

# *Student Services Fee Advisory Committee*

## **Bylaws**

*For 2022 - 2023 Committee for 2023 – 2024 Budget Process*

*University of California, Riverside*

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**Article I: NAME OF COMMITTEE**

**This committee shall be known as the Student Services Fee Advisory Committee (Hereafter, referred to as the Committee) of the University of California, Riverside.**

**Article II: STATEMENT OF PURPOSE AND PURVIEW**

**Sec. A: Assistance to the Chancellor or Chancellor's Designee.**

- 1. The Committee shall be charged annually with submitting a recommendation on the allocation of Student Service Fee funds for the ensuing fiscal year to the Chancellor or Chancellor's Designee.**
- 2. The Committee shall advise the Chancellor or Chancellor's Designee on matters of broad policy and specific programs in an atmosphere of mutual responsibility. Toward this end, the Committee shall submit program evaluations of all Student Service Fee budget holders on a regular schedule.**

**Sec. B: Review of Student Service Fee Funds**

- 1. The Committee shall conduct an annual review of all programs funded or requesting funding through the Student Services Fee to assess the appropriateness of Student Services Fee funding.**
- 2. The Committee shall offer general guidelines for the long-term operation of programs of similar operational content and goals.**
- 3. The Committee shall focus attention on requests for programs, which benefit the student and which are complementary to, but not part of, the instructional program.**

**Sec. C: Commitment to Due Process:**

**In all matters in which the Committee seeks to exercise judgment, all affected parties shall receive fair notice and reasonable opportunity to articulate their interests.**

**Article III: MEMBERS**

**Sec. A: General Composition: thirteen (13) voting member and three (3) ex-officio members shall comprise the Committee in the following numbers:**

- 1. Chair of the Committee;**
- 2. Six (6) undergraduates (or five (5) if the Chair is an undergraduate) which includes the ASUCR Vice President of Campus Internal Affairs *ex officio*, as well as two (2) alternate undergraduates members;**
- 3. Three (3) graduates (two (2) if the Chair is graduate), which includes (1) alternate graduate member;**
- 4. Two (2) members of the faculty;**
- 5. Two (2) members of the administrative staff;**
- 6. The Vice Chancellor of Student Affairs, or their designee, non-voting ex-**

- officio;
7. The ASUCR President, or designee, non-voting ex-officio;
  8. The GSA President, or designee, non-voting ex-officio;

#### **Alternates**

1. Alternates shall participate in all phases of Committee and Subcommittee work, but do not hold voting privileges.
2. In the event of a regular member's incapacity to fulfill his/her duties, an alternate from the same selection body may be elevated to voting member status upon recommendation of the selecting body, consultation by the Chancellor or Chancellor's Designee with the Student Services Fee Committee, and final approval by the Chancellor or Chancellor's Designee.
3. Alternates shall receive the same remuneration as regular Committee members during fall, winter, and spring provided they actively participate in Committee and Subcommittee meetings.

#### **Sec. B: Selection and Appointment**

1. Student members of the Committee shall be selected by their respective governing bodies, the Associated Students (ASUCR) and the Graduate Student Association (GSAUCR) in conjunction with the SSFAC Chair and approval by SSFAC. Specific qualifications are determined by the respective selecting bodies.
2. Faculty members of the Committee shall be selected by the Academic Senate Committee on Committees with specific qualifications to be determined by said body.
3. Administrative staff members of the Committee shall be selected by the Vice Chancellor of Student Affairs from nominees suggested by the Academic Deans, the Chairperson of the Academic Senate Steering Committee, or the chairpersons of academic/administrative departments, and providing general campus-wide notice.
4. Selections shall be completed and forwarded to the Chancellor or Chancellor's Designee as soon as possible in the last term (third quarter) of the academic year.
5. Committee members shall be appointed annually by the Chancellor or Chancellor's Designee on the basis of the selections made by the various selecting bodies.

