

The Ohio State University  
COUNCIL ON STUDENT AFFAIRS  
OPERATING PROCEDURES

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## **Article I Purpose of the Council on Student Affairs**

The purpose of the Council on Student Affairs is outlined in Faculty Rule 3335-5-48.4. As a Standing Committee of University Senate, the Council serves as the principal link between students, the student governments, the faculty, and administration. The Council has the legislative authority and responsibility to make regulations pursuant to Rules of the University Faculty, the bylaws, and the statutes insofar as they pertain to students.

The Council is also an advisory body to the Senior Vice President for Student Life. In this capacity, the Council makes recommendations to the Senior Vice President regarding the operations of the Office of Student Life.

Through the legislative and advisory roles of the Council, students, faculty, and staff deliberate and make decisions that influence the quality of student life on campus. The Council is also a forum that encourages a sense of community among students, faculty, and staff.

## **Article II Duties and Responsibilities**

The Council shall:

- a. Initiate recommendations and review proposals with regard to policies that may affect the quality of student life.
- b. Make regulations pursuant to the Rules of the University Faculty, the bylaws, and the statutes, insofar as they pertain to the quality of student life.
- c. Advise the Senior Vice President for Student Life regarding the programs, services, and activities of the division.
- d. Advise other university departments and administrative units regarding proposed changes within those departments and units that may affect student rights and responsibilities.
- e. Approve policies that govern the registration, rights, privileges, and obligations of student organizations, including but not limited to fraternities and sororities, student publications, and student government.
- f. Conduct periodic reviews of the application of the Code of Student Conduct and recommend to the University Senate any proposed changes to the Code of Student Conduct.
- g. Serve as the sole administrative body for any student activity fees.
- h. Establish task forces, committees, and other mechanisms as needed
- i. Serve as a channel of communication for the work of all committees, permanent and ad hoc, that address issues within the domain of the Council and establish mechanisms by which such committees report regularly to the Council and through it to the University Senate.
- j. Review annual budget report of all SAF beneficiaries and provide feedback if necessary.

## **Article III Membership**

### **Section A. Membership**

The membership of the Council is outlined in Faculty Rule 3335-5-48.4. The membership of the Council is composed of 18 voting members and 6 non-voting members. The voting members shall be:

- a. Six (6) regular faculty members, at least two of whom are members of the Senate, selected by the Faculty Council. The term is three years which begins in Summer Semester.
- b. Ten (10) students whose term of service begins in Summer Semester.
  - i. Three (3) graduate students selected by the Council of Graduate Students. The term of service is one year.
    - i. One (1) of these students shall have a term of service of two years
  - ii. Two (2) professional students selected by the Inter-Professional Council. The term of service is one year.
    - i. One (1) of these students shall have a term of service of two years
  - iii. Four (4) undergraduate students selected by the Undergraduate Student Government. Two (2) of these students shall have a term of service of one year. Two (2) of these students shall have a term of service of two years and the terms are staggered so that one member retires each year.
  - iv. One (1) undergraduate student selected by the Undergraduate Student Government who is currently a student on a regional campus or has spent a minimum of one full academic year on a regional campus. The term of service is one year.
- c. Two (2) staff members appointed by the Senior Vice President for Student Life or designee whose term of service begins in Summer Semester. These appointees shall have a term of service of three years and the terms are staggered so that the two appointees never retire in the same year.
  - i. One (1) Student Life staff member from a regional campus. The term of service is three years.
  - ii. One (1) college-level, student support staff member. The term of service is three years.

Non-voting members shall be:

- a. The Senior Vice President for Student Life, or designee.
- b. An Associate Vice President appointed by the Senior Vice President for Student Life.
- c. The Council Administrator, as appointed by the Senior Vice President for Student Life. This person should be a full-time staff member within the Office of Student Life.
- d. The Council Secretary. This person should be a full-time staff member or Graduate Administrative Associate in the Office of Student Life. The term of service is one year.
- e. The Director of Student Activities, or designee.
- f. The CSA Fiscal Coordinator, or designee.
- g. The Allocations Chair, if not already a member of the Council.
- h. The Chair of the University Recreational Sports Committee.
- i. The Chair of the Ohio Union Council.

