

## 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.

Non-voting members shall be:

- a. The Vice President for Student Life, or designee.
  - b. 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.
  - c. 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.
  - d. The Director of ~~The Ohio Union~~ and Student Activities, or designee.
  - e. The CSA Fiscal Coordinator, or designee.
  - f. The Allocations subcommittee chair, if not already a member of the Council.
  - g. The Chair of the University Recreational Sports Committee
  - h. The Chair of the Ohio Union Council
  - i. **The SAF Business Manager**
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## 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 ~~five~~ **three** years ~~culminating and can include~~ **in** 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:

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

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 3<sup>rd</sup> 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 5<sup>th</sup> month following the notification of the availability of funds in excess of the ASI, and Council~~ **CSA** has not approved a distribution plan **by the end of the Autumn semester**, 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.
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## **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:

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

These operating procedures shall may be reviewed at the end of every other 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.