STUDENT FEE ADVISORY COMMITTEE
CHARTER

PREAMBLE

"Student views are an essential and major consideration in decisions concerning campus student service programs funded from the University Student Fee.\[1\]\[1\] This Charter of the Student Fee Advisory Committee is hereby established so that the Committee may function as the primary agency for channeling student input into decisions regarding the level and use of student fee funds," and the ongoing evaluation of student services.

ARTICLE I: OBJECTIVES

The purpose and objectives of the Student Fee Advisory Committee (hereinafter referred to as "the Committee") shall be as follows:

1. To assist the Chancellor in consistently providing student input on matters pertaining to student fees including but not limited to registration fees, user fees and course materials fees.

2. To review and recommend student fee funding priorities to the Chancellor.

3. To advise the Chancellor on the level of the Registration Fee and the overall burden of fees facing students.

4. To advise the Chancellor on 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.

5. To administer periodic reviews of non-instructional/curricular administrative units for which students are among the primary clients, regardless of the funding sources of those units, through the Service Assessment Team process.

ARTICLE II: COMPOSITION AND ELIGIBILITY

A. MEMBERSHIP: Except as otherwise provided herein, the voting membership of the Committee shall be composed as follows:

1. (a.) Four undergraduate students appointed by the Chancellor. Nominations shall be made by the Undergraduate Student Association (USA) in accordance with the rules and procedures of the Association. 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 the Committee except

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\[1\]\[1\]Guidelines for Administration of and Changes in the University Student Fee (System-wide Administration, October 15, 1976)
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 appointment and must maintain throughout her/his period of service on the Committee not less than a cumulative grade point average of 2.00. Additionally, each student member must be in compliance with the requirements of the University pertaining to student participation on extracurricular activities. Students shall receive stipends according to guidelines set forth in the SFAC Student Stipend Policy.

(b.) Four 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 the Association. 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 the Committee 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 the University pertaining to student participation in extracurricular activities. Students shall receive stipends according to guidelines set forth in the SFAC Student Stipend Policy.

(c.) Undergraduate and graduate students appointed to SFAC or any other stipended committee governed by this charter may not also serve as elected officers of either of the two student governments of this University, 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. Such students returning to complete a two year appointment and elected as an officer of either of the two student governments shall be reviewed by the committee on a facts and circumstances basis in order to receive approval to serve in such dual capacity. Such review shall occur promptly after the student has been elected to office and before appointments are made to the subsequent year’s committee.

2. One administrative representative from the Office of the Vice Chancellor, Student Affairs appointed by the Chancellor to serve for two year terms.

3. One administrative representative from outside of Student Affairs, appointed by the Chancellor to serve for two year terms.

4. One administrative representative from any division, appointed by the Chancellor to serve for two year terms.

5. One member of the Faculty nominated according to the rules and procedures of the Academic Senate and appointed by the Chancellor to serve for two year terms.

6. There shall be no alternate members.

B. TERM OF STUDENT SERVICE:

1. The USAC and GSA, in accordance with their policies and procedures, shall nominate student members on a staggered two-year basis, resulting in two undergraduate and two graduate appointments each year. The term of service shall begin on July 1 and end on the following June 30. Students appointed to fill vacant positions shall serve for the duration of the initial appointment rather than two years from the time of appointment.
2. A current SFAC member may be reappointed by her/his nominating student government for 1 or 2 additional years. No members shall serve for more than 4 consecutive years as a voting SFAC member.

3. Nominations to fill vacancies on the Committee 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 in a timely fashion.

4. 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 be called to the attention of the appropriate nominating entity and/or the Chancellor by the Chairperson of the Committee. Should the Chancellor decide to remove the member for absenteeism, the resulting vacancy shall be filled in accordance with paragraph 3 above. This matter may also result in the forfeiture of stipends for that member; refer to the SFAC By-Laws and the SFAC Student Stipend Policy for additional information.

C. IMPEACHMENT:

1. Any student member of the Committee, for due cause, may be recommended to the Chancellor for removal by the President of the USA or the President of the GSA only if, after appropriate notice and opportunity for rebuttal have been provided, two-thirds of the total Undergraduate Student Association Council (USAC) 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 or her/his designate shall formally advise the appropriate student association executive officer, the SFAC chairperson, and the affected student member of the Committee whether or not the student member is to be removed.

ARTICLE III: OFFICERS AND STAFF

A. OFFICERS

1. ELECTION OF OFFICERS: Elections for Chair Elect and Vice Chairperson shall be made according to the following procedure:

(a.) The election for Chair Elect shall be held annually no later than midpoint of Spring Quarter. The election for Vice Chairperson shall be held annually no later than the third regular meeting of the Fall Quarter. At least nine SFAC members must be present to nominate and elect officers.

(b.) Only students may be nominated for the position of Chairperson, Chair Elect, and Vice Chairperson. Nominations for Chair Elect shall be made one week prior to the election of chair. Nominations for Vice Chairperson shall be made during the second regular SFAC meeting.

