

### 70-13 Student Activity Fees (Portales)

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1. **Purpose.** Student activity fees support student functions related to the co-curricular and extracurricular activities and operations. These fees may also be used for the payment of a debt incurred for the construction, maintenance, repair and equipping of the student union, athletic facilities, health/wellness facilities or as otherwise approved by the Board of Regents of Eastern New Mexico University-Portales (ENMU-Portales).
2. **Policy.** This policy is intended to establish the activities/departments the Student Fees Board monies can support, those ENMU-Portales entities eligible to request money from the Student Fees Board and guidelines the Student Fees Board will use to recommend allocation. The Student Fees Board recommends to the chancellor, through the vice president for Student Affairs, on the allocation of funds to recognized campus organizations and activities.

### Procedures

3. **Definitions.**
  - A. **Fees.** Differentiated from tuition and course fees, activity fees are paid by each student to help defray costs of maintaining student-related services and activities on campus. Each student pays a fee per credit hour.
  - B. **Director of Student Fees.** The student director is appointed by the Student Body president and approved by a two-thirds (2/3) majority vote of Student Senate.
  - C. **Student Fees Board.** Board members are appointed by the director of Student Fees with the advice, support, assistance, and supervision of the Student Government Association (SGA). The purpose of this Board is to review requests for funding and to make recommendations on an allocation of a portion of the student activity fees funds. The portion of student activity fees funds set aside for this process is to be determined annually by the chancellor.
4. **Administration.** The vice president for Student Affairs shall have the responsibility of administering and enforcing these policies and procedures personally or through the advisor(s) of the SGA.
5. **Student Fees Board.** Annually, the director of Student Fees is appointed and approved by the appropriate branch(es) of Student Government. The director of Student Fees serves as an ex-officio member and chairperson of the Board, comprised of a minimum of nine (9) but not more than fifteen (15) voting members. The director of Student Fees can only vote in the event of a tie vote to break the tie. The director of Student Fees may select Board members from Student Government. Appointments to the Board are for a one (1) year term or until the Board has made a recommendation for the upcoming fiscal year, whichever is sooner. The ENMU budget analyst and advisor for SGA or the positional equivalent may serve as non-voting ex-officio members of the Board in an advisory capacity to provide account histories, financial information or information on operations of the University before or during presentations or deliberations. The director of the Student Fees Board contacts those responsible for entities eligible for funding

and provides them with instructions on how to prepare the annual application and supporting documents.

6. **Distribution of Funds Related to Student Government Initiatives.** Each year, SGA receives funding through the Student Fees Board for an operating budget to fund Student Government operations and events. The SGA also receives funding through the Student Fees Board for resources associated with the SGA legislative budget, used for Student Senate Appropriations. The SGA will have control over these budgets as outlined in the Constitution of the SGA and approved by the ENMU Board of Regents.
7. **Line Items Eligible for Consideration.** The Student Affairs Office maintains and updates the list of those entities eligible to apply for funding from the Student Fees Board. The director of Student Fees will continue to use the list unless otherwise directed by the vice president of Student Affairs.
8. **Adding Line Items.** Entities who meet the criteria noted in 70-13-1 (above) may appeal to be considered eligible for funding. The appeal consists of a letter with any supporting documents requested addressed to the director of Student Fees. If the director of Student Fees deems the appeal to have merit, the director of Student Fees will take the appeal to the vice president of Student Affairs, who will rule on the appeal.
9. **Removing Line Items.** If an entity is not funded for three (3) consecutive years, it will be removed from the list of eligible line-items. Those entities may appeal for inclusion any time after they have been removed.
10. **Final Disposition.** Once final deliberations are complete, the director of Student Fees will present the recommendations of the Board to the vice president of Student Affairs and the chancellor. The chancellor will make the final recommendation to the Board of Regents for approval and inclusion in the budget. Funds, as approved, will be available starting July 1<sup>st</sup> of each fiscal year.

Approved by the Board of Regents, January 18, 2012.

Amendments approved by the Board of Regents, April 20, 2018