

# Western Oregon University Incidental Fee Committee Bylaws

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# Article I

## I. Incidental Fees

1. Authority and Responsibility
  1. By state law (Oregon Revised Statute 352.105) the Western Oregon University Board of Trustees is empowered to collect incidental fees for the university upon the request of the Associated Students of Western Oregon University (ASWOU). The mandatory incidental fee, use of the fee, or decision to modify an existing fee may be refused by the Board or the President of the university under the Board's control if the Board or the President determine that:
    1. The assessed or allocated mandatory fee is in violation of applicable local, state or federal law.
    2. The allocation conflicts with a pre-existing contractual financial commitment.
    3. The total mandatory incidental fees budget is an increase of more than five percent over the level of the previous year.
    4. The fee request is not advantageous to the cultural or physical development of students.
  2. The mandatory incidental fee, use of the fee, or decision to modify an existing fee may not be refused by the Board or President based on considerations about point of view that the funding seeks to advance. If there is disagreement between ASWOU and the Board on mandatory incidental fees, mediation may be used prior to a decision by the Board. If an agreement is not reached, the decision of the Board may be appealed to the Higher Education Coordinating Commission by ASWOU within seven days of the Board's decision. The Board shall submit its response within seven days of the appeal. The Commission shall render its decision within seven days of its receipt of the Board's response.
  3. Student participation in the allocation of incidental fees is required by Oregon law through the student government. As Western Oregon University, the student government recognizes the Incidental Fee Committee (IFC). To the IFC is delegated the authority and responsibility to recommend to the ASWOU Senate the amounts for the incidental fee each year. Section 4.w outlines the process once the Incidental Fee Committee has made a final budget recommendation to the ASWOU Senate. IFC is also charged with the responsibility to make allocations from the contingency fund, which includes over-realized incidental fee income and to determine optional fees as necessary and appropriate.

IFC is also delegated the authority and responsibility to define a “fee paying student”.

4. In the process of determining the level of the incidental fee, the IFC is delegated the responsibility to analyze and appraise budget requests, conduct budget reviews, and make final fee recommendations to the ASWOU Senate. The IFC is required to obtain as broad a base of student participation in this process as possible to ensure holistic oversight in budgeting decisions.

## 2. Purpose

1. Incidental fees are used only to fund programs under the control and supervision of the Western Oregon University Board of Trustees and must be advantageous to the cultural or physical development of students as outlined in ORS 352.105. These fees are assessed quarterly to each student and are paid directly as part of the registration process. The incidental fee is used to fund three aggregated funding categories:
  1. Student Union Activities.
  2. Educational, Cultural, and Student Government Activities.
  3. Athletic Activities

# Article II

## I. Incidental Fee Committee (IFC) Membership

1. The IFC shall be made up of the following voting members:
  1. Three (3) students elected at-large in a general election from among WOU fee-paying students.
  2. Three (3) students appointed by the ASWOU President and confirmed by the ASWOU Senate.
  3. Three (3) students appointed by the University President after consultation with IFC’s non-voting members and confirmed by the ASWOU Senate.
  4. It is expected the University President and the ASWOU President shall consult with one another prior to making their appointments. In addition, it is expected that each president seriously considers their appointments based on the diversity of the campus.
  5. No more than 2 (two) IFC members with the same conflict of interest, as defined in Article 7 Section 1 and 2, shall serve in the same academic year.
  6. In the event that three (3) students with the same conflict of interest are elected by the student body in the ASWOU election then an exception will

be made and the three (3) students with the same conflict of interest will be permitted to serve.

- 6 The IFC shall include the following non-voting members who shall serve as advisors:
  1. The Vice President for Finance and Administration or designee
  2. A representative of the University President to be appointed by the University President.
  3. A university vice president appointed by the University President.
- 7 Other individuals who are not members, but attend IFC meetings for observation and information purposes only include:
  - 1 Two (2) members of the ASWOU Senate
  - 2 Budget administrators from the funded areas
  - 3 ASWOU President
  - 4 The university's vice president and general counsel, if not serving as a non-voting member of the committee
- 8 All members, whether appointed or elected, voting or non-voting, have the same privileges and rights of any member to be heard, and to participate fully in IFC meetings, with the exception of those non-voting members, who shall refrain from making and seconding motions and voting.
- 9 All voting members of IFC must be enrolled in six credit hours or more each term they serve as IFC members and be in good judicial and academic standing at Western Oregon University.
- 10 No voting IFC members shall hold a position responsible for submitting a budget for IFC funds on behalf of any IFC funded organization.