#### **Sec. C: Terms of Office**

1. All Committee members shall be appointed for an annual term and serve until the next appointments become effective as described in Article IV.A.3., below.

2. **Reappointment of members shall be permitted.**

**Sec. D: Removal**

**Committee members may be removed for failure to carry out responsibilities as outlined in the Bylaws. Removal of a Committee member is initiated by the Committee via formal motion and roll call vote and requires consultation with the selecting body, as well as approval by the Chancellor or Chancellor's Designee.**

**Sec. E: Conflict of Interest**

**An individual who serves in a (1) direct administrative capacity or (2) receives salary from a Student Services Fee funded program or (3) who otherwise has a significant interest in a particular Student Services Fee funded program, upon consultation with the Committee - may participate in discussion on the budget, but shall abstain during voting. Members should inform the Committee, in advance, if they have a potential conflict on a given budget.**

**Sec. F: Committee Staff**

1. **Professional staff assistance shall normally be provided by the Vice Chancellor of Student Affairs and the Office of Financial Planning and Analysis for the preparation, distribution, and interpretation of budget materials and other information.**
2. **Other staff assistance may be requested and secured by the Committee.**
3. **No staff member shall be considered a Committee member for the purposes of voting or establishing a quorum.**

**Sec. G: Remuneration of Student Members**

1. **The student members of the Committee may be compensated for their service with the exception of all Ex-Officio members which will be unpaid appointments.**
2. **Calculation and payment: Remuneration shall normally be computed on the basis that student Committee members receive payment for the equivalent of one (1) year's Student Services Fee (fall, winter and spring), the Vice Chair receives payment equal to one (1) year's Student Services Fee (fall, winter and spring), and \$3,000 stipend, and the Chair receives payment equal to one (1) year's Student Services Fee (fall, winter and spring) and \$6,000 stipend. All stipends shall be paid according to current University policy and processes, with every attempt made to pay undergraduates their stipends on a biweekly basis. All stipends shall be prorated for length of service, if applicable.**
3. **Participation Requirement: Members must attend at least 60% of all scheduled quarterly meetings in order to receive full payment as described above. Members may participate in other SSFAC activities to satisfy the participation requirement at the discretion of the Chair. These activities**

include by are not limited to preparation for hearings, committee and subcommittee assignments, and participation in meetings outside of full SSFAC meetings.

4. **Reversions:** Any funds not paid to or accepted by the student members shall be returned to the Unexpended Balances Account.
5. **Enforcement:** The Chair shall review participation by members on a quarterly basis with the SSFAC staff. The Chair may recommend denial of payment of remuneration and the committee member may be subject to removal (Article III, Section D). The Chair's enforcement recommendation may be approved by the committee with a 2/3 vote.
6. **Members must complete mandatory training courses as required by the campus, such as Cyber Security and Sexual Violence & Sexual Harassment Prevention training.**

#### **Article IV: OFFICERS**

##### **Sec. A: Chair**

1. **Qualifications:** Only a student member of the Committee with at least two consecutive quarters of service on the Committee shall be eligible to become Chair. Should no nominee meet this qualification, the Committee is then permitted to select a Chair with less service on the Committee.
2. **Selection:** See Appendix A: Election Procedure for Leadership Positions
3. **Term of Office:** Term of office shall commence July 1.
4. **Duties:**
  - a. **Ensure, with the assistance of the Committee, the implementation and integrity of the Bylaws and General Priorities;**
  - b. **Preside over all meetings of the full Committee;**
  - c. **Appoint all Subcommittee members and other representatives of the Committee with approval of the Committee;**
  - d. **Serve as ex-officio member of all Subcommittees;**
  - e. **Provide the initial charge of responsibilities to all Subcommittees;**
  - f. **Assign requests for new budgets to the appropriate Subcommittee;**
  - g. **Represent the Committee in official correspondence of contact with members of the University community;**
  - h. **Provide direction for the Vice Chair in the completion of his/her duties.**

