



ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Approved: 05/31/01
Approved: Pending

ADMINISTRATIVE MANUAL

REFERENDUM GUIDELINES

POLICY 218

1.0 PURPOSE:

To provide a comprehensive policy regarding student fee referendums.

2.0 REFERENCES:

EXECUTIVE ORDER ~~740~~

~~EXECUTIVE ORDER 6611102~~ - WWW.CALSTATE.EDU/EO/EO-1102.HTML

3.0 POLICY:

Appropriate and meaningful consultation with campus constituencies who use the fee must occur before requesting Associated Students, Inc. to endorse a student fee referendum. Appropriate and meaningful consultation includes consultation with Associated Students and the Campus Fee Advisory Committee prior to increasing and establishing a student fee referendum.

4.0 DEFINITION:

Category II fees – Campus mandatory fees that must be paid to ~~apply to,~~ enroll ~~in,~~ or attend the university.

5.0 PROCEDURE:

Associated Students, Incorporated is responsible for assuring that appropriate consultation occurs prior to recommending any student referendum.

5.1 The individual/department requesting a student fee referendum must submit a proposal to the A.S.I. Administrative Office at least one full quarter before the initial date of the Spring Quarter. A.S.I. will not entertain proposals for student fee referendums during the Spring Quarter.

5.2 Student Fee Referendum Proposals shall be submitted to the A.S.I. Administrative Office. They will be forwarded to the Finance Committee and University Vice President for Administration and Finance for review and further consultation.

5.3 A.S.I. shall establish a referendum advisory committee comprised of the Vice President for Finance ~~Chair~~, BOD member, A.S.I. Executive Director, representative from those requesting the referendum and a representative



from the University VPAF Office to provide advice to the A.S.I. Board of Directors.

5.4 A.S.I. shall insure that a voter pamphlet is created providing objective analysis of the proposed fee action and statements solicited by the committee for and against the proposed fee action. The referendum advisory committee shall determine the specific statements that shall be included in the pamphlet.

5.5 A statement of revenues and expenditures including a minimum of ~~one year of actual costs and~~ two years of projected revenue and expenditures one year of actual costs and for the fee revenue supported activity shall be developed in consultation with the campus chief financial officer, and considered by the president prior to establishing or adjusting any Category II fees.

5.5.6 A referendum proposal containing the information above will be presented to the Campus Fee Advisory Committee.

5.6.5.7 The referendum may be conducted by the campus with the coordination of the student body association.

5.6.15.7.1 The campus ~~will be asked to~~ shall fund costs associated with the referendum if requesting the referendum.

5.6.25.7.2 The results of the referendum shall be advisory to the University President.

5.6.35.7.3 The results of the student fee referendum shall be considered favorable when a majority of students voting approve the fee action.

5.6.45.7.4 The results of the student fee referendum will be shared with the Campus Fee Advisory Committee for approval and recommendation to the University President.

5.7.5 Copies of the voter pamphlet and ballot and information regarding the dates, times, and polling locations shall be available to students and published in the campus newspaper at least thirty days prior to the referendum.

5.6.5 5.8 Unless established prior to January 1, 2013, Category II fees established through an affirmative vote of the majority of the student body voting on the fee, but not specifically authorized by statute, shall not be reallocated to alternative purpose(s) without an affirmative vote of a majority of the members of either the student body or Campus Fee Advisory Committee voting on the reallocation. Category II fees established on or after January 1, 2013 through an affirmative vote of the majority of the student body voting on the fee, but not specifically authorized by statute, may be reallocated without an affirmative vote of a majority of the members of either the student body or Campus Fee Advisory Committee



voting on the fee if the vote that established the fee authorized an alternative or automatic reallocation mechanism for that fee.

