



# Bylaws of the University of California Council on Student Fees

## ARTICLE I. THE COUNCIL ON STUDENT FEES

The Council on Student Fees (CSF) exists as defined in the CSF Charter. Every voting student member of a campus Student Fee Advisory Committee is a member of CSF.

## ARTICLE II. THE COUNCIL ON STUDENT FEES EXECUTIVE BOARD

### Section A. Composition

The Executive Board of CSF exists as defined in the CSF Charter. Each campus SFAC Chair, their equivalent, or their designate are members, along with the CSF Chair and Vice-Chair. If an SFAC Chair holds another voting position on another systemwide governing student board or council, a proxy (designated by the campus SFAC) should vote for them at CSF meetings.

### Section B. Responsibilities of Executive Board Members:

- 1 Attend all CSF meetings, participate in all CSF conferences, and participate in all conference calls.
- 2 Present a monthly CSF update to their campus committee, including any decisions made, policies discussed, or presentations.
- 3 Maintain a relationship with their campus' members of UCSA Board of Directors.
- 4 Provide up to date contact information and respond in a timely manner to CSF communications.
- 5 Actively serve on one committee of CSF and attend and contribute to all committee meetings and conference calls

## ARTICLE III. EXECUTIVE OFFICERS AND COMMITTEE CHAIRS

### Section A. Officers of the Council

The Council on Student Fees shall have up to six total leadership positions. The Executive Officers shall be the Chair and Vice Chair, and up to four committee chairpersons if specific committees are needed in a given year. This group will be known as the CSF Leadership Team.

### Section B. Responsibilities of the Chair

The Chair shall:

- 1 Act as the official representative of the students of the University of California on matters concerning student fees or student services.
- 2 Coordinate the activities of the Council on Student Fees with the CSF Director.
- 3 Call and facilitate all regular meetings of CSF or the Executive Board.
- 4 Call and facilitate all meetings of the CSF Leadership Team.
- 5 Working with the CSF Director, establish and maintain communications with the Chair of the University of California Students Association (UCSA), the Office of the President of the University of California, the Board of Regents, and the officers of the State of California.

- 6 Attend all UCSA Board of Directors meetings (if within the budget of the council), meetings of the Board of Regents, and other meetings as necessary to represent CSF effectively. If the Chair is unable to attend the UCSA Board of Directors meetings in person, they need to call in the CSF report or designee, during the UCSA meeting report period.
- 7 Coordinate CSF's actions regarding personnel and budget matters.
- 8 Share responsibilities with the Vice-Chair, CSF Director, and committee chairs to facilitate the communication and execution of CSF directives between CSF meetings.
- 9 Present a quarterly report to CSF of all activities and correspondence.

### **Section C. Responsibilities of the Vice Chair**

The Vice Chair shall:

- 1 Substitute for the Chair at the Chair's request and assume Chair responsibilities in the event of his or her absence.
- 2 Coordinate CSF's actions regarding its Charter, Bylaws, and operating procedures.
- 3 Establish and maintain communication with the Chair of each campus SFAC Chair or equivalent from each campus, as well as the staff support to each committee.
- 4 With the CSF Director, oversee the annual process of developing the campus comparison report and presenting these to CSF.
- 5 Sit as a member of the CSF Leadership Team as a voting member and carry out the responsibilities of that committee.
- 6 Attend all CSF Leadership Team meetings. These meetings can take place in person or via conference call.
  7. Follow up with each Board member as to the tasks they were assigned to ensure completion in a timely manner and implementation of all CSF Standing Policies and directives at the individual Campus SFACs
8. In conjunction with the Chair attend all UCSA Board of Directors meetings, meetings of the Board of Regents, and other meetings as necessary to represent CSF effectively.

