

University of California, Los Angeles
Student Fee Advisory Committee
Bylaws

Preamble:

Under Regents Policy 3101: The University of California Student Tuition and Fee Policy, “income generated by the Student Services Fee shall be used to support services and programs that directly benefit students and that are complementary to, but not a part of, the core instructional program... Student recommendations shall be provided by each campus’ Student Fee Advisory Committee recognized by the systemwide Council on Student Fees.”

In accordance with the Charter of the University of California, Los Angeles (UCLA) Student Fee Advisory Committee (SFAC), these Bylaws are hereby established to govern the activities and procedures of the UCLA SFAC.

Article I: Budgetary Process

- A. SFAC shall hold a budgetary process in order to advise the Chancellor on the appropriate use of revenue generated by the Student Services Fee.
 1. SFAC shall send out call letters, as appropriate, to Vice Chancellors, Deans, and other senior administrators to solicit funding requests in line with the campus fiscal calendar. SFAC shall receive responses to the call letters by an announced deadline.
 2. SFAC may directly invite administrators of units or entities whose budgets or budget requests are under study to provide additional information regarding a particular budget or budgetary request. Such administrators or affected students may also request and shall be granted an opportunity to present budget information and requests to SFAC.
 3. SFAC shall receive any evaluation or analysis of its budgetary recommendations made by the Office of Academic Planning and Budget prior to the Chancellor making a final decision.
 4. Upon the review of a unit or department’s funding requests, all SFAC members hired under that entity, whether student or non-student representatives, must recuse themselves from the initial funding conversation. When recusal occurs, at the Chairperson’s discretion, the representatives shall return when there is a consensus on what the initial funding recommendations are. Those representatives will then be given the opportunity to contribute to the conversation and vote as all other SFAC representatives do on the final funding recommendations for that unit. All SFAC representatives must disclose their employment by a SFAC-funded unit which will lead to members’ recusal for that unit’s discussion. The Chairperson shall announce this recusal process at Orientation and again prior to the beginning of the funding request discussions.

- B. SFAC shall send its annual budgetary recommendations, including recommendations concerning the level of the subsequent year's Student Services Fee, directly to the Chancellor no later than the end of the Spring academic term.

Article II: Organizational Structure

A. Staffing:

1. SFAC shall operate with adequate support staff.
2. For organizational purposes, the SFAC staff shall be under the administrative auspices of the Chancellor or an organizational designee.
3. The SFAC Chairperson shall have the authority to make recommendations to the Chancellor, or the organizational designee, on matters pertaining to the staffing of the SFAC, subject only to any limits SFAC may wish to impose.

B. Meeting notification:

1. Regular Meetings: At the beginning of each academic term, regular meetings shall be scheduled for a particular time and date that is agreed upon by a majority of members. Agendas shall be distributed to all SFAC members prior to each meeting.
2. Special Meetings: Official notice and agenda of special meetings shall be distributed in writing to all SFAC members not less than three (3) days before each special meeting.
3. The SFAC staff shall be responsible for publicizing upcoming SFAC meetings using campus communication methods and/or the SFAC website.

C. Meeting minutes:

1. Meeting minutes shall be taken either by the SFAC staff or by a contracted minute taker.
2. Meeting minutes shall be approved at a subsequent regular meeting.
3. The SFAC staff shall post a copy of all approved minutes on the SFAC website.

D. Subcommittees:

1. Budget Review Subcommittees:

- a. SFAC shall determine the process for its annual review by December 1st of every year. SFAC may opt to review by administrative organization, by functional groupings, or by any other method it finds appropriate. Thereafter, SFAC members shall be apportioned equally on budget review subcommittees, insofar as possible with the requirement that the membership be at least half students and evenly comprised of graduate student members and undergraduate student members.
- b. SFAC shall receive oral or written reports from budget review subcommittees on progress towards establishing budgetary recommendations.
- c. Each budget review subcommittee shall be responsible for contacting department heads and administrative staff, appropriate advisory groups, and other interested parties in its respective areas as an integral part of its long-range planning process for both policy and budgetary reviews. Administrative organization charts shall be maintained by the SFAC staff.
- d. As a result of their work, budget review subcommittees shall develop budgetary recommendations and present them for approval to SFAC.
- e. All budgetary recommendations and any materials to be appended must be approved by a majority of the total voting membership prior to inclusion in the annual recommendations to the Chancellor.

2. Ad-Hoc Subcommittees:

- a. Ad-hoc subcommittees may be established on issues of SFAC interest outside of regular meetings. No ad-hoc subcommittee meeting shall be large enough to constitute a quorum of SFAC.

3. Other Appointments:

- a. The SFAC staff, in conjunction with the Chairperson, shall be responsible for maintaining a list of other agencies to which SFAC appoints members and/or representatives. This list shall be provided annually to all SFAC members at the orientation session and shall be updated as required.

Article III: Orientation

- A. The Chairperson of the incoming SFAC, in conjunction with the SFAC staff, shall prepare an agenda for and conduct an on-campus orientation session for the incoming SFAC prior to the first regular meeting of the Fall academic term.
- B. Should the Chairperson be unable to fulfill this responsibility, the Chairperson shall designate a returning student member to conduct the orientation session.

Article IV: Systemwide Council on Student Fees

- A. In accordance with officer duties established by the SFAC Charter, the Chairperson and/or Vice Chairperson shall present a report each academic term on any discussions and actions taken by the systemwide Council on Student Fees.
- B. The Chairperson and/or Vice Chairperson shall present invoices for membership dues to the systemwide Council on Student Fees for SFAC approval prior to December 31.
- C. Membership dues to the systemwide Council on Student Fees, or any systemwide or statewide organizational equivalent, shall be approved by a majority vote.

Article V: Member Compensation

- A. Student members shall receive compensation, as determined by the SFAC Student Service Compensation Policy. Student members must be registered and enrolled during each academic term of service.
- B. The Chairperson shall receive compensation augmentation according to the SFAC Student Service Compensation Policy.
- C. Disbursements of compensation shall be authorized no later than the last week of the academic term.
- D. The SFAC Student Service Compensation Policy shall establish accountability measures in the event that a student member has two or more unexcused absences within an academic term from a regular SFAC meeting.

Article VI: Amendments

- A. SFAC may at any time recommend to the Chancellor amendments to these Bylaws by a two-thirds affirmative vote of the total voting membership. Notification of proposed amendments shall be provided to SFAC members at least seven (7) days prior to voting on the proposed amendments.
- B. SFAC shall request that the Chancellor act on the proposed amendments within fourteen (14) days after receipt of the amendments. Disapproval shall occur only after discussion with SFAC, such discussion to involve not less than a quorum of SFAC. In the event that the Chancellor is unable to meet with SFAC within fourteen (14) days, the Chancellor shall notify the SFAC Chairperson in writing when such a meeting can be held.
- C. The Chancellor may enact amendments to these Bylaws only after discussion of such amendments with SFAC, such discussion to involve not less than a quorum of SFAC. Notification of the proposed amendments shall be provided by the Chancellor to SFAC at least fourteen (14) days prior to the discussion.

D. These Bylaws shall be reviewed by SFAC on a biennial basis.

Revised:

7/19/83

3/05/84

10/11/95

4/7/98

1/27/04

4/11/19

5/28/19