



University Park Allocation Committee

UNIVERSITY PARK ALLOCATION COMMITTEE CONSTITUTION

Revised February 23, 2016

University Park Allocation Committee – Your Student Activity Fee At Work

Established 1996 – The Pennsylvania State University

208 HUB-Robeson Center – University Park, PA 16802 – (814) 863-8951

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1. GENERAL INFORMATION

1.1. MISSION STATEMENT

The mission of the University Park Allocation Committee (UPAC) is to objectively and effectively allocate a portion of the Student Activity Fee (SAF) income towards events, travel experiences, equipment, and any other items requested by University Park affiliated organizations or individuals that will ultimately enhance student life, add value to the out-of-class experience, and/or improve the educational climate at the University Park campus.

1.2. CONTACT INFORMATION

UPAC can be contacted via the following methods:

- Telephone: 814-863-8951
- Email: upac@psu.edu
- Mail Address: 208 HUB-Robeson Center, University Park, PA, 16802
- Web Address: www.upac.psu.edu

1.3. DOCUMENT AVAILABILITY

UPAC will make this document available upon request.

1.4. PARLIAMENTARY AUTHORITY

Meetings of the University Park Allocation Committee shall be conducted according to *The Modern Rules of Order*.

1.5. REVISION HISTORY

Revision	Date Approved	Date Effective	Description
1.0	08/23/2011	08/23/2011	Revised Document – Membership Handbook
1.1	10/18/2011	05/07/2012	Addition to Section 6 – Changes to UPAC Handbooks
1.2	08/28/2012 Passed: 30/0	08/28/2012	Change to document title – UPAC Constitution Removal of Section 3.1.3 – Fast Track Budget Approval Addition of Section 1.3 – Document availability Addition of Section 1.4 – Parliamentary Authority Addition of Section 7 – Finances Modification of Section 2.1.1 – Appointment Modification of Section 2.1.2 – Election Modification of Section 2.2.1 – Training/Retreats Modification of Section 3.1.1 – Overall Chair Modification of Section 3.1.2 – Sub-committee chairs
1.3	04/19/2013 Passed: 26/0	05/06/2013	Addition of Section 8 – Reporting
1.4	11/12/2013 Passed: 29/2	11/12/2013	Modification of Section 3.1.2. – Sub-committee chairs
3.1	2/23/16	2/23/16	Selection process of Chair and Sub-Chairs

2. GENERAL COMMITTEE MEMBERSHIP

Membership on UPAC is open to any full-time or part-time, officially registered student currently assessed the Student Activity Fee at the Pennsylvania State University - University Park Campus.

UPAC will be comprised of at least thirty-five (35) students. Twenty-five (25) members will be appointed. Ten (10) members will be elected at-large. The numbers of undergraduate and graduate students appointed and elected will be based on the average percentage of enrollment of the two over the past 3 years at University Park campus. Minimum for quorum purposes is defined as those members listed on the official UPAC roster.

The committee members will serve one (1) year and may be re-appointed or re-elected consistent with the established process outlined later in this document. Members are responsible to serve office hours as assigned and to attend weekly meetings. Excused absences are given for exams, academic review sessions, illness and emergencies only. Written requests for such instances should be given to the Chair, Sub-committee Chair, and Staff Assistant, preferably 48 hours in advance, but no later than 1PM the day of the meeting. Membership may be terminated after two (2) unexcused absences in any one (1) semester.

2.1. BECOMING A MEMBER

2.1.1. APPOINTMENT

At a minimum, twenty-five (25) students will be appointed to the committee with a minimum of twenty-two (22) undergraduate students and three (3) graduate students appointed, when possible. Appointments are based on applications and interviews. Applications for appointed positions must be submitted to the UPAC office by the second Monday of February.

Current committee members may be reappointed by the current Chair and Advisors. All current members considering reappointment must complete an application. New undergraduate applicants will be interviewed by a committee consisting of the current Chair, a representative from undergraduate student government, and a representative for the Vice President for Student Affairs. New graduate applicants will be interviewed by a committee consisting of the current Chair, a representative from graduate student government, and a representative for the Vice President for Student Affairs.

