



SUNY Orange Policy Manual

Policy Number	Policy Title
BP2.18	Student Activities Fee

SUNY Orange will collect a mandatory Student Activity fee from students each semester. The amount of the fee shall be determined by the College President and approved by the College's Board of Trustees.

Prior to the start of each semester, and before any fees may be used, the student government shall prepare and approve a budget governing club allocation of expenditures for student activity fees in accordance with the constitution and by-laws of the student government and consistent with principles of equal opportunity and viewpoint neutrality.

The constitution, by-laws and budget guidelines of such student government shall specify the criteria governing eligibility for funding and allocations of funding to student organizations from student activity fees. Mechanisms such as polls or surveys shall be used to ascertain student interests and participation in programs and events.

The budget shall be developed by the Student Senates under the guidance of the Center for Student Involvement. The budget shall be approved by the College President or his/her designee prior to the start of each semester. The College President or his/her designee will review the budget and certify that the allocations from the fees or any proposed sources of revenue are in compliance with the list of use of funds below.

Budget training.

The Student Senate and each officer of a student club that plans to submit a budget shall participate in a budget training program. Training shall be provided by the Center of Student Activities.

Use of Funds

All property purchased with student activities fees becomes the property of the College. Funds shall not be used for the purchase or consumption of alcohol or other prohibited substances.

Funds collected under provisions of this policy, which require every student to pay the prescribed mandatory fee, and all revenues generated from use of the fee shall be used only for support of the following programs for the benefit of the College community:

- Programs of cultural and educational enrichment
- Recreational and social activities
- Tutorial programs
- Athletic programs
- Student publications
- Insurance related to the conduct of these programs
- Administration fee of the fiscal agent for these programs
- Transportation in support of these programs
- Student services to supplement or add to those provided by the College
- Scholarships
- Payments for contractual services provided by a nonprofit organization to the extent that such services are in aid of an approved student activity.
- Salaries for professional non-student employees



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Disbursement of Funds

Proceeds of the student activity fee shall be disbursed by the student government, through the designated fiscal agent, provided that the proposed fiscal commitment for each expenditure shall have been approved by the College President or his/her designee.

All purchase requests using student activity fees at a \$1,000 or more dollar threshold will require not only the signature of the Director of the Center of Student Involvement, but also the Associate Vice President to whom they report.

Fiscal Agent

The College Association shall serve as the fiscal agent. The College Association Board of Directors shall review disbursements at least quarterly. The College Association has the right to charge a fee for serving as the fiscal agent.

Use of College Facilities

The provisions of this policy shall not be interpreted to authorize the use of facilities for student activities and programs without appropriate administrative approval. Appropriate payments shall be made by student organizations for the use of campus facilities where there are extraordinary costs to the campus associated with such events.

The Board of Trustees directs the President to develop such procedures as to fairly implement this policy.

Amended: March 16, 2016