7 Budget Changes

Approval must be received from the Services and Activities Fee Budget Committee before funds of more than \$300.00 can be transferred to another budget classification. In a case where a program is dropped, the balance of the funds shall be reallocated by the Services and Activities Fee Budget Committee.