(c.) All votes in elections shall be cast in secret ballots. All votes shall be counted and a majority of all votes shall elect the respective officers.

(d.) In the event of a tie vote, only the student members shall vote by secret ballot, and a majority of student votes shall elect the respective officers. In the event of a tie in student votes, secret ballots shall be recast by the entire committee.

(e.) The term of the Chairperson and the Vice Chairperson shall be 1 year. The Chair Elect shall hold office from her/his election until July 1.
(f.) Any returning student member may serve a maximum of two 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.

3. Should the Chairperson resign from her/his office, or from the Committee or become ineligible for Committee membership, the Vice Chairperson shall immediately assume the position. Should the Vice Chair decline to assume the position for the duration of the Chair’s, the Vice Chair may call an election to elect the new Chairperson for the remainder of the term. In the event of vacancies in the position of the Chair Elect of Vice Chairperson resulting from resignation, ineligibility or incapacity, the vacancy shall be filed by procedures specified in Article 3 (“Election of Officers”) above.

4. The Vice Chair may concurrently hold the position of Chair Elect.

B. DUTIES OF OFFICERS:

1. Chairperson: The Chairperson shall be responsible for the following:
   (a.) Preparation and timely distribution of the notice and agenda for all regular and special meetings of the Committee.
   (b.) Calling of all regular and special meetings.
   (c.) Presiding at all meetings of the Committee.
   (d.) Preparation of the Committee’s annual report of recommendations to the Chancellor.
   (e.) Representing the Committee before all campus and other organizations on matters of interest to the Committee, subject only to any limits the Committee may wish to impose.
   (f.) Making recommendations to the administrative organization providing administrative support to the Committee on matters pertaining to staffing of SFAC, subject only to any limits the committee may wish to impose.
   (g.) The Chairperson shall have the privilege of voting on all matters and freely entering into discussions.

2. Chair Elect:
   (a.) The Chair Elect shall share substantively in all duties of the Chairperson.
   (b.) The Chair Elect shall serve as Chairperson for the year immediately following her/his term as Chair Elect.

3. Vice Chairperson:
   (a.) The Vice Chairperson shall act in the absence of the Chairperson or in the absence of both the Chairperson and the Chair Elect once elections have been held in the Spring Quarter.
(b.) Meeting regularly with the Daily Bruin editor-in-chief or news editor to disseminate the issues and agenda items facing SFAC to the student population.

(c.) Assume additional duties, as determined by the Committee on a yearly basis.

(d.) To oversee administration of the Services Assessment Team (SAT).

(e.) To oversee the administration of other assessment teams as deemed necessary by SFAC.

(f.) Meeting regularly with SHAC to act as official liaison to SFAC.

B. STAFF:

1. The Chancellor shall designate an appropriate administrative organization for providing general staff support to the Committee. All staff matters shall be handled in conformance with UCLA personnel policies and procedures.

2. One representative from the Office of Academic Planning and Budget, appointed by the Chancellor, will participate in the deliberations of the Committee and will provide staff assistance to the Committee on planning and budgetary matters.

ARTICLE IV: MEETINGS

A. A quorum shall consist of seven of the twelve voting members of the Committee.

B. Definitions:

1. Regular Meeting: Any meeting scheduled according to a calendar established by the Committee at the beginning of each quarter and the summer period.

2. Special Meeting: Any meeting called during the interim between regular meetings.

C. The Committee shall hold regular meeting not less than six times during each quarter.

D. Meetings may be called during the summer period. If quorum is not established, members may serve in a non-binding consultative process. (See Article IV, paragraph G below)

E. Special meetings shall be held upon the call of the Chairperson or upon written request to the Chairperson by at least three Committee 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 by-laws of this Charter.

G. The Committee shall give public notice of all regular and special meetings through the campus media and/or through posting on its website.

H. Robert’s Rules of Order shall apply on any matters upon which this Charter or its by-laws are silent.

ARTICLE V: SUBCOMMITTEES

The Committee may establish subcommittees to assist in carrying out the objectives of the Committee. Subcommittees shall consist of at least one graduate and one undergraduate student representative. Such subcommittees, their members, duties and method of selection shall be prescribed in the Committee’s by-laws.
ARTICLE VI: BY-LAWS AND/OR OPERATING PROCEDURES

The Committee may draft by-laws and/or operating procedures consistent with the provisions of this Charter. Such by-laws 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 ten days after submission to the Chancellor unless vetoed by the Chancellor or her/his designees prior to that time.

ARTICLE VII: AMENDMENTS

A. The Committee may at any time recommend to the Chancellor amendments to this Charter by two-thirds affirmative vote of the total voting membership (vacancies included) of the Committee. Notification of proposed amendments shall be provided to Committee members at least seven (7) days prior to submission to the Committee for vote.

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 this Charter only after discussion of such amendments with the Committee, such 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.

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          3/05/84
          10/24/88 (Draft)
          8/24/94
          10/11/95
          5/18/97
          3/12/98
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          1/05/10

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