- i. **Serve as, or appoint a Riverside representative to the University of California Council on Student Fees (UCCSF). In the event that a designee is appointed, they shall be responsible for the duties listed in j, k, and l under Article IV, Sec. A, Subsection 5.**
  - j. **Report to, and consult with, the Committee on information which may be relevant to Committee work and policy positions on Student Service Fee-related issues of collective importance to all UC campuses;**
  - k. **Prepare written reports for the Committee after each UCCSF meeting.**
  - l. **Comply with the Bylaws and standing policies of the UCCSF.**
  - m. **Serve as, or appoint, the SSFAC representative that will provide ex-officio reports to ASUCR and GSAUCR leadership as deemed necessary by the Chair or by general consensus of the Committee.**
5. **Removal: The Chair may be removed from leadership role by a majority vote of the committee. The Chair could continue to serve as a regular voting member, if desired, unless Article III, Section D is pursued by the committee. The replacement Chair must satisfy Article IV, Section A, Subsection 1.**

**Sec. B. Vice Chair**

1. **Qualifications: Any voting student member of the Committee shall be eligible to become Vice Chair.**
2. **Selection: See Appendix A: Election Procedure for Leadership Positions.**
3. **Term of Office: Term of office shall be the same as that specified for all members in Article III, Sec. C.**
4. **Duties:**
  - a. **Assist in the preparation of minutes of all full Committee meetings;**
  - b. **Review the integrity of all Subcommittee reports and coordinate their distribution to the full Committee.**
  - c. **Perform all duties specified in Section A, Subsection 4, above, in the temporary absence of, or at the request of, the Chair.**
  - d. **Serve as, or appoint a Riverside representative to the University of California Council on Student Fees (UCCSF)**
5. **Removal: The Vice Chair may be removed from leadership role by a majority vote of the committee. The Vice Chair could continue to serve as a regular voting member, if desired, unless Article III, Section D is pursued by the committee. The replacement Vice Chair must satisfy Article IV, Section B, Subsection 1.**



### **Section C: Subcommittee Chair**

- 1. Qualifications:** Any voting member of the Committee shall be eligible to become Subcommittee Chair.
- 2. Selection:** The Chair shall select a voting member as Subcommittee Chair with a student given priority and approved by the Committee.
- 3. Term of Office:** Term of office shall be as long as necessary to fulfill the charge of the subcommittee, but no longer than the term of office as stated in Article III, Section C, Subsection 1.
- 4. Duties:**
  - a. Preside over all meetings of the subcommittee;
  - b. Meet with the Chair upon appointment as needed;
  - c. Ensure subcommittee members are in compliance with bylaws;
  - d. Fulfill any additional duties and responsibilities as outlined in Article VII: Subcommittees;
  - e. Consult with the Chair in regards to any possible areas of concern.
- 5. Removal:** The Subcommittee Chair may be removed from the role by the Chair or a majority vote of the members. The Subcommittee Chair could continue to serve as a regular voting member, if desired, unless Article III, Section D is pursued by the Committee. The replacement Subcommittee Chair must satisfy Article IV, Section C, Subsection 1.

### **Section D: Other Officers**

- 1. Members of the Committee shall exercise their collective judgment to create any other offices they deem necessary for the fair and efficient operation of the Committee.**
- 2. Qualifications, method of selection, term of office, duties, and method of removal shall be specified by amendment to the Bylaws for any office created by the Committee.**

## **Article V: MEETINGS**

### **Sec. A: Regular:**

**Regular meetings of the Committee shall be called by the Chair at intervals deemed necessary by the Committee and sufficient to discharge Committee responsibilities detailed in Article VIII of the Bylaws**

### **Sec. B: Special:**

**Special meetings of the Committee may be called by the Chair at the request of any member.**

### **Sec. C: Notice and Time:**

1. It is recommended that the planning calendar shall be updated and posted on the SSFAC website as changes occur. The planning calendar must consist of the date, time, and location of the next meeting.
2. Time of meetings shall not be set so as to deliberately thwart public scrutiny of Committee operations.