### **Section D. Responsibilities of the Committee Chairs**

The Committee Chairs shall:

- 1 Co-facilitate all scheduled meetings of the committee.
- 2 In collaboration with the rest of the CSF Leadership Team, coordinate the responsibilities of the committee as well as coordinate efforts with other standing committees. Ensure that their committee is working on all Action Agenda items throughout the year.
- 3 Present clear and concise reports and recommendations to CSF.
- 4 Sit as a member of the CSF Leadership Team as a voting member and carry out the responsibilities of that committee. Attend all Leadership Team meetings.
- 5 Be the primary point of contact for members of their committee and provide effective communication for the committee between CSF meetings.

### **Section E. Executive Officer Stipends**

- 1 The Executive Board may choose to compensate the executive officers in the form of monetary stipends at the end of the academic year.
- 2 Approval of stipends requires a simple majority.

## Section F. Elections

- 1 CSF shall elect, from its membership, the following officers:
  - a CSF Chair
  - b CSF Vice Chair
  - c Committee Chairs
- 2 Nominees for Chair are required to be CSF members and have attended two consecutive CSF meetings, or have been at minimum the current vice chair of their campus committee, or have been a SFAC member for over two years, or have attended three non-consecutive CSF meetings. Nominees for all positions are not required to be members of the CSF Executive Board. Any candidate elected as Chair, Vice Chair or committee chair should resign any other leadership position they may hold on another systemwide UC student government board or council, including but not limited to the UC Student Association and the Council of Presidents.
- 3 The election process shall be as follows:
  - a The election for Chair shall be held at the Spring meeting of the Council on Student Fees.
  - b The elections for Vice Chair and Committee Chairs shall be held at the Fall meeting of the Council on Student Fees.
  - c Nominations shall be by a member of the Executive Board and shall require a second.
  - d Once nominations are closed, candidates shall give brief introductory remarks and answer questions of CSF members.
  - e Secret ballots shall be cast by each Executive Board member, in consultation with her or his Council members present.
  - f In the event of a tie in the election of the Chair, the current CSF Chair, CSF Vice Chair, and the Committee Chairs may cast the tie-breaking vote. The current CSF Chair, CSF Vice Chair, and the Committee Chairs may only participate in the tie-breaking vote if he or she is not a candidate being voted upon in the tie breaking vote.
  - g In the event of a tie in the Vice-Chair and/or the Committee Chair elections, the current CSF Chair may cast the tie-breaking vote.
  - h Notice of the election of the CSF executive officers must be sent within one week to the Board of Directors of the University of California Students Association.
  - i If positions are not filled during their assigned meetings, a special election will be held at the immediately following CSF meeting.
  - j Recall of Officers:
    - i Notice. A recall vote must be noticed by a simple majority vote of the Executive Board or by a letter signed by a simple majority of the Executive Board and delivered to the CSF Director, who should deliver the letter to the entire Executive Board, at least two weeks prior to a regularly scheduled CSF meeting.
    - ii Recall votes can only take place at regularly scheduled CSF meetings.
    - iii Measure of last resort. Notice of a recall vote can only occur after the notifying associations have previously discussed their concerns with the officer being recalled. Concerned associations should seek alternative resolutions before proceeding with a recall vote.
    - iv A recall vote requires a two-thirds vote of the Executive Board members present in closed session.
    - v If a recall vote of the CSF Chair is successful, the Vice Chair shall assume Chair responsibilities until a new chair is elected.
- 4 Election of executive officers and committee chairs shall take place no later than December 1 of each year. If at all possible, the Chair and Vice Chair from the previous year shall continue in their responsibilities until their replacement officers are elected. If this is not possible for the Chair, then the Vice Chair should assume acting-Chair responsibilities beginning September 1. If this is not possible for

either the Chair or Vice Chair, then at the final meeting of the year, the Chair shall nominate a member of the Executive Board to serve as acting-Chair beginning September 1. The Chair and Vice Chair should report their status to the CSF at the final meeting of the year.