## **Section B. Alternates**

Members of CSA may have one alternate, who must be identified to the Council Chair and Secretary by the first missed meeting of the semester during which the delegate will serve. If the alternate can no longer serve, any member of that representative's constituency may serve in their place. The alternate shall be selected in the same manner as the original appointment. The Chair has responsibility for recording correct voting status. The alternate may vote in the event of a voting member's absence.

- a. It must be recorded, who the alternate is voting on behalf of and if the alternate is a non-voting member of CSA.

## **Section C. Absences**

Non-attendance to Full Council or committee meetings shall be counted as an absence. A member may be removed after a specified number of absences per Article III, Section E. Absences from Full Council or committee meetings may be excused for the following reasons:

- a. Having an alternate in attendance in accordance with Article III, Section B
- b. Sending notes on assigned funding requests to the Allocations Chair prior to the meeting
- c. Other reasons as deemed appropriate by the Council Chair

## **Section D. New Appointments**

New appointments to the Council should be made between the last scheduled meeting of the Spring Semester and the first scheduled meeting of the Fall Semester. New appointments will take office when appointed.

## **Section E. Removal of Members**

A member will be removed upon their third non-excused absence from regularly scheduled Full Council and committee meetings in a given semester. Member will be replaced per Article III, Section F.

## **Section F. Replacement of Members**

The appropriate organization or individual shall appoint a replacement to the Council for any member unable to complete a regular term of service or removed for cause. It shall be the responsibility of the Council Administrator to ensure the request for such a replacement representative is initiated in accordance with Article III, Section A. Representatives appointed through the replacement process shall have a term of service equal to the remainder of the original member's term.

## **Section G. Elections**

Elections shall take place at the last regularly scheduled meeting of the Spring Semester. For purposes of this election, all voting members shall vote.

- a. The Council Chair shall be elected to a one-year term, commencing in the following Fall, with a transitional period over the summer. The Chair must be a student member of the Council.
- b. The Council Vice Chair shall be elected to a one-year term. The Vice Chair must be a faculty or staff member of the Council.

## **Article IV Responsibilities of Council Members**

### **Section A. Council Chair**

The Council Chair shall:

- a. Preside over the meetings of the Council.
- b. Provide agendas and any necessary associated materials for each Council meeting.
- c. Communicate actions of the Council to appropriate individuals and/or agencies of the University.
- d. Provide an orientation for all members to the Council.
- e. Maintain voting privileges given their appointment as a student representative.
- f. Meet with the Senior Vice President for Student Life and Council Administrator on a regular basis to discuss issues concerning the Council.
- g. Appoint members of the CSA Issues and Allocations committees.
- h. Determine, in consultation with the Council and the Senior Vice President for Student Life, the priorities of the Council for the year.
- i. Work with the Issues Chair and Council Administrator to determine a schedule for group presentations to the Council by the second full council meeting.
- j. Maintain speaking privileges at all Council task force and committee meetings
- k. Attend Executive Committee meetings of Faculty Cabinet.
- l. Complete an annual report briefly summarizing the activities of Council during the academic year to be presented to University Senate during Spring Semester.

### **Section B. Council Vice Chair**

The Council Vice Chair shall:

- a. Serve as Chair of Full Council meetings in the absence of the Council Chair as needed.
- b. Assist and advise the Council Chair as necessary.
- c. Attend Executive Committee meetings of Faculty Cabinet, in the absence of the Council Chair.

## **Section C. Secretary**

The Secretary shall:

- a. Take minutes at the meeting.
- b. Distribute the minutes from the previous meeting at least three days prior to the next regularly scheduled meeting
- c. Post to the Council website the agenda, minutes, and associated materials from each meeting
  - i. The minutes from each meeting must be approved by the Council before they can be posted.
- d. Make nameplates for each member and distribute them before each meeting.
- e. Check the meeting room for appropriate set up.

## **Section D. Council Administrator**

The Council Administrator shall:

- a. Coordinate and manage the Council membership list.
- b. Maintain a membership roster.
- c. Coordinate the appointment process for the Council and its committees, including solicitation of names of the organizations' representatives from USG, CGS, IPC, Office of Student Life, and University Senate, sending appointment letters, and requesting reports from the committee chairs.
- d. Determine a meeting schedule, reserve meeting rooms, and notify members of the schedule and locations in consultation with the Council Chair.
- e. Participate and serve as advisor in the affairs of the Council.