**Sec. D: Quorum:**

Quorum for both regular and special meetings shall consist of six voting members or five voting members and one non-voting alternate. For the purposes of quorum, the one alternate need not be elevated to voting status.

**Sec. E: Absences:**

Three (3) unexplained absences from regular meetings or a record of consistent neglect of Subcommittee responsibilities of any member shall be reported to the appropriate selecting body, and are subject to removal.

**Sec. F: Minutes:**

Minutes, including the date, time, place, names of members present and absent, and an accurate summary of arguments and decisions made, shall be maintained and provided by the Committee to all members and any member of the University community upon request.

**Sec. G: Executive Session**

1. A meeting may be declared an executive session and closed to the public by a two-thirds (2/3) vote of the Committee. Cause for the executive session shall be contained in the main motion.
2. The following shall be considered the only possible grounds for calling an executive session.
  1. Discussion of personnel matters;
  - b. Discussion of final budget allocations and guidelines as detailed in Article VIII, Sections C and E.
3. Any Committee action taken in executive session, which does not reflect the announced cause for the session, shall be considered null and void.

**Article VI. VOTING**

**Sec. A:** Each member shall cast only one (1) vote.

**Sec. B:** A recorded roll-call vote may be required and reported in the Minutes for the following motions:

1. Adoption of a budget figure for a specific program;

2. Adoption of general guidelines for long-term operation of programs of similar operational content and goals;
3. Adoption of any special guideline or procedure related to Article VIII of the Bylaws;
4. Adoption of a ceiling for the total allocation to Student Service Fee funds;
5. Removal of Committee officers;
6. Executive session;
7. Amendments to the Bylaws.

**Sec. C. Special Voting**

1. Absentee votes for specific motions shall only be submitted in writing to the Chair by the close of discussion on the motion and shall be counted and announced with the completed vote. The signature of the member casting the absentee vote must appear on the absentee vote.
2. Proxy voting shall not be allowed. Alternate members are non-voting and must be elevated according to Article III of the Bylaws in order to vote.

**Article VII: SUBCOMMITTEES**

**Sec. A: Budget Subcommittees**

1. Subcommittees shall be charged annually before the last SSFAC meeting in Fall Quarter to gather information which the Committee deems relevant to the evaluation of individual programs and general guidelines for the long-term operation of programs of similar operational content and goals.
2. Subcommittees shall render the following assistance to program directors:
  - a. Provision of Committee Bylaws and other background information on the recommendation process;
  - b. Review and explain guidelines for program evaluation and the priorities guiding the general allocation of the Student Service Fee funds.
3. Subcommittees shall provide at minimum, the following information to the Committee prior to Budget Hearings:
  - a. A general performance evaluation of the programs under their purview based on the guidelines determined by the Committee;
  - b. Upon request, an understanding of the line-item requests of each program under review;
  - c. An initial line-item allocation recommendation with rationale for each

program under their purview.

4. **Subcommittee Reports:** Subcommittees shall file a written report for each program reviewed with the Committee addressing, at minimum, the mandates specified in Subsection 3 above.

**Additionally:**

- a. The Committee shall review annually the content and form of such reports;
  - b. A copy of each report shall be provided to the respective program directors as soon as the original has been filed with the Committee.
5. See Appendix A. for previous year's Subcommittee.

**Sec. B: Special Subcommittees**

1. Special Subcommittees may be formed at any time by action of the Chair or of the full Committee.
2. Special Subcommittees are intended to deal with special budget problems, need for information, or long-range organizational tasks of the Committee.

