



**Houston Community College
Student Fee Advisory Committee
Constitution**

Amended May 7th , 2020

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ARTICLE I

Name

Section 1.

This committee, by its full title, shall be known as the Student Fee Advisory Committee (SFAC) of the Houston Community College-District, Houston, Texas. This committee's abbreviated titles shall be known as (1) the Student Fee Advisory Committee- HCC-D; (2) the Student Fee Advisory Committee; (3) SFAC-BCC-D; (4) SFAC.

Section 2.

The name of this committee may be used only in conjunction with the purpose and or officially espoused by the committee.

ARTICLE II

Purpose

Section 1.

This committee will advise the governing board of Houston Community College-District and the administration on the type, amount, and expenditure of the compulsory fee which is the Student Activity Fee that is collected from semester credit hour students.

Section 2.

The Student Fee Advisory Committee oversees the conglomerate Houston Community College system student fee activity account.

Section 3.

This committee will govern the disbursement of funds for any student activity and or services, which is in accordance to the Texas Education Code Section 54.503.

Section 4.

This committee serves as the governing board for College Activity Boards of the Houston Community College-District that include Central College CAB,

Coleman College CAB, Northeast College CAB, Northwest College CAB, Southeast College CAB, and Southwest College CAB.

Article III

Authority

Section 1.

Authority to manage the Student Activity Fee is vested in the Student Fee Advisory Committee by the Houston Community College-District Board of Trustees. This authority is pursuant to the Texas State Legislature via Texas Education Code 54.5031. The committee shall obey the policies and procedures of Houston Community College-District as set forth by the Board of Trustees, as well as, all applicable laws of the State of Texas as stated in the Texas Education Code.

Section 2.

This committee is vested with all the authority needed to conduct its stated purpose. That authority includes the following:

S.S. 01 Make HCC-D policy recommendations regarding the Student Activity Fee to the administration of Houston Community College-District and/or the Board of Trustees.

S.S. 02 Manage and be responsible for its accounts.

S.S. 03 Create standing rule of governance of the committee and its members.

S.S. 04 Create a subcommittee, no later than the beginning of the fiscal year, at each College of Houston Community College-District and another at the district level which shall be referred to as the HCC (Name of the College or District) College Activity Board (CAB) and must approve the size of subcommittee, if it should vary from five members.

S.S. 05 Create a jurisdiction for each subcommittee, and vest in them the authority to receive, hear, approve, amend or deny all proposals for Student Activity Fee funding that arise from said jurisdiction.

S.S. 06 Serve as the final appeal for all actions and decisions by the subcommittees.

S.S. 07 All subcommittees will be required to produce annual report from the previous fiscal year by September 30th of the current fiscal year.

S.S. 08 Conduct any disciplinary action necessary against any committee member, subcommittee member, or the subcommittee as a whole for any violation Houston Community College policies and procedures, as well as, any violation of the Texas

Education Code. Disciplinary actions may include removal from the committee and a referral to the Dean of Students at their respective college for further disciplinary review.

S.S. 09 Increase the Student Activity Fee by a maximum of 10% in any year with the approval of the Houston Community College Board of Trustees. Any increase in excess of 10% can only be requested by the United Student Council, and must be approved by them and the Houston Community College Board of Trustees.

S.S. 10 With the approval of the Student Life Council this committee will adopt, create and/or act upon policies and procedures deemed necessary for the operation of the committee and/or subcommittees.

Section 3.

All recognized college and/or district student organizations, as well as, all college and/or district entities, shall work in conjunction with the Student Fee Advisory Committee on all issues relating to the Student Activity Fee, and shall make no statues or resolutions that are contrary to those of this committee.

Section 4.

No student, or group of students, may form any entity which; contradicts, undermines, or rivals the purpose of the Student Fee Advisory Committee.

Article IV

Committees

Section 1.

For the purpose of conducting the necessary affairs of this organization, the SFAC shall create committees as it deems necessary.

Section 2.

Of these committees, there shall be three types; standing, special, and joint. Each defined as below.

S.S. 01 A standing committee shall be a committee that will become permanent of this organization.

1. The Fund Balance Committee will be a standing committee that will assist the Student Life Coordinators with identifying acceptable use of monies in the Student Activity Fee Fund Balance Account.

S.S. 02 A special committee shall be those committees that are designed to fulfill a specific task and are dissolved by the conclusion of the specific task.

1. Examples of special committees include but are not limited to Special Funding, Facilities, or Research.

S.S. 03 A joint committee is a committee that is formed with an organization outside of SFAC.

Section 3.

The President with assistance of the SFAC shall appoint chairs for all committees except for each College Activity Board.

Section 4.

The following committees shall be the standing committees of this organization. This list may be increased or decreased by two-thirds (2/3) vote of the members present.

S.S. 01 College Activity Board (CAB)

1. Mission: The CAB is the committee which decides based on specific guidelines set forth by the SFAC what activities will be funded using the Student Activity monies distributed by the SFAC. The committee will receive proposals from interested parties and debate, discuss and vote on each proposal.
2. Each college Student Government Association along with the College President and College Student Life Coordinator are responsible for establishing each CAB.
3. Each CAB should have at least (5) members in total, (3) three who are students and (2) two who are faculty/staff. Any expansion shall have a simple student majority.
4. The college Student Government Association shall select the student members who petition to be selected. The College President or the President's designee shall select one faculty/staff member. The college Student Life Coordinator is a permanent member. If the college does not have an active Student Government Association, then the respective Student Life Coordinator will appoint student CAB members from active student organizations.
5. Each Student Government Association Treasurer is a permanent member of CAB.

