STUDENT FEE ADVISORY COMMITTEE
BY-LAWS

ARTICLE I: BUDGETARY PROCESS

A. The Committee shall hold a budgetary process in order to advise the Chancellor on the appropriate use of the University Registration Fee for the following year.

1. The Committee shall send out call letters to the appropriate Vice Chancellors and Deans for Registration Fee funding to coincide with the Chancellor's annual call letter. The Committee will receive responses to the call letters within an announced deadline.

2. The Committee may directly invite administrators of units or programs whose budgets or budget requests are under study, to provide additional information regarding a particular budget or budgetary request. Such organizational or unit administrators or affected students may also request and shall be granted an opportunity to present budget information and requests to the Committee.

3. The Committee shall receive any evaluation or analysis of the Committee's recommendations made by the Office of Academic Planning and Budget prior to the Chancellor or his/her designate making a final decision.

B. The Committee shall send its annual budgetary recommendations, including recommendations concerning the level of the subsequent year's Registration Fee, directly to the Chancellor no later than the end of Spring Quarter.

ARTICLE II: ORGANIZATIONAL STRUCTURE

A. STAFFING:

1. The committee shall operate with adequate support staff.

2. For organizational purposes, the Committee staff shall be under the administrative auspices of the Chancellor or an organizational designee.

3. The Chairperson of the SFAC 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 the Committee may wish to impose.

B. MEETING NOTIFICATION:

1. Regular Meetings: At the beginning of each quarter, regular meetings shall be scheduled for a particular time and date that is agreed upon by a majority of members. Agendas shall be distributed prior to each meeting.

2. Special Meetings: Official notice and agenda of special meetings shall be distributed in writing to all members of the Committee not less than three days before each special meeting.

3. The staff shall be responsible for publicizing upcoming Committee meetings using campus communication methods.
C. MINUTES:

1. Minutes shall be taken either by the Committee staff or by a contracted minute taker.

2. Minutes shall be approved at a subsequent regular meeting.

3. A copy of all approved minutes shall be forwarded by the staff to the ASUCLA Library and posted on the Committee website.

D. SUBCOMMITTEES:

1. Budget Subcommittees:
   a. The Committee shall determine the process for its annual review by December 1st of every year. The Committee may opt to review by administrative organization, by functional groupings, or by any other method it finds appropriate. Thereafter, Committee members shall be apportioned equally on budget review subcommittees, insofar as possible with the requirement that the membership of each subcommittee be at least fifty percent students and evenly comprised of graduate and undergraduate students.
   
   b. The Committee shall receive at least twice each quarter oral or written reports from its subcommittees.
   
   c. Each 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 of the organizations being reviewed shall be maintained by the Committee staff to facilitate subcommittees review.
   
   d. As a result of their work, subcommittees shall develop written recommendations and submit them for approval to the full committee.
   
   e. All subcommittee recommendations, and any materials to be appended must be approved by a majority of the total voting membership (seven votes) of the Committee prior to inclusion in the annual recommendations to the Chancellor.

2. Other Subcommittees:
   a. Subcommittees may be established on issues facing the committee outside of regular meetings. No subcommittee meeting shall be large enough to constitute a quorum of the whole committee.

3. Other Appointments
   a. The Staff, in conjunction with the Chairperson, shall be responsible for maintaining a list of other agencies to which the Committee appoints members and/or representatives. This list shall be provided annually to all Committee members at the orientation session and shall be updated as required.
ARTICLE III: ORIENTATION:

A. The Chairperson of the incoming Committee shall, in conjunction with the Committee staff, prepare an agenda for and conduct an on-campus orientation session for the incoming Committee prior to the first regular meeting of the new Committee.

B. If the incoming Chairperson is unable to fulfill this responsibility she/he shall designate a returning student member to take her/his place.

ARTICLE IV: STIPENDS

A. Student members of the Committee shall receive a stipend, as determined by the SFAC Student Stipend Policy. To be eligible, students must be registered and enrolled for each quarter/semester of service.

B. The Chairperson shall receive a stipend augmentation according to the stipend policy.

C. Disbursements are to be authorized no later than the last week of the academic session.

D. In the event that any student member has two or more unexcused absences within any one quarter from a regular Committee meeting, this matter may result in the forfeiture of the quarter/semester stipend for that member. Refer to the SFAC Student Stipend Policy for additional information.

ARTICLE V: AMENDMENTS

A. The Committee may at any time recommend to the Chancellor amendments to these By-Laws by a two-thirds affirmative vote of the total voting membership (eight votes vacancies included) of the Committee. Notification of proposed amendments shall be provided to Committee 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 from the Committee. Disapproval shall occur only after discussion with the Committee, such discussion to involve not less than a quorum of the committee. In the event that the Chancellor is unable to meet with the committee within fourteen (14) days, the Chancellor shall notify the Committee Chair in writing when such a meeting can be held.

C. The Chancellor may enact amendments to these By-laws only after discussion to involve not less than a quorum of the Committee. Notification of the proposed amendments shall be provided by the Chancellor to the Committee at least fourteen (14) days prior to the discussion.

D. These By-Laws shall be reviewed by the Committee at least once every two years.

Revised: 7/19/83
3/05/84
10/11/95
4/7/98
1/27/04