

**Student Life Council Procedures
2019-2020**

Purpose

The Pepperdine Graziadio Business School (PGBS) Student Life Council (SLC) is an advisory body that provides a representative student voice on matters involving the full-time student experience outside the classroom, including allocation of the PGBS Student Activity Fee and the development and implementation of student-focused programs, initiatives, and services.

As stakeholders in their graduate student experience, SLC members develop a significant level of expertise and insight into the administration of PGBS co-curricular programs, processes, and services, and advise PGBS staff and administrators on matters that directly impact the current and future student experience.

Objectives

The SLC is charged with the following objectives:

- To allocate PGBS Student Activity Fee funds through a fair, equitable, and timely process to PGBS student organizations and student service/activity-related programs that further the engagement, education, and development of the full-time PGBS student body at large.
- To convene regularly in order to review student fee budget requests and to make timely decisions regarding fee allocation.
- To advise PGBS staff and administrators on matters pertaining to the current and future student experience.
- To assist in the planning and promotion of Student Engagement & Success initiatives.

Membership

The SLC is comprised of current students representing the full-time programs. SLC members are appointed to serve a minimum of two, but no more than three, academic terms (fall, spring, or summer) and are selected by the Director of Student Engagement & Success based upon an application and review process.

Voting Members

- 2 - 3 current full-time MBA students
- 3 - 5 current full-time MS students
- 1 current exchange student*

*Exchange students may be considered to serve less than two academic terms subject to approval by the Director of Student Engagement & Success.

Non-Voting Members

- Advisor: Director, Student Engagement & Success
- Ex-officio student representative of the current term FEMBA cohort (FEMBA students do not pay the Student Activity Fee, therefore, voting rights are reserved only for full-time students).
- Additional non-voting members may be added to provide perspective and expertise to the SLC as needed.

Treasurer

- A treasurer will be selected from the current SLC members to maintain an accurate and up to date budget of Student Activity Fee revenue, allocations, and expenses for each term.
- If multiple students desire to serve as treasurer, a $\frac{2}{3}$ majority vote of the current SLC members will be utilized to make the selection.

Secretary

- A secretary will be selected from the current SLC members to record minutes during each SLC meeting and to post the meeting minutes to a shared Google Drive folder within 48 hours after each meeting.
- If multiple students desire to serve as secretary, a $\frac{2}{3}$ majority vote of the current SLC members will be utilized to make the selection.

Open Meetings

- All SLC meetings will be open to all students, staff, and faculty who wish to attend.

Minimum Membership Requirements

- Be a current student enrolled in a full-time program or Malibu-based exchange program.
- Be available to serve a minimum of two full academic terms (fall, spring or summer) on the SLC.
- Actively participate in all scheduled SLC activities and meetings.
- Be in good standing with the University throughout the term of office.
- To avoid potential conflicts of interest, refrain from holding a president, vice president, or treasurer officer position in another student organization throughout the term of office.
- Demonstrate effective leadership, professionalism, and a high sense of fiduciary responsibility to ensure the fair, transparent, and equitable allocation of the Student Activity Fee.
- Operate in accordance with all SLC requirements; University policies, regulations, and procedures; the Student Code of Conduct; the PGBS Student Organization Handbook; Student Engagement & Success procedures; and the Graziadio Business School Academic Catalog.
- Be familiar with and comply with all University financial policies.

SLC Member Responsibilities

- Demonstrate a commitment to advancing the mission of Pepperdine University and the Graziadio Business School and enhancing the quality of Graziadio student life.
- Facilitate the timely, fair, equitable, and transparent allocation of the Student Activity Fee by students for students.
- Allocate Student Activity Fee funds to PGBS registered student organizations and student service programs and activities that further the engagement, education, and development of the full-time PGBS student body at large.
- Annually evaluate all programs and set funding priorities based on anticipated revenue.
- Maintain an accurate and transparent budget of Student Activity Fee revenue, allocations, and expenses for each term.
- Support an atmosphere of academic achievement, personal growth, constructive dialogue, accountability, and community enrichment within the SLC and within the Graziadio community at large.
- Assist in the planning and execution of annual signature Student Engagement & Success events and initiatives, such as the annual Graziadio Student Involvement Fair, welcome mixers, and student leadership retreats.
- Assist in the promotion of student leadership opportunities and Student Engagement & Success events and initiatives, acting as student life ambassadors to the greater student body.
- Participate, as availability allows, in additional University or Graziadio School committees as opportunities arise.

Meetings

- SLC meetings will be held at the Malibu Drescher Graduate Campus. Although in-person attendance is preferred, a virtual meeting connection will be provided as needed.
- Meetings will be held on a bi-weekly basis each academic term.
- Meetings will be scheduled by Student Engagement & Success. Every effort will be made to schedule meetings around member schedules.
- The Director of Student Engagement & Success will compile meeting agendas based on feedback from the SLC and requests from University/School partners. Agendas will be sent in advance to the SLC via email.
- Students, staff, or faculty who wish to present to the SLC should contact the Director of Student Engagement & Success to be scheduled/confirmed on an upcoming meeting agenda.

Attendance/Removal of Members

- Members are responsible for completing all tasks and reviewing all relevant material even when in-person attendance at a meeting is not possible.
- Unexcused absences: Any member who incurs two or more unexcused absences during any academic year will be removed from the SLC. An unexcused absence is defined as any absence without prior notification to the Director of Student Engagement & Success of illness, family emergency, or special circumstance. Notification must be given in writing at least one hour prior to the start of the meeting.
- Academic scheduling conflicts: Members should make every effort to anticipate and plan around academic obligations, notifying the Director of Student Engagement & Success

as soon as an academic conflict is discovered. A limit of two meetings per year may be missed due to an unanticipated academic scheduling conflict, provided that prior notification to the Director of Student Engagement & Success is given in writing at least one hour prior to the start of the meeting. If a member must miss more than two meetings due to an ongoing academic scheduling conflict, the member must resign from their position.

