



Administrative Manual

Referendum Guidelines

1. **Purpose:**
To provide a comprehensive policy regarding student fee referendums and consultation with ASI.

2. **References:**
 - [Executive Order 1102](http://www.calstate.edu/eo/EO-1102.html) - www.calstate.edu/eo/EO-1102.html
 - Education Code Section 89300 (b)(2)

3. **Policy:**
Appropriate and meaningful consultation with campus constituencies regarding the Category II fee must occur before Associated Students, Inc. can 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. **Definitions:**
Category II fees – Campus mandatory fees that must be paid to enroll in or attend the university.

5. **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 ASI Administrative Office. They will be forwarded to the Finance Committee and University Vice President for Administration and Finance for review and further consultation.
 - 5.2 ASI shall establish a Referendum Advisory Committee chaired by the V.P.F. to provide advice to the ASI Finance Committee and Board of Directors in order to develop guidelines applicable to the student fee referendum process designed to assure that the referendum is open, fair, and objective.



- i) The membership shall be determined by the V.P.F. (only votes in the event of a tie) and composed of twelve (12) voting members and six (6) non-voting members. Quorum will be :
 - a) ASI Vice President for Finance (V.P.F.) (non-voting, Chair)
 - b) ASI President
 - c) Two A.S.I. Executive Officers
 - d) Three ASI Finance Committee Members
 - e) Four ASI Members (non-Executive Officers)
 - f) Three General Students (non-A.S.I. Members)
 - g) One ASI Student Staff
 - h) One representative from those requesting the referendum (non-voting)
 - i) One representative from the Academic Senate (non-voting)
 - j) One representative from the Division of Student Affairs (non-voting)
 - k) One representative from the Division of Administration and Finance (non-voting)
 - l) ASI Executive Director (non-voting)
 - m) ASI Director of Programs and Leadership (non-voting)
- 5.3 The ASI Referendum Advisory Committee 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 also determine the specific statements that shall be included in the pamphlet.
- 5.4 "A statement of revenues and expenditures including a minimum of two years of projected revenue and expenditures and one year of actual costs for the fee revenue supported activity shall be developed in consultation with the campus chief financial officer and considered by the campus president prior to establishing or adjusting any Category II or III fees."
- 5.5 A referendum proposal containing the information above will be presented to the Campus Fee Advisory Committee upon approval of the ASI Finance Committee and Board of Directors.
- 5.6 "The Campus Fee Advisory Committee shall consider proposals for the establishment and adjustment of Category II or III fees, and shall then make a recommendation to the [University] president."

6. Campus Procedure:

- 6.1 The referendum may be conducted by the campus with the coordination of the student body association following the procedures listed in Executive Order 1102 Section IV.C.
 - 6.1.1 The requirement of "consultation with the student body association" listed in the Executive Order would be fulfilled upon following and completing the procedure indicated under section 6 of this policy.



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6.2 “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.”

7. ASI Student Body Organization Fee:

Although the ASI fee follows the procedures applicable to Category II fees, the procedure listed in the latest California State University Student Fee Policy (Executive Order 1102) regarding the ASI fee and its adjustment approval of the University President may be bypassed by the performance of instructions listed in the Education Code.

7.1 “The required fee [ASI Category II fee] shall be subject to referendum at any time upon the presentation of a petition to the president of the university containing the signatures of 10 percent of the regularly enrolled students at the university. A successful referendum shall take effect with the beginning of the academic year following that in which the election was held.”

7.2 “The trustees [CSU Board of Trustees] may approve an increase or decrease in the student body fee only after the fee increase or decrease has been approved by a majority of students voting in a referendum established for that purpose.”

8. Policy History

Approved: 04/21/16

Approved: 05/31/01

Approved: 10/05/17

