

VOLUNTARY STUDENT CONTRIBUTIONS AND COMPULSORY STUDENT FEES

I. INTRODUCTION

This document serves as UC San Diego's implementing procedures for the *Policy on Compulsory Campus-Based Student Fees* (Section 80.00) and *Policy on the Campus Assessment of Voluntary Student Contributions to Student Governments and Registered Campus Organizations* (Section 90.00) of the University of California *Policies Applying to Campus Activities, Organizations and Students*. The complete policies can be found at the website for the University of California Office of the President (<http://ucop.edu/student-affairs/policies/student-life-policies/pacaos.html>).

II. ESTABLISHMENT OR INCREASE OF FEES

Voluntary student contributions and compulsory student fees must be approved by the Chancellor. Compulsory fees must also be approved either by The Regents or by the President.

Requests for the establishment or increase of a compulsory fee or voluntary student contribution must be submitted for review to the Vice Chancellor-Student Affairs at least five weeks prior to the proposed date of the referendum for establishing the fee or contribution. In addition, such requests must be endorsed by the Assistant Vice-Chancellor Student Life. Requests for college-based compulsory fees or voluntary student contributions must be endorsed by the official student government of the College, the College Dean of Students and College Provost.

A request to establish a compulsory fee to be assessed on UCSD students must be endorsed by the student government elected to represent the students affected by the proposed fee prior to the setting of the date for the referendum.

- A. The request for the establishment of campus-wide undergraduate student compulsory fees must be endorsed by the UCSD Associated Students Council.
- B. The request for the establishment of campus wide graduate student compulsory fees assessed on graduate students must be endorsed by the UCSD Graduate Student Association.
- C. The request for the establishment of college-based compulsory fees must be endorsed by the duly appointed college governmental body.

All requests must contain the following information:

- A. Date the proposed referendum was approved by the appropriate student governmental body and terms of passage (for example, approved by 2/3 vote of the College Council).
- B. Proposed referendum date.
- C. Proposed fee level and effective date of the new fee level.
- D. Purpose of the new fee or fee increase and how the fee revenue will be used (i.e., justification).
- E. A statement which shall specify the amount of the "return-to-aid" from the proposed fee for financial aid.
- F. Proposed ballot language. (The ballot language should include a statement that the fee will be charged each academic quarter beginning in [Insert Date]).
- G. Approved criteria (i.e., referendum guidelines) for establishing or increasing a compulsory fee, including voting pool requirements and requirements for at least a majority vote approval (for example, 20% of registered students with passage by a simple majority).
- H. A statement that the proposed voting criteria are in compliance with the applicable student fee policies described in Section 18.00 of the UCSD Policies and Procedures Applying to Student

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Activities and, for a college-based request, that it also complies with the college Election/Referendum Guidelines or Constitution and Bylaws.

I. Election Procedures -- How the election will be conducted (e.g., paper ballot, TritonLink).

J. Campaign Procedures -- How the election, presenting both pro and con positions, will be publicized to the affected student body, and in what form.

K. A copy of the approved applicable student government constitutions, bylaws and/or guidelines.

The proposed referendum must be approved by the [Vice Chancellor-Student Affairs](#) and the [Chancellor](#) prior to the election.

III. REFERENDUM VOTING RULES

In a referendum during any election, the referendum will pass if:

A. The number of students casting ballots equals or exceeds 20% of all students eligible to vote during the academic quarter in which the special or general election is held; and

B. The number of affirmative votes exceeds half the total votes cast on the specific referendum question.

Whether student approval of voluntary student contributions is through referendum or resolution, voluntary student contributions may only be implemented with the approval of the Chancellor, who may take into account other relevant matters.

IV. VOLUNTARY STUDENT CONTRIBUTIONS

In the case of student government, provisions that student government funds will be used to pay for the costs of defense and any judgment in any legal action which may arise in connection with the agreement.

For a continuation referendum to pass, the vote requirements are the same as in Section II above. If the continuation referendum is not held or does not achieve passage, the pledge system in question will be terminated.

Billing statements will direct students to information about non-payment procedures and voluntary contribution revocation procedures.

V. REDUCING OR ELIMINATING A COMPULSORY CAMPUS-BASED STUDENT FEE

Compulsory campus-based student fees cannot be reduced or eliminated when the campus-based student fee is necessary to meet legal requirements and contractual obligations and other commitments such as income projections, debt service and/or funding covenants of a building or facility that is funded wholly or in part by campus-based student fees.

Students may initiate a reduction or elimination of compulsory campus-based student fees, prior to their expiration, by a referendum in which students vote in favor of reducing or eliminating the fee in accordance with applicable referendum requirements.