## **Article III**

### **I. Replacement, Removal, and Recall Procedures for Voting Members**

1. Replacement of IFC members who resign or become ineligible shall be by appointment of the University President for those members appointed by the University President and by appointment of the ASWOU President for those members appointed by the ASWOU President. For elected members, interested students shall provide an IFC application to the ASWOU Senate President for appointment in which a candidate must be confirmed by the ASWOU Senate by simple majority. These appointments or elections shall be done with all deliberate speed.
2. Removal Procedures for IFC members will consist of the following:

1. The chair of IFC shall remove any IFC member who has accumulated more than one unexcused absence during the academic year from IFC meetings or hearings. At the chair's discretion, the student may be considered for reinstatement if appropriate reasons for unexcused absences are presented.
2. The WOU president may remove any of their appointed members for failure to perform the specified duties of an IFC member or failure to act in the best interests of WOU students. It is expected that the president will consult widely with appropriate individuals on campus before removing any IFC member. Such consultation may include, but will not be limited to, consultation with the ASWOU President, the non-voting members of IFC, the funded areas of IFC, the ASWOU Senate and Judicial Board, individuals affected by IFC funding decisions, the IFC Chair and any ASWOU members.
3. The ASWOU President may remove their appointees for failure to perform the specified duties of an IFC member or failure to act in the best interests of WOU students. It is expected that the ASWOU President will consult widely with appropriate individuals on campus before removing any IFC member. Such consultation may include, but will not be limited to, consultation with the WOU president, the non-voting members of IFC, the funded areas of IFC, the ASWOU Senate and Judicial Board, individuals affected by IFC funding decisions, and any ASWOU members.
4. Any fee-paying WOU student may file a formal written request for the removal of any IFC member to the ASWOU Senate. Such request must state the name of the IFC member to be removed and the reason for the removal. For appointed members, the ASWOU Senate will consult with appointing authority and may then vote by two-thirds to decide to remove the IFC member. For elected members, the ASWOU Senate may vote by two-thirds to decide to remove the IFC member.

## **Article IV**

### **I. Operating Procedures**

1. The IFC is a recognized committee of ASWOU. The committee shall establish procedures and a calendar for budget development by the various area heads, review all budgets and fee requests from the funded areas, and conduct open hearings and collect public comment on budgets and fee recommendations within the process stated in this document.

2. The rules of procedure contained in the most recent edition of Robert's Rules of Order shall govern the Incidental Fee Committee and all of its committees in all cases in which they are applicable and are consistent with the law, ASWOU Governing Documents, and these Bylaws. The Senate President or their representative shall be the parliamentarian in all meetings of which they are a part.
  1. The parliamentarian serves in an advisory capacity to the IFC regarding Robert's Rules of Order. The IFC has final authority regarding operating procedures within its meetings.
3. The IFC shall elect its own chair from within its voting membership, at the first IFC meeting. All Efforts will be made to elect an IFC Chair by the second IFC meeting.
4. Every effort will be made by the ASWOU President and University President to appoint IFC members prior to the second week of fall term.
5. The ASWOU President and University President shall submit letters of recommendation to the ASWOU Senate for consideration of their IFC appointees prior to their confirmation.
  1. All conflicts of interest must be declared in the letters of recommendation in order for a student to be confirmed by the ASWOU Senate.
  2. The ASWOU President shall report the conflict of interest of the elected IFC members to the ASWOU Senate prior to confirmation of the ASWOU President's and University President's appointments.
6. All students who inquire about holding an IFC position must be reported to the ASWOU Senate as interested students when the recommendations of appointees are being considered for approval.
7. The first meeting of the year shall be called by the ASWOU President who shall chair the IFC until a chair is elected.
8. The elected chair of IFC shall appoint a vice chair from the IFC voting membership and may appoint additional officers as they deem necessary.
9. IFC meetings, including sub-committee meetings, shall not act without quorum present.
10. Minimum seated membership shall be six.
11. The IFC shall develop its own internal processes in accordance with the IFC Process Checklist (See Section 12) and the ASWOU Senate Process Checklist. It is not necessary for the Incidental Fee Steering Committee to review these processes unless the chair of IFC requests a review. These internal processes shall remain in effect until the currently sitting IFC changes them.
12. The IFC may establish and update Budget Notes and the IFC Handbook. While not binding, the IFC should follow Budget Notes and the IFC Handbook as consistently as possible.

