

University of California, Los Angeles
Student Fee Advisory Committee
Charter

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.”

This Charter of the University of California, Los Angeles (UCLA) Student Fee Advisory Committee is hereby established so that student recommendations on the use of Student Services Fee revenue, the evaluation of campus services for students, and the annual Student Services Fee to be set by the Regents are provided to the UCLA Chancellor for annual consideration.

Article I: Objectives

The purpose and objectives of the Student Fee Advisory Committee (hereinafter referred to as "SFAC") shall be to provide student input that advises the Chancellor on the following matters:

- A. Budgetary priorities for the allocation of Student Services Fee revenue.
- B. The level of the Student Services Fee set by the Regents along with intersecting issues of student affordability and service needs.
- C. The operations, services, and programs of non-instructional/non-curricular administrative units for which students are among the primary clients, regardless of the funding sources of those units.
- D. Issues pertaining to other student fees including, but not limited to, changes to or newly proposed user fees and course materials fees.

Article II: Composition and Eligibility

A. Membership:

Except as otherwise provided herein, the voting membership of SFAC shall be composed as follows:

1. Four (4) undergraduate students appointed by the Chancellor. Nominations shall be made by the Undergraduate Student Association (USA) in accordance with the rules and procedures of USA. The nominations shall be submitted to the Chancellor not later than July 15, and the Chancellor shall approve or reject these nominations not later than July 31. Each undergraduate student appointee must be a registered and enrolled student at UCLA during each quarter of

service on SFAC except that this requirement of registration and enrollment need not be met during the summer period. Each undergraduate student appointee must have at the time of SFAC and must maintain throughout her/his period of service on SFAC not less than a cumulative grade point average of 2.00. Additionally, each student member must be in compliance with the requirements of UCLA pertaining to student participation in extracurricular activities. Students shall receive compensation according to guidelines set forth in the SFAC Student Service Compensation Policy.

- a. Undergraduate students appointed to SFAC or any other compensated committee governed by this Charter may not also serve as elected officers of USA unless a member is returning to complete the second year of a two-year appointment and the student is the only returning member nominated by their student association.
2. Four (4) graduate students appointed by the Chancellor. The nominations shall be made by the Graduate Students Association (GSA) in accordance with the rules and procedures of GSA. The nominations shall be submitted to the Chancellor not later than July 15 and the Chancellor shall approve or reject these nominations not later than July 31. Each graduate student appointee must be a registered and enrolled student in academic good standing at UCLA during each quarter/semester of service on SFAC except that this requirement of registration and enrollment need not be met during the summer period. Additionally, each student member must be in compliance with the requirements of UCLA pertaining to student participation in extracurricular activities. Students shall receive compensation according to guidelines set forth in the SFAC Student Service Compensation Policy.
 - a. Graduate students appointed to SFAC or any other compensated committee governed by this Charter may not also serve as elected officers of GSA unless a member is returning to complete the second year of a two-year appointment and the student is the only returning member nominated by their student association.
3. One (1) administrative representative from the Student Affairs division and appointed by the Chancellor to serve for a two-year term.
4. One (1) administrative representative from a non-Student Affairs division and appointed by the Chancellor to serve for a two-year term.
5. One (1) administrative representative from any division and appointed by the Chancellor to serve for a two-year term.
6. One (1) faculty representative nominated according to the rules and procedures of the campus Academic Senate and appointed by the Chancellor to serve for a two-year term.
7. There shall be no alternate members.

