

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 3335-5-484. As a Subcommittee 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 Vice President for Student Life. In this capacity, the Council makes recommendations to the 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 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. Recommend to the Senate any proposed changes to the Code of Student Conduct.
- G. Serve as the sole administrative body for any student activity fees.
- H. Establish study groups, committees, and other mechanisms as needed to address issues
- 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 CSA and establish mechanisms by which such committees report regularly to the CSA and through it to the University Senate.

Article III Membership

Section A. Membership

The membership of the CSA is outlined in Faculty Rule 3335-5-484. 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 term.
- b. Ten (10) students whose term of service begins in summer term.
 - i. Three (3) graduate students selected by the Council of Graduate Students. The term of service is one year.

- ii. Two (2) professional students selected by the Inter-Professional Council. The term of service is one year.
- 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) student from a regional campus selected by the Undergraduate Student Government. The term of service is one year.
- c. Two (2) staff members appointed by the Vice President for Student Life or designee whose term of service begins in summer term.
 - i. One (1) Student Life staff member from a regional campus. The term of service is one year.
 - ii. One (1) college office Student Life member. The term of service is one year.
- d. Alternates: Members of CSA may have one alternate, who must be identified to the Chair and Secretary of the Council by the first meeting of the term during which the delegate will serve. If the alternate can no longer serve s/he must be replaced by the first meeting of any subsequent term. 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.

Non-voting members shall be:

- e. The Vice President for Student Life, or designee.
- f. The Administrator for CSA, as appointed by the Vice President for Student Life. This person should be a full-time staff member within the Office of Student Life.
- g. The Secretary for the Council. 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.
- h. The Director of The Ohio Union and Student Activities, or designee.
- i. The CSA Fiscal Coordinator, or designee.
- j. The Allocations subcommittee chair, if not already a member of the Council.
- k. The Chair of the University Recreational Sports Committee
- l. The Chair of the Ohio Union Council

Section B. New Appointments

New appointments to CSA should be made by the last regularly scheduled meeting of the Spring Term preceding the term of those new members. New appointments will take office at the last regularly scheduled meeting of the term.

Section C. Removal of Members

A member will be removed upon his/her or his/her alternate's third absence from regularly scheduled Council and subcommittee meetings in a given term. Member will be replaced per Section III.D.

Section D. Replacement of Members

The appropriate student organization, or in the case of a faculty member, the Steering Committee of the University Senate, shall appoint a replacement to CSA for any person 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 3, Section A.

Section E. Elections

Elections shall take place at the last regularly scheduled meeting of the term.

Section F. Chair

The Council chair shall be elected to a one-year term. For purposes of this election, all incoming and continuing members shall vote; outgoing members may vote as alternates if appointed to do so by an incoming or continuing member.

Section G. Vice-Chair

The vice chair shall be elected to a one-year term from among, and must be a faculty or staff member of the Council. For purposes of this election, all incoming and continuing members shall vote; outgoing members may vote as alternates if necessary.

Article IV Responsibilities of Council Members

Section A. Chair

The Chair shall:

- a. Preside over the meetings of the Council.
- b. Communicate actions of the Council to appropriate individuals and/or agencies of the University.
- c. Provide an orientation for all members to the Council.
- d. Establish regular meeting dates, times, and locations for Council and Subcommittee meetings.
- e. Cast a tie-breaking vote on any issues brought to a vote of the Council.
- f. Meet with the Vice President for Student Life and the CSA Administrator on a regular basis to discuss issues concerning the Council.
- g. Appoint members of the CSA Issues and Allocations subcommittees.
- h. Determine, in consultation with the Council and the Vice President for Student Life, the priorities of the Council for the year.
- i. Work with the Administrator to determine a schedule for office or committee presentations to the Council by the second week of the term.
- j. Issue charges to the subcommittees.
- k. Maintain speaking privileges at all subcommittee meetings
- l. Attend Executive Committee meetings of Faculty Cabinet.

Section B. Vice Chair

The Vice Chair shall:

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

Section C. Secretary

The Secretary shall:

- a. Take minutes at the meeting.
- b. Compile the agenda and associated materials, in consultation with the Chair.
- c. Distribute, one week prior to the meeting, agenda, previous meeting minutes, and associated materials.
- d. Post to the Council website, the previous meeting minutes once approved by the Council.
- e. Make nameplates for each member and place on the conference table before each meeting.
- f. 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. Contact offices that are responsible for appointments and complete a membership roster at the beginning of the school year.

