SERVICES AND ACTIVITIES FEE COMMITTEE
Guidelines

Title I | Services & Activities Fee

I. The Services & Activities Fee (the "S&A" Fee) is authorized by state statute for the express purpose of funding student activities and programs. This may include, but is not limited to, the operation of student-related services and the acquisition, construction, equipping, and betterment of lands, buildings and facilities.

II. Student services and activities fees are defined in state law as "fees, other than tuition fees, charged to all students registering at the….state universities." (RCW 28B.15.041.) For the purposes of these Guidelines, the S&A Fee is defined as the compilation of such fees charged to all students registering at the University of Washington, Seattle Campus.

III. The S&A Fee and revenues generated by units funded by the S&A Fee are deposited and expended through the University's budget and financial accounting systems, the responsibility for which resides with the University's chief fiscal officer. The S&A Fee and associated revenues are subject to University policies, regulations and procedures, and to the Budget and Accounting Act of the State of Washington. (RCW 43.88)

IV. The allowable level of the S&A Fee is authorized by the State Legislature.

V. The Board of Regents may exercise its authority to increase the S&A Fee to the authorized level and allocate funds provided the Board of Regents has first sought the recommendation of the S&A Fee Committee or meets an exception as defined within these Guidelines.

VI. The Board of Regents may exempt classes of students from the S&A Fee and may levy the fees at a rate proportionate to the credit load of any part time student. It is recommended the Board of Regents seek the opinion of the S&A Fee Committee prior to approving an exemption.

VII. Any University unit may request funding from the S&A Fee through processes described in the S&A Fee Committee's policies.

VIII. The S&A Fee Committee (the Committee) is appointed pursuant to RCW 28B.15.044 and 28B.15.045 to review and make recommendations regarding the collection, allocation, budgeting and use of the S&A Fee.

IX. All non-confidential information pertaining to the S&A Fee's budget shall be available to interested parties.

Title II | Sources of Committee Authority

I. State Statute

   A. All decisions made regarding the S&A Fee will be made in accordance with relevant state statutes. Should it be determined that any guidelines, policies, or decisions contradict current state law, state statute has precedence.

   B. The Committee may exercise authority granted directly by state law or delegated by either the Board of Regents or University Administration through these Guidelines and policies.

   C. The Committee may develop recommended changes to the state law, as needed, related to the S&A Fee. Such recommendations will be communicated to the appropriate University and Student Government representatives.

II. Committee Guidelines

A. These Guidelines delineate the process and procedure to be used for developing recommendations regarding the collection, allocation, budgeting, and use of the S&A Fee at the University of Washington Seattle Campus.

B. The Board of Regents may amend or adopt new guidelines as it deems necessary, provided representatives from the Student Government and the current Committee are given notice and an opportunity to comment on proposed changes unless the Board determines that the interests of the University would be harmed by a delay.

C. The Committee may recommend changes to these Guidelines through a two-thirds majority. Such recommendations shall be subject to review by the Vice President (VP) for Student Life prior to being submitted for consideration by the Regents. The VP for Student Life may suggest changes to the Committee recommendation which the Committee shall be given the opportunity to review before they are submitted for approval from the Regents.

III. Committee Policies

A. The Committee may recommend policies ("Committee Policies") not inconsistent with state law and these Committee Guidelines.

B. Committee Policies may relate to any topic, issue, or authority delegated to the Committee through these Guidelines.

C. Procedure for Adopting and Changing Committee Policies

1. The Committee may issue draft proposals to adopt new Committee Policies, amend current policies, or remove old policies through a two-thirds majority vote.

2. Draft proposals must include the specific language to be added, changed, or deleted along with a statement explaining the intent of the change and the Committee's rationale for adoption.

3. The draft proposal must be made available to units for a period of time to solicit comments prior to final passage by the Committee.

