

# SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

## Policy Manual

**SUBJECT:** General Activity Fee Allocation Committee (GAFAC) and Student Organization Appropriation Process (SOAP) Committee

**NUMBER:** Policy V-A-2

**REVISED:** August 2022

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The General Activity Fee (GAF) is a mandatory fee, as defined in [BOR Policy 5:5:4](#) and [BOR Policy 3:8:1](#), that supports student functions related to the co-curricular and extracurricular activities and operations and payment of debt incurred for the construction, maintenance, repair, and equipping of student unions, athletic facilities, and wellness facilities as approved by the Board of Regents. Examples of activities funded by the GAF are student organizations, cultural events, homecoming, student government, student newspapers, campus radio student activities, athletics, intramurals, student health services, and the operational and debt expenses for student unions and wellness centers.

There are two committees that allocate GAF funding at the South Dakota School of Mines & Technology:

- 1) SOAP Committee – See attached Constitution. This Student Association Appropriation Process committee receives a GAF allocation from the GAF Allocation Committee and determines and distributes funds to registered student organizations at South Dakota Mines for each fiscal year. The membership and responsibilities are detailed in the attached Constitution.
- 2) GAF Allocation Committee.  
This university-wide committee shall be responsible for
  - i) annually recommending to the President of the South Dakota Mines, for the following school year, the amount of the General Activity Fee and the detailed budgets for those activities receiving funding from GAF;
  - ii) monitoring, during the school year, the monthly income, and the adherence of expenditures to approved budgets for each of these activities, and
  - iii) allocating, upon request during the school year, supplemental funding to regularly funded activities and special funding to other recognized campus organizations.

Membership:

- i) Voting members shall consist of the Student Association Chief Financial Officer, five students appointed by the President of South Dakota Mines upon the recommendation of the Student Association Senate (including one Graduate student), selected for one-year terms and three employees: one NFE, one CSA, and one faculty selected for three-year terms. The NFE Council, CSA Council, and Faculty Senate will each select their representative.
- ii) Non-voting members shall consist of the Dean of Students as non-voting Chairperson and the Vice President for Finance and Administration as advisor.

The funding of the GAF will be split into two distinct groupings: 1) All eligible student organizations will be allocated GAF from the SOAP Committee (see SOAP Constitution) based

on a budget provided by the GAF Allocation Committee; and 2) All non-student organization Departments and Activities will be allocated GAF by the GAF Allocation Committee (GAFAC). The GAFAC will hold budget presentations from those regular organizations that receive ongoing funding. The GAFAC then recommends how much to give to each, except for Athletics and Student Health. These budgets are reviewed and approved by the Vice President for Finance and Administration and the Dean of Students and are generally static except for salary policy.

**Revision History: Office of the Vice President for Finance and Administration, Oct. 2021;  
Finance and Administration, Aug. 2022**

BOR Reference: [Policy 5:5:4](#), [Policy 3:8:1](#)