

FIRST-YEAR STUDENT ADVISORY COUNCIL

UNIVERSITY OF WASHINGTON

Operations & Procedures

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MISSION STATEMENT

The First-Year Experience (FYE) Student Advisory Council (SAC) provides input and feedback regarding transitional and academic support programs for first-year students (freshman, transfer, international). The council will discuss programs provided to first-year students that are supported by the New Student Enrollment & Orientation Fee (NSEOF) and decide if the proposed rate increases are justified. These programs include but are not limited to Advising & Orientation, Dawg Daze, First-year Interest Groups, Commuter & Transfer Commons, Academic Support Programs (CLUE/Tutor-Mentor Program), and Peer Advising through UAA/OMA&D Advising.

ARTICLE I DUTIES OF THE CHAIR

Section 1: Chair Duties

The Chair shall:

- I. Serve as the chair of the Council by delivering the following:
 - A. Conduct all meetings;
 - B. Establish the time and place for regular meetings;
 - C. Prepare agendas in advance of each meeting;
 - D. Provide community and support to council members; and
 - E. Follow up with council members with meeting debriefs and highlights.
- II. Serve as liaison to all the on-campus organizations, partners and entities by delivering the following:
 - A. Coordinate meetings and ensure proper communication between the Council and third parties;
 - B. Facilitate collaboration, representation, and communication through building rapport with other organizations, partners, and entities;
 - C. Establish and maintain sustainable and effective partnerships;
 - D. Serve as the official spokesperson of the FYE Student Advisory Council in campus, community, and inter-school relationships; and,
 - E. Present to and lobby the Board of Regents on the proposed Annual New Student Enrollment and Orientation Fee (NSEOF) at their June Meeting.
- III. Serve as the Chief Financial Officer of the Council by delivering the following:
 - A. Design, implement, and maintain the NSEOF funding process; and
 - B. Record, track, and report on funded organizations, partners, and entities.
- IV. Participate and/or take leadership in University committees as needed; and

- V. Fulfill all other tasks necessary to rendering of the above duties.

Section 2: Chair Election

- I. Any individual who desires to be elected as the Council Chair and meets the minimum eligibility requirements must file their intention to be a candidate with the Council Advisor.
- II. The minimum eligibility requirements are as follows:
 - A. Be an undergraduate University of Washington student during the council year in which they would serve;
 - B. Maintain a 2.45 cumulative GPA or above through the entirety of the Council session in which they serve;
 - C. Have attended at least half of the Council meetings in the previous session.
- III. The nomination and intent form shall be publicly issued two weeks prior to the election date, and
- IV. The Chair of the Council is elected by the current Council members by a two-thirds vote, only counting the yes' over the no's, not abstentions.

Section 3: Compensation

- I. The chair shall be compensated at the minimum wage rate for the UW.
- II. Any change in compensation shall enter into effect the following academic quarter.

ARTICLE II RULES OF THE GENERAL MEETINGS

Section 1: Conduct of Meetings

- I. First-Year Experience Student Advisory Council Meetings are open to the following:
 - A. FYE Student Advisory Council Chair;
 - B. FYE Student Advisory Council Advisor;
 - C. FYE Student Advisory Council Members; and
 - D. Invited guests or others by special appointment.
- II. All meetings of the Council shall be conducted according to the guidelines and provisions outlined in the *Standard Code of Parliamentary Procedure*;

- III. Regular meetings of the Council's time and location shall be determined by the Chair by the last day of instruction of autumn quarter each calendar year;
- IV. All meetings shall be documented;
- V. Documentation and records of the meeting shall be made available via a publicly available drive maintained by the Council;
- VI. Mistakes in posting if not corrected within one week of initial posting, must be documented by the Council Chair and the Council Advisor, to accommodate the correction; and
- VII. In the event that any meeting of the Council is interrupted by an individual, group, or group of persons so as to render the orderly conduct of the meeting unfeasible and order cannot be restored, the Chair may order the meeting room cleared and continue in session. Under these conditions, final disposition may be taken only on matters appearing on the agenda. The Chair may establish a procedure for readmitting a person or group not responsible for disturbing the orderly conduct of the meeting. If the clearing of the meeting room is unfeasible, the chair may recess the meeting and reconvene at another location selected by the chair and the advisor.

Section 2: Council Membership

- I. The Council is delegated the powers necessary from the Chair to carry out its duties and goals.
- II. Members of the Council shall deliver the following:
 - A. Attend regular council meetings;
 - B. Report relevant and assigned information from their constituency as requested;
 - C. Vote as requested;
 - D. And perform all other duties as requested by the Chair.
- III. Members of the Council are as follows:
 - A. The Council Chair;
 - B. The council Advisor;
 - C. A representative from the ASUW Board of Directors;
 - D. A representative from the ASUW Senate;
 - E. A representative from the Interfraternity Council;
 - F. A representative from the Panhellenic Association;
 - G. A representative from the Residential Community Student Association;
 - H. A representative from the Office of Minority Affairs;

- I. A representative from the First Year Program;
- J. A representative from UAA Advising;
- K. A representative of Academic Support Programs; and
- L. Any other representation from relevant entities, organizations, or parties appointed by the Chair.