## **ARTICLE IV. RESPONSIBILITIES OF THE EXECUTIVE BOARD AND COMMITTEES**

### **Section A. The Executive Board shall:**

- 1 Consist of the Chair, Vice Chair, and one Executive Board member from each campus as defined in Article II, Section A, with the Chair presiding.
- 2 Meet concurrently with CSF at regular CSF meetings, meet once between meetings by conference call, and additionally as called by the Chair or majority petition of the Executive Board.
- 3 Record official votes and authorize the Chair and CSF Director to execute official documents on behalf of CSF.
- 4 Meet in closed session for matters concerning personnel review.
- 5 Meet as necessary in closed session to receive confidential information in accordance with the Brown Act.
- 6 Assume any other duties assigned by CSF.
- 7 Extend a standing invitation to the Board Chair of the University of California Student Association (UCSA), Executive Director of UCSA, Student Regent, and Student Regent Designate to attend all CSF and Executive Board Meetings with the exception of closed sessions (None of these positions imply membership (voting nor ex-officio) of CSF or Executive Board).

### **Section B. The CSF Leadership Team shall:**

- 1 Consist of the Chair, Vice Chair, Committee Chairs, and the CSF Director, with the CSF Chair presiding.
- 2 Meet by request of any of the members.
- 3 Execute Executive Board directives.
- 4 Assume any other duties that the Executive Board assigns.

### **Section D. Oversight and Coordination of Committees**

- 1 The CSF Leadership Team will be responsible for coordinating the agendas of the standing committees.
- 2 The Committee Chairs will be accountable to the Executive Board as representatives of CSF.

### **Section E. Responsibilities of the Committees**

- 1 Take working responsibility for all action agenda items. Ultimate responsibility for the action agenda is held by the full Executive Board.
- 2 Devise strategic plans for the implementation and success of action agenda items within its purview.
- 3 Coordinate the assignment of task-level responsibilities to members to support the strategic plans.
- 4 This committee shall perform additional duties assigned by the Executive Board.

### **Section F. Special Committees**

- 1 The charge and officers of Ad-Hoc committees shall be designated by the Chair, with Executive Board approval.

## **ARTICLE V. MEETING PROCEDURES**

### **Section A. Attendance**

- 1 The CSF Director shall keep an attendance record of those present at each officially scheduled meeting. CSF and Executive Board members are responsible to see that they have been recorded as present. Attendance will be taken when the meeting is called to order and when it is adjourned.
- 2 Attendance of CSF and Executive Board meetings will be sent to campus committees after each meeting by the CSF Director.

### **Section B. Meeting Cycles**

The Council on Student Fees will promote continuous productivity through the following meeting cycle.

- 1 CSF Chair and/or Vice Chair shall meet with CSF Director.
- 2 CSF Chair and /or Vice Chair shall meet with UCSA Executive Director.
- 3 CSF Director shall meet with UCSA Executive Director.

### **Section C. Meeting Priorities**

In order to encourage continuity and productivity, CSF meetings will include the following annual regular topics.

- 1 Fall Quarter/Fall Semester Meeting Standard Agenda
  - a. Summer Update from Chair
  - b. Vice Chair and Committee Chair Elections
  - c. Creation and Approval of annual CSF Action Agenda
  - d. Campus Comparisons
  - e. Review and Approval of proposed budget and dues structure and amount for CSF
  - f. Distribution of Orientation Materials
- 2 Winter Quarter/First Spring Semester Meeting Standard Agenda
  - a. Action Agenda Updates/Strategizing
  - b. Update on the CSF Budget, with adjustments made as needed
  - c. Review of State Budget Proposals
- 3 Spring Quarter/Second Spring Semester Meeting Standard Agenda
  - a. Personnel Review – CSF Director
  - b. Annual CSF Progress Review
  - c. Annual Reports of the Chair, Vice Chair, and CSF Director
  - d. Final update on the CSF Budget
  - e. Updates to Guiding Documents (Charter, Bylaws, SPs, MOUs)
  - f. Summer Assignments
  - g. Campus Comparison Report
  - h. Chair Elections

### **Section D. Rotation of Meeting Hosting Responsibilities**

At least three meetings will be held per year, in the following continuous cycle:

- 1 North: UC Berkeley
- 2 South: UC San Diego
- 3 North: UC San Francisco
- 4 South: UC Santa Barbara

- 5 North: UC Santa Cruz
- 6 South: UC Riverside
- 7 North: UC Davis
- 8 South: UC Los Angeles
- 9 North: UC Merced
- 10 South: UC Irvine

CSF recognizes that circumstances may prevent a campus from hosting a meeting, in which case the responsibility would pass to the next campus in the rotation or CSF can vote for which campus the next meeting will be in.

