

**North Dakota State University
Student Fee Advisory Board**

Bylaws

SECTION 1 - Definitions

1. The "Student Fee Advisory Board" (SFAB) shall be charged with the purpose of providing input and oversight for mandatory student fees at North Dakota State University (NDSU).
2. "Mandatory Fees" shall be defined as student fees paid by all registered students on a per credit basis.

SECTION 2 - Composition

1. The SFAB shall be chaired by the Student Body President who shall vote only in the instance of a tie.
2. Student representation shall consist of the Student Government Executive Commissioner of Finance, the Executive Commissioner of Academic and Student Affairs, two Student Senators appointed by the Student Senate, and two students (one undergraduate and one graduate) at-large appointed by the Student Body President.
3. Each mandatory fee, other than the Student Activity Fee, shall have a staff member/administrator serve as a representative of that fee. The representatives shall serve as full voting members.
 - a. The Career Services Fee-representative shall be appointed by the Vice President for Student Affairs.
 - b. The Health and Wellness Fee representative shall be appointed by the Vice President for Student Affairs.
 - c. The Library Fee representative shall be appointed by the Provost.
 - d. The Technology Fee representative shall be appointed by the Provost.
4. Additional representatives shall be the Provost, the Vice President for Finance & Administration and the Vice President for Student Affairs. These members shall be non-voting members who are to serve in an advisory capacity.

SECTION 3 - Responsibilities & Procedures

1. The SFAB shall be responsible for making recommendations to the President of the University on mandatory fees.
 - a. Any entity that would like to request an increase to their mandatory fee in a given year shall submit an application to the SFAB in written form and by oral presentation. The application and presentation should provide the committee with pertinent budgetary information from previous years as well as the intended use of the fee increase. The committee chair shall be responsible for facilitating a consistent application process.

- b. The responsibility of the SFAB shall be to evaluate the given information, question the entity representatives, and determine by a majority vote the level at which they will recommend changes to the fees.
- c. The committee chair will then forward the recommendations to the President of the University who has the final decision-making authority.
- d. This process shall be completed during the month of January each year.

SECTION 4 - Amendments

- 1. Any changes to the procedures and purpose of this committee should be proposed as an amendment to this document. All recommended changes must be passed by a majority vote, and approved by the President of the University.

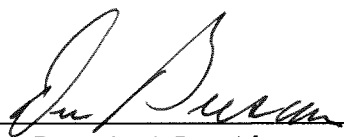
Approved at the November 23, 2015 Student Fee Advisory Board Meeting.



Eric McDaniel, Chair, SFAB

11/23/2015

Date



Dean Bresciani, President

11-24-15

Date