ARTICLE III VOTING PROCEDURE

Section 1: General Policy

- I. The Council may consider and approve resolutions of which, once approved by the Council and the Chair, shall stand as the official opinion of the FYE Student Advisory Council;
- II. Only official members of FYESAC may vote and must submit their UW NetID for verification wherever indicated;
- III. Voting is limited to the members present at the meeting;
- IV. The Advisor of the Council shall not vote.
- V. In the event of a *tie vote*, the Chair shall cast a tie-breaking vote.
- VI. The Chair of the Council shall act as the supervisor and facilitator of the voting process.

Section 2: Procedures

- I. The *Standard Code of Parliamentary Procedure* may be enforced during discussion and proceedings of the funding proposal process.
- II. All voting action shall be subject to the following guidelines:
 - A. All voting actions shall be documented in both meeting agendas and minutes,
 - B. Council members shall be notified two days prior to when voting action is scheduled to occur,
 - 1. The Chair or Advisor can alter this timeline as needed and communicate any change of the timeline to the Council immediately.
 - C. The Council may approve or deny an action or request by a two-thirds vote, only counting the yes' over the no's, not abstentions;

- D. Votes may only be reconsidered once, at which time the reconsidered vote shall be considered final and may not be reconsidered once again.
 - 1. Any Council members can request to reconsider the vote.

ARTICLE IV

NEW STUDENT ENROLLMENT FEE FUNDING PROPOSAL

The NSEOF is a mandatory, one-time fee, that all entering undergraduate students at the University of Washington Seattle campus pay to confirm enrollment. The NSEOF supports many academic and transition programs designed specifically to set students up for success. These programs include Advising & Orientation (A&O), Dawg Daze Welcome Week, Center for Learning and Undergraduate Enrichment (ASP/CLUE), Commuter & Transfer Commons, First-year Interest Groups (FIGs), and UAA Advising.

Section 1: General Policy

- I. Any on-campus organization, entity, and/or party that benefits and supports first-year and transfer students at the University of Washington may submit a funding proposal;
- II. Funds shall not be granted to any party that attempts to circumvent the rules of the FYE Student Advisory Council's Operations & Procedures.

Section 2: Procedures

- I. The *Standard Code of Parliamentary Procedure* may be enforced during the discussion and proceedings of the funding proposal process;
- II. All funding proposals must be submitted to the Chair on proposer request forms as provided;
- III. All funding proposals must be endorsed by the Chair or the Advisor before proceeding;
- IV. All requests shall be subject to the following guidelines:
 - A. Any funded programs, capital improvements, personnel, or other expenditure provided by NSEOF funds must be open and/or accessible to all first-year and transfer students:
 - 1. Any funded programs, capital improvements, personnel or other expenditure if applicable must effectively market and communicate the programs, capital improvements, personnel or other expenditure to the first year and transfer student group.
 - 2. Any request for the NSEOF funds in which the programs, capital improvements, personnel or other expenditure is open and/or to all student

body, meaning any non-first year student, must justify the intention in the funding proposal.

- B. All request that is endorsed by the chair and the advisor must be present the proposal to the Council;
- C. All requests must include the following information within its presentation and/or request form:
 - 1. Presenter's name and organization, entity or party affiliation;
 - 2. The program, capital improvements, personnel or other expenditure general information;
 - 3. Cost breakdown and total request for the NSEOF fund;
 - 4. Relevance and/or impact on first year and/or transfer students;
 - 5. Measurement and impact of the past NSEOF funding history if applicable;
 - 6. Marketing/publicity methods(s) and/or example(s) if applicable; and
 - 7. Additional items which the Chair and/or the advisor requests in advance of the presentation.
- D. Follow up:
 - 1. The sponsor must submit the proper follow up forms to the Chair no later than a year after the funding is initially dispersed.
 - 2. This form must include at least the following:
 - a) Total amount spent;
 - b) Total amount spent using NESOF funds;
 - c) Usage or attendance data if applicable; and
 - d) Relevance and/or impact on first year and transfer students
 - 3. If the requested documents are not submitted in a timely manner, future funding may be withheld until those requested documents have been submitted.
 - 4. Funded organizations that deviate from their original, approved proposal for funding shall:
 - a) Notify the Council Chair via email (fyesac@uw.edu) and Advisor with a provided a rationale in a timely manner;
 - b) Proposal alternatives or potential solutions such as:
 - (1) Transfer funds to other organizations, entities, or parties that are able to carry out the original, approved proposal; or
 - (2) Return funds back to the NSEOF fund balance.
 - 5. Unallocated funds must be returned to the NSEOF fund balance with respect to the proportion of the Council funds to other funds.