4. The Committee may recommend the final proposal to the VP for Student Life for adoption. If the VP for Student Life University Administration adopts the proposal, it will become a fully enforceable Committee Policy. If the VP for Student Life does not adopt the proposal within two academic weeks of the Committee's recommendation, the Committee may submit the matter for resolution under the Dispute Resolution Procedure contained within these Guidelines. The VP for Student Life may request additional time when proposed policies are complex or require additional consultation.

5. Any proposal not enacted into policy by the end of the current Committee's Term expires. The next Committee may choose to reconsider any proposal which has expired.

IV. Sturgis Standard Code of Parliamentary Procedure

A. In all matters not covered within these Guidelines or Committee Policies, the Committee will adhere to the most current edition of Sturgis Standard Code of Parliamentary Procedure (Sturgis).

B. At the request of any Committee Member, and with the permission of the Committee Chairperson, the Committee may enter into informal discussion during which Sturgis will not apply. During this period minutes will still be taken and no final decisions may be made. The Committee will leave informal discussion at the request of any Committee Member and with permission of the Committee Chairperson.

Title III | Committee Structure

I. Committee Term

A. The Committee's Term begins once at least two-thirds of the student government Representatives and at least one University Administration Representative have been appointed.

B. The Committee's Term expires at the end of Spring Quarter of each year or the Regental approval of a final budget, whichever is later, or earlier if the Committee votes to dissolve.

II. Committee Membership

A. The Committee is appointed by the University President (or their delegate), and shall consist of eleven voting members and five non-voting members. Committee members are appointed for a single term, but may serve multiple terms if eligible, subject to being re-nominated and re-appointed as provided herein.

B. All groups listed below will nominate the number of appointees as specified to the University Administration no later than the fifth week of Autumn Quarter. Returning committee members must be re-nominated and re-appointed each year.

1. Six nominees from the Associated Students of the University of Washington

    a) No more than one nominee may be a ASUW Director

    b) It is recommended that at least one nominee be eligible to serve two full terms.

2. Five nominees from the Graduate & Professional Student Senate

    a) No more than one nominee may be a GPSS Officer

    b) It is recommended that at least one nominee be eligible to serve two full terms.

3. Three nominees from the University Administration. It is recommended, although not required, that:

    a) one appointee be from the Office of the Vice President for Minority Affairs;

    b) one appointee be from the Office of the Vice President for Student Life; and

    c) one appointee be from the Office of the Associate Vice President for Medical Affairs.

4. Two nominees from the Faculty Senate. It is recommended, although not required, that one appointee be from the Faculty Council for Student Affairs.

C. All groups making nominations should make every effort to nominate appointees who reflect the diversity of their constituency.

D. The University Administration will make every effort to appoint nominated members in a timely fashion. If any nominee is rejected, the University Administration will, to the extent possible, provide a written explanation to the group responsible for making the nomination and the Interim Committee Chairperson.

E. For the purposes of these Guidelines, any nominated member properly appointed by the University Administration will be referred to as a “Representative” of the group that nominated that member, i.e., Student Government Representative, Faculty Representative, or Administration Representative.

F. Membership Privileges & Responsibilities

1. Only Student Government Representatives may vote on matters before the Committee. Student Government Representatives may not send a proxy. Administration Representatives may proxy for the purposes of quorum.

2. The Committee Chairperson may request that the appointing authority remove from the Committee a non-voting member who fails to attend at least 70% of all regular meetings and that such member be replaced by a new representative from that member's nominating group.

3. All members carry the responsibility to engage in Committee business and keep informed of topics relevant to the S&A Fee. Members should make themselves available for public questioning and comment, either through the campus press or the Student Governments.

G. Committee vacancies will be filled by the original nominating group. If a vacancy is not filled within two weeks, the University President or their delegate may appoint a person nominated by the Committee Chairperson.

III. Committee Chairperson

A. At least one week prior to the last regular meeting, the Committee Chairperson will ask for nominations for Chairperson for the following year. All nominees will be given the opportunity to speak to the Committee. The nominee receiving a majority vote will become the new Committee Chairperson at the end of Spring Quarter or following the Regental approval of a final budget, whichever is later. At any Committee Member's request, the vote will be delayed for a period of one week for further deliberation. The new Committee Chairperson must be confirmed as an ASUW or GPSS committee nominee prior to the beginning of their term.