- c. Coordinate the appointment process for Council committees, including solicitation of names of the organizations' representatives from USG, CGS, IPC, Student Life, and Senate, sending appointment letters, and requesting reports from the committee chairs.
- d. Determine a meeting schedule, reserve a meeting room, and notify members of the schedule and location.
- e. Complete an annual report briefly summarizing the activities of Council during the academic year to be presented to University Senate during Spring Term.
- f. 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 subcommittee 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.

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 Chair prior to the first meeting of the year. Subcommittees will meet on the alternate Mondays when the full committee is not in session.

Section B. Agenda

The Chair is responsible for setting an agenda for all Council meetings. Any requests for agenda items shall be presented three days prior to ensure timely compilation of an agenda.

Section C. Special Meetings

The Vice President for Student Life may call special meetings as necessary, as may the Chair of the Council. 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 is necessary to decide issues before the Council. A member or his/her 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 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 Chair. Non-members may not vote in any matters of the Council.

Article VI Issues Committees (A and B)

Section A. Membership

Membership of the issues subcommittees shall reflect as equal a division as possible of faculty, staff, and students of the Council. The Chair, in consultation with the Council Administrator may request additional subcommittee members from Student Governments, Faculty, and Staff cohorts to ensure broad representation and necessary expertise. Such members will serve a term length that ends when a recommendation on the defined issue has been made to the Council. All subcommittee members, including appointed committee members as defined above, shall have voting power on the issues subcommittees. The chair of the issues committee shall be voted on by the members of the committee at the first meeting of the academic year, and must be a member of the Council.

Section B. Duties and Responsibilities

Committees will take up issues as assigned by the Chair. As a committee dispenses with a charge, that committee will be assigned the next issue on the Council's agenda. When the Council assigns an issue to a committee, the committee must meet in a timely manner to address it. Committees shall be responsible for fully researching and discussing those issues assigned to them by the full Council, which may involve including other appropriate personnel.

Section C. Responsibilities of the Chairs of the Committees

The committee chairs shall:

- a. Call and lead all meetings of the committee and assign additional specific assignments to members of the committee as needed.
- b. Establish agendas and maintain all records of meetings.
- c. Invite appropriate authorities to meetings to address topics under consideration
- d. Vote to break ties
- e. Ensure minutes are taken
- f. Communicate the views of the committee to the Chair and Council.
- g. Complete written reports and recommendations to the Council as necessary

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. Southward* (529 U.S. 217). Groups are not awarded or denied funds because of views they espouse. The chair shall be elected at the first meeting of the academic year from the voting student members of the committee.

Section B. Membership

The Allocations committee shall be composed of eleven (11) voting members and one (1) non-voting member.

Members shall be:

- a. Two (2) student representatives from the Undergraduate Student Government, at least one of whom is from the Council.
- b. One (1) student 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 representative from a non-selective membership student organization that is not already represented on the committee (i.e. student governments, OUAB) designated by the

Council Administrator in consultation with the Chair of the Council. The new appointment should not be a member of a similar organization whose member served on Allocations within the past three years.

- f. One (1) student representative from a selective membership student organization that is not already represented on the committee (i.e. student governments, OUAB) designated by the Council Administrator in consultation with the Chair of the Council. The new appointment should not be a member of a similar organization whose member served on Allocations within the past three years.
- 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 a simple majority of the voting members of the Committee.

Section D. Responsibilities of the Chair

The chair shall

- a. Lead the meetings of the committee, which typically occur every other week rotating with full Council meetings
- b. Establish an agenda for each meeting
- c. Set additional meeting times as appropriate to review funding requests in a timely manner
- d. Vote to break ties
- e. Ensure that minutes are taken
- f. Report on activities to the Council and to the Vice-President of Student Life.
- g. Call all meetings of the Committee and appoint additional specific assignments to members of the Committee as needed.

Section E. 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 F. Responsibilities of the Committee Members

Committee members are:

- a. Expected to attend and be prepared for all meetings
- b. Expected to complete tasks as assigned by the chair in a timely manner.
- c. Be familiar with the Student Organization Guidelines and Programming Funds guidelines and attend an orientation meeting.

Section G. Oversight of Activity Fee.

The Allocations Committee shall request and review termly budget reports from each program receiving Activity Fee monies.

Section H. Student Organization Guidelines Review

The committee shall review the Student Organization and Programming Funds Guidelines every year and submit recommendations to CSA. These recommendations may be made by a majority vote of the Allocations committee. Changes will take affect the next fiscal year.

