

**UCLA CAMPUS PROCEDURES AND CRITERIA ON STUDENT REFERENDA  
FOR COMPULSORY CAMPUS-BASED STUDENT FEES**

Effective September 25, 2017

- A. All registered campus organizations and student governments must comply with the *UC Policies Applying to Campus Activities, Organizations and Students* (PACAOS). Specifically, these campus regulations implement, Sections 80 through 87 (Policy on Compulsory Campus-Based Student Fees).
- B. As defined in PACAOS 81.10, “Compulsory campus-based student fees are fees levied at individual campuses that must be paid by all registered students to whom the fee applies. Such fees may be used to fund: (1) student-related services and programs, including, but not limited to, referenda-based student health insurance programs; (2) construction and renovation of student buildings and other facilities such as student centers and recreation facilities; and (3) authorized student governments (as defined in Section 61.00 of the Policy on Student Governments), Registered Campus Organizations, and student government-and Registered Campus Organization-related programs, events, and other activities.”

PACAOS “does not apply to Universitywide fees, to non-referendum-based campus health insurance fees that may be assessed to meet a non-academic condition of enrollment established by either The Regents or the President, to fees related to instruction, or to campus-based miscellaneous fees that require either the Chancellor’s or the President’s approval.”

- C. Compulsory campus-based fees may be established, increased, or renewed via a student referendum, as follows:
1. To be eligible to be placed on the ballot to be voted upon, a referendum must provide for fee revenue for campus need-based financial aid to be set aside in an amount equal to at least 25% of the total new fee or increase. The return-to-aid generated by undergraduate students shall be reserved for undergraduate student financial support, and the return-to-aid generated by graduate students shall be reserved for graduate student financial support.
  2. Each proposed Compulsory campus-based fee must be voted on by students as a separate ballot measure in a student election, except new fees that strongly and clearly support a common student life, student services, or programmatic goal may be aggregated into a single measure.
  3. Each proposed Compulsory campus-based fee must specify if it will be collected in summer, or if it will only be collected during the academic year. Referenda that are to be collected in summer shall specify that the rate to be collected in summer shall be 60% of the rate to be collected in each academic quarter.
  4. Each proposed Compulsory campus-based fee must specify if it will be subject to inflationary increases, and if so, must specify the inflationary measure to be used, and the timing of inflationary increases.

5. Any referendum that seeks to increase or decrease an existing Compulsory campus-based fee must clearly state the amount of the current fee.
6. Any referendum that seeks to fund construction of a new building or facility, or to fund major renovation of an existing building or facility, should explicitly state:
  - i. Whether the fee will be continued following retirement of the original debt on the new construction or major renovation, and
  - ii. If the fee is to be continued, the mechanism that will be used to determine the level at which the fee will be set following retirement of the original debt, and the purposes for which the fee will be used following retirement of the original debt.

Any referendum that seeks to fund construction of a new building or facility, or to fund major renovation of an existing building or facility, should explicitly state the pro-rata percentage of such fee that will be assessed in advance of completion of the construction or renovation for the purpose of supporting the design and planning costs, project mitigation, and financing costs associated with construction and renovation, and must clearly state both the purpose and level of this fee. Other than these pro-rata fees for these specific purposes, payment by students of compulsory campus-based fees to support referendum-funded construction or major renovations may be initiated only from the time students can actually benefit from and use the new or renovated building or facility.

7. Before any referendum is placed on the ballot to be voted upon, the sponsors of the proposed referendum must make a presentation about the proposed referendum to the campus Student Fee Advisory Committee.
8. Before any referendum is placed on the ballot to be voted upon, the sponsors of the proposed referendum must make a presentation about the proposed referendum to the applicable student government(s).
9. Before any referendum is placed on the ballot to be voted upon, it must be reviewed by the Office of Academic Planning and Budget, by the Chancellor, and by the Office of the President.
10. All referenda must achieve a minimum voting pool of at least 20% of all students eligible to vote in the particular student election in order to be successful. The Chancellor may, on a case-by-case basis, petition the UC President for approval of a lower minimum voting pool requirement for any ballot measure in support of a non-capital-project-related campus program, where voter eligibility is limited to graduate and/or professional students. In no circumstance may that minimum voting pool be set below 10%.
11. All referenda require at least majority-vote approval of students voting on the particular measure in order to be successful.

12. All successful referenda creating or increasing compulsory campus-based UCLA Student Fees must be approved by the Chancellor and by the President before the fee can take effect.
13. If a specific student life, student services, or programmatic goal that is supported by compulsory campus-based UCLA Student Fees ceases to be provided to students, the Chancellor may withdraw approval and eliminate the fee. The Chancellor may reduce fee levels if services supported by a campus-based fee are provided to students in a diminished level.
14. This referendum process shall be accessible to official student governments, and to any administrative Unit of the University, subject to consultation with the Student Fee Advisory Committee and the official student government(s). It shall not be accessible to Registered Campus Organizations; support to a Registered Campus Organization from compulsory campus-based fees must be in the form of reallocation from student government or other appropriate campus entity, consistent with the requirement for viewpoint-neutral funding set forth in section D below.