13. While not subject to the Oregon Public Meetings Law at ORS Chapter 192, all meetings of IFC and its sub-committees shall be open to the public.
14. All meetings of IFC and its sub-committees shall be scheduled at least twenty-four (24) hours in advance, except in case of emergency as deemed by the chair. IFC will attempt to set meetings at least one week ahead of time. Notice shall be posted with ASWOU, in the online student engagement platform, and whenever possible also submitted to The Western Howl for publication.
15. There shall be an IFC training annually, as early as possible. All IFC members are required to attend and will receive orientation and training on their IFC responsibilities. The training shall be organized by the ASWOU President, the IFC Advisors, and the IFC Chair (if selected). The training shall include, but is not limited to the following:
  1. To provide IFC members information and documentation about their responsibilities.
  2. To review and discuss the IFC Bylaws, IFC Handbook and Budget Notes.
  3. To explain financial terminology and projections.
  4. To train on procedural rules for the conduct of meetings.
16. The IFC calendar and procedures for budget hearings shall be developed and communicated to the funded areas before the end of fall term by the IFC.
17. The IFC may request any and all pertinent information deemed necessary to aid in their decision making process and shall be provided by the IFC Area Heads prior to the first preliminary decision meeting.
  1. If an area fails to provide this information to the IFC, the presented cut to that area will automatically be 20% of their requested budget. This will serve as the preliminary decision for that area, it will be presented to the student body for feedback and may be changed if the information is provided.
  2. If an area fails to provide the requested information to the IFC prior to the final decision meeting, the 20% cut will automatically hold and serve as the minimum budget cut for that area. The IFC may increase this cut, however, the minimum shall remain at 20%.
18. The WOU Budget Office shall create and maintain standardized budget worksheets. These budget worksheets shall be distributed to areas as early as possible in fall term. In addition to the standardized format, budget worksheets will include all sources of funding (i.e. Foundation, Lottery, fundraising, special projects, sales, etc.).
  1. The Vice President for Finance & Administration, or their designee, shall be the one to determine Current Service Level (CSL) for all IFC funded areas.

19. Budget worksheets will be pre-populated with three years of history, number of salaried positions, and mandatory increases expected including (but not limited to) increases in salary, other payroll expenses, and utilities.
20. Any remaining balances an area may have, shall be pooled together and used to reduce the overall fee. Approved expenses in progress (accrued) at year end shall be allowed to continue until paid and will adjust rollover.
21. An IFC funded area which overspends its budget in an index (or organization for Athletics), shall have its following year's budget allocation reduced by the preceding year's budget deficit. In addition, the area is required to submit for approval a deficit reduction plan no later than the first week of winter term.
  1. Area heads will provide travel and meals detail, using forms provided, which support the total amounts requested in the budget worksheets.
  2. Area heads will be asked to provide cut packages based on IFC recommendations.
  3. Areas with building and equipment replacement reserve funds may be asked for additional details regarding reserve funds.
22. After all allocations and enhancements have been made, the over-realized revenue (defined as revenue that is brought in by higher than anticipated student enrollment during the fall 4th-week count) should go to the next fiscal year to become the beginning cash for IFC to use.
23. The IFC will have the following subcommittees comprised of the following areas and activities:
  1. Student Union Activities
    1. Student Engagement
    2. Student Activities Board
    3. Campus Recreation
  2. Educational, Culture, & Student Government Activities 1
    1. ASWOU
    2. Access
    3. Wolfride
  3. Educational, Culture, & Student Government Activities 2
    1. Childcare
    2. Abby's House and Basic Needs Resources
    3. Student Media
    4. Creative Arts
  4. Athletics and Travel Activities
    1. Athletic Teams
    2. Extraordinary Travel
    3. IFC Media Outreach
24. Each funded area shall meet with their respective IFC sub-committee at least once prior to their oral presentation.