## **Section E. Full Council Members**

Full Council members shall:

- a. Attend regular and special meetings of the Council, and the assigned committee meetings upon receipt of proper notice.
- b. Retain full powers of speech and debate.
- c. Make motions and vote, if in attendance at Council meetings.
- d. Notify the Council Chair of all absences to Full Council meetings and send an alternate in their place

## **Article V Meetings**

### **Section A. Schedule of Regular Meetings**

The Council will convene at 3:30 PM every other Monday during the academic year according to the schedule established by the Council Chair and Council Administrator prior to the first meeting of the academic year. Council committees will meet on the alternate Mondays when the



Full Council is not in session. Meetings will not be held during University holidays and official closures.

### **Section B. Agenda**

The Council Chair is responsible for setting an agenda for all Council meetings and having it sent out to members by the Friday before. Any requests for agenda items shall be presented to the Council Chair by the Wednesday prior to the meeting to ensure timely compilation of an agenda.

### **Section C. Special Meetings**

Both the Senior Vice President for Student Life and Council Chair may call special meetings of the Full Council, as necessary. At least three days' notice shall be provided for such special meetings. The announcement of a special meeting shall include the agenda for that meeting; no other items may be acted on at that meeting.

### **Section D. Parliamentary Authority**

Robert's Rules of Order (Newly Revised Edition) governs the proceedings of the Council except where conflicting with the Rules of the University Faculty or with these Operating Procedures.

### **Section E. Quorum**

A simple majority of voting members or their alternates is necessary to decide issues before the Council. A member or their alternate must be in attendance in order to vote. Proxy does not exist for the business of the Council. The Council may discuss issues for the purpose of advising the Senior Vice President for Student Life and hear reports with any number of members present.

### **Section F. Access to Non-Members**

Council meetings are open to the public; non-member participation during meetings shall not interfere with the business of the Council, and non-members may be included in discussions at the discretion of the Council Chair. Non-members may not vote in any matters of the Council unless they are alternating for a voting member.

## **Article VI Issues Committee**

### **Section A. Membership**

Membership of the Issues Committee shall reflect as equal a division as possible of faculty, staff, and students of the Council. The Issues Chair, in consultation with the Council Administrator

and Council Chair, may request additional committee members from Student Governments, Faculty, and Staff cohorts or appoint committee members outside of the Council to ensure broad representation and necessary expertise. Such members shall serve until the end of the academic year or until a recommendation on the defined issue has been made to the Council, depending on the circumstances of the appointment. All committee members, no matter the method of appointment, shall have voting power on the Issues Committee.

## **Section B. Duties and Responsibilities**

The committee shall take up issues as decided by the members of the committee with preference given to issues defined as priorities by the Issues Chair, Council Chair, and Full Council. The committee shall be responsible for fully researching the issues taken up and providing regular updates to the Council.

## **Section C. Elections**

Elections shall take place at the first committee meeting of the academic year. For purposes of this election, all members of the Issues Committee in attendance shall vote.

- a. The Issues Chair shall be elected to a one-year term. The Chair must be a student member of the Council.
- b. The Issues Vice Chair shall be elected to a one-year term. The Vice Chair must be a faculty, staff, or student member of the Council.

## **Section D. Responsibilities of the Issues Chair**

The Issues Chair shall:

- a. Preside over meetings of the committee.
- b. Establish agendas and maintain all records of meetings.
- c. Invite appropriate authorities to meetings to address topics under consideration.
- d. Maintain voting privileges given their appointment as a student representative.
- e. Communicate the views of the committee to the Council.
- f. Complete written reports and recommendations to the Council, as necessary.
- g. Call special meetings of the committee as necessary, giving at least 3 days' notice. The announcement of a special meeting shall include the agenda for that meeting; no other items may be acted on at that meeting.
- h. Serve as Chair of Full Council meetings in the absence of the Council Chair as needed.
- i. Work with the Council Chair, and Council Administrator to survey CSA for group presentations.

## **Section E. Responsibilities of the Issues Vice Chair**

The Issues Vice Chair shall:

- a. Serve as chair in the absence of the Issues Chair.
- b. Assist and advise the Issues Chair.
- c. Ensure minutes are taken.

## **Article VII Allocations Committee**

### **Section A. Purpose**

The Allocations committee shall be responsible for overseeing the use of the student activity fee. This includes allocating funding for student organizations while maintaining “viewpoint neutrality” as defined in *University of Wisconsin v. Southworth* (529 U.S. 217). Groups are not awarded or denied funds because of the views they espouse.

