

**Fine Arts Fee Operating Paper**  
**Approved:**

**Article I: Purpose**

The following is the operating paper for the Southern Illinois University Carbondale Fine Arts Activity Fee Committee (hereinafter referred to as the Committee). The Committee is advisory to the Vice Chancellor for Student Affairs who has fiduciary responsibility for all student activity fees. The scope of responsibility of the Committee will be to disburse and monitor the portion of the Student Activity Fee dedicated to the enhancement of the visual, literary, applied and performing arts for the benefit of the students of Southern Illinois University Carbondale.

**Article II: Committee Membership**

The Committee will consist of twenty-one (21) members; seven (7) faculty and fourteen (14) students. All members will be voting members.

**A. Faculty Representation**

1. The departments of Art and Design, Speech Communication, Architecture and Interior Design, Cinema and Photography, Theater, Music, and English will each have one representative on the Committee. These departments will be referred to as fixed allocation units throughout this operating paper. Chairs/Directors of these fixed allocation units will select the faculty representatives. All appointed faculty will hold tenure or tenure-track status in their department. For the first year, one faculty member will serve for one year, one for two years, and one for three years to add some consistency to the Committee's work. Those serving the one, two, or three terms will be determined by drawing of department names.
2. Faculty representatives will serve for three academic years.

**B. Student Representation**

1. All student representatives will be selected by the Undergraduate Student Government (USG) and the Graduate and Professional Student Council (GPSC). USG will have ten (10) appointees and GPSC will have four (4) appointees. Seven student appointees must be enrolled in one of the above fine arts programs and seven will be appointed at large.
2. Academic departments represented on the Committee may nominate students to USG and GPSC. USG and GPSC may or may not appoint students nominated by the represented academic departments. If the nominated students are not appointed, USG and GPSC will provide rationale for their decision to the appropriate academic department.
3. Student representatives will be appointed and confirmed by USG and GPSC no later than the sixth week of fall semester.

4. Student representatives will serve for one academic year. USG and/or GPSC may reappoint student representatives, including the Committee Vice-Chairperson, for subsequent terms.

C. Filling Vacancies

1. When the Committee requires a replacement, the Committee Chairperson must provide a written request for a replacement representative to the appropriate constituency (USG, GPSC, or the affected academic department).
2. The student constituency or academic department should fill its vacancy within two weeks of being notified of the vacancy.
3. The Committee will not meet until a vacancy is filled or two weeks has past since the appropriate constituency has been notified by the Chairperson of the Committee that the vacancy exists.

D. Committee Chairperson and Vice Chairperson

1. During the first meeting of the fall semester, the Committee will elect a Chairperson and Vice Chairperson from among the Committee representatives.
2. The Chairperson will be one of the faculty representatives and will be elected by all members of the Committee.
3. The Vice Chairperson will be one of the student representatives and will be elected by all members of the Committee.
4. The Chairperson will schedule meetings of the Committee, set the meeting agenda, and conduct the meetings.
5. The Vice Chairperson will conduct the meetings in the absence of the Chairperson.
6. The Chairperson will request Committee appointments from USG and GPSC at the beginning of fall semester and whenever a vacancy occurs.
7. The Chairperson will submit a written report of the Committee's approved allocations to the Vice Chancellor for Student Affairs, USG, and GPSC.

E. Minutes

1. At the first meeting of fall semester, a Secretary will be elected from among the members of the Committee.
2. The Secretary will be responsible for recording the minutes of all meetings and sharing said minutes with members of the Committee for approval.
3. The Secretary will transmit a copy of approved minutes of the Committee meetings to the Vice Chancellor for Student Affairs, USG, and GPSC.

F. Meetings

1. The Committee will meet one time per month during fall and spring semesters.
2. The first meeting of the Committee will be held in September.
3. No binding Committee action will be taken before the sixth week of the fall semester or until a majority of the student appointments are filled, whichever comes first.

4. Special meetings may be called by the Committee Chairperson or Vice Chairperson. Committee members will receive at least one week's notice prior to the holding of a special meeting.
5. Whenever possible, meetings will be governed by Roberts Rules of Order.
6. Meetings must have a quorum of members present in order to transact business. A quorum will consist of eleven (11) members.
7. Members of the Committee who are unable to attend a meeting may send a proxy. Prior to the start of the meeting, the proxy must submit a letter appointing the individual as the member's proxy to the Committee Chairperson. The absent member must have signed the letter.
8. At each meeting of the Committee, each fixed allocation unit must present a report to the Committee of events held during the previous month and of events to be held during the coming month. Each fixed allocation unit must present information pertaining to the expenditure of Fine Arts Activity fee funds during the previous month during each meeting of the Committee.