**Section E. Meeting Notice**

- 1 The CSF Director shall give written notice of every regular meeting at least one week prior to the date set for the meeting, to all Executive Board members and any individual or organization that has filed a request for notice.
- 2 It is the responsibility of each Executive Board member to inform the remaining CSF members at her or his campus about the noticed meeting.

It is the responsibility of each Executive Board member to inform the CSF director who will be attending the meeting on behalf of their campus.

**Section F. Voting Rights**

- 1 Each campus SFAC will have one vote.
- 2 The Vice Chair and Chair will be nonvoting members of CSF and the Executive Board; unless in the event of a tie the Chair may vote wherein her or his campus would receive two votes.
- 3 The Vice Chair and Chair can be the voting member of CSF and the Executive Board if he or she is the only representative from their campus SFAC.

**Section G. Substitute Voting**

- 1 All substitute voting is governed by the proxy provisions as outlined in Article V Section F of the CSF Charter.
- 2 A holder of a valid proxy is entitled to fill the position of the Executive Board member in its entirety.
- 3 A written notice in the form of an email or letter by the Executive Board member must be received by the CSF Director, CSF Chair, and CSF Vice Chair before the beginning of the meeting.

**Section H. Meeting Procedures**

- 1 Parliamentary procedure will be used. When necessary, the CSF Chair may suspend them at her or his discretion, with the consent of the Executive Board. The CSF Chair shall make every effort to arrive at consensus before taking a vote.
- 2 CSF Meetings will be open to anyone to observe, except for the provisions specified in Section H 3-4.
- 3 CSF may never meet in closed session. The Executive Board may meet in closed session to discuss or act on the following:
  - a The appointment, evaluation, or dismissal of an employee.
  - b Matters in which CSF is participant in litigation.
  - c To negotiate operating agreements including relations with UCSA, or for negotiations to enter into memorandums of understanding (MOUs).
- 4 The Executive Board may invite individuals to testify at closed sessions by a simple majority vote.

- 5 Any closed session will be noted as such on the agenda as well as the reason for moving into a closed session.
- 6 A meeting is a gathering of more than half of the Executive Board members.
- 7 Voting by secret ballot is prohibited except in closed session and in the election of executive officers and committee chairs.
- 8 All items to be discussed and/or acted upon shall be given notice in the agenda packet to be distributed by e-mail at least one week in advance of the meeting. All background materials and position papers, as well as proposed motions, correspondence, and resolutions should be included with the agenda item. Every effort should be made to make all materials available to CSF members at least one week prior to the meeting.
- 9 Any routine item submitted to CSF for approval may be placed on the Consent Calendar at the discretion of the Chair. Examples of this include documents, reports, and minutes.
- 10 Order of Agenda. The standard order of the agenda for a quarterly CSF meeting is outlined below. The final agenda will be submitted by the CSF Chair for approval by the Executive Board.
  - a Attendance
  - b Approval of the Agenda and Consent Calendar
  - c Approval of the previous CSF meeting minutes
  - d Chair Report
  - e Vice Chair Report
  - f Report of the CSF Director
  - g Campus Reports
  - h Action Agenda Update (Winter and Spring Only)
  - i Regular Meeting Agenda Items (as outlined in Article V, Section C.1-3)
  - j Announcements
  - k Closing Attendance and Adjournment
- 11 Campus reports. Each campus is asked to make a report updating CSF on changes to its continuity report, as well as current issues affecting the campus. If current issues are to be presented, the campus is asked to submit a one-two page briefing document to be included in the agenda packet to expedite the meeting process.