### **Section B. Membership**

The Allocations committee shall be composed of up to thirteen (13) voting members and one (1) non-voting members. Members shall be:

- a. Two (2) student representatives from the Undergraduate Student Government, at least one of whom is from the Council.
- b. Two (2) students from the Council appointed by the Council of Graduate Students.
- c. One (1) student from the Council appointed by the Inter-Professional Council.
- d. One (1) student appointed by Ohio Union Activities Board.
- e. One (1) Student Life student employee involved in Student Activities
- f. Up to Two (2) student representatives from student organizations that are not already represented on the committee (i.e. student governments, OUAB) designated by the Allocations Chair in consultation with the Chair and Council Administrator.
- g. Two (2) Council faculty members appointed by the Chair of the Council.
- h. Two (2) Student Life staff members designated by the Council Administrator in consultation with the Chair of the Council. At least one person should work closely with student organizations and student programming.
- i. CSA Fiscal Coordinator (non-voting)

### **Section C. Quorum**

A quorum is defined as three (3) voting members of the Committee.

### **Section D. Voting**

All committee members must successfully complete the required training before becoming eligible to vote. The Allocations Chair may require members to complete ongoing training materials as deemed necessary.

## **Section E. Elections**

Elections shall take place at the first committee meeting of the academic year. For purposes of this election, all members of the Allocations Committee in attendance shall vote.

- a. The Allocations Chair shall be elected to a one-year term. The Chair must be a student member of the Allocations Committee.
- b. The Allocations Vice Chair shall be elected to a one-year term. The Vice Chair must be a faculty, staff, or student member of the Allocations Committee.

## **Section F. Responsibilities of the Allocations Chair**

The Allocations Chair shall:

- a. Lead the meetings of the committee
- b. Establish an agenda for each meeting
- c. Set additional meeting times as appropriate to review funding requests in a timely manner
- d. Maintain voting privileges given their appointment as a student representative.
- e. Report on activities to the Council and to the Senior Vice President for Student Life.
- f. Train and complete orientation for all committee members in consultation with the CSA Fiscal Coordinator
- g. Assign programming fund requests to committee members for review
- h. Appoint additional specific assignments to members of the Committee as needed.
- i. Review SAF beneficiary budgets and report out any findings to the Council and provide constructive feedback to the beneficiaries. This should be done in collaboration with the CSA Business Manager and must be in Spring Semester. Template is to be set by the Allocations Chair.

Serve as Chair of Full Council meetings in the absence of the Council Chair as needed.

## **Section G. Responsibilities of the Allocations Vice Chair**

The Vice Chair shall:

- a. Serve as chair in the absence of the Allocations Chair.
- b. Assist and advise the Allocations Chair.

## **Section H. Responsibilities of the CSA Fiscal Coordinator**

The CSA Fiscal Coordinator shall audit and disburse the student activity fee funds to student organizations. In coordination with the staff support, the fiscal coordinator shall

- a. Take minutes for the committee
- b. Handle Committee correspondence.
- c. Coordinate the efforts of the Office of Student Activities taken on behalf of the Committee.

## **Section I. Responsibilities of the Committee Members**

Committee members are:

- a. Expected to attend and be prepared for all meetings
- b. Expected to notify the Allocations Chair of all absences and send in applicable notes before the missed meeting
- c. Expected to complete tasks as assigned by the Allocations Chair in a timely manner
- d. Expected to attend ad hoc meetings that may be held remotely or in person
- e. Expected to be familiar with the Student Organization Registration and Funding Guidelines and complete an orientation/training session

## **Section J. Oversight of Activity Fee.**

The Allocations Committee may request and review semesterly or annual budget reports from each beneficiary receiving Activity Fee monies via the Allocations Chair and Council Chair.

## **Section K. Student Organization Registration and Funding Guidelines Review**

The Allocations Committee shall review the Student Organization Registration and Funding Guidelines every year and submit recommendations to CSA. These recommendations may be made by a majority vote of the committee. Changes should be finalized before the end of the academic year, so that the updated guidelines can be communicated to student organization leaders prior to the start of the fall registration window. Any mid-academic year changes deemed necessary by CSA must be considered and finalized prior to the start of the spring registration window.