**Article III: Funding Guidelines (Fixed and Variable Allocations)**

- A. To qualify for Committee funding events must:
  1. Support cultural activities in the visual, literary, applied or performing arts.
  2. Be open to all SIUC students
  3. Be advertised to the general student body.
  4. Not be used to generate academic credit hours.
  5. Not be fundraisers.
  6. Not be scholarships.
  
- B. Events funded by the Committee should generally permit free admission to SIUC students. However, the Committee may authorize charging students for large and expensive events funded by the Fine Arts Activity Fee. In such cases the amount charged to students must be significantly less than charged to the general public. Advanced approval from the Committee must be obtained before students may be charged to attend an event funded by the Fine Arts Activity Fee.
  
- C. Fixed Allocations
  1. 90% of total funds to be made available for use by the Committee will be allocated to departments designated as fixed allocation units. These units and the portion of the funds available that will be allocated to each unit are as follows:

a. School of Art and Design	14%
b. Department of Speech Communication	8.5%
c. Department of Architecture and Interior Design	11%
d. Department of Cinema and Photography	11%
e. Department of Theater	22%
f. School of Music	22%
g. Grassroots (Department of English)	11%

The total amount of funds available each year will vary depending upon the previous year's campus enrollment, interest earnings within the Undistributed Student Activity Fee account, and the rate at which payments on accounts are made by students. Therefore, the amount to be allocated to each fixed allocation unit will vary slightly from year to year. The Vice Chancellor for Student Affairs will inform the Chairperson of the Committee during the spring semester of the amount of funding expected to be available the following fiscal year. The Vice Chancellor for Student Affairs will transfer funds to the fixed allocation unit accounts only after receiving verification from the Committee Chairperson as to the amount of funding approved by the Committee for each unit. Transfers of funds will be made once during the fall semester and once during the spring semester.

2. Prior to the second meeting of the spring semester, each fixed allocation unit must submit to the Committee a budget proposal for the following academic year.
  - a. Each unit's budget must include information regarding each specific proposed program or event, including projected expenditures related to the program or event.
  - b. Fixed allocation units may not use funds received from the Committee to replace funding for existing departmental programming.
  - c. In the event that an approved program is cancelled or for some reason cannot be conducted, the impacted fixed allocation unit must submit an alternate programming plan to the Committee to receive the Committee's approval for the revised plan.
  - d. Fixed allocation units may rollover funds not expended to add to the following year's budget of that unit.
  - e. With the approval of the Committee, funds allocated to one fixed allocation unit may be transferred to another unit.
  - f. Allocated funds may be used for event advertising and promotion.
  - g. The Fine Arts Activity Fee logo must appear on all advertising and promotional materials.
  - h. The Committee reserves the right to reject a specific proposal or event budget. The Committee may reject one or more elements of a fixed allocation unit's budget proposal while still choosing to fund the remainder of the plan. A faculty member may not vote on the budget proposal presented by the fixed allocation unit he/she represents.
  - i. Programs that are denied funding by the Committee may be resubmitted to the Committee for reconsideration and possible approval and funding.
  - j. To permit adequate planning for more expansive programming, fixed allocation units may present programming proposals up to three years in advance and may request allocations for up to three years be encumbered.

#### D. Variable Allocations

1. 10% of funds to be made available for use by the Committee may be allocated for special events produced by campus units, campus organizations or SIUC students.

Such allocations will be referred to as variable allocations throughout this operating paper.

2. Fixed allocation units are not eligible for variable allocations.
3. Individuals or groups requesting a variable allocation must submit a written programming proposal that includes projected expenditures.
4. Approval of requests for variable allocations will be subject to the same approval process and proposal revision approval process as required of the fixed allocation units.
5. All allocations will be transferred to a university account assigned to the group receiving the funding. Individuals not associated with a group with an assigned university account must identify a university account into which the FAAF funds may be transferred. Only non-appropriated accounts (4 accounts) may be used.
6. Variable allocations that are not formally committed or expended by the end of the fiscal year will be returned to the Undistributed Student Activity Fee account to be held for reallocation by the Committee.

**Article IV: Final Report**

- A. At the end of each semester, each fixed allocation unit must submit a report to the Committee outlining how all funds were expended.
- B. Within one month of the conclusion of an event funded via a variable allocation, the individual or group that received the funding must submit to the Committee a report outlining how all funds were expended.
- C. By June 30 of each year, the Committee will submit a final annual report of all expenditures, including any allocations to be carried over into the next fiscal year, to the Vice Chancellor for Student Affairs, USG, and GPSC. The Vice Chairperson will be responsible for the preparation and submission of this report.

**Article V: Amendments**

- A. A 2/3 majority vote of all members of the Committee is required to amend this operating paper.
- B. Whenever the operating paper is amended, the revised paper must be submitted to the Vice Chancellor for Student Affairs, USG, and GPSC.