## **Section I. Special Meetings**

- 1 A special meeting may be called by the Chair, Vice Chair, or by petition of one-third of the Executive Board members.
- 2 All Executive Board members and any individual or organization requesting notice of regular meetings must be notified of the special meeting and the topics to be discussed 48 hours before it commences. This may be done by telephone or email. All Executive Board members and staff shall also be notified by email.
- 3 Only those items noticed may be acted upon or discussed at a special meeting. If a special meeting is called at which the entire meeting will be closed, it still must be noticed per Article V Section H 2-5

## **Section J. Minutes**

- 1 CSF staff members or a CSF member shall take minutes at CSF and Executive Board meetings. Minutes will be distributed to all Executive Board members in the agenda packet for the following meeting. The Chair may suspend the above deadline for just cause and distribute the minutes at the earliest date possible, but must distribute the minutes no later than three calendar months after the meetings at which they were taken.
- 2 Approval of the minutes shall be part of the Consent Calendar at each regular CSF meeting.

## **Section K. Organizational Records**

The Council on Student Fees shall institute a method for cataloging all records of the organization through the following methods.

- 1 The Office of Record (OR) for the Council on Student Fees shall be the administrative offices of the University of California Students Association (UCSA). Copies of all documents will be kept on file by the CSF Director as well as each campus' SFAC administrative office of record.
- 2 Guiding Documents shall be referred to by name and consist of major documents such as the Charter, Bylaws, and all Standing Policies and Memoranda of Understanding.
- 3 Agendas and Minutes shall be preserved and referenced by academic year session (example: 2005-06.WinterAgenda or 2010-11.SpringMinutes).
- 4 Internal Documents, such as the Chair's quarterly report, will be included in the minutes of the council meeting in which it was given.
- 5 Standing Policies are statements of position for CSF. They represent the ideology of the organization and give direction to staff, officers, and members in representing CSF. These policies are catalogued in chronological order regardless of the session in which they were adopted.
- 6 External Communication is also catalogued as follows.
  - a All letters shall have the academic year session and chronological number included.
  - b All written and spoken statements made by the Chair or her/his designee on behalf of CSF shall have the academic year session and chronological number included.

## **ARTICLE VI. CSF ACTION AGENDA**

### **Section A. Action Agenda Submissions.**

- 1 CSF shall brainstorm, prioritize, and approve the annual action agenda item(s) by consensus at the Fall meeting. Campus delegates should arrive at the meeting with action agenda items in mind.
- 2 The Action Agenda must be approved with a two-thirds vote of the Executive Board present.
- 3 The Action Agenda shall be presented by each Executive Board member to her/his campus committee as soon as possible following adoption by CSF.
- 4 The Chair shall be responsible for writing letters to announce the adoption of the agenda to the UCSA Board of Directors, the President of the University, and the Regents of the University.

## **ARTICLE VII. CSF TRANSITION**

### **Section A. CSF Review and Evaluation**

- 1 Procedural Review shall take place during the last regular CSF meeting of each academic year under the direction of the Chair with presentations by the Vice Chair. This review shall include all guiding documents listed under Article V Section I.1.
- 2 Concurrently with this process, Executive Board members are encouraged to submit proposals for Standing Policies as defined in Article V Section I.4. The procedure for proposing Standing Policies shall be the same as proposing changes to the bylaws, as outlined in the CSF Charter Article VI.



## **ARTICLE VIII. CSF STAFF**

### **Section A. UCSA Personnel Policy Manual**

- 1 The job description and employment guidelines for the CSF Director are located in the UCSA Personnel Policy Manual.
- 2 The CSF Director is an employee of the University of California Students Association, with a dedicated job assignment to perform work for the Council on Student Fees.

### **Section B. Staff Communication**

- 1 All staff communication should be accomplished at minimum according to the monthly meeting cycle outlined in Article V Section B.
- 2 The Chair, Vice Chair, CSF Director, and Executive Board members shall strive to communicate frequently as to improve the efficiency of CSF.

