

**BYLAWS OF THE STUDENT FEES ADVISORY COMMITTEE  
UNIVERSITY OF HOUSTON – CLEAR LAKE**

**I. PURPOSE**

The Student Fees Advisory Committee (SFAC) is a University committee established by Section 54.5062 of the Texas Education Code to advise the Board of Regents, the President, and the administration of the University of Houston System concerning the type, level, and expenditure of compulsory fees for student services.

**II. AUTHORITY**

In addition to the operating authority assigned to the SFAC by these by-laws, the SFAC is assigned additional operating authority and responsibility as detailed in the Policies and Procedures Governing the Collection, Allocation, and Expenditure for Compulsory Fees for Student Services.

**III. MEMBERSHIP**

The SFAC is composed of nine voting members. Five of these members shall be Student Members (Positions 1-5) generally representative of the student body. The remaining four members (Positions 6-9) shall be generally representative of the total University community.

The student body shall be represented by:

**A. Five Student Members:**

1. Each Student Member shall be enrolled in not less than six semester hours and be in good standing at the University of Houston.
2. Members of the SGA executive and judicial branches are ineligible to serve as Student Members of SFAC. However, the SGA President will serve in a student leader advisory role.
3. No more than three of the five serving Student Members shall be Senators of the SGA Senate and/or SGA EC members.
4. Terms of membership shall be as follows:

- a. Two Student Members shall serve one academic first month of fall semester ending the end of the summer semester.
- b. Three Student Members shall serve two year ~~terms~~ academic years beginning. First month of fall semester ending the end of the summer semester.

5. Student Members shall be eligible for reappointment.

The total University community shall be represented by:

B. Four University Community Members:

1. Terms of membership shall be as follows:

- a. University Community Members shall serve one year terms beginning first month of fall semester, ending the end of summer semester.
- b. University Community Members who are students shall be enrolled in not less than six semester hours and be in good standing at the University of Houston.
- c. University Community Member shall be eligible for reappointment.

C. Members shall be selected according to the following procedures:

1. Student Members shall be selected by the Student Government Association (SGA) through appointment by the Executive Council.
2. University Community Members shall be selected by the President of the University of Houston – Clear Lake, consisting of two faculty and two staff.
3. Vacancies shall be filled in the same manner in which the initial selections were made.
4. All SFAC members must meet SFAC eligibility requirements. If a member does not meet SFAC eligibility requirements, the position will be declared vacant and will be filled in the same manner in which the initial selection was made.

5. Non-voting, ex-officio members to include the Student Affairs Division Business Administrator and the Director of Planning and Budgeting (Budget Office).

#### IV. OFFICERS

- A. The SFAC shall have a student and administrator co-chair. The Student Co-Chair shall be a member of the SFAC. Any student, regardless of type of appointment, shall be eligible to serve as Chair. The Chair shall be elected to a one year term. The Chair shall take office immediately upon election. The administrator co-chair shall be the Dean of Students as a non-voting member.
  1. If the office of the Student Co-Chair becomes vacant, the SFAC shall, in timely manner, hold a new election to determine the successor.
- B. The duties of the Co-Chair shall be to:
  1. Determine the dates of and set the agenda for all regular meetings of the SFAC.
  2. Preside at all meetings of the SFAC.
  3. Appoint any SFAC representatives to other committees or subcommittees.
  4. Appoint the chair and members of ad hoc subcommittees whenever necessary.
  5. Serve as an ex officio member of all standing and ad hoc subcommittees of the SFAC.
  6. Notify the SFAC of any members who have been absent from three meetings of the SFAC, and with the consent of a majority of the members voting, declare that member's position to be vacant.
  7. Notify the SFAC of any members who do not meet SFAC eligibility requirements and declare that member's position to be vacant.
  8. Report all official actions of the SFAC directly to the Vice President for Student Affairs and the President, in writing and in a timely manner.

9. Call special meetings of the SFAC and set the agenda for those meetings.
- C. If the office of the Chair becomes vacant, the SFAC shall, in a timely manner, hold a new election to determine the successor.
  - D. Staff support for the SFAC shall be provided by the Office of the Vice President for Student Affairs and Dean of Students. This will include checking member eligibility, maintenance of the SFAC operating account, computer access, copying services, records retention, and any other duties deemed necessary by the SFAC.

## V. SUBCOMMITTEES

- A. The SFAC may have ad hoc subcommittees as necessary to consider matters requiring more time for study, discussion, or input from the University community.
- B. Subcommittee chairs shall schedule meetings as needed and notify members of the subcommittees at least 24 hours in advance.
- C. All SFAC ad hoc subcommittee Chairs shall make regular reports to the SFAC.

## VI. MEETINGS

- A. The SFAC shall hold regular meetings during the fall and/or spring semesters.
  1. The first meeting of each fall semester shall be called by the Dean of Students.
  2. At least forty-eight hours in advance, the chair shall notify members of the SFAC when and where each regular meeting is to be held. In the absence of such notification, a meeting shall be considered special rather than regular.
- B. The SFAC shall hold special meetings upon the call of the co-chairs or upon a written petition of at least three members submitted to the co-chairs. The chair or members who call the meeting shall notify the members of the SFAC where and when it is to be held at least twenty-four hours before it begins. If possible, special meetings shall be held during the regular meeting time of the SFAC.

- C. Members are expected to attend all SFAC meetings. Members who are unable to attend a meeting shall notify the chair as soon as possible. Members who are absent from two unexcused meetings of the SFAC during the current academic year may be removed from the SFAC for excessive absences.
- D. At all meetings of the SFAC, five members shall constitute a quorum. At least one of the five must be a University Community Member. And two of the five must be student members.
- E. Upon the request of a majority of the members present and voting, the SFAC may postpone consideration of any proposal.
- F. All requested documents submitted to the SFAC shall be made available to the public.
- G. Notice of SFAC budget hearings shall be announced in advance and budget hearings shall be open to the public.
- H. The SFAC shall provide opportunities for public comment during its annual budget hearing process.

## VII. ELECTIONS AND VOTING

- A. All SFAC elections and Committee business shall be determined by majority vote with quorum. Upon the call of three or more members, the vote shall be by written ballot.
- B. There shall be no voting by proxy.

## VIII. AMENDMENTS

- A. These by-laws may be amended by a 2/3 majority vote of the SFAC provided that all amendments are consistent with the Policies and Procedures Governing the Collection, Allocation, and Expenditure of Compulsory Fees for Student Service and the Texas Education Code.
- B. Amendments shall become effective upon approval by the Vice President for Student Affairs.

## IX. ADOPTION

These bylaws shall become effective with approval of the Student Fees Advisory Committee and the Vice President for Student Affairs.

Adopted by SFAC: May 20, 2019