1. Subcommittee meetings are done to educate smaller sections of the IFC to present what each department does with their IFC allocation, provide space to ask questions to give time to gather information, and develop stronger formal presentations at the non-subcommittee IFC meeting. Information can be freely shared during these subcommittee meetings.
25. Each funded area shall have an opportunity to orally present its budget and answer questions from IFC members during a regularly scheduled IFC meeting.
26. Once all funded areas have orally presented their budgets, the IFC will make a preliminary allocation which will also preliminarily set the incidental fee for the following academic year and summer session. IFC will review base budgets prior to reviewing enhancements.
27. In the event that a decision must be made by/for the IFC when the committee is not formed or in session, all decisions deemed necessary by these Bylaws or the IFC Budget Notes shall fall to a special committee of the three (3) elected IFC members. If there are not three (3) elected IFC members, the ASWOU President shall appoint the remaining members. These three (3) members shall elect from within themselves a chair for this committee. Any of the three elected IFC members may call this special committee to order should they deem it necessary. The ASWOU President shall be present to represent the student body at-large. The ASWOU Senate President shall be present as the IFC Parliamentarian. The IFC Advisors shall be present to provide budget notes and any other relevant information. Non-Voting members of the IFC may be called upon to provide any relevant information. Any decisions must be passed by a simple majority vote of the three (3) elected IFC members. The chair of the special committee will report on any decisions made to the full IFC once in session. Decisions should be rendered within two weeks after receipt of request.
28. Once the IFC has established a preliminary budget allocation for both the academic year and summer sessions, IFC shall conduct open hearings. An open hearing is a public meeting which is widely publicized to students and funded areas during which the chair shall only recognize students so they may address their thoughts/concerns about the proposed allocation of IFC funds and proposed fee.
29. The IFC will also collect comments and feedback regarding the allocation of IFC funds and proposed fee through staffing a table in the Werner University Center. Other methods of collecting comments and feedback might include WOUEngage, e-mail, and the IFC website.
30. After open hearings have been conducted, the IFC will consider all of the feedback they have received in determining a final budget recommendation.
31. Once a final budget recommendation has been established by the IFC, the recommendation will be forwarded in writing to the ASWOU Senate to determine if the IFC deliberations were conducted in accordance with the relevant authorities of the IFC and the ASWOU Senate. The ASWOU Senate shall have

three school days after the recommendation is formally presented to Senate by the IFC Chair to approve or not approve the recommendations.

1. If the ASWOU Senate approves the IFC recommendations, then the Senate approved recommendation is forwarded to the University President.
  2. If the ASWOU Senate does not approve the IFC recommendations, the ASWOU Senate shall return specific process recommendations in correlation with the process checklist and/or documented student opinion.
  3. If no written notification of approval or disapproval is received from the ASWOU Senate within the three-day timeline, the budget recommendations are considered approved by the ASWOU Senate and are forwarded to the University President.
32. If the IFC rejects the Senate procedural deficiencies, the IFC and the Senate shall form a Joint Resolution Committee. This Joint Resolution Committee shall be made up of three Senate members appointed by the ASWOU Senate President, and three IFC members appointed by the IFC Chair. The ASWOU President will serve as a non-voting mediator. This Committee shall have five business days to reach an agreement, and the ASWOU Senate shall submit the resolved request, in writing, to the University President. If an agreement is not reached within five business days, the original decision made by the IFC will be forwarded to the University President with the concerns identified by the ASWOU Senate.