B. The Committee Chairperson must be a Student Government Representative.

C. The Committee Chairperson will preside over all Committee meetings. The Chairperson may appoint an acting Chairperson in their absence.

D. If the Committee Chairperson is either an Officer of the Graduate Professional Student Senate or a Director of the Associated Student of the University of Washington, they must appoint an acting Committee Chairperson from the other Student Government when considering funding requests from their Student Government. This clause does not apply during the Final Budget Deliberation.

E. The Committee Chairperson will keep informed of all issues related to the S&A Fee and advise the Committee on issues as they arise. The University Administration and all units will honor requests for information from the Committee Chairperson as if they originated from the Committee.

F. An election for a new Committee Chairperson may be called by three voting members of the Committee. Notice of a new election must be served to all Committee Members at least one week prior to the vote. The vote must take place at the next Regular Committee Meeting following the request for a new election.

IV. University Administration Designee

A. The University President may appoint the VP for Student Life to fulfill functions as assigned in these Guidelines and Committee Policies. The VP for Student Life need not be one of the Committee's University Administration Representatives.

B. The VP for Student Life will act as the principal intermediary between the Committee and the Board of Regents.

C. The Designee appointed should have significant experience with issues related to the S&A Fee, student activities, and the campus community.

D. The VP for Student Life will make themself available to the Committee to answer questions or respond to concerns as necessary.

V. Interim Committee

A. During the period falling outside of the Committee's Term, an Interim Committee will exist for time-sensitive issues. The Interim Committee will be comprised of the Committee Chairperson, the President of the Associated Students of the University of Washington (or designee), the President of the Graduate & Professional Student Senate (or designee), one representative from the University of Administration (who may not vote), and one Committee member who in the event that the Chairperson position becomes vacant during the Interim Committee’s term will become the Interim Chairperson for the duration of the Interim

Committee's term (who otherwise many not vote and need not be eligible to serve the following Committee's Term).

B. The Interim Committee may only hold Special Meetings called by any two members of the Interim Committee and may do so no later than the sixth week of Autumn Quarter. The Interim Committee may never meet during the Committee's Term.

C. The Interim Committee may exercise any authority, answer any question, or give any directive consistent with the Committee's authority. The Interim Committee may not make recommendations to alter the Guidelines or initiate a change in Committee Policy.

VI. Committee Staff

A. The Committee may recommend funding for the employment of Committee Staff using funds generated by the S&A Fee.

B. Each staff position must have a written job description detailing qualifications and expectations of the position.

C. The Committee Chairperson will act as a liaison between the Committee and the Committee Staff.

D. University employees filling Committee Staff positions may also work for other University entities with costs of employment shared proportionate to the hours rendered between the Committee and such other entity.

Title IV | Committee Procedure

I. Committee Meetings

A. Regular Meetings

1. The Committee Chairperson will establish a Regular Meetings schedule of the Committee at the beginning of each quarter.

2. The agenda for Regular Meetings will be distributed to Committee Members at least 24 hours prior to the meeting.

3. Any agenda including a vote to make a final recommendation must be distributed to Committee members at least 72 hours prior to the meeting.

B. Special Meetings

1. A Special Meeting can be called by three or more of the Student Government Representatives.

2. A Special Meeting can be called by the VP for Student Life or the Chair of the Committee.

3. The agenda for a Special Meeting must accompany the call for a Special Meeting and must be issued to all Committee Members at least 72 hours prior to the meeting.

C. Open Public Meetings Act Compliance

1. In addition to the notice requirements in Section 1(A)(iii) and Section 1(B)(iii), the Committee shall comply with the Open Public Meeting Act.

D. A quorum of the Committee will consist of a simple majority of voting members, with at least one representative from each Student Government, and one University Administration Representative.

