



## **Charter of the UC Council on Student Fees**

We the students of the University of California, in order to maintain and further the cause of higher education, and to promote the general welfare of the student body and the University, do hereby establish this Charter.

### **ARTICLE I. Name**

Section A. The official name of this body shall be the University of California Council on Student Fees, also known as "CSF." Its governing body shall be known as the Council; the Executive Board shall be comprised of all campus' Student Fee Advisory Committee Chairs, its equivalents or designates, along with the CSF Chair and Vice-Chair . The Council consists of every voting student member of each campus' Student Fee Advisory Committee.

### **ARTICLE II. Purpose**

Section A. The University of California Council on Student Fees shall exist to: serve as the official student advisory voice on systemwide matters regarding the use of Student Services Fees (formerly, Registration Fees) which is a forum to develop and endorse policy positions on student fees, campus-based fees, and tuition issues of collective importance to all campuses, a clearinghouse of information on the development and resolution of issues related to student fees and tuition, and to advocate for the students of the University of California and the services those students need.

### **ARTICLE III. Powers and Responsibilities**

Section A. The specific powers and responsibilities shall be vested in the Council including, but not limited to the following:

1. Official representation of the student body of the University on matters concerning student fees, tuition, and student services to the University of California Student Association, the University of California Office of the President, the University of California Board of Regents, and the officers of the State of California.
2. Promotion of close cooperation between the various campus Student Fee Advisory Committees.
3. Promotion of close cooperation between the various campus Student Fee Advisory Committees, with respect to their student governments and UCSA.
4. Determination of the specific levels of support requested from each campus Committee for the support of the Council on Student Fees.
5. Exercise of control over all activities and programs of CSF; policy making, personnel, and expenditure of funds.
6. Review and approve the annual CSF Budget.
7. The power to request annual dues from member campuses to finance the annual organizational operating budget.

Section B. The Council and the Executive Board shall have all power necessary for the execution of its purpose, which must be consistent with the provisions of the Charter.

## **ARTICLE IV. Composition and Membership**

Section A. The Council on Student Fees shall be comprised of all student members of University of California Student Fee Advisory Committees or its equivalent, who are appointed to represent the entire campus student body on matters concerning student fees, student services, and other related matters.

Section B. The Executive Board shall be comprised of all campus' Student Fee Advisory Committee (or its equivalent) Chairs, its equivalents or designees, along with the CSF Chair and Vice Chair.

Section C. All requirements regarding certification of representation, voting, and Chair and Vice Chair qualifications apply as stated in the Council on Student Fees Bylaws.

## **ARTICLE V. Operating Procedures**

Section A. Meeting Schedule.

1. General Meetings of the Council shall be held at least four times per year, or once per academic quarter, including one meeting during the summer. For campuses on semester calendars, one meeting will take place in Fall and two in Spring.
2. The date and place of each regular meeting shall be set by the Council at the preceding meeting, or as soon after the meeting as possible, if it is necessary for further inquiries to be made into the date.
3. The Executive Board will convene at least once between Council meetings in a conference call.
4. The date and time of each Executive Board Conference shall be set by the CSF Chair.

Section B. The Council shall elect officers as outlined in the Bylaws. These officers shall be elected by December 1<sup>st</sup> of any year, and their terms shall begin June 15th and end on June 14th the following year.

Section C. All meetings of the Council and Executive Board shall be held in open session. The Executive Board may vote to enter closed executive session for specific appropriate questions, as detailed in the bylaws.

Section D. Minutes shall be recorded at all Council meetings, and distributed to all Executive Board members, in accordance with the bylaws.

Section E. Fifty percent plus one of the Executive Board membership, including the Chair and Vice Chair, shall constitute a quorum.

Section F. Attendance and vote by proxy shall be recognized as long as the holder of the proxy is a member of the Council and represents her or his own campus. The SFAC Chair or equivalent shall notify the CSF Chair or substitute in advance that they will be sending a proxy, to the extent possible.

Section G. The latest edition of Robert's Rules of Order shall determine procedures for the Council and Executive Board, except where the CSF Charter or Bylaws supercede its provisions.

## **ARTICLE VI. Bylaws**

Section A. The Council on Student Fees shall approve, amend, and waive such bylaws, introduced by any Executive Board members, as it may deem necessary, by approval of two-thirds of the present and voting membership.

Section B. At least one week's notice must be given to all Executive Board members in the form of a written draft before any action may be taken on a proposed change in the bylaws. Any Executive Board member may submit a proposal to amend the bylaws.

## **ARTICLE VII. Amendments**

Section A. Proposal of Amendments:

1. Any CSF Executive Board member may propose an amendment to this Charter. If two-thirds of the Executive Board approves the proposed amendment, then it shall be submitted to the campus Student Fee Advisory Committees for ratification.
2. At least one week notice must be given to all Council members before any action on a proposed Charter amendment may be taken.

Section B. Approval of Amendments:

1. The Chair of CSF shall call for the votes of the campus Student Fee Advisory Committees within two months following the approval of a proposed amendment by the Executive Board.
2. Two-thirds of the campus committees voting for approval, by majority vote, shall constitute ratification of the proposed amendment. The campus committee chairs should promptly submit a certification of the ratification via email or US Mail to the Chair of CSF
3. Proposed amendments shall take effect immediately upon their ratification by the campuses, unless otherwise specified.

## **ARTICLE VIII. Appendices**

Section A. The Operating Agreement between the University of California Student Association and the Council on Student Fees shall be included as text within the charter.

Section B. The Memorandum of Understanding between the University of California Office of the President and the Council on Student Fees shall be included as text within the Charter.