## **ARTICLE IX. ADMINISTRATION OF CSF FUNDS**

### **Section A. CSF Financial Responsibility**

- 1 All financial decisions and oversight must be in conformity with the UCSA-CSF Operating Agreement included in the CSF Charter.
- 2 The Executive Board shall approve, at the first quarterly meeting, an annual operating budget for CSF, including levels of dues and projected expenditures.
- 3 The Executive Director of UCSA shall report to the CSF Chair and Executive Board regarding CSF financial matters.
- 4 The Executive Board shall revise the budget at the Winter meeting, based on past and projected expenditures.

### **Section B. Campus Contributions**

- 1 The CSF Executive Board shall approve the specific minimum levels of dollar support requested from each campus or member organization. In the development of these requests, CSF shall give primary consideration to funding based on an equal assessment per student (per capita) systemwide.
- 2 The formula for campus contribution requests will equal the amount of the approved budget of expenditures, with 50% or one-half divided equally amongst all campuses, and the other 50% or one-half divided proportionally based on campus population in FTEs.

## **ARTICLE X. INTERIM DECISIONS**

### **Section A. Interim Decision Circumstances**

- 1 All official CSF policies and positions require full CSF or Executive Board approval by a 2/3rds vote except when circumstances arise that require CSF to adopt an interim policy or position. The CSF chair can make an interim decision between meetings on behalf of CSF, subject to review at the next CSF meeting. An interim decision on a policy or position should be consistent with the mission and goals of CSF. A member of the Executive Board or staff may seek an interim decision. The request for an interim decision shall be made to the CSF Chair.

## **Section B. Interim Decision Guidelines**

- 1 In the event of a need for an immediate interim decision to be made, the Chair shall first try to call an Executive Board meeting or if not possible, try to contact the Executive Board members for consultation.
- 2 Interim decisions should be made only by the Chair or acting-Chair.
- 3 Members of the Executive Board and CSF staff shall be authorized to make an interim decision in extreme circumstances, such as when testifying before a legislative committee, only when failure to do so would cause serious harm to the mission and goals of CSF.
- 4 Every interim decision shall be reported to Executive Board members and staff as soon as possible, but no later than 72 hours after the decision is made.
- 5 An interim policy or position shall become a tentative, but official, CSF policy and position. At the next CSF meeting, CSF shall be presented with a full analysis of the policy or position adopted by the interim decision, including justification for the interim decision. Following the discussion, CSF shall either ratify, amend, or reject the interim decision. If ratified or amended, the decision will become a standing policy and be catalogued as such.

## **ARTICLE XI. CSF ACCOUNTABILITY**

### **Section A. Campus Grievance Procedure**

- 1 In the event that any campus has a grievance concerning an action or multiple actions of CSF, it shall have the right to file a grievance to the CSF Executive Board. Upon receipt of a written grievance, the Chair shall schedule a time and place, within 60 days of receipt of the grievance, at which a hearing of the Executive Board of the campus' grievance shall be held. All effort shall be made to resolve the grievance by informal means so that a formal hearing need not be held.

### **Section B. Minority and Majority Reports**

- 1 In the event that there is a division on an item approved or rejected by the Executive Board, the dissenting party shall be entitled to submit a report stating their reason(s) for opposing the Executive Board decision. This report shall be appended to and distributed with the minutes from the meeting at which the item was approved or rejected. In the event such as dissenting opinion is submitted, the author of the approved measure or a member of the prevailing side, shall be entitled to write a prevailing opinion in which the reason(s) why the Executive Board acted on the matter as it did. This report, which must be signed and attested to by the CSF Chair, shall likewise be appended to and distributed with the minutes from the meeting at which the given item was debated.

### **Section C. Grievance Procedure: Council Members regarding Officers**

In the event that a CSF member or staff member has a grievance(s) regarding a CSF member, that person may file a grievance in writing, the grievance should be submitted to the Chair (or Vice Chair in the event that grievance is against the Chair). There are two types of grievances that may be filed: a) Personal Grievance, b) Policy Grievance.

