

Cleveland State University



Cleveland State
University

General Fee Advisory Committee Bylaws

PREAMBLE

The General Fee Advisory Committee (GFAC) is an independent and impartial student body that distributes general fee funds. Members review budget proposals submitted by student organizations of CSU and make determinations based on requests, supporting documentation, and campus priorities.

Priority is given to programs, events, and trainings that support CSU's educational mission and enhance campus life - things like student engagement, programming, and community building. All reviews will look at the number of students benefitting from the proposal and the overall enhancement of the student experience at CSU.

COMMITTEE CHARGE

GFAC recommends how to spend student fee money to the Chief Student Affairs Officer. GFAC is stood up as a year-round organization but is busiest during budget season at the outset of each semester. GFAC is comprised of nine students who make decisions by majority vote.

GFAC, following budget review and discussion with student organizations, makes budget allocation requests to the CCE, who will work with the Vice President of Student Belonging and Success to finalize budgets for the upcoming semester. GFAC does not have the authority to make final determinations on budgets, nor adjust GFAC guidelines.

ARTICLE I: DEFINITIONS

- A. General Fee: What every CSU student pays per credit hour to support campus life.
- B. Annual Summary Report: Report due April 30 to the Center for Campus Engagement from all organizations recapping the year and the use of allocated funds.
- C. Funded Organizations: Student groups or organizations receiving funding from the General Fee. Organizations are reviewed annually for funding eligibility based on their completion of all organization requirements as outlined in the leadership agreement.
- D. Annual Funding: Funding allocated for the Fall and Spring semesters of the current academic year based on student enrollment, budget submission, and organizational needs.
- E. Temporary Funding: One-time money for special projects beyond regular budgets that require a separate budget request and presentation to the Student Government Association.

ARTICLE II: MEMBERSHIP

GFAC is composed of nine student volunteers from within the Cleveland State University student body. To be eligible to serve on GFAC, a student must maintain full time status and be in good standing with the university. Of the selected members of GFAC, the Vice President of Student Belonging and Success will designate a chairperson.

Members are selected to GFAC for one academic year and are eligible to seek a position for a second year. While serving, members are unable to be a part of any conversations of budgets in which they are active members of the organization under consideration to remove any concern of partiality.

The Center for Campus Engagement will provide a staff member to serve as an ex-officio member of GFAC to provide guidance and answer any questions of the committee; however, this member will not have voting privileges, as they are reserved for the students selected to the committee.

ARTICLE III: FUNDING PROCEDURES

A. Annual Review Process:

1. Organizations submit funding requests at the end of the Spring semester, for the next fiscal year.
2. Comprehensive budget proposals must follow the guidelines set forth in this document and must contain clear line-by-line requests with proof of costs.
3. All budgets are to be submitted utilizing the VikesConnect form.
4. Organizations not submitting a budget, failing to meet budget submission requirements, or missing the deadline will not be eligible for funding from GFAC and instead will have to make temporary budget requests through Student Government.
5. Guidelines for budget submissions and a sample budget will be provided to all Treasurers to ensure clarity and consistency in budget requests.

B. Important Considerations:

1. Funding levels are determined by enrollment and may therefore be adjusted based on enrollment changes. In the case where budget cuts are necessary due to an overallocation by GFAC, all approved budgets will be cut in a uniform way.
2. All available funds that are not allocated by GFAC due to a lack of sufficient requests, will be transferred to the SGA Excess account, which will be made available for temporary funding through a designated process.
3. Annual funding does not automatically renew; all organizations are required to submit a new budget proposal for each fiscal year to be considered for funding.
4. Failure to provide the required annual report for the current year will result in a lack of review of the following year's budget proposal.
5. Allocated funds that are not spent during the fiscal year are swept into the SGA Excess account.

ARTICLE IV: FUNDING GUIDELINES

GFAC reviews funding requests based on roster size, compliance with university policies, campus visibility, alignment with the organization's mission, anticipated campus impact, event/program reach, and the quality of supporting documentation. Proposals must adhere to GFAC budgetary guidelines.

Requests missing the deadline will not be considered; incomplete proposals or those lacking sufficient documentation may be denied. CSU-recognized organizations with unique operational needs may be allocated budgets exceeding those of traditional student organizations, as determined in coordination with CSU administration.

ARTICLE V: DOCUMENTATION

Any applicable price quotes for purchases for events, meetings, games, or club functioning must be submitted with the proposal in the form of:

- Screenshots: online purchases (take a screenshot of the final “cart” including total).
- Pictures: in-store purchases (take a picture of an item next to its assigned price in the store).
- All budgets must be itemized, but detailed documentation is only required for items above \$50, while items under \$50 only require a general cost estimate.
 - Receipts are required for all purchased items.
 - Space reservation confirmations for events, club meetings, etc. for off campus events.
 - Travel calculations must be submitted in miles:
 - MILEAGE: Google Maps: <https://maps.google.com/> Make sure to include the round-trip total miles.
- All vendor, performer, guest speaker, and catering requests must be submitted with:
 - Price quotes in the form of an email from the person you wish to book or an invoice quote.

ARTICLE VI: ALLOCATION PROCESS

- The organization's approved budget will be uploaded to the documents section of VikesConnect within a week after allocations.
- All the items approved will be highlighted in green.
- If a line item was not approved, it will be highlighted in **red** with the reasoning documented next to that line.
- If a line price was adjusted, it will be highlighted yellow with the new amount listed. The reasoning for the adjustment will also be documented next to that line item.
- To purchase items:
 - Ask your Campus Engagement Advisor to purchase the items. Requests should be made in a timely manner.
 - If a CE Advisor is not available, **personal funds may be used only as a last resort**. Save all receipts and submit for a reimbursement to take place. You must

include a bank statement showing the charge with your name on it. These may take several weeks to process.

- Reimbursements generally will not be provided.

ARTICLE VII: MEETINGS

A. Regular Meetings: GFAC will convene at least once during the first two weeks of each semester to review budget proposals. Additional meetings will be scheduled as necessary to process all budget requests in a timely manner.

B. Transparency: Budgets with clearly marked determinations for each budget item will be returned to the submitting organization with the approved budget total. This budget will also be uploaded into the organizations VikesConnect for future reference as purchases are made throughout the semester. All budget requests and approvals will be maintained in alignment with the CSU Record Management and Retention Policy.