## **Article VIII Presentations and Reports**

The Council or its appropriate committee shall regularly hear presentations and reports from University offices, committees, and individuals based on the interests of the Council and the need for input on various policies. By the end of the second meeting, the CSA Chair and Issues Chair will survey CSA members to understand which groups the Council would like to meet with. This survey includes all areas of Student Life and allows members to request meetings with groups outside of Student Life. The Council Chair and Issues Chair shall coordinate and plan these groups' presentations to the Council, balancing requested groups with groups the Council has not met with in recent years. After initial meetings the Council Chair and Issues chair will keep in contact with offices, committees, and individuals who present to the Council to foster collaboration and follow-up after presentations and reports. The Council or its appropriate committee must hear reports from the following departments, committees, or individuals each academic year:

- a. Ohio Union Council
- b. Ohio Union Activities Board
- c. University Recreational Sports
- d. One department each in the following areas of Student Life:

- a. Academic Partnership & Career Success
- b. Administrative Excellence
- c. Residential Experience
- d. Student Engagement and Support
- e. Health and Well-being
- e. One non Student Life group

## **Article IX Student Activity Fee**

### **Section A. Purpose and Use of the Student Activity Fee**

The Student Activity Fee was established in 2003. The implementation of the Fee was supported by the three student governments with oversight of the Fee delegated to the Council on Student Affairs. The purpose of the Fee is to improve the student experience at Ohio State University. This is done by supporting students through targeted funding and by funding various beneficiaries that support the student experience at Ohio State University.

The Council on Student Affairs is concerned with empowering beneficiaries to improve the student experience at Ohio State University and entrusts those beneficiaries to do so in the manner they determine appropriate. No Student Activity Fee funds may be used for revenue creation, items prohibited by state law and university policy, or non Coca-Cola beverages (non-competing beverages can be purchased). Outside of this, beneficiaries are able to utilize allocated funds as they see fit to reach their organization's goals and missions. This includes but is not limited to: running events, programming, products such as discounted tickets or those used as takeaways, equipment, supplies, services such as transportation or service trips and opportunities, salaries for individuals, direct payments to organizations, speaker fees associated with an event, professional development, grants or awards (excluding scholarships), operating expenses, etc.

The Council on Student Affairs can make targeted organization distributions that are contingent on an organization utilizing the funding for an agreed-upon use. One beneficiary of the Student Activity Fee, the Student Organizations line, which houses student organization programming and operating funds, has additional restrictions listed in the Student Organization Registration and Funding Guidelines document. Another beneficiary, the Signature Funding line, which distributes funds for signature events and operations, has additional restrictions listed in the Signature Funding memorandum of understanding, which is maintained and updated by CSA regularly.

### **Section B. Fee Allocation Review**

The Council shall allocate the Activity Fee in the best interest of all students at The Ohio State University. A comprehensive review of the Fee's allocation will occur every three years and can include a recommendation for continuance of the Fee, potential increase or decrease of the Fee and other recommendations deemed relevant by the Council (specifically with the 2021-2022 year and continuing in 2024-2025, 2027-2028, etc. academic years).

### **Section C. Student Activity Fee Review Committee**

In years where the Council is to review the Student Activity Fee, a review committee is to be convened by the Council Chair. The below committee structure or similar is recommended, the committee will be chaired by one of its student members:

- a. Three (3) undergraduate students appointed by the Undergraduate Student Government, at least one of whom is from the Council
- b. One (1) graduate student appointed by the Council of Graduate Students
- c. One (1) professional student appointed by the Inter-Professional Council
- d. One (1) Student Life staff member designated by the Council Administrator in consultation with the Council Chair
- e. Two (2) Student Activities staff members designated by the Council Administrator in consultation with the Council Chair
  - a. One of these shall be the SAF Business Manager (non-voting)
- f. Two (2) general student body members designated by the Council Chair and Council Administrator
- g. Two (2) faculty members designated by the Council Chair and Council Administrator

### **Section D. Distribution Guidelines**

The Council shall determine the distribution of the Fee into broad funding categories, in accordance with the following stipulations:

- a. The student governments shall receive a minimum of 8.25% of the Fee. This minimum amount is not subject to reduction regardless of the amount of the Fee.
- b. The Allocations Committee shall be responsible for allocation of funding to student organizations.
- c. The majority of the funds available for variable beneficiaries, at least 50%, shall be allocated to the Ohio Union Activities Board line subject to compliance with OUAB funding requirements established by the Council.
- d. At most 11 staffing positions may be funded through the Staffing line using Student Activity Fee funds
- e. A minimum of 50% of the entire fee must be allocated to the following beneficiaries that directly support student organization programming: Ohio Union Activities Board, Student Organizations, and Signature Funding.
- f. Funds allocated to the Council from Student Life (not including funds for the Fee) shall provide the necessary staffing for successful implementation of the Fee and other Student Life projects as recommended by the Council.