1. Absent a quorum the Committee may make no final decision.

2. Absent a quorum the Committee may proceed with Unit Orientations and Budget Hearings, provided minutes are kept and the lack of quorum is clearly indicated.

E. All meetings must be open and publicly announced.

F. Minutes will be taken at all meetings and following their approval by the Committee will be published for public review.

II. Committee Training

A. All members of the Committee will be trained in the operations of the Committee, parliamentary procedure, current year allocations, current discussions relating to the S&A Fee, and other materials deemed necessary by the Committee Chairperson or the University Administration.

III. Committee Work Schedule

A. Following Committee training, the Committee will prepare the work schedule for the Term of the Committee. The work schedule will include the period during which Unit Orientations will be given, the date on which budget requests are due, the period during which Budget Hearings will be held, and the date for the Final Budget Deliberation.

B. The Committee will also approve at this time:

1. All budget request forms to be completed by units seeking funding; and

2. General criteria by which budget requests will be evaluated.

IV. Unit Orientations

A. All units seeking continued funding from the S&A Fee must provide an orientation prior to the deadline set by the Committee.

B. Units not previously supported by the S&A Fee must submit prospective unit documents prior to the deadline set by the Committee.

C. Orientations will include a review of all services provided, including those not directly funded by the S&A Fee, current status of any capital assets, and a budget breakdown from the previous year.

D. Units are requested to submit relevant information to the committee for review prior to their orientation.

E. The Committee may request, and units will provide, additional information as needed.

F. All materials related to an orientation will be published for public review.

V. Budget Requests

A. The Committee may establish through Committee Policies different funds (i.e. operating, capital, savings) supplied by the S&A Fee. Each fund may require a different budget request form providing information deemed relevant by the Committee.

B. Budget Requests must be submitted in the form designated by the Committee. Deviation from the designated form may result in the rejection of the request.

C. Once the deadline for Budget Requests has passed, all submitted requests will be distributed to Committee Members.

D. Units that fail to submit their requests by the deadline may submit late only with the permission of the Committee Chairperson upon showing of good cause.

E. Units that wish to amend their request after the deadline may do so with the permission of the Committee.

F. All budget requests will be published for public review.

VI. Budget Hearings

A. The Committee may call for any unit submitting a budget request to answer questions regarding the unit's services, including those related but not directly funded by the S&A Fee, current status of any capital assets, previous budget breakdowns, and the current budget request.

B. Should the Committee determine a single hearing is insufficient to discuss all issues presented in a unit's request additional hearings may be scheduled.

C. The Committee may not recommend any extraordinary changes without holding a hearing on the impacted unit.

D. Any Committee member may send written questions to a unit seeking funding which will be answered as fully as possible. Written questions and answers must be distributed to other Committee members.

VII. Final Budget Deliberations

A. Following the completion of all Budget Hearings and any additional meetings the Committee may require, the Committee will hold Final Budget Deliberations.

B. The Committee Chairperson should take special care to invite all units requesting funding, officials from the Student Governments, campus press, and the public at large.

C. During the Final Budget Deliberation, the Committee must approve:

1. The amount to be recommended for allocation to each unit requesting funding for the following academic year; and

2. The level of the fees to be recommended for the following academic year.

E. The Committee may also decide any additional issues as deemed appropriate.

F. During these deliberations, the Committee Chairperson will allow those in attendance to make comments on pending decisions. The Committee Chairperson is authorized to close the comment period on the particular question after everyone present has had the opportunity to speak at least once.

VIII. Chairperson's Letter

A. Following the Final Budget Deliberations the Committee Chairperson will draft a letter to the VP for Student Life detailing the decisions of the Committee and the associated rationales for each decision.

B. The Chairperson will ensure minority viewpoints expressed during the Final Budget Deliberation are included in the letter.

C. The letter will be distributed to the Committee for review and comment prior to being sent to the VP for Student Life.

IX. Administrative Review

A. Upon receipt of the Chairperson's Letter, the VP for Student Life will review the recommendations of the Committee. The VP for Student Life may review any materials provided to the Committee in its review, but should refrain from considering materials not available to the Committee.

