



## **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, while the single official representative from each campus shall comprise the CSF Executive Board for the purpose of closed sessions. 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 fee and tuition issues of collective importance to all campuses, a clearing-house 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 voting student members of University of California Student Fee Advisory Committees, who are appointed to represent the entire campus student body on matters concerning student fees and student services.

Section B. 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.

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 three times per year, or once per academic quarter. For campuses on semester calendars, one meeting will take place in Fall and two in Spring.
2. Each regular meeting shall be set as to date and place by the Council at the preceding meeting.
3. The Executive Board will meet at least once between Council meetings in a conference call.
4. Each Executive Board Conference shall be set as to date and time 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 be one 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.

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 month 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.
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