6. The CAB is a subcommittee of the SFAC and is therefore under the direct supervision of the SFAC.
7. The CAB must send one representative each SFAC meeting.

Section 5.

Standing committees, special committees and the College Activity Board are authorized to meet by electronic communication media so long as all committee members may participate.

Article V

Finance

Section 1.

The Student Fee Advisory Committee of Houston Community College-District, Houston, Texas, shall have an annual account independent of both the district administration budget and of any student organizations named STS0 which houses fiscal year budget prior to allocation.

Section 2.

Any transactions made by the SFAC require the signatures of the committee Treasurer, Chair and the Vice Chancellor of Student Engagement and Success.

Article VI

Membership

Section 1.

The membership of the Student Fee Advisory Committee (SFAC) shall consist of eleven (11) members that are classified in two categories- student representatives and faculty/staff representatives.

Section 2.

The SFAC shall have six (7) student representatives- one from each college and the treasurer from the United Student Council—and five (5) faculty/staff representatives.

Section 3.

The United Student Council (USC) shall appoint all student Representatives no later than the end of September of each academic year, except for those who have a standing term.

Section 4.

Student representatives must meet the following criteria”

S.S. 01 Must be enrolled in a minimum of at least six (6) semester credit hours in both the Fall and Spring semesters and Summer optional at Houston Community College-District.

S.S. 02 Have a Grade Point Average (GPA) of 2.75 and above.

S.S. 03 Must be an active member of the college’s recognized Student Government Association (SGA) or the respective College CAB.

Section 5.

The chancellor shall appoint the faculty/staff representatives unless such task is delegated to a student services administrator by the chancellor.

Section 6.

Faculty/Staff representatives must meet the following criteria:

S.S. 01 Must be a full-time employee of Houston Community College-District.

S.S. 02 The designees appointed must hold the following positions at Houston Community College. HCC College President or President’s designee, HCC College Operations Officer, HCC Student Life Coordinator, HCC Faculty Senate President, and 1 District Staff.

S.S. 03 Must obtain permission from his/her immediate supervisor to serve.

Section 7.

Term of service for all members shall be from May 31st to May 30th.

S.S. 01 There shall be three (3) designated two-year term and three designated one-year for the student representatives.

S.S. 02 The two-year term student representative opportunities shall be rotated among the colleges.

S.S. 03 No college can have a two-year student representative opportunity consecutively.

S.S. 04 Faculty/staff representatives are limited to one-year terms unless reappointed by the Chancellor or the student services designated administrator.

Section 8.

Resignations from SFAC must be written, dated, signed and submitted to the Chairperson by the resigning members. The Chancellor and president of the United Student Council (USC) must be notified of all resignations by the SFAC chairperson.

Section 9.

If a student vacancy in an appointive position on the committee shall be filled for the unexpired portion of the term with a student from the college that has the vacancy by the Student Life Coordinator at that college. If a faculty/staff vacancy in an appointive position on the committee shall be filled for the unexpired portion of the term by an appointment by the Chancellor or his or her student services designee.

Article VII

Meetings and Quorums

Section 1.

Meetings of the Student Fee Advisory Committee will take place once a month on the first Friday of every month.

Section 2.

The Chair and the Vice Chancellor of Student Success and a majority of committee members may call special meetings of the SFAC.

Section 3.

A quorum for conducting business of any regular or special meeting shall be seven (7) committee members, with the student representatives having four (4) votes and the staff and or administrative representatives having three (3) votes.

Article VIII

Officers

Section 1.

The committee shall consist of the following elected student officers:

S.S. 01. Chair

S.S. 02. Vice-Chair

S.S. 03. Secretary

S.S. 04. Treasurer

Section 2.

Officers shall consist of 2 student members and 2 staff/administrative members. The chair or vice-chair must be a student.

Section 3.

All SFAC officers will be elected by a majority vote. The Chair must call all meetings and preside over all such meetings.

Section 4.

Should any of the committee officers fail to comply with the assigned responsibilities of their office, they will be relieved of that office.

Section 5.

The vice-chair will act as chair in the absence of the chair.

Section 6.

The Secretary must keep accurate minutes on all meetings of the Student Activity Fee Governing Board and make such minutes available to each member at subsequent meetings.

Section 7.

The Secretary must submit a list of current members and current officers, upon taking office, to the secretary of the Chancellor and Vice Chancellor of Student Success.

Section 8.

The Treasurer shall maintain financial records pertaining to the Student Activity Fee.

Article IX

Duties and Powers

Section 1.

The committee shall study the type, amount, and expenditure of all funds generated by the student fees generated from the student activity fee.

Section 2.

The SFAC shall meet with the appropriate administrators and the Board of Trustees concerning the Student Activity Fees.

Section 3.

The SFAC shall recommend, through a written report, the type, the amount and the expenditure of student activities fees to be charged on the next academic year.

Article X

Amendments

Section 1.

This constitution may be amended at a special meeting by two thirds (2/3) vote of the membership, provided that a quorum has been met and the proposed amendment has been submitted in writing to the members at least two (2) weeks prior to the meeting.

Section 2.

Once an amendment has been ratified by the committee, it shall become effective immediately, and written into the constitution within thirty (30) days.

Section 3.

The Board of Trustees and/or administration of this District, may not amend, suspend, or abolish the constitution, by-laws or any standing rules of the Student Fee Advisory Committee of Houston Community College District without providing notice in at least thirty (30) days prior to such an action along with a written explanation to each committee member except in the case of an emergency.

Article XI.

Ratification

Upon receiving a majority (2/3) vote of the Student Fee Advisory Committee of the Houston Community College District, Houston, Texas and this constitution shall become the approved superior document of this committee.