

# Procedure: 6.6.2p. (V.O.1.)

## Student Activity Fund

**Revised:** May 3, 2012; February 18, 2004; and June 5, 1999.

**Last Reviewed:** October 13, 2022; October 6, 2020; December 6, 2019; and October 30, 2017.

**Adopted:** December 7, 1995.



### I. PURPOSE:

The Student Activity Fund is established for the sole purpose of providing resources for student-sponsored and endorsed activities. Therefore, students enrolled solely in online courses may not be charged a student activity fee.

### II. RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of Board.  
O.C.G.A. § 20-4-14 – TCSG Established; Powers and Duties.  
Rosenberger v. Rector & Visitors of the University of Virginia, 515 U.S. 819 (1995). Board of Regents of Univ. of Wis. System v. Southworth, 529 U.S. 217 (2000). TCSG State Board Policy 6.6.2. – Student Activity Fund.

### III. APPLICABILITY:

All work units and Technical Colleges are associated with the Technical College System of Georgia.

### IV. DEFINITIONS: N/A

### V. ATTACHMENTS: N/A

### VI. PROCEDURE:

#### Appointment of Committee

Each Technical College shall establish a council or committee to govern and administer the Student Activity Fund Account. The committee shall consist of not less than three students selected to ensure participation by a broad sector of the student body. The composition and method of selection of this committee shall be determined locally. Options include (1) a senior elected officer of each student organization; (2) a committee as appointed by the student government; (3) one individual from each program or department or any other scheme which assures participation by a broad sector of the student body. In addition, one experienced faculty or staff advisor shall be assigned to the Student Activity Fund Committee. The faculty/staff advisor shall serve ex-officio without a vote.

#### Organization of Committee

From their numbers, committee members shall elect a chair, vice chair, and secretary or treasurer. Officers shall be elected upon the committee's organization and annually after that. Officers and committee members shall serve for terms of one year and may be re-elected for

one additional year. The vacant positions may be filled at the next scheduled meeting for the remainder of the original term.

### **Meetings of Committee**

The committee shall meet not less than quarterly or more often as the committee decides. The institution's administration shall provide the committee with the number of funds collected each quarter (semester); the committee shall use this information to prepare an annual budget and amendments as the year progresses. The budget may be amended by a majority vote of the members present, provided there is a quorum. The annual budget and amendments shall be presented to the President for approval.

### **Minutes of Meetings**

The secretary/treasurer shall record the committee's business in such detail as to indicate those members present and absent and any actions taken by the committee. The minutes shall be published and made a permanent record of the committee and shall be retained on file until audited, but under any circumstances, records shall be retained for at least three years. In addition, minutes of meetings shall be available to the Administrative Services/Business Office and anyone desiring to see them; preferably, minutes should be posted in the student center or in a conspicuous place where students gather.

### **Authentication**

The secretary/treasurer and the faculty/staff advisor of the committee shall sign minutes.

### **Use of Student Activity Funds**

The Student Activity Fund Committee shall approve any expenditures from the Student Activity Fund. In addition, the committee may, at its discretion, provide for any after-the-fact expenditure approval in the event of unforeseen circumstances. Such provisions should include the documented approval by the committee no later than the next meeting.

Without attempting to provide an exhaustive list of purposes for which Student Activity Funds may be used, the department intends that these funds will be used for the benefit of students and, to a limited extent, the enhancement of the institution. Thus, the students, as determined by the Student Activity Fund Committee. Typical expenditures from the Student Activity Fund may include:

- 1) Expenses for students to attend or participate in local, state, regional, or national meetings, competitions, or other such functions of student organizations.
- 2) Student-sponsored activities include tech days, field days, cookouts, or other student-sponsored functions.
- 3) Expenses associated with the award of a plaque, testimonial or resolution, or another token to be awarded to officers of student organizations, students who have distinguished themselves, deserving faculty or staff, private individuals or public officials who perform a service, contribute or otherwise donate time or expertise such as those who volunteer to serve on committees or provide technical assistance; serve as resource persons to a class; serve as mentors or tutors; volunteer speakers for sponsored events or commencement exercises, or other services as approved by the Student Activity Fund Committee.

4) Donations to social or charitable organizations for items such as flood relief.

Student Activity Funds may not be transferred to a Technical College's foundation.

**Sources of Students Activity Funds**

In addition to revenue received from the assessment of student activity fees, the President may elect to include receipts from vending machine commissions in the Student Activities Fund account. If these funds are deposited in the Student Activities Fund account, their use will be subject to the committee's approval.

The President may elect to include miscellaneous fees such as student insurance and graduation with the Student Activity fee. These funds, while carried in the Student Activity Fund account, do not require the committee's approval to be expended by the administration.

**Record Keeping**

All activity of the Student Activity Fund account shall be recorded on TCSG's accounting system.

Appropriate separation of authorized activities shall be maintained in the financial records to ensure receipts and disbursements are readily identifiable by project objective. Financial reports shall be provided monthly to the Student Activity Fund Committee, which show the status of projected income and expenditures versus actual receipts and disbursements by project objective.

Requests for disbursements shall require the approval of the faculty/staff advisor. They shall provide a cross-reference to the earlier approval of the expenditure by the Student Activity Fund Committee. Deposits shall be identified by project objective.

**Oversight**

The Technical College President shall exercise oversight through the faculty/staff advisor to the Student Activity Fund Committee. The President is authorized to disallow any budgeted or planned expenditure which, in his or her judgment, is not in the best interest of the students or the institution or violates existing law or policy guidance.

The student activity fee charged should approximate the amount required to meet the needs identified by the Student Activity Fund Committee. No material amount should be available and not committed at the end of each fiscal year. The President shall review year-end balances and make appropriate requests to the State Board for any fee adjustment.

**Changes to Implementing Procedure**

As this procedure is implemented, changes may be required to accommodate circumstances that had not been foreseen. Requests for such changes may be submitted to the Commissioner by the institution administration, students, or others who may be affected by the policy on Student Activity Fund administration or its implementing procedure.

**VII. RECORD RETENTION: N/A**