Interviews will be held beginning the third Monday of February. Applicants will be rank-ordered and the appropriate minimum number of undergraduates and graduates will be selected. Successful applicants will be notified and will be asked to accept their appointments. Notice will be given to all applicants so that those not appointed may consider running in the UPAC election process.

2.1.2. ELECTION

Ten (10) students, eight (8) undergraduate and two (2) graduate students will be elected at large to serve on the committee. The filling of the undergraduate elected positions will follow the election protocol of the University Park undergraduate student government and the graduate elected positions will follow the protocol of the graduate student government.

2.1.3. VACANCIES

Unexpected vacant appointed positions will be filled by the next highest ranked applicant from the most recent interview sessions. Unexpected vacant elected positions will be filled by the candidate with the next highest amount of votes. If there were no other candidates, the position may be filled with a student who served on the temporary summer committee. If none of the above possibilities exist, a campus-wide advertisement for applicants will be necessary with a second round of interviews being conducted using the appointment process.

2.2. RESPONSIBILITIES OF MEMBERS

2.2.1. TRAINING/RETREATS

All elected/appointed members including the Chair and Sub-committee Chairs will be expected to complete training which will include developmental and diversity training; program planning and delivery; and budgetary concerns through discussions and case studies. Training may be held each Tuesday meeting during the Fall or Spring Semester. All members are expected to attend and submit any assignments.

All members are required to attend all retreats. The leadership team is expected to meet prior to the fall semester to develop sufficient leadership skills to lead the committee. Retreats are intended to develop sufficient skills to properly work as allocation team or contact team members, participate in full committee meetings, and understand prevailing policies, procedures, and practices.

2.2.2. VOTING

All UPAC members are expected to be present for the entire meeting. UPAC members are required to vote **for** or **against** proposals, policies, etc. Members are not allowed to abstain. In order to cast a vote, a member must have been in attendance for the entire presentation. Only official members may vote on budget requests. The Chair or Sub-committee Chairs vote only in the case of a tie. A quorum of five (5) members must be present to vote on budgets during sub-committee allocation reviews. Minimum for quorum for Policy and Standing Allocation reviews is two-thirds (2/3) of those members listed on the official UPAC roster. Majority is fifty (50) percent plus one (1) of membership present. When voting on budgets, committee members make recommendations and vote by a showing of hands. Individual votes will not be recorded in the minutes of the meeting but rather the total for and against.

Committee members may not abstain from voting. However, if a member has a conflict of interest with a particular request, including members holding an executive or other prominent role in a specific organization, they are encouraged to recuse themselves prior to the review of the request. UPAC members may not be present during any discussion of, or vote for, budgets in which they have a vested interest. It is the member's responsibility to recuse them self from the review.

All decisions are to be considered as pending until the Chair or Advisor signs the allocation letters, verifying legitimacy and compliance with University and SAF Board rules and regulations.

2.2.3. MINUTES

The Sub-committee Chairs will designate a member to record minutes during Allocation Team meetings. The Chair will designate a person to record minutes for all full committee meetings.

Meeting minutes will be recorded using a supplied template for each review type. This template should be used as a guide for recording the minutes but may be adapted as needed to meet the needs of the meeting. The member designated to record minutes is responsible for those minutes until they are transferred to the UPAC staff assistant.

3. COMMITTEE STRUCTURE

3.1. LEADERSHIP TEAM

3.1.1. CHAIR

The Chair of UPAC is the leader of the organization and the general committee meetings. In the event that Chair is unavailable, he/she may appoint other members to chair meetings. The Chair must certify all allocations and policy changes and is responsible for the overall progress of UPAC. The Chair is also the public representative of UPAC to the University Park community.

The UPAC Chair is charged with the unbiased leadership of the committee as well as informed guidance of the allocation teams to follow UPAC's mission statement as well as UPAC and SAF policy.