VI. PRO RATA REFUNDS

A student government in consultation with the Vice Chancellor-Student Affairs, or the Vice Chancellor-Student Affairs with the concurrence of the student government, may establish and administer a mechanism providing for a pro rata refund to any student of that portion of his or her student government fees that has been allocated by the student government or other campus entity to support a particular Registered Student Organization or Registered Student Organization-related program or activity.

For any student who successfully asserts that a Registered Student Organization, or any activity of any such organization funded by a separate allocation, is predominantly political, religious, or ideological in nature, the student government body collecting the fee will provide for a pro rata refund directly from the

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organization to the student of that portion of his or her compulsory student fees that has been allocated to support the organization or separately funded activity under challenge.

Student governments or other campus entities responsible for reallocating compulsory campus-based student fees must:

A. Publicize widely and regularly to Registered Student Organizations, either through publication in *The UCSD Guardian*, by posting to an electronic bulletin board, or by other appropriate means, the availability of such funds to support Registered Student Organizations on a viewpoint-neutral basis, as well as the viewpoint-neutral criteria on the basis of which such funds will be reallocated;

B. Assure that communications to Registered Student Organizations on the availability of such funds be made in a timely fashion, and be reiterated periodically during the year as long as such funds remain available, to ensure sufficient time for the preparation of funding proposals in advance of funding decisions; and

C. Provide students with a reasonable time to request consideration for a refund.

The student government body collecting the fee will use the procedures set forth in the UCSD Policies and Procedures Applying to Student Activities, Section 23.00, to evaluate challenges by students seeking a pro rata refund of that portion of their compulsory student fees allocated to support a Registered Student Organization or separately funded activity of any such organization asserted to be predominantly political, religious, or ideological in nature.

The student government body collecting the fee will provide for a prompt pro rata refund to any student whose challenge is sustained by the review procedure.

VII. STUDENT FEE-FUNDED FACILITIES

The procedures described in the following subsections of Section 18.14 apply to referenda, planning, construction, finance, and other aspects of a facility to be funded by compulsory campus-based student fees ("Facility Fee").

Referenda to establish a Facility Fee must adhere to mandatory campus-based student fee referendum guidelines described in Section 18.12 of this Policy. No more than one referendum shall be held in a given academic year for a particular proposed facility.

An assessment of student needs for the proposed facility must be conducted prior to placing a referendum on the ballot. Information for the required assessment may be collected from a survey of students and consultation with student governments, or by other means approved by the Vice Chancellor-Student Affairs. Students must be involved in this needs assessment process.

If the UCSD administration provides funding and opportunities for dissemination of information about a Facility Fee referendum, it shall provide equal funding and opportunities for a student representative (individual or group) promoting opposing arguments or points of view.

The following types of facilities shall not be funded by a Facility Fee:

A. Facilities primarily used as classrooms, laboratories, or other instructional facilities;

B. Facilities providing office space for non-student related use;

C. Facilities exclusively for commercial or rental use, such as bookstores and food service facilities.

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Prior to placing a Facility Fee referendum on the ballot, the appropriate student governments and the Vice Chancellor-Student Affairs must approve a Facility Advisory Board ("FAB") charter. The jurisdiction of the FAB shall include, but not necessarily be limited to, space allocation, general use policy, rent assessment, custodial standards, capital improvements, maintenance and renovation, purchase of equipment, and hours of operation.

More than half the voting members of the FAB must be students appointed by appropriate student governments and other relevant student groups as determined by the Vice Chancellor-Student Affairs.

Any subcommittee established by the FAB must have at least one student member. Selection of this member shall be subject to majority approval by a majority vote of the FAB. This provision does not exclude subcommittee membership of other students, nor does it require full FAB approval for other students.

Students must serve on any search committee to select management personnel and must participate in the evaluation process for management level personnel of a facility funded by a Facility Fee. Such student service and participation must be in accordance with applicable UC and UCSD policies and procedures.

The FAB will prepare and publish a report ("FAB Report") that contains a complete program statement and describes the space plan for the proposed facility. The report will also include:

- A. A cost-effective financial plan for the proposed facility. The financial plan shall, through appropriate combination of funding sources, make Facility Fee assessments as small as reasonably possible. The financial plan shall also explicitly describe any charges for facility users who will not be assessed the Facility Fee for the proposed facility.
- B. Specific guidelines regarding bond repayment and the period over which Facility Fee is to be assessed.
- C. Recommendations to the Vice Chancellor-Student Affairs for a facility site, an architect, and a procedure for naming the facility.

The FAB Report must be completed and disseminated as a public document during the fall, winter, or spring academic quarters. In particular, the report shall be distributed to the student governments and other campus groups as deemed appropriate by the FAB or the Vice Chancellor-Student Affairs or her/his designee.