**Article VIII: BUDGET RECOMMENDATION PROCESS**

**Sec. A. Committee Deliberations on Procedures and Priorities**

1. The Committee shall review annually as the initial step in the budget recommendation process, all formal and informal procedures employed during the previous fiscal year related to implementation of this Article.
2. The initial phase of the budget process shall be completed by the end of the first term (first quarter); the Budget hearings shall be completed by the end of the second term (second quarter); Committee deliberations, Appeals, and Final Approval shall be completed by the deadline specified by the Chancellor or Chancellor's Designee in the last term (third quarter).
3. The duties of the Committee during the initial phase of the recommendation process shall include:
  - a. Determining and publishing through the widest possible channels, the date by which budget requests shall be submitted to the Committee.
  - b. Determining and publishing through the widest possible channels a calendar approximating the dates by which various stages of the recommendation process shall be accomplished;
  - c. Determining and publishing through the widest possible channels the guidelines for program evaluation during the recommendation process;

- d. **Determining and publishing through the widest possible channels priorities which may guide the general allocation pattern of Student Services Fee funds;**
  - e. **May conduct an annual survey of a sample of the UCR student population to determine general student opinion on all Student Service Fee-funded areas.**
  - f. **Ensuring that any proposal to the Committee for funding shall not be duplicative of any proposals contemporaneously made the same academic year to the Highlander Empowerment Support Services Referendum (“HESSR”) Student Advisory Committee (“RSAC”). The Committee and the RSAC shall coordinate efforts in that regard.**
    - 1. **HESSR Fee is effective Fall 2015 and will be assessed quarterly (Fall, Winter, Spring, Summer) subject to reaffirmation by the student body every five years thereafter.**
    - 2. **SSFAC Committee will periodically review availability of HESSR funding source.**
  - g. **Ensuring that programming already permanently funded by the Student Services Fee shall not be reduced by virtue of the HESSR to the extent the Student Services Fee budget is solvent. The Committee and the RSAC shall coordinate efforts in that regard.**
    - (1) **HESSR Fee is effective Fall 2015 and will be assessed quarterly (Fall, Winter, Spring, Summer) subject to reaffirmation by the student body every five years thereafter.**
4. **The duties of the Committee staff during all phases of the recommendation process shall include:**
- a. **Verification, duplication, and dissemination of all budget requests to the Committee;**
  - b. **Estimation and justification of the following projections necessary to the recommendation process:**
    - (1) **Student Services Fee income;**
    - (2) **Debt Service;**
    - (3) **Shortfall;**
    - (4) **Range adjustments and merit increases;**
    - (5) **Employee Benefits.**
  - c. **Reporting all new policy changes within the University system that may be reasonably expected to impact on the recommendation process;**
  - d. **Reporting and disseminating copies of all correspondence to the Committee related to the recommendation process.**

### **Sec. B: Budget Hearings**

- 1. The Committee shall conduct annual hearings designed to fulfill the purposes of the Committee under Article II of the Bylaws.**
- 2. Notification: Program directors shall be notified in writing at least one week in advance of the date of their appearance. Information of all Committee hearings shall be made public through the widest possible channels.**
- 3. Hearing Principles:**
  - a. The program director explains their budget request;**
  - b. The Subcommittee shall present their report and recommendations;**
  - c. General questioning and discussion between the Committee, Subcommittee, and the program director;**
  - d. The program director shall be informed of the remaining calendar of the recommendation process and approximate time of a specific recommendation of the program.**

### **Sec. C. Committee Deliberations on Budgets**

- 1. The Committee shall deliberate annually on specific and general recommendations following Subcommittee Visitations and Committee Budget Hearings.**
- 2. Order of Deliberations:**
  - a. The Committee shall consider staff projections for income, personnel expenses, capital reserve commitments, and other non-discretionary items in the total budget before individual program budgets;**
  - b. The Committee shall determine the order in which specific budgets are considered.**
- 3. The Committee shall determine and publish through the widest possible channels, general guidelines for the long-term operation of programs of similar operational content and goals in conjunction with the complete listing of programs and recommended funding levels.**