The UPAC Chair selection process will begin after the appointment process has been completed. To apply for the Chair position, the candidate must have served or must currently be serving the second of two (2) consecutive semesters (Fall->Spring; Spring->Fall) on the committee and be appointed to the incoming academic year committee. The applicant may not hold an officer position in any other student organization. The outgoing Chair may choose to run for another term if reappointed to the incoming academic year committee.

The UPAC Chair will be chosen through a selection process as outline below:

- All applicants will be interviewed by the selection committee. The selection committee will consist of the outgoing Chair, a returning member and an outgoing member (both appointed by the current committee) and two of the UPAC advisors.
- After the interview, the selection committee will deliberate and the chair will be selected based on the qualifications and a vote among the selection committee.

3.1.2. SUB-COMMITTEE CHAIRS

UPAC shall consist of four (4) standing sub-committees currently consisting of: Hetzel Allocation Team (HAT), Nittany Allocation Team (NAT), Paterno Allocation Team (PAT), and Student Contact Team (SCT). The Sub-committee Chairs are empowered by the Overall Chair to lead an allocation team or student contact team. The Sub-committee Chairs and the Overall Chair are the executive officers of UPAC. Sub-committee Chairs are responsible for verifying all allocations approved by their team and those allocations are then certified by the UPAC Chair. Sub-committee Chairs are charged with the unbiased leadership of sub-committees as well as informed guidance of the allocation and contact teams to follow UPAC's mission statement as well as UPAC and SAF policy.

Sub-committee chair selection will be held after the UPAC appointment and election process is completed. Applications will be available in the UPAC office no later than the Monday following UPAC Chair selection. Submission deadlines will be noted on the application. To apply for any Sub-committee chair position, the applicant must have started serving by the beginning of the spring semester or have served at least one (1) complete semester on the committee. There will be four (4) Sub-committee chair positions available. When applying for a Sub-committee chair position, the applicant will apply to fill a Leadership Team position and not a specific Sub-committee chair.

Specific sub-committees will be assigned by the chair-elect, outgoing Leadership Team, and the advisors after the selection process is completed.

The UPAC Sub-committee chair will be chosen through a selection process as outline below:

- All applicants will be interviewed by the selections committee. The selection committee will consist of the chair-elect, a returning member and an outgoing member (both appointed by the current committee) and two of the UPAC advisors.
- After the interview, the selection committee will deliberate and the sub-chairs will be selected based on the qualifications and a vote among the selection committee.

UPAC will create, on an as-needed basis, positions to assist in the execution of UPAC mission statement. Positions may include, but are not limited to:

- Technology chair
- THON chair
- Recruitment chair
- Info session chair
- Tuesday prep chair
- Training and Mentorship chair

Positions will be opened up to the committee at the beginning of the year for election in which any member may run. Additional positions may be created and filled by the Chair as the year progresses on an as needed basis.

3.2. STUDENT CONTACT TEAM

A Sub-committee Chair will serve as the leader of the Student Contact Team (SCT). It is the primary responsibility of this committee to assist requestors with planning UPAC funded requests. They will assist requestors both before and after an allocation to ensure that the requestors understand UPAC allocation process.

When a requestor signs out a form to request program, equipment, media, or travel funding from the UPAC office, a specific SCT member is assigned to work with the requestor. The SCT member provides a point of contact and assistance with any concerns or questions about the general allocation request. It is imperative that the requestor and SCT member meet to discuss the request. The SCT member will represent the requestor and advocate on their behalf to one of the allocation teams. The SCT member is expected to contact the requestor within three (3) academic days of signing out a request.

3.3. ALLOCATION TEAMS

The allocation teams are: Hetzel Allocation Team (HAT), Nittany Allocation Team (NAT) and Paterno Allocation Team (PAT).

A Sub-committee Chair will serve as the leader of the HAT, NAT, and PAT. It is the primary responsibility of these allocation teams to review and make allocation decisions on program, equipment, media, and travel budgets presented by the SCT on behalf of the requestor. Quorum for allocation teams is five (5) members.