## **Article V**

### **I. Specific Areas Funded by IFC**

1. Allocation recommendations by IFC shall be aggregated by three major categories: student union activities; educational, cultural and student government activities; and athletic activities. Specific areas funded in each category are as follows:
  1. Student Union Activities describes the maintenance and operation of The Student Engagement Ops., the functions of the Office of Student Engagement, and Campus Recreation. For budget purposes, the Office of Student Engagement, Student Engagement Ops. and Campus Recreation shall submit separate budgets to the IFC under the category of Student Union Activities.
  2. Educational, Cultural, and Student Government Activities include the Associated Students of Western Oregon University (ASWOU), Child Care, Access, Wolf Ride, Abby's House and Basic Needs Resources, Extraordinary Travel, Creative Arts student activity organizations, Student

Media, and Student Activities Board. ASWOU shall in turn allocate IFC money to the various groups under its direction, including student organizations and other student activities. The Student Media coordinator shall in turn allocate IFC money to the various student media under its direction. ASWOU, Child Care, Access, Wolf Ride, Abby's House and Basic Needs Resources, Extraordinary Travel, Creative Arts student activity organizations, and Student Activity Board shall submit separate budgets to IFC for approval under the category Educational, Cultural, and Student Government Activities.

3. Athletic Activities include those intercollegiate sports which are recognized by the Executive Director of Intercollegiate Athletics as official intercollegiate teams representing Western Oregon University.
4. Each of the funded areas above (ASWOU, Creative Arts student activity organizations, Child Care, Access, Wolf Ride, Abby's House and Basic Needs Resources, Student Media, Student Activities Board, Student Engagement, Student Engagement Ops., Campus Recreation, and Athletics) shall develop budgets and maintain accounts independently. Budgets will be presented individually by the Student Engagement Ops. Director and Student Engagement Director, the Campus Recreations Director, Student Activities Board Director, the ASWOU Director of Business and Finance, the Disability Services Director, the Child Development Center Director, the Creative Arts Department Chair, the Wolf Ride Administrator, the Abby's House and Basic Needs Resources Director, the Student Media Director, and the Executive Director of intercollegiate Athletics.
  1. Budget formats, presentations, and timelines shall be in accordance with IFC policy.
  2. Each IFC funded area will provide an overall detailed area budget and a detailed breakdown for each sub-area. For example, Athletics would provide an overall detailed budget for all of Athletics, along with a detailed budget for each sport. Student Media would provide an overall detailed budget for all of Student Media, along with a detailed budget for Northwest Passage, The Western Howl, the radio station, etc.
  3. Each IFC funded area (or group of areas as determined by the IFC) will have an advisory board with a minimum of three students, with students being the majority. Each advisory board must review and provide comments and feedback on the respective area's budget prior to areas' meetings with their respective IFC sub-committee. Minutes from the advisory board meetings must be submitted with each department's budget submission.
  4. Academic year and summer budgets shall be submitted to IFC by the deadline set by IFC.

3. The IFC has the option of setting up reserve accounts. This power is granted with the stipulations that the IFSC be informed of such decisions. It is recommended that reserve accounts be set up for the following:
  1. Child Care.
  2. Extraordinary Travel.
  3. Computer Replacements.
  4. The areas specified above may request funding annually from IFC for the academic year. In addition, those areas operating during summer session may also request budgets for summer session. Traditionally, those requesting money for summer session have been the Student Engagement Ops., the Office of Student Engagement, Campus Recreation, and Creative Arts student activity organizations.
  5. All requests for funding, whether they be for the academic year, summer session, from over-realized, or reserve funds must be submitted to one of the areas defined above which will evaluate the request and decide whether to submit it to IFC.

## **Article VI**

### **I. Areas Seeking IFC Funding for the First Time**

1. At the beginning of the incidental fee budget process, an area seeking student fee funding and status as a funded area for the following year must develop a budget and form an advisory board as outlined in 5.b.iii.
2. After receiving feedback and support from the advisory board, the area must submit their budget to the IFC Chair for action by the IFC.
3. The IFC will determine whether to consider the budget as part of the budget presentations and IFC allocations based on whether the proposed areas fall into one of the aggregate funding areas and whether the proposed area is advantageous to the cultural or physical development of students.
4. If the IFC determines the proposed area meets the above criteria, the proposed area will be provided a time for their budget presentation and will be included as an area to be funded in the budget decision-making process. The IFC is not required, nor has any obligation, to fund the proposed area at the level requested and may choose to fund the proposed area at any level based on the merits of the program and the level that it is advantageous to the cultural or physical development of students. IFC is responsible to determine the aspects of the proposed area it wants to fund or not fund, as well as any level of funding.