B. If the VP for Student Life agrees with all of the Committee recommendations, the VP for Student Life will draft a letter to the Board of Regents stating that opinion. The Committee Chairperson's Letter will be attached to the letter to the Board of Regents.

C. If the VP for Student Life disagrees with any of the Committee recommendations, they will notify the Committee in writing. The Chairperson will call a Committee meeting to discuss the disagreement with the VP for Student Life. The Committee may decide to change the recommendation to conform with the concerns of the VP for Student Life. However, should the Committee reject those concerns the matter will be referred to the Dispute Resolution process.

X. Dispute Resolution

A. The following process is to be used if any issue is referred to the Dispute Resolution process through these Guidelines or Committee Policy, or if any Committee member claims that the Guidelines have not been followed, that Committee participation has been unduly curtailed, or that funds have been used inappropriately.

B. Parties involved in an issue referred to the Dispute Resolution process shall meet in good faith in an effort to achieve a decision which is best for all involved.

C. If, after engaging in a good faith effort to achieve a resolution, any of the parties involved determines that the issue cannot be resolved through further good faith discussions, the issue shall be considered a "Dispute," and within fourteen days thereafter, a Dispute Resolution Committee will be convened by the S&A Fee Committee Chairperson comprised of:

1. Three S&A Fee Committee members chosen by the S&A Fee Committee Chairperson from among the Student Government Representatives;

2. Three representatives chosen by the Board of Regents;

3. One student selected by the S&A Fee Committee who will chair the Dispute Resolution Committee and only vote in the case of a tie; and

4. Two representatives from the University Administration who will serve in an advisory capacity, and may not vote.

D. The President of the Associated Student of the University of Washington and the President of the Graduate & Professional Student Senate may attend meetings of the Dispute Resolution Committee, but may not vote.

E. The Dispute Resolution Committee will meet in good faith and settle by vote any and all Disputes.

F. All decisions of the Dispute Resolution Committee will be presented to the Board of Regents for their consideration along with appropriate materials.

G. The decision of the Board of Regents regarding the resolution of all disputes is final.

XI. Regential Approval

A. After receiving both letters, as specified in Section 9, the Board of Regents will consider the recommendations of the Committee and the VP of Student Life.

B. All recommendations emerging from the Dispute Resolution Process will be considered by the Board of Regents. The recommendations of the Committee, University Administration, and the Resolution Process will be presented by the Committee Chairperson and the University Administration Designee.

C. The Committee's recommendations and those of the University Administration shall be required before a final decision unless the Board of Regents determines such a decision is necessary to avoid defaulting on debt to be repaid by the S&A Fee or an emergency. The Board of Regents must give the Committee adequate notice in all other cases to render an opinion on any issue related to the collection or distribution of funds from the S&A Fee. (RCW 28B.15.045)

D. Members of the Board of Regents shall adhere to the principle that Committee recommendations be given priority consideration on funding items that do not fall into the categories of preexisting contractual obligations, bond covenant agreements, or stability for programs affecting students.

XII. Notification of Budget Request Determination

A. The Committee Chairperson shall provide notice to all units submitting an application for funding stating the outcome of their request following a final decision by the Board of Regents.

B. This notice must state specific amounts to be allocated, any specific instructions approved by the Regents, and any recommendations issued by the Committee.

C. Notice must be in writing, and copies must be retained by Committee Staff.

XIII. Letter to the Next Committee

A. After the Board of Regents issues its final decision regarding the Committee's recommendations, the Committee Chairperson, with advice from the Interim Committee Chairperson, if such a person exists, will draft a letter to be distributed to the next Committee's membership.

B. The letter should:

1. detail the recommendations and outcomes from the Board of Regents meeting;

2. outline discussions and thinking from the Committee's deliberative process;

3. discuss input and instructions given to units to provide evidence to the next Committee of what is reasonably expected from units receiving funding;

4. suggest topics for Committee consideration; and

5. describe the outgoing Committee's long-term planning and how this year's decisions fit into that plan.