B. Term of Student Service:

1. In accordance with their policies and procedures, USA and GSA shall nominate student members on a staggered two-year basis, resulting in two undergraduate appointments and two graduate appointments each year. Students appointed to fill vacant positions shall serve for the duration of the initial appointment rather than two years from the time of appointment.
 - a. In the case of an undergraduate transfer student who is ineligible to serve for two years, the student may be nominated for a one-year term. If the student's eligibility changes, they shall be nominated to carry out their second year on the committee. If the student's eligibility does not change, USAC shall nominate a student to serve the one-year remainder of the two-year term.
 - b. The Graduate Student Association (GSA) may nominate a master's student in the final year of their program for a one-year term. If the student's eligibility changes and they become eligible to serve a second year on the committee, they shall be nominated to carry out the second year. If their eligibility does not change, GSA may nominate another student for the remainder of the one-year appointment to complete the two-year term.
 - c. Each year, USAC and GSA must nominate at least one student to a two-year term. The term of service for a two-year appointment shall begin when the Chancellor issues the appointment letter (not to begin prior to July 1st) and end on June 30 of their second year. The term of service for a one-year appointment shall begin when the Chancellor issues the appointment (not to begin prior to July 1st) and end of the following June 30.
2. An appointed undergraduate or graduate student may be re-nominated by their respective student association for an additional term of service. No individual shall serve on SFAC for more than 4 consecutive years with voting membership.
3. Nominations to fill vacancies on SFAC resulting from ineligibility, resignation, or incapacity shall be made to the Chancellor within three weeks in accordance with the rules and regulations of the appropriate nominating entity. The Chancellor shall accept or reject these nominations within three weeks upon receipt.
4. In the event that a student member has two or more unexcused absences within any academic term from a regular SFAC meeting, this matter may be called to the attention of the appropriate student association and/or the Chancellor by the SFAC Chairperson. Should the Chancellor decide to remove the member for absenteeism, the resulting vacancy shall be filled in accordance with the above procedure for nominations to fill vacancies. This matter may also result in the

forfeiture of compensation for that member in accordance with the SFAC Student Service Compensation Policy.

C. Impeachment:

1. Any student member of SFAC, for due cause, may be recommended to the Chancellor for removal by the USA President or the GSA President only if, after appropriate notice and opportunity for rebuttal have been provided, two-thirds of the total USA Council membership vote for removal of the undergraduate member, or two-thirds of the total GSA Forum membership vote for removal of the graduate member. Upon receipt of such recommendation for removal of a student member and of the reasons for such recommendation, the Chancellor shall formally advise the appropriate student association President, the SFAC Chairperson, and the affected student member of SFAC whether or not the student member is to be removed.

Article III: Officers and Staff

- A. Officers: Elections for Chairperson-elect and Vice Chairperson shall be made according to the following procedures:
 - a. The election for Chairperson-elect shall be held annually no later than the tenth week of the Spring academic term. The election for Vice Chairperson shall be held annually no later than the third regular meeting of the Fall academic term. At least three-fourths of the total voting membership must be present to nominate and elect officers.
 - b. Only student members may be nominated for the position of Chairperson, Chairperson-elect, and Vice Chairperson. Nominations for Chairperson-elect shall be made at least one week prior to the election. Nominations for Vice Chairperson shall be made at least one week prior to the election.
 - c. All votes in elections shall be cast by secret ballot. Officers shall be elected by a majority of all votes cast.
 - d. In the event of a tie, a second vote shall be conducted by secret ballot with only the student members. In this circumstance, officers shall be elected by a majority of votes cast by student members. In the event of a tie during the second vote, a third vote shall be conducted by secret ballot with the entire voting membership. Further votes, as necessary, shall proceed in this pattern until the officer(s) are elected by a majority of votes cast.
 - e. The term of the Chairperson and the Vice Chairperson shall be one (1) year. The Chairperson-elect shall hold office from their election until July 1, in which they assume the position of Chairperson.

- f. Any returning student member may serve a maximum of two (2) years as Chairperson, if elected.
 - g. The Vice Chairperson shall be in the first year of a two-year appointment in order to provide institutional continuity for SFAC regarding discussions of ongoing projects between the Chairperson and the Vice Chairperson.
2. Should the Chairperson resign from their elected position or from SFAC, or become ineligible for SFAC membership, the Vice Chairperson shall immediately assume the position of Chairperson. Should the Vice Chairperson decline to assume the position of Chairperson, the Vice Chairperson may call an election to elect a new Chairperson for the remainder of the term. In the event of concurrent vacancies in the positions of the Chairperson and Vice Chairperson resulting from resignation, ineligibility or incapacity, vacancies shall be filled by election procedures specified above.
 3. The Vice Chairperson may concurrently hold the position of Chairperson-elect.