5. If IFC determines the proposed area does not meet the criteria outlined in 6.c., the proposed area will not be granted a budget presentation and will not be considered in the budgeting process.

## **Article VII**

### **I. Conflict of Interest**

1. No voting member of IFC or IFC sub-committee member shall use their position to obtain financial gain for themselves, for any member of their household, or for any specific Western Oregon University organization with which they are associated. Such action will be construed as a conflict of interest. When faced with a potential conflict of interest in the course of conducting official IFC business, a voting IFC member or an IFC sub-committee member shall declare the conflict of interest and abstain from voting on any issue that pertains to the conflict of interest. Some examples of a person being “associated with an area or activity” include but are not limited to if a person is paid, volunteers, holds an office, practices with, or is on a team roster in a given academic year.
2. The term “specific area of conflict” is defined here as the area limited to the specific Western Oregon University organization with which the voting IFC member or IFC sub-committee member is associated, but not extending to include the entire area under which that specific Western Oregon University organization is funded.
3. In the event of an alleged conflict of interest, any ASWOU member may file a formal complaint with the Incidental Fee Steering Committee (IFSC). The IFSC shall, within a reasonable time frame, review the complaint, hold hearings as it deems necessary, and render a judgment and course of action in writing to all parties concerned. The IFSC will be the final arbiter in conflict of interest complaints.

## **Article VIII**

### **I. Travel Committee Procedures**

1. The Extraordinary Travel Fund is to be used for travel where Western Oregon University is represented, or its students derive benefit. Preference will be given

to unanticipated travel unforeseen during the regular budget process. Student travel to receive an award, make a presentation at a conference, or participate in a competition, may be requested through this fund.

2. Travel must be sponsored by an IFC area and its purpose consistent with the intent of ASA-04-025. The use of travel funds should be considered a last resort.
3. Requests must be submitted to and approved by IFC prior to the commencement of the travel. Eligible expenses include:
  1. Meals.
  2. Lodging.
  3. Transportation.
  4. Conference, registration, and entrance fees.
4. Per diem rates are consistent with those in the current IFC budget notes.
5. Unused funds must be returned to the Extraordinary Travel fund account.
6. Travel funds unexpended at the end of the fiscal year will be returned to the IFC reserve.
7. Travel advancement and reimbursement will be done according to institutional policies and procedures currently in effect and available through the WOU Business Office.
8. Travel Committee acts upon all funding requests and notifies the IFC of its decisions.
9. Travel Committee Chair is to advise the IFC Chair of any meeting and at that time present the IFC Chair with a copy of the request.
10. Travel Committee will hold open meetings, notwithstanding that it is not subject to Oregon Public Meetings Law at ORS Chapter 192.
11. Travel Committee procedures shall be reviewed annually by the Travel Committee.
12. Requesters should allow at least ten (10) days that school is in regular session for the Travel Committee to act on the request.
13. Requests must be submitted to the Travel Chair on the Travel Fund Request Form that includes:
  1. Detailed explanation of actions taken to obtain alternative funding, specific sources consulted, and amount contributed from each source.
  2. An approval and signature by the area head sponsoring the request.
  3. A summary of the rationale for the travel with the purpose of the travel and the benefits to WOU students.
  4. A complete itemized list of all funded and non-funded costs.
  5. Date request submitted.
  6. Date received by the Travel Committee Chair; 7. Date of Travel Committee Meeting.

# Article IX

## I. Incidental Fee Steering Committee (IFSC)

1. An Incidental Fee Steering Committee (IFSC)—a committee of the University President and the duly recognized student government—shall be established with the authority and responsibility to:
  1. Modify these existing IFC Bylaws. The IFSC shall review these Bylaws each spring term, or whenever deemed necessary by stakeholders or, if legally permissible, by student referendum. Modification of these IFC Bylaws will be forwarded to the University President.
  2. Other duties as outlined in these Bylaws.
2. The IFSC shall be comprised of appointees of the IFC Chair, ASWOU President and University President. The IFC Chair shall appoint no more than three (3) students to the committee. The ASWOU President shall appoint no more than three (3) students to the committee. The IFSC shall include two (2) non-voting members who shall serve as an advisor and representative of the University President, to be appointed by the University President. The IFC Chair shall serve as Chair of the IFSC. The IFC Chair shall have the added responsibility to act as a liaison between the IFC and IFSC.
3. The student members of IFSC appointed by the ASWOU President are recognized as the duly designated student government entity. As such, no other student or student group may act as the negotiators of these IFC Bylaws. No student or student group may make any policies, rules, or regulations which change the operation of IFC except for the IFC or the ASWOU Senate with regards to each of their duly established bylaws.

