1. General provisions
   a. Authority
      i. The authority of Student Fee Review Committee (SFRC) is derived from the University of Colorado Denver Institutional Student Fee Plan and University of Colorado Board of Regents Policy 12.B:2.
   b. Mission
      i. SFRC shall be responsible for making recommendations regarding the allocation of all student purpose fee dollars. This responsibility includes review of both new funding requests and current expenditures. SFRC shall ensure that all student purpose fee dollars are allocated in a manner that best serves the students of the University of Colorado Denver.
   c. Governing Documents
      i. Institutional Student Fee Plan (Fee Plan)
         1. The Fee Plan details the authority of SFRC and institutional fee processes.
      ii. Bylaws
         1. These bylaws establish the general policies of SFRC. They may be amended by a two-thirds (2/3) majority vote of SFRC.
      iii. Procedures Manual
         1. There shall be a Procedures Manual which establish the specific policies of SFRC. It may be amended by a simple majority vote of SFRC.
   d. Definitions
      i. Flex Student
         1. A flex student is any currently enrolled, fee-paying student at the University of Colorado Denver.
      ii. Management Fee Review Team (MFRT)
         1. The MFRT is defined in the Institutional Student Fee Plan.
      iii. SFRC Portfolio
         1. The SFRC Portfolio shall include historical documents related to SFRC, as defined in the Procedures Manual.
      iv. Student at large
         1. A student at large is any currently enrolled, fee-paying student at the University of Colorado Denver who is not a member of CU Denver SGA, and does not earn wages from CU Denver SGA aside from wages earned solely from his/her service on SFRC.
      v. CU Denver SGA
         1. The CU Denver SGA is defined in the University of Colorado Denver Student Government Association Constitution.
2. Membership
   a. Composition
      i. The membership of SFRC shall consist of:
         1. Chair
            a. One (1) member of CU Denver SGA
         2. Voting Members
            a. One (1) additional representative of CU Denver SGA
            b. Four (4) students at large
            c. One (1) flex student
         3. Advisor
            a. Assistant Vice Chancellor for University Life/Dean of Students or designee
         4. Advisory Members
            a. Assistant Vice Chancellor for Student Success or designee
b. Associate Vice Chancellor for Budget and Operations or designee

c. One (1) faculty representative

d. Additional advisory members at the discretion of the chair

b. Appointment

i. Qualifications

1. Initial Appointment
   a. Voting members who expect to graduate following the term of their appointment are not eligible to receive an initial appointment.

2. Interim Appointment
   a. Should a voting member leave the committee, they shall be replaced by an interim appointment. Voting members appointed by interim appointment shall serve the remainder of the initial term.

ii. Process
   1. The President of CU Denver SGA shall appoint a member of the Senate to the position of SFRC Chair within 5 days of the President coming into office. Per recommendation of the SFRC Chair, the President of CU Denver SGA shall appoint one member of the Senate to represent CU Denver SGA on SFRC. Faculty senate shall appoint the faculty representative. The SFRC Chair in conjunction with an Advisor shall conduct interviews for any other vacancies that may exist within SFRC.

c. Tenure

i. All terms of office shall begin on June 1st and end on May 31st.

ii. The SFRC Chair shall serve for a one (1) year term.

iii. The CU Denver SGA Representative shall serve for a one (1) year term.

iv. The students at large shall serve for a one (1) year term but may reapply for subsequent terms without term limits.

v. The flex member shall serve for a one (1) year term.

vi. All other advisory members serve by virtue of their offices.

d. Removal

i. Grounds for Removal
   1. Failure to perform any general or specific duties, failing to disclose a conflict of interest prior to the committee deliberating or voting on any matter related to that conflict, or engaging in action(s) unbecoming of the position.

ii. Removal Process
   1. A two-thirds (2/3) vote of SFRC is required to remove any member.

   2. Failure to attend three (3) meetings of SFRC per semester will be grounds for a vote of removal, at the following meeting of SFRC. The member facing removal must be notified at least seventy-two (72) hours prior to that meeting.

   3. Any member of SFRC may make a motion to remove any other member of SFRC. The vote must occur at least seventy-two hours (72) after the member facing removal has been notified of the charges against him/her.

3. Offices and Duties

a. Chair

i. The duties of the Chair include: preside over SFRC meetings; make all required appointments; ensure that all members are provided a complete SFRC Portfolio; vote in the event of a tie; and all other duties specified in the Procedures Manual.

b. Vice-Chair

i. The duties of the Vice-Chair, of whom shall be a student at large, include: preside over SFRC meetings in the absence of the Chair, or when the Chair has a conflict of interest; maintain the SFRC Portfolio; and all other duties specified in the Procedures Manual.
c. **Advisor**
   i. The duties of the Advisor include: provide guidance to the SFRC chair regarding institutional processes and history; work with the MFRT and SFRC Chair to establish a timeline for the submission of student purpose fee proposals to the MFRT; and all other duties specified in the Procedures Manual.

d. **Associate Vice Chancellor for Budget and Operations or designee**
   i. The duties of the Associate Vice Chancellor for Budget and Operations or designee include: ensuring that all finance related documents requested by SFRC are provided in a timely fashion; and all other duties specified in the Procedures Manual.

e. **General duties**
   i. All voting members of SFRC have certain general duties that include: attend SFRC meetings; become versed in the operation and history of the student fee funded areas within the University of Colorado Denver; utilize a viewpoint neutral process while making decisions regarding any student fee; and all other duties specified in the Procedures Manual.

4. **Rules of Order**

   a. **Quorum**
      i. The quorum for any matter pertaining to student fee recommendations, changes to governing documents, or removal procedures is two-thirds (2/3) of the voting membership. In the event that two (2) or more voting members are recused, quorum shall be two-thirds (2/3) of the voting membership and recused members shall not count towards this requirement. The quorum for all other matters is one-half (1/2) of the voting membership.

   b. **Meetings**
      i. Meetings of SFRC may be called by the Chair or the Vice-Chair. The Advisor may call a meeting of SFRC at the request of three (3) voting members for the purpose of removing a chair and/or electing a vice-chair.
      ii. All meetings shall be open to the public and must be announced publicly and actively at least seventy-two (72) hours prior to the meeting.
      iii. Detailed minutes shall be taken at every meeting.

   c. **Public Disclosure**
      i. Minutes
         1. Minutes of every SFRC meeting beginning in academic year 2012-2013 shall be made publicly available.
      ii. **SFRC Portfolio**
         1. The SFRC Portfolio shall be made publicly available.
      iii. **Conflicts of Interest**
         1. All association disclosures of current SFRC members shall be made publicly available.

   d. **Conflict of Interest**
      i. **Association Disclosure**
         1. Each member of SFRC shall disclose all associations with any student fee funded organization, office, or individual that may be perceived as potentially creating a conflict of interest.
      ii. **Recusal**
         1. Any member, including advisors, with a financial, romantic, or familial relationship with a student fee funded organization, office, or individual shall be recused from any deliberation or voting on any matter related to that organization, office, or individual. A member may and should recuse themselves if at any point they believe they might have a conflict of interest.
         2. Any recused member must leave the meeting during deliberation and voting on the matter related to the conflict of interest.
      iii. **Exemption**
1. The receipt of wages a member of SFRC earns from an organization, office, or individual solely for his/her work on SFRC shall not constitute a conflict of interest for the purposes of recusal.