D. Student governments and other UCLA entities that reallocate compulsory campus-based fees must publish viewpoint-neutral procedures and criteria for making specific reallocation decisions for the support of Registered Campus Organizations and Registered Campus Organization-related programs and activities.

1. Allocations must be based upon criteria which do not include approval or disapproval of the viewpoint of the Registered Campus Organization or any of its related programs or activities. Criteria might include, but are not limited to:
  - objectively documented organizational needs of the Registered Campus Organization based on membership size
  - the Registered Campus Organization's office or equipment requirements
  - the extent of financial support the Registered Campus Organization receives from other sources
  - the production costs associated with a particular event or series of events the Registered Campus Organization typically sponsors
  - the size of the student audience for a particular event or series of events.
2. A Registered Campus Organization that receives compulsory campus-based fees must primarily have UCLA students as its members. Particular programs and activities of a Registered Campus Organization funded by compulsory campus-based fees must be open to participation by the entire UCLA student community. In addition, all expenditures related to programs or activities of a Registered Campus Organization that are funded by compulsory campus-based fees must be under the direct control of UCLA students.

3. The Referendum process may not be used for the specific purpose of supporting any non-University organization, program, or activity. However, compulsory campus-based fees may be allocated to cover the cost of direct participation by UCLA students in a particular non-University educational program or activity. Compulsory campus-based fees may also be allocated in payment of applicable dues necessary to sustain membership by a student government or Registered Campus Organization in a national or regional association at the basic level established by the association provided that level is the same as is assessed to similar student organizations at other universities of comparable size and nature to UCLA. Membership at a premium level that requires payment of higher dues than are assessed at other universities of comparable size and nature to UCLA may not be paid from compulsory campus-based fees. Supplemental contributions from members that are an expectation but not a requirement of membership may not be paid from compulsory campus-based fees.

E. Student governments and other UCLA entities responsible for reallocating compulsory campus-based fees must regularly and widely publicize to Registered Campus Organizations the availability of such funds to support the Registered Campus Organizations on a viewpoint-neutral basis, and must publish the criteria on the basis of which funds will be allocated. These communications must be made periodically throughout the year, as long as such funds remain available, and must be made in a timely fashion to ensure sufficient time for the preparation of funding proposals in advance of funding decision deadlines.

Programs and events supported in whole or in part by compulsory campus-based student fees may include a range of political, religious, and ideological content consistent with fostering the University's core principles of respect, inclusion, academic freedom, and the free and open exchange of ideas.

F. Student governments and other UCLA entities responsible for reallocating compulsory campus-based fees must document all funding requests by Registered Campus Organizations and all actions taken in response to such requests. Documentation must demonstrate that actions taken are consistent with published funding criteria.

G. Student governments and other UCLA entities responsible for reallocating compulsory campus-based fees must have a formal process that allows Registered Campus Organizations or individual students to appeal funding decisions. Those procedures should specify a reasonable time period in which appeals may be submitted.

H. All registered campus organizations and student governments must comply with the *UC Policies Applying to Campus Activities, Organizations and Students* (PACAOS), and in particular, Sections 80 through 87 (Policy on Compulsory Campus-Based Student Fees) which are incorporated into these procedures.

I. Compulsory campus-based fees may be established, increased, or renewed following a referendum in which students vote in favor of the compulsory fee, as follows:

1. To be eligible to be placed on the ballot to be voted upon, a referendum must provide for fee revenue for campus need-based financial aid to be set aside in an amount equal to at least 25% of the total new fee or increase. The return-to-aid generated by undergraduate students shall be reserved for undergraduate student financial support, and the return-to-aid generated by graduate students shall be reserved for graduate student financial support.
2. Each proposed Compulsory referendum-based campus fee must be voted on by students as a separate ballot measure in a student election, except new fees that strongly and clearly support a common student life, student services, or programmatic goal may be aggregated into a single measure.
3. Each proposed Compulsory referendum-based campus fee must specify if it will be collected in summer, or if it will only be collected during the academic year. Referenda that are to be collected in summer shall specify that the rate to be collected in summer shall be 60% of the rate to be collected in each academic quarter.
4. Each proposed Compulsory referendum-based campus fee must specify if it will be subject to inflationary increases, and if so, must specify the inflationary measure to be used, and the timing of inflationary increases.
5. Any referenda that seeks to increase or decrease an existing Compulsory referendum-based campus fee must clearly state the amount of the current fee.
6. Any referendum that seeks to fund construction of a new building or facility, or to fund major renovation of an existing building or facility, should explicitly state the mechanism that will be used to determine the level at which the fee will be set following retirement of the original debt, and the purposes for which the fee will be used following retirement of the original debt.