- 1 **Personal Grievance:** A personal grievance is a grievance regarding the personal behavior of the CSF member. This includes, but is not limited to, discriminatory treatment and sexual harassment. In the case of a personal grievance, the Executive Board shall be the hearing body and the hearing shall be held in

closed session. In the event that the grievance is against the Chair, that person shall step down from their position as Chair of the Executive Board (with the Vice Chair presiding) for the duration of the hearing and shall abstain from any votes taken. In the event that the grievance is against another member of the Executive Board, that member shall likewise abstain from any votes taken on the grievance. The hearing shall be held at the first Executive Board meeting subsequent to the grievance's submission, provided that the grievance is submitted at least one week prior to the next meeting.

- 2 Policy Grievance: A policy grievance is a grievance regarding a CSF member's failure to carry out decisions taken by the Executive Board or CSF or actions taken by the CSF member that are in violation of the CSF Charter, Bylaws, Standing Policies, Action Agenda, or the UCSA Personnel Policy Manual. In the case of a policy grievance, the Executive Board shall be the hearing body and the hearing shall be held in open session. In the event the grievance is against the Chair, the Chair shall step down from her/his position as Chair of the Executive Board (with the Vice Chair presiding) for the duration of the hearing and shall abstain from any votes concerning the grievance. In the event that the grievance is against another member of the Executive Board, that member shall likewise abstain from any votes taken. The hearing shall be held at the first possible Executive Board meeting subsequent to the grievance's submission, provided that the grievance is submitted at least one week prior to the next meeting.
- 3 Goal of Hearing: In both cases, the goal of the hearing shall be to arrive at a resolution that is acceptable to all parties. However, in the event that no such resolution can be found, the hearing body shall have the right to make a decision.
- 4 Right to Appeal: Either party may appeal the decision of the hearing body to the Board of Directors of UCSA. All documents including statements of appeal from the appellate party must be submitted to the Board Chair of the UCSA Board of Directors within 10 working days of the hearing, so that the appeal may be heard at the next regular meeting pursuant to UCSA Operating Bylaw Article XI Section C.4. The UCSA BOD shall be the final appeal body and its decision shall be final. In the event of a personal grievance, the BOD shall, at the request of either of the parties, hold its appeal hearing in closed session. In the event of a policy grievance, the UCSA BOD appeal shall be in open session and minutes will be taken.

## **ARTICLE XII. APPROVAL, RATIFICATION, AND AMENDMENTS**

### **Section 1. Approval and Ratification**

Approval and Ratification of these bylaws are provided in the CSF Charter Article VI.

### **Section 2. Amendments**

Amendments to these Bylaws may be proposed following the amendment procedure outlined in the CSF Charter Article VI.

### **Section 3. Immediacy**

These Bylaws shall take effect upon verification of Executive Board approval at the Winter Quarter 2002 Regular Meeting of the Council on Student Fees.

Submitted to the Council on Student Fees at the Regular Meeting on January 26, 2002.

Approved by the Council on Student Fees at the Regular Meeting on January 26, 2002.

Amendments submitted to and approved by the Council on Student Fees at the Regular Meeting on October 18, 2002.

Amendments submitted to and approved by the Council on Student Fees at the Regular Meeting on February 12, 2005.

Amendments submitted to and approved by the Council on Student Fees at the Regular Meeting on April 23, 2006.  
Amendments submitted to and approved by the Council on Student Fees at the Regular Meeting on January 23, 2010  
Amendments submitted to and approved by the Council on Student Fees at the Regular Meeting on May 1, 2011  
Amendments submitted to and approved by the Council on Student Fees at the Regular Meeting on May 19, 2012  
Amendments submitted to and approved by the Council on Student Fees at the Regular Meeting on April 20, 2013

By:

/s/ Homaira Hosseini  
2007-2008 Chair of the Council on Student Fees

/s/ Calvin Sung  
2009-2010 Chair of the Council on Student Fees

/s/ Jason Niemetz  
2010-2011 Chair of the Council on Student Fees

/s/ Michelle Greenwood  
2011-2012 Chair of the Council on Student Fees

/s/ Olivier Bouan  
2012-2013 Chair of the Council on Student Fees