Duties of Officers:

4. The Chairperson shall:
 - a. Prepare and timely distribute notices and agendas for all regular and special meetings of SFAC.
 - b. Call all regular and special meetings of SFAC.
 - c. Preside over all meetings of SFAC.
 - d. Prepare SFAC's annual report of budgetary and student services-related recommendations to the Chancellor.
 - e. Represent SFAC before all campus and other organizations on matters of interest to SFAC, subject only to any limits SFAC may wish to impose.
 - f. Communicate regularly with UCLA media and ASUCLA student media to disseminate the issues and agenda items facing SFAC.
 - g. Make recommendations to the administrative organization providing administrative support to SFAC on matters pertaining to staffing of SFAC, subject only to any limits SFAC may wish to impose.
 - h. Attend and participate in all meetings of the systemwide Council on Student Fees on matters of interest to SFAC, subject only to any limits SFAC may wish to impose.
 - i. The Chairperson shall have the privilege to vote on all matters and to freely enter discussions.

5. The Chairperson-elect shall:
 - a. Share substantively in all duties of the Chairperson.
 - b. Serve as Chairperson for the year immediately following their term as Chairperson-elect, in accordance with the above procedures for election of officers.
 - c. The Chairperson-elect shall have the privilege to vote on all matters and to freely enter discussions.

6. The Vice Chairperson shall:
 - a. Act and preside over meetings in the absence of the Chairperson or in the absence of both the Chairperson and the Chairperson-elect.
 - b. Assume additional duties, as determined by SFAC on an ad-hoc basis.
 - c. Serve as liaison to campus committees under SFAC's Student Service Compensation Policy.
 - d. Attend and participate in all meetings of the systemwide Council on Student Fees on matters of interest to SFAC, subject only to any limits SFAC may wish to impose.
 - e. The Vice Chairperson shall have the privilege to vote on all matters and to freely enter discussions.

B. Staff:

1. The Chancellor shall designate an appropriate administrative organization for providing general staff support to SFAC. All staff matters shall be handled in conformance with UCLA personnel policies and procedures.
2. A representative from the Office of Academic Planning and Budget, appointed by the Chancellor, will participate in the deliberations of SFAC and will provide staff assistance to SFAC on planning and budgetary matters.

Article IV: Meetings

A. A quorum shall consist of half plus one (1) of the SFAC voting membership.

B. Definitions:

1. Regular Meeting: Any meeting scheduled according to a calendar established by SFAC at the beginning of each academic term and the summer period.
2. Special Meeting: Any meeting called during the interim between regular meetings.

- C. SFAC shall hold regular meetings not less than six (6) times during each academic term.
- D. Meetings may be called during the summer period. If quorum is not established, SFAC members may serve in a non-binding consultative process.
- E. Special meetings shall be held upon the call of the Chairperson or upon written request to the Chairperson by at least three (3) SFAC members.
- F. Notice of regular and special meetings shall be publicized in advance according to the schedules for regular and special meetings as prescribed in the Bylaws associated with this Charter.
- G. SFAC shall give public notice of all regular and special meetings through the campus media and/or through posting on the SFAC website.
- H. *Robert's Rules of Order* shall apply on matters upon which this Charter or its associated Bylaws are silent.
- I. To support the greatest diversity of committee members, we are committed to thinking intentionally and earnestly about ways to make participation on SFAC maximally accessible and inclusive. In order to facilitate participation and engagement, both in-person and remote attendance is allowed to increase access for: committee members with dependents, members with disabilities, workers, commuters, economically and socially marginalized members, and any committee member(s) for whom access to campus could be a barrier.

Article V: Subcommittees

- A. SFAC may establish subcommittees to assist in carrying out its objectives. Subcommittees shall consist of at least one (1) graduate student member and one (1) undergraduate student member. Such subcommittees, their members, duties, and method of selection shall be in accordance with the SFAC Bylaws.

Article VI: Bylaws and/or Operating Procedures

- A. SFAC may draft bylaws and/or operating procedures consistent with the provisions of this Charter. Such bylaws and/or operating procedures shall be submitted to the Chancellor upon two-thirds affirmative vote of the total voting membership and shall go into effect fourteen (14) days after submission to the Chancellor unless vetoed by the Chancellor prior to that time.

Article VII: Amendments

- A. SFAC may at any time recommend to the Chancellor amendments to this Charter by 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 this Charter 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.

Established: August 15, 1978

Revised:

7/19/83
3/05/84
10/24/88 (Draft)
8/24/94
10/11/95
5/18/97
3/12/98
2/3/04
1/05/10
5/28/19
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