Any referendum that seeks to fund construction of a new building or facility, or to fund major renovation of an existing building or facility, should explicitly state the pro-rata percentage of such fee that will be assessed in advance of completion of the construction or renovation for the purpose of supporting the design and planning costs, project mitigation, and financing costs associated with construction and renovation, and must clearly state both the purpose and level of this fee. Other than these pro-rata fees for these specific purposes, payment by students of compulsory campus-based fees to support referendum-funded construction or major renovations may be initiated only from the time students can actually benefit from and use the new or renovated building or facility.

7. Before any referendum is placed on the ballot to be voted upon, the campus Student Fee Advisory Committee and the applicable student governments must be consulted.
  8. Before any referendum is placed on the ballot to be voted upon, it must be approved by the Office of Academic Planning and Budget, by the Chancellor, and by the Office of the President.
  9. All referenda must achieve a minimum voting pool of at least 20% of all students eligible to vote in the particular student election in order to be successful. The Chancellor may, on a case-by-case basis, grant approval of a lower minimum voting pool requirement for any ballot measure in support of a non-capital-project-related campus program, where voter eligibility is limited to graduate and/or professional students. In no circumstance may that minimum voting pool be set below 10%.
  10. All referenda require at least majority-vote approval of students voting on the particular measure in order to be successful.
  11. All successful compulsory referendum-based UCLA Student Fees must be approved by the Chancellor and by the Office of the President before the fee can take effect.
  12. If a specific student life, student services, or programmatic goal that is supported by compulsory referendum-based UCLA Student Fees ceases to be provided to students, the Chancellor may withdraw his approval and eliminate the fee.
  13. This referendum process shall be accessible to official student governments, and to any administrative Unit of the University, subject to student consultation. It shall not be accessible to Registered Campus Organizations; support to a Registered Campus Organization from compulsory referendum-based campus fees must be in the form of reallocation from student government or other appropriate campus entity, consistent with the requirement for viewpoint neutral funding set forth in section C below.
- J. Student governments and other UCLA entities that reallocate compulsory student fees must publish viewpoint-neutral procedures and criteria for making specific reallocation decisions for the support of Registered Campus Organizations and Registered Campus Organization-related programs and activities.
1. Allocations must be based upon criteria which do not include approval or disapproval of the viewpoint of the Registered Campus Organization or any of its related programs or activities. Criteria might include, but are not limited to:
    - objectively documented organizational needs of the Registered Campus Organization based on membership size
    - the Registered Campus Organization's office or equipment requirements

- the extent of financial support the Registered Campus Organization receives from other sources
  - the production costs associated with a particular event or series of events the Registered Campus Organization typically sponsors
  - the size of the student audience for a particular event or series of events.
2. A Registered Campus Organization that receives compulsory student fees must primarily have UCLA students as its members. Particular programs and activities of a Registered Campus Organization funded by compulsory student fees must be open to participation by the entire UCLA student community. In addition, all expenditures related to programs or activities of a Registered Campus Organization that are funded by compulsory student fees must be under the direct control of UCLA students.
  3. The Referendum process may not be used for the specific purpose of supporting any non-University organization, program, or activity. However, compulsory student fees may be allocated to cover the cost of direct participation by UCLA students in a particular non-University educational program or activity. Compulsory student fees may also be allocated in payment of applicable dues necessary to sustain membership by a student government or Registered Campus Organization in a national or regional association at the basic level established by the association provided that level is the same as is assessed to similar student organizations at other universities of comparable size and nature to UCLA. Membership at a premium level that requires payment of higher dues than are assessed at other universities of comparable size and nature to UCLA may not be paid from compulsory student fees. Supplemental contributions from members that are an expectation but not a requirement of membership may not be paid from compulsory student fees.
  4. Student governments and other UCLA entities responsible for reallocating compulsory student fees must regularly and widely publicize to Registered Campus Organizations the availability of such funds to support the Registered Campus Organizations on a viewpoint-neutral basis, and must publish the criteria on the basis of which funds will be allocated. These communications must be made periodically throughout the year, as long as such funds remain available, and must be made in a timely fashion to ensure sufficient time for the preparation of funding proposals in advance of funding decision deadlines.

Programs and events supported in whole or in part by compulsory campus-based student fees need not avoid controversial political, religious, or ideological content, subject to the understanding that campuses have a responsibility to assure an ongoing opportunity for the expression of a variety of viewpoints.

5. Student governments and other UCLA entities responsible for reallocating compulsory student fees must document all funding requests by Registered Campus Organizations and all actions taken in response to such requests. Documentation must demonstrate that actions taken are consistent with published funding criteria.
  
6. Student governments and other UCLA entities responsible for reallocating compulsory student fees must have a formal process that allows Registered Campus Organizations or individual students to appeal funding decisions. Those procedures should specify a reasonable time period in which appeals may be submitted.