### **Sec. D: Appeals Hearings**

- 1. The Committee shall allow annually reasonable time for individual program directors to appeal recommendations of the Committee. The Committee may choose to have written and/or oral appeals.**
- 2. Notification: Program directors shall notify the Committee as soon as possible following the publication of recommendations of their intent to appeal.**

3. **Assistance to the Chancellor or Chancellor's Designee: It shall be the intent of the Committee that the Chancellor, or the designee, attends all Appeals Hearings.**
4. **Oral Appeals:**
  - a. **The program director shall present the appeal position;**
  - b. **Members of the Committee may respond to the presentation;**
  - c. **The program director shall be allowed closing remarks at the end of general discussion;**
  - d. **The program director shall be informed of the remaining calendar of the recommendation process and approximate time of a possible revision of a specific recommendation on the program.**

**Sec. E: Committee Finalization and Presentation of Recommendations**

1. **The Committee shall announce and publish any revisions of previous recommendations following the Appeals Hearings, but prior to the transmittal of the total budget recommendations to the Chancellor or Chancellor's Designee.**
2. **The Committee may host a general campus meeting at least two days prior to the transmittal of the total budget recommendations to the Chancellor or Chancellor's Designee for the purposes of:**
  - a. **Presenting to the University community the broad outlines of Committee priority discussion and final budget recommendations;**
  - b. **Exchanging views with the University community on any questions regarding the recommendation process, decisions reached, or the nature of any specific program recommendations.**

**Sec. F: Transmittal to the Chancellor or Chancellor's Designee and Modification**

1. **The Chair shall present the completed budget document to the Chancellor or Chancellor's Designee on or before the date fixed in the Chancellor's or Chancellor's Designee's annual letter of appointment and charge.**
2. **It shall be the intent of the Committee that any modifications in the Committee recommendations be accompanied by a general campus meeting at which the Chancellor or Chancellor's Designee identifies and justifies such modifications.**

**UCCSF expenses for travel, lodging and food to and from regularly scheduled meetings shall be paid by Student Services Fee funds. Airfare shall be limited to meetings held at the following campuses: San Francisco, Davis, Berkeley, Santa Cruz, and Merced. The Student Services Fee Advisory Committee and the Vice Chancellor for Student Affairs' office must approve each trip. All expenses are subject to University policy requirements.**

**Article X: RULES OF ORDER**

**The rules contained in Robert's Rules of Order, Newly Revised, the current edition shall govern the Committee in all cases to which they are applicable, and do not conflict with the Bylaws or special rules of order of this Committee.**

**Article XI: METHOD OF AMENDMENT**

**These Bylaws shall be amended only by a two-thirds (2/3) vote of the members following the previous regular meeting at which the proposed amendment shall be proposed in writing.**



**Appendix A**  
**Election Procedure for Leadership Roles**

**Article I: General**

1. The election for the position of Chair for the following academic year shall be held annually no later than Week 5 of Spring Quarter. The election for current year Vice Chair shall be held annually no later than Week 5 of Fall Quarter.
2. All candidates must satisfy the qualification requirement in accordance to the leadership role.
3. In the event that no nominated member accepts the nomination, or that no nominated member is elected by the committee by vote in the Spring Quarter, the Committee may vote to elect an Interim Chair to serve up to Week 5 of Fall Quarter by which time a Special Chair Election must be held alongside the Vice Chair election. The Interim Chair will preside over the Special Chair Election. If the Interim Chair is a candidate in the Special Chair Election, then the Committee shall appoint a student voting member to preside over the election. The Interim Chair must be a voting member of the committee but need not be a student member.

**Article II: Nominations**

1. All calls for nominations for each respective officer shall be made on the week prior to the election. Nominations can be made during the Committee meeting and by email provided it is one week prior to the election and are submitted by midnight of the same day. All nominations must be accepted by the nominated member to become a candidate for the election. Members are permitted to self-nominate during the committee meeting or through email.