When an emergency situation arises that necessitates reverting to fewer allocation teams, the Overall Chair in consultation with the Leadership Team and Advisors, may temporarily dissolve allocating teams and reorganize members into fewer teams.

3.4. STANDING ALLOCATIONS

The Chair of UPAC will serve as the leader of the Standing Allocation reviews. Each of the four (4) Sub-committee Chairs or other committee members appointed by the Chair will serve as the points-of-contact to the Organizations with Standing Allocation status. They will meet and keep in contact with the requestors and assist in the preparation of the organizations' request. The Leadership Team and Advisors will ensure that UPAC policies, SAF policies, and stipulations are followed according to the committee's funding decision.

4. SUMMER COMMITTEE MEMBERSHIP

Once committee members are appointed/elected to UPAC for the academic year, they need to inform the Chair as to whether or not they will be available during the summer months to participate in an ad-hoc committee. The summer committee will consist of a minimum of seven (7) UPAC members on the current roster. If there are not seven (7) UPAC members available for this committee, special advertising will go out to recruit members. Newly recruited members must be enrolled in at least one (1) course during the summer semester(s). There are no sub-committees in the summer. Quorum for summer meetings is five (5) committee members. If the Chair is not available in the summer, an interim chair will be appointed by the Chair and the Advisors.

The summer committee will consider all incoming budgets for the summer as well as any budgets for the fall semester that fall within the forty (40) academic day deadline. The summer committee will meet on an as needed basis.

An abbreviated version of the Appeals process will be necessary during the summer months. The Appeals Board will consist of one (1) Advisor and three (3) members who have not heard the original budget proposal.

5. ADVISORS

UPAC shall have one (1) Administrative Advisor and a minimum of two (2) additional advisors appointed by Student Affairs. At least one (1) advisor will be present during any allocation or policy review. Together the advisors will monitor the overall process of UPAC, the appointment and election processes and coordinate the reporting of allocations appropriately. The advisors will serve as instructors for training sessions.

Graduate Assistants may be appointed by Student Affairs to serve as advisors for the sub-committees. They will attend all sub-committee meetings and inform the UPAC Administrative Advisor of progress.

6. CHANGES TO THE CONSTITUTION

Any UPAC committee member may research and generate policy recommendations for the UPAC constitution.

The Leadership Team will review all policy proposals, correct factual errors in the background and suggest additional changes. Any changes that the author declines will be written up as an addendum to the policy on a separate sheet by a Leadership Team member. The Leadership Team will assign a contact person for each policy change submission. If the policy is found to violate SAF board policy, the author will be notified in writing. Suggested policy changes will be reviewed at the first available policy meeting. The author will be notified no less than twelve (12) academic days in advance of the meeting.

In order to change policy, UPAC must conduct a full committee meeting. In rare cases where it is not possible to convene the entire committee, it will be the responsibility of the Leadership Team to establish protocol. Quorum to convene a full committee meeting for the purpose of adopting policy is two-thirds (2/3) of the current general committee roster.

Changes to UPAC policies and procedures, approved by the full committee, will be effective at the beginning of the following academic year unless otherwise determined by the committee.

7. FINANCES

UPAC shall not collect dues from committee members.

No funds may be spent or allocated without the approval of the Chair.

All UPAC funds will be handled by Associated Student Activities Office. UPAC will not have off-campus accounts.

8. REPORTING

UPAC shall maintain a summary report per general allocation request that includes the requesting organization name, the request type, the amount requested, the request submission date, the notification date, and the amount allocated. Additionally, allocation letters will be made available, excluding any personal information not available to the public through other sources. All Information will be available in the UPAC office and via the UPAC website after the requestor has been notified of their allocation.

A report showing final utilization of allocated funds will be made available in the UPAC office and via the UPAC website. This report will include the organization name, the amount requested, the amount allocated, and the amount spent. This report will be made available no later than the end of the Fall semester of the following academic year.

The allocation letters, the meeting minutes, and the yearly report will provide sufficient detail regarding the utilization of the student activity fee at University Park.