## **ARTICLE IX. Ratification**

Section A. Following review and approval of the Executive Board at the Winter 2002 Council meeting, the Charter was submitted for ratification to the campus committees and the University of California Student Association.

Section B. The Charter took effect upon verification to the current CSF Chair that it had been approved, by two-thirds vote, by two-thirds of the campus Student Fee Advisory Committees of the University of California.

Submitted to the Council of Student Fees and approved in concept at the Regular Meeting on January 26, 2002.

Notice of Ratification sent to CSF Executive Board, UCSA Board of Directors, and the UC Office of the President on February 21, 2002.

By: /s/ Matthew Dean  
Kaczmarek Matthew Dean  
Kaczmarek  
2001-2002 Chair of the Council on Student Fees

Amended by Michelle Greenwood  
2011-12 Chair of the Council on Student Fees

Amended by Clara Skaug  
2013-14 Chair of the Council on Student Fees

Amended by Sonali Madireddi  
2014-15 Chair of the Council on Student Fees

Amended by Jackie Markt-Maloney  
2015-2016 Chair of the Council on Student Fees

Amended by Hayden Jackson  
2017-2018 Chair of the Council on Student Fees

## **Appendix A: Memorandum of Understanding between the University of California Student Association and the Council on Student Fees**

The University of California Student Association (UCSA) is a coalition of students and student governments that aim to provide a collective voice for all students through advocacy and direct action. UCSA participates in the shared governance of the University of California system, and seeks to advance higher education by empowering current and future students to advocate on their own behalf for the accessibility, affordability, and quality of the University of California system.

The University of California Council on Student Fees (CSF) is a systemwide collaborative body of the Student Fee Advisory Committees or its equivalent that advocates on behalf of students by increasing transparency, ensuring accountability and enriching student services to improve the quality of the student experience.

UCSA and CSF agree to the following:

- UCSA is the official voice of the UC Students, especially in regards to systemwide issues and with systemwide and in-district lobbying.
- CSF is the official voice of UC Students in regards to the Student Services Fee (SSF) and campus-based fees, including oversight of both the approval process for new funding allocations and the programs and services which it supports.

- Both UCSA and CSF will strive not to conflict with official positions of the other body, with the understanding that UCSA will take the lead on systemwide issues and stances and CSF will take the lead on issues concerning the SSF and campus-based fees, both systemwide and on individual campuses within the campus Student Fee Advisory Committee (SFAC) or its equivalent. Both UCSA and CSF can make suggestions /recommendations to the other body to ensure that each organization is aware of relevant situation(s) and can respond as needed.
- The two organizations will share up to two staff members, one primary and one secondary, as determined by current UCSA Staff structure and with the approval of both UCSA and CSF. The necessity of a secondary staff member will be determined through the joint budget approval process each year. UCSA staff that are also considered CSF Staff will have their various CSF duties listed in their official UCSA job descriptions. The CSF job description sections will be maintained and updated by CSF and submitted to UCSA for final approval. To the extent possible, incidental use of UCSA staff members other than CSF staff members shall be allowed by UCSA.
- CSF shall have oversight as to the hiring of UCSA staff members who will also be CSF staff members, including but not limited to the addition of questions to the interview process and the participation by CSF leadership in the hiring committee of these staff members. Additionally, CSF shall, to the extent necessary, proper, and feasible, participate in the written performance review of CSF staff members, and shall be voting participants in any decision by UCSA to terminate CSF staff members.
- CSF will cover up to 15% or \$12,000, whichever is less, of the following overall costs to employ UCSA staff that also serve as CSF staff (exact amount will be decided based on current UCSA staff structures and percent can be divided between up to two members of CSF staff):
  - Staff Salary(s) (including payroll tax and workers compensation)
  - Benefits (including healthcare, student loan repayment)
- CSF shall pay 100% of the following:
  - Salaries for individuals who are only CSF staff, including but not limited to stipends for the CSF Chair and Vice Chair;
  - Travel for CSF staff members when the travel is solely related to duties as a CSF staff member. The primary CSF staff member shall be automatically authorized to travel to all CSF meetings, and the secondary CSF staff member shall need written pre-approval from the CSF Chair or designee; and
  - Travel for the official business of CSF by the CSF Chair and Vice Chair, when the travel will not be reimbursed by the individual's campus.
- CSF will pay a \$3,500 usage sharing fee for the office rent, insurance, payroll services, phone/internet, and other costs related to CSF's usage of UCSA facilities and services.
- All travel shall be conducted in accordance with the UCOP Travel Policy, unless there is a more economical policy put in place by majority vote of CSF. If there is a dispute as to which policy is more economical, the dispute shall be settled by the CSF Chair.
- The dollar amounts in this MOU shall be subject to annual adjustment for inflation at the beginning of the fiscal year according to the Bureau of Labor Statistics' Consumer Price Index.
- UCSA shall maintain a reserve for CSF funds which are projected and included for the fiscal year but not spent. These funds shall be at the discretion of CSF and shall be allocated according to CSF.

If UCSA and/or CSF determine that this arrangement is not proving to be successful, any relevant CSF Staff, the UCSA President, and the CSF Chair will convene to discuss updating or termination of this MOU, with final approval for changes or termination coming from the official UCSA and CSF voting bodies with an absolute super majority ( $\frac{2}{3}$ ) vote.

This MOU will begin immediately upon signature and was ratified by the 2016-17 UCSA Board of Directors and the 2016-17 Council on Student Fees with an absolute super majority ( $\frac{2}{3}$ ) vote. This MOU supersedes any pre-existing agreements between UCSA and CSF. This MOU may be overridden by a future MOU or other type of agreement between UCSA and CSF, but shall be rendered null and void after December 31, 2020, to allow for periodic, scheduled renegotiation of the relationship.