Article VIII Reports

The Council or its appropriate subcommittee shall hear reports regularly from Student Life offices and committees based on the interests of the Council and the need for input on various Student Life policies. The Council or its appropriate subcommittee shall also hear reports from the following committees:

- a. Student Life Multicultural Center
- b. Ohio Union Council
- c. Ohio Union Activities Board
- d. University Recreational Sports Committee
- e. Student Health Insurance Committee
- f. University Residential and Dining Services
- g. Off-Campus and Commuter Student Services

Article IX Student Activity Fee

Section A. 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 the 2017-18, 2020-21, 2023-24, 2026-27, etc. academic years).

Section B. 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 CSA Allocations subcommittee shall be responsible for allocation of funding to student organizations.
- c. The majority of the campus-wide programming dollars shall be allocated to the Ohio Union Activities Board subject to compliance with OUAB funding requirements established by the Council.
- d. The Discount Ticket Program (D-Tix) shall be operated by Student Activities and reviewed annually by the Council.
- e. 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.
- f. The reallocation committee shall be chaired by a student, and made up of the following members:
 - i. Three USG representatives
 - ii. One CGS representative
 - iii. One IPC representative
 - iv. One Student Life representative
 - v. Two Student Activities representatives, including the SAF Business Manager (non-voting)
 - vi. Two general student body members

Section C. Redistribution of Student Activity Reconciliation and Carry Forward Dollars

In the event that a sizeable cash balance of Student Activity Fee dollars exists, 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 to either strengthen current SAF beneficiaries, or to assist other programs with a one-time 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. Beneficiaries may appeal to CSA by the third full council meeting of the autumn semester to regain any amount of those carry forward dollars.
- c. For the purposes of this section “**Anticipated SAF Income**” (ASI) shall be understood to be the amount equal to the current annualized Student Activity Fee for the Columbus campus multiplied by the average Fall student enrollment for the Columbus campus (as published by the office of Institutional Research and Planning) for the prior 3 academic years. It shall be the duty of the CSA Business Manager to report the ASI to full council at the first meeting of the academic year.

EXAMPLE: 2014-15 Academic year

SAF=\$75

Enrollment:

2013-14=57,466

2012-13=56,387

2011-12=56,867

Average enrollment=56,907

2014-15 Anticipated SAF Income= \$4,268,025

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

- a. It shall be the responsibility of the CSA Business Manager to notify the Council that SAF funds in excess of the ASI are available.
- b. At the CSA meeting immediately following notification that such funds are available, exercising the option not to apply the published SAF distribution formula shall require a majority of the full Council voting in the affirmative. If a majority vote is not reached, then those excess funds shall go through the published SAF distribution formula.
- c. If the option is exercised, then at the next full council meeting, the Council shall decide by a majority vote whether to follow one of two plans for distributing the excess funds:
 - i. Notify all current SAF beneficiaries and the Columbus campus community of the possibility for additional allocations, along with an application submission deadline of not less than 1 month beyond date of notification.
 - CSA full council shall create the application and have the power to make any edits to the application requirements and guidelines prior to the release of it.
 - The CSA Allocations Committee shall review the applications and make recommendations to the full CSA not later than one month following the submission deadline.
 - Distributions will be subject to final approval of CSA full council.
 - Fundable expenses must comply with all Ohio State University purchasing policies.
 - ii. An alternative distribution plan determined by the CSA. 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 3rd Council meeting following notification of the availability of funds in excess of the ASI, no plan for distribution has been adopted, such funds shall be distributed in accordance with the published SAF distribution formula then in effect. This shall not include any established CSA emergency funds.
- e. If by the 5th month following notification of the availability of funds in excess of the ASI, Council has not approved a distribution plan, such

funds shall be distributed in accordance with the published SAF distribution formula then in effect.

- f. A pre-established emergency fund set at no less than \$50,000 shall be maintained year-to-year. Dollars funding this shall come only from Carry Forward dollars.

Article X Code of Student Conduct Review and Revision Procedures

The council shall review the Code of Student Conduct every five years (specifically the 2016-17, 2021-22, and 2026-27, etc. academic years). This may be assigned to a subcommittee or ad-hoc committee. The following steps shall be taken by the Council to approve Code revisions:

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

Article XI Amendments to Operating Procedures

These operating procedures shall be reviewed at the end of every year, but must be done every other year. An amendment to these operating procedures may be introduced in writing at a regular meeting of the Council. It may not be voted on at this meeting. The exact text of the proposed amendment must be included with the agenda of the meeting at which it is to be voted on.