### **Section E. SAF Fiscal Responsibility**

- a. All SAF beneficiaries may be required to submit a completed annual budget report to the Council Chair and Allocations Chair at the end of the fiscal year. This report should allow beneficiaries to specify how much Carry Forward they are requesting to keep in the

following year. The report should also allow beneficiaries to specify growth opportunities and needs that are possible to address with additional funding in the following year.

- b. The Council Chair, in consultation with the Council Administrator, Vice Chair, and Allocations Chair, reserves the right to audit the budgets of the SAF beneficiaries within said fiscal year.

## **Section F. Distribution of Student Activity Fee and Carry Forward Procedure**

The Student Activity Fee is primarily distributed through recommendations made by the Student Activity Fee Review Committee approved by the Full Council. Outside of this, funds are typically distributed in two ways. The first being the Carry Forward redistribution that occurs during the first few weeks of the academic year if Carry Forward is present. The second being specific funding opportunities that can occur at any time.

Available SAF funds, including the reserve fund, may be distributed for specific funding opportunities based on a majority of the Full Council voting in the affirmative for the distribution. This includes but is not limited to: Big 10 Championship tickets and transportation for students, gaps in CSA's SAF distribution, gaps in the Student Organization Line, equipment purchases, one-time fundings, additional funding for student organizations, departments, SAF beneficiaries, or non-SAF beneficiaries, other needs the Council determines, etc.

In the event that a sizeable cash balance of Student Activity Fee dollars exists due to Carry Forward, a formal reallocation process shall be established by CSA. The goal of this reallocation is to fund student programs across campus that align with the spirit of the Fee. The intent of this is to either strengthen current SAF beneficiaries, especially those with budget flexibility to increase spending, or to assist other programs with a one-year funding opportunity.

Definitions:

- a. **Reconciliation** is defined as Student Activity Fee dollars that are added to SAF cash balance from the university based on misestimation of enrollment or other causes.
- b. **Carry Forward** is defined as any SAF dollars that go unused or uncommitted by SAF beneficiaries in previous years. Should greater than 10% of SAF dollars allocated to any beneficiary go unused or uncommitted in a fiscal year, those dollars will be returned to CSA. Eligible Beneficiaries may request to keep Carry Forward funds in their annual budget report to the CSA Chair and Allocations Chair. All Carry Forward for the following beneficiaries, except for committed funds, will be fully reclaimed for redistribution: Staffing, Resource Room, Graphics/Video, and Signature Events. All other beneficiaries are able to request to keep up to 10% of their Carry Forward except for Student Governments who are able to request to keep up to 25% of their Carry Forward.

In any academic year in which the SAF funds are available, whether through Reconciliation or Carry Forward, the Council on Student Affairs shall have the option to distribute those funds as follows: (Note: we acknowledge that the ASI does not take Summer enrollment figures into account).