# Article X

## I. IFC Logo

1. The IFC will provide a logo to departments for use in advertising IFC funded events and activities.

# Article XI

## I. Revisions

1. These Bylaws may be revised to meet current federal, state, and local laws, or to meet requirements of the WOU Board of Trustees, the Higher Education Coordinating Commission, or WOU policies and procedures by a vote of a simple majority of the IFSC.

# Article XII

## I. Incidental Fee Committee Process Checklist

1. Providing budget worksheets and memo to the areas as soon as possible during Fall Term barring extenuating circumstances.
2. The IFC website shall provide current information and be updated when necessary barring extenuating circumstances.
3. Memo related to student enrollment and revenue projection will be released to the committee during Fall Term after fourth-week enrollment figures are released.
4. Budgets will be prepared in time for sub-committees to review them prior to submittal date.
5. Sub-committees must meet to review area budgets by the end of the first week of the winter term.
6. All supplemental information, including, but not limited to separate accounts will be provided to the committee.
7. Students at-large should have an opportunity to be involved in sub-committee and regular meetings.
8. Two open hearings are required between the preliminary decision and the final decision.
  1. Open hearings shall be held when students are available and take into account the variety of schedules that students have.
  2. Open hearings should be publicized a minimum of two weeks in advance and provide an opportunity for discussion after the hearing.
9. The IFC shall clipboard to obtain commentary written by students about the incidental fee and/or the IFC its process. The ASWOU Senate may be invited to join the IFC in clip boarding.
10. The IFC will produce informational material that would aim to help WOU students understand what IFC is and what the fee does.



11. Begin training the IFC members early enough so that they are knowledgeable of the process as well as the implication of their decisions before budgets are submitted.
12. Informational updates will be provided by IFC to the ASWOU Senate as the process occurs up to preliminary decisions.
13. After budget presentations, open hearings, and preliminary decisions, the IFC Chair or their designee(s) shall give a report at the following Senate meeting; this report may be given in executive session at the request of the IFC representative presenting and the consent of the Senate. The presentation will include:
  1. Logic and reasoning for the decisions (if any) that were made.
  2. Overview of process requirements.
  3. IFC minutes from budget presentations to the Senate.
  4. PowerPoint/other visual for Senate.
  5. Any advice or information from the university's vice president and general counsel regarding the legality of the IFC process or allocations.
14. IFC members should be involved in the development of the Senate reports which will be presented by the IFC Chair and sub-committee chairs as necessary.
15. The Extraordinary Travel sub-committee will present all requests and decisions to the IFC.
16. The IFC will follow all policies and regulations established by the IFC Bylaws.

## **Article XIII**

### **I. Previous editions**

1. IFC Revisions (1) 171107.doc
2. IFC Handbook

It is the responsibility of the Incidental Fee Steering Committee (IFSC) to interpret the Incidental Fee Committee Bylaws and to respond to any questions relative to IFC. Individual IFC members or the IFC as a whole should feel free to communicate directly with IFSC. IFSC reserves the right to alter these Bylaws at any time it deems appropriate.

These IFC Bylaws are effective on May 14, 2024 and supersede all other previous IFC Bylaws.

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Viviana Romero  
IFSC Chair

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Tina Fuchs  
VP of Student Affairs  
IFSC Advisor

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Skylar Stangeland  
IFSC Member

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Evan Sorce  
Board Secretary & Special Assistant to the  
President  
IFSC Advisor

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Kira Shelton  
IFSC Member

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Aidan VanDyke  
IFSC Member

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JD McShane  
IFSC Member

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Clark Callahan  
IFSC Member