**Article III: Selection Process**

1. The election questions shall be made available to the candidates one week prior to the election. It is recommended there be at least 10 minutes spent per candidate on answering candidate questions. Any updates to the election questions must be finalized one week prior to the election
2. Quorum will be required for election. All votes in elections shall be casted either through paper ballot or an online platform deemed appropriate. All votes shall be counted and verified by the SSFAC Staff and SSFAC Student Secretary. A majority of all votes shall elect the respective officer.
3. In the event of a tie, three caucuses shall be formed: faculty/staff, graduate students, and undergraduate students. Each caucus shall have one vote only. The majority vote of the caucuses shall select the Chair/Vice Chair if this process is used.

**Article IV: Election Oversight**

1. The Chair shall preside over the election. If the Chair is a candidate in the election, then the Vice Chair shall preside. If both the Chair and Vice Chair are both candidates in the election, then the Committee shall appoint a student voting member to preside over the election.

**Article V: Amendments**

1. It is encouraged that the SSFAC reviews Appendix A: Election Procedure for Leadership Positions on an annual basis.

**Appendix B**  
**Alternate Committee and Subcommittee Meeting Procedures**

**Article I: Alternate Committee Meeting Procedures**

1. In the event that in-person Committee meetings and business become unfeasible, the Chair may arrange virtual meetings of the Committee to be held via an appropriate online platform (including but not limited to Zoom, Google Hangouts, and so on).
2. Virtual meetings are to proceed, as much as possible, as outlined in Article V of the Committee Bylaws. This includes, but is not limited to, appropriate dissemination of information regarding an alternate meeting schedule and online access.

**Article II: Alternate Subcommittee Meeting Procedures**

1. In the event that in-person Subcommittee meetings and business become unfeasible, the Chair may permit Subcommittee Chairs to arrange virtual meetings be held via an appropriate online platform (including but not limited to Zoom, Google Hangouts, and so on).
2. Virtual subcommittee meetings are to proceed, as much as possible, as outlined in Article VII of the Committee Bylaws.

**Article III: Alternate Voting Procedures**

1. Votes taken at virtual Committee meetings are to proceed, as much as is possible, as outlined under Article VI of the Committee Bylaws while making the changes necessary to permit alternatives to in-person voting. Alternatives includes, but are not limited to, votes taken via online platforms such as Qualtrics and Zoom.

**Article IV: Amendments**

1. It is encouraged that the SSFAC reviews Appendix B: Alternate Committee and Subcommittee Meeting Procedures on an annual basis.

## AMENDMENTS TO BYLAWS

**APPROVED: Student Service Fee Committee 2/01/78**  
**APPROVED: Chancellor Hinderaker (with comment) 2/78**

**Article III, Section A - Amended 1/23/79**  
**Article VI, Section A - Amended 1/23/79**  
**Article III, Section B, #2 and #3 - Amended 5/26/81**  
**Article III, Section G - Added 5/26/81**  
**Article VII, Section A - Amended 5/26/81**  
**Article III, Section E, #1 - Amended 1/13/82**  
**Article III, section E, #2 - Amended 4/13/83**  
**Article VII, Section A - Amended 12/08/82**  
**Article VIII, A #2e; B #3a; C #3; E #1; #4; F #2 - Amended 4/13/83**

**APPROVED: Student Service Fee Committee 12/03/87**

**Article II, Section A #1 and #2 - Amended 12/03/87**  
**Article II, Section B #1; #2 and #3 - Amended 12/03/87**  
**Article III, Section B #1-3 - Amended 12/03/87**  
**Article III, Section D - Amended 12/03/87**  
**Article III, Section G #3 and #5 - Amended 12/03/87**  
**Article IV, Section A #4a-j - Amended 12/03/87**  
**Article IV, Section B #2 and #4a - Amended 12/03/87**  
**Article IV, Section C #