- a. The amount of Carry Forward is to be estimated from the annual budget reports submitted to the CSA Chair and Allocations Chair.
- b. The Primary Distribution Method shall be as follows:  
Once the estimated amount of Carry Forward is known a plan to redistribute it shall be made by the CSA Chair, Allocations Chair, and CSA Business Manager. This plan will be presented to Full Council by the 2<sup>nd</sup> Full Council meeting of the year. This plan will follow the below guidelines.
  - i. Carry Forward funds should first be used to ensure the yearly funding amounts of the most recent Student Activity Fee Review are met
  - ii. Carry Forward funds should then be used to ensure the reserve fund is filled to at least \$75,000
  - iii. Carry Forward funds will then be used to ensure the Student Organization line has appropriate funding based on usage in the previous year and expected usage in the coming year
  - iv. Carry Forward funds will then be used to meet as many beneficiary requests for funds to address growth, opportunities, and needs per their annual budget reports
  - v. Finally, Carry Forward funds will be used to increase the budgets of beneficiaries that can more easily flex their spending up (OUAB, D-Tix, Buck-I-Serv, etc.).
- c. CSA full council can exercise the option not to apply the above Carry Forward distribution procedure. This shall require a majority of the full Council voting in the affirmative. If a majority vote is not reached, then those excess funds will be distributed as above. If a majority vote is reached then the following Alternative Distribution Plan will occur:
  - i. An Alternative Distribution Plan determined by the Full Council of CSA will be implemented. Such a plan must comply with all Ohio State University purchasing policies and be approved by a 2/3 majority of the council's voting members.
- d. If by the 3<sup>rd</sup> Council meeting following notification of the availability of funds in excess of the ASI no Alternative Distribution Plan has been adopted, such funds shall be distributed in accordance Primary Distribution Method. This shall not include any established CSA reserve funds.
- e. If by the 5<sup>th</sup> Council meeting following notification of the availability of funds such funds shall be distributed to variable beneficiaries in accordance with the previous Student Activity Fee Review's distribution formula.
- f. A pre-established reserve fund set at no less than \$75,000 shall be maintained year-to-year. Dollars funding this should come only from Carry Forward dollars.
  - i. The reserve fund should never be depleted through CSA SAF funding decisions, and a minimum of \$30,000 shall be retained for emergencies (beneficiary deficits, etc.)

## **Article X Code of Student Conduct Review and Revision Procedures**

### **Section A. Code Revision Procedures**

The council shall review the Code of Student Conduct every five years (specifically the 2022-2023, 2027-2028, and 2032-2033, etc. academic years). The following steps shall be taken by the Council to approve Code revisions:

- a. The Code of Student Conduct Review Committee shall create and approve an initial draft of changes.
- b. The Council shall approve the draft.
- c. The draft shall be sent to the President's and Provost's offices and to the Steering Committee of the Senate.
- d. The Steering Committee may desire to share the changes with other Senate committees where appropriate (based on the content of the changes).
- e. If after review by the President, Provost, and Steering Committee there is a disagreement on the changes, the Council Chair shall convene a conference committee to adjudicate the differences.
- f. Once all changes have been submitted the draft shall be returned to the Council for its final approval.
- g. The Council shall vote and recommend the changes to the University Senate.

## **Section B. Code of Student Conduct Review Committee**

In years where the Council is to review the Code of Student Conduct, a review committee is to be convened by the Council Chair. The below committee structure or similar is recommended, the committee will be chaired by one of its student members:

- a. Three (3) undergraduate students appointed by the Undergraduate Student Government, at least one of whom is from the Council
- b. One (1) graduate student appointed by the Council of Graduate Students
- c. One (1) professional student appointed by the Inter-Professional Council
- d. One (1) faculty member designated by the Council Administrator in consultation with the Council Chair
- e. One (1) Student Life staff member designated by the Council Administrator in consultation with the Council Chair
- f. One (1) Civil Rights Compliance Office staff member designated by the Council Administrator in consultation with the Council Chair
- g. Two (2) Legal Affairs staff members designated by the Council Administrator in consultation with the Council Chair. (non-voting)
- h. One (1) Student Activities staff member designated by the Council Administrator in consultation with the Council Chair. (non-voting)
- i. One (1) Student Advocacy Center staff member designated by the Council Administrator in consultation with the Council Chair. (non-voting)
- j. One (1) Housing and Residence Education staff member designated by the Council Administrator in consultation with the Council Chair. (non-voting)
- k. Director of Student Conduct, or designee (non-voting)
- l. Committee on Academic Misconduct Coordinator, or designee (non-voting)

## **Article XI Amendments to Operating Procedures**

### **Section A. Amendment Procedure**

The Operating Procedures may be amended at any time. Amendments to these Operating Procedures shall be introduced in writing at a regular meeting of the Council. It may not be voted during the meeting in which it is first introduced. The exact text of the proposed amendment must be included with the agenda of the meeting at which it is to be voted on.

### **Section B. Operating Procedures Review**

The Council shall review these Operating Procedures every other year (specifically the 2022-2023, 2024-2025, and 2026-2027, etc. academic years) or as necessary. This may be assigned to a committee or ad-hoc committee. Established: 5/87

Amended: 1/87, 9/86, 11/95, 6/96, 1/98, 5/99, 1/00, 7/01, 6/02, 6/03, 6/04, 10/04, 5/10, 5/11, 5/12, 2/16, 4/16, 12/17, 3/22, 4/23, 5/25