- Tardiness: Members should plan to arrive on time to meetings. Two unexcused tardies (arriving to a meeting more than 15 minutes late) will be considered the equivalent of one unexcused absence.
- Should a member wish to terminate their membership with the SLC, notice of termination should be provided to the Director of Student Engagement & Success in writing no less than two weeks prior to the termination of membership. Members should make every effort to help transition any outstanding tasks or assignments prior to leaving the SLC.

Student Activity Fee

- The PGBS Student Activity Fee is a mandatory fee of \$40 per student, per term that all current, full-time students pay through their student account.
- Student Activity Fee revenue from each term is held in a University agency account and is subject to all University financial policies. Unspent revenue rolls over from year to year.
- All purchases made with Student Activity Fee dollars must be allowable, authorized, recorded, and appropriately used.
- All expenditures must be made in compliance with the established University policies, and records of purchases must be retained and tracked year over year.

Current Term Funds

- The current term fee revenue is to be used to directly impact student activities and services implemented during the current academic term so that the students who pay the fee in that term directly benefit from it.

Reserve Funds

- Student Activity Fee reserve funds are comprised of unspent Student Activity Fee revenue carried over from previous terms.
- The SLC is expected to maintain a reasonable designated reserve fund to allow for uncertainties in expenditure and revenue streams.
- Reserve expenditures are to be made on authorized projects or initiatives that benefit the current and future student body for the long term and that support the overall University/PGBS mission and goals.
- The SLC may recommend reserve fund expenditures based upon a continuing study of long-term student-focused programs, services, and needs.

Funding Criteria

- The SLC shall review budget requests on a bi-weekly basis and make allocation decisions based upon available funds using a rubric to ensure an objective, fair, equitable, transparent, and inclusive process. Funding allocation determinations will be made based on the average score of all completed rubrics.

- Student Activity Fee funding is limited; therefore, allocations are granted to current, registered PGBS student organizations and student service/activity-related programs based on the following criteria:
 - Enhances the University and PGBS mission.
 - Ties directly to the purpose of the organization.
 - Accessible, open, and advertised to the entire PGBS full-time student body at large and reaches as many students as possible.
 - Enhances significant out-of-classroom cultural, social, educational, developmental, or recreational opportunities.
 - Enhances the quality of PGBS student life.
 - Student Activity Fee funding is insufficient to meet 100% of the needs and requests for all PGBS student organizations and student service/activity-related programs. Therefore, budget requests should reflect significant effort and commitment to effectively publicize, support, and execute the requested event or activity and should demonstrate a clear purpose and connection to the University/organizational mission.

Funding Eligibility

- University policy prohibits unlawful discrimination on the basis of any status or condition protected by applicable federal or state law. Please refer to the Student Code of Conduct for more information.
- All organizations or entities seeking funding must follow the budget request procedure established by Student Engagement & Success.
- Student Organizations:
 - All student organizations seeking funding must be current and registered by Student Engagement & Success and considered to be in good organizational standing.
- PGBS entities or departments seeking funding for student service/activity-related programs must meet the funding criteria for the Student Activity Fee.
- Collaboration:
 - To enhance the quality and reach of student programming, collaboration between student organizations, and/or campus areas is strongly encouraged.
 - All areas involved in the collaboration should be in agreement about how funds will be spent.
 - Budget requests must reflect the total breakdown of costs, noting the collaboration information on the request and the total amount of Student Activity Fee funds requested.

Ineligible Funding/Spending

- Funding will not be granted to:
 - Events or activities that are not open, advertised, and accessible to the entire PGBS full-time student body.
 - Any expenditure that violates University policy or is not allowable, authorized, recorded, and appropriately used.
 - Activities or material that is slanderous, libelous, or discriminatory.

- The purchase or distribution of illegal substances, alcohol, tobacco products, or weapons.

Spending Parameters

- Expenditures:
 - All funds must be spent in accordance with the policies and procedures of Student Engagement & Success, PGBS, and the University.
 - It is the responsibility of the organizations granted funding to use the proper purchasing methods, to submit receipts in a timely manner, and to ensure that funds are not over-expended.
 - When making requests to purchase items using allocated Student Activity Fee funds, students must follow the purchase request procedures set forth by Student Engagement & Success.
- Reimbursements:
 - Reimbursement will not be provided for expenses that exceed the amount of funding allocated by the SLC to the student organization or entity.
 - Reimbursement will not be provided for expenses that violate University policy or that do not contain the required documentation for reimbursement.

Funding Violations

- A funding violation occurs when an organization fails to adhere to the established purchase and expense procedures or uses funds allocated by the SLC for an unauthorized expense or an expense deemed ineligible under the Student Life Council Procedure.
- Violations of this procedure shall be determined by the SLC in consultation with Student Engagement & Success. The SLC treasurer will notify the organization if it is determined that a violation of this procedure has occurred. The SLC may place sanctions on current and/or future funds (e.g. freezing current funds, suspending future funds, and/or reimbursement).

Questions?

- Questions regarding the SLC may be directed to Genesis DeLong, Director, Student Engagement & Success at genesis.delong@pepperdine.edu or 310-506-4814.