Title V | Committee Powers & Limitations

I. Annual Reporting

A. During Committee Training the University Administration will present to the Committee a summary of projected income and costs of all funded units for the current academic year.

B. Prior to the Final Budget Deliberation, the University Administration will present to the Committee projected income from the S&A Fee at its current level and other reasonable alternatives for the next academic year.

C. During the Budget Hearings the University Administration will present a report on the current state of all debt to which S&A Fee funds are obligated.

II. Requests for Information

A. The Committee may make reasonable requests for access to any existing non-confidential information, report, legal opinion, analysis, or policy decision reasonably related to the S&A Fee. Such requests will be filled by the University Administration within three academic weeks, unless the Administration shows reasonable cause for an extension.

B. The Committee will be apprised of the cost to comply with a request for information that requires expenditure of university resources beyond those already budgeted. The Committee may allocate funds from its budget to cover such costs or choose to forgo the requested information.

III. Oversight

A. The Committee may participate in the budgetary oversight of any unit receiving funding to ensure allocations are spent in accordance with budget requests and Committee instructions.

B. The Committee may give input on the operation of any unit receiving funding at either the Unit Orientation, Budget Hearing, or Final Budget Deliberation. Units are encouraged to incorporate such input whenever possible.

C. The Committee may recommend an instruction be issued with an allocation specifying restrictions on how the funds may be spent. Such instructions may not be used by the Committee to engage in micromanaging; however, should the Committee determine a unit is consistently disregarding input, specific instructions may be recommended. All such instructions must be incorporated into the Chairperson's Letter and shall be subject to Administration Review and Regent Approval.

IV. Recommendations

A. The Committee may issue recommendations to the Board of Regents on any of the following issues:

1. Level to be assessed by the S&A Fee. Such levels must be consistent with the restrictions imposed by RCW 28B.15.041.

2. Annual allocations for the next academic year.

3. The use of SAF fund balances, collected through either operational or capital fees, for purposes within the committee's purview.

4. Alterations to allocations for the current academic year.

5. Issuing bonds to which S&A Fee funds will be obligated.

6. The creation of new specialized S&A Fees.

7. Capital expenditures and savings plans.

8. The management of the Fund Balance.

9. Revisions to related State Statutes and Committee Guidelines.

10. University investigations of units that the Committee believes have improperly spent allocated funds or disregarded Committee instructions.

B. The Committee may not issue recommendations to the Board of Regents which:

1. Reduce the annual funding allocation to the Student Governments unless ⅔ of all voting members agree.

2. Threaten to default on bonds to which S&A Fee funds are obligated.

3. Involve issues not reasonably related to the S&A Fee.

V. Mid-year Allocations

A. The Committee may recommend, with the approval of the VP for Student Life and subject to approval by the Board of Regents, changes to a unit's allocation at the unit's request. The Committee may not recommend decreasing the level of allocation.

B. The Committee may authorize, with the approval of the VP for Student Life, the spending of funds reserved in the Fund Balance for specific purposes approved during previous Committee Terms. All such previous designations must be approved by the Board of Regents.

VI. Committee Funding

A. The Committee Chairperson, with the assistance of Committee Staff, may request funds from the S&A Fee for the purposes of operating the Committee.

B. Committee Staff may spend from the Committee's allocation with the approval of the Committee Chairperson for regularly budgeted items. The Committee Chairperson will report all such authorizations to the Committee.

C. Non-budgeted items must be approved by the Committee.

Adopted July 20th, 2006 by Jonathan Evans (Chair)
Revised June 2011 by Conor McLean & Mallory Martin (Co--Chairs)
Revised May 2014 by Kiehl Sundt (Chair)
Revised May 2015 by Abe McClenny (Vice Chair)
Revised May 2016 by Mac Zellem (Chair)
Revised June 2017 by Abe McClenny (Chair)
Revised May 2020 by Jeremy Moon (Chair)
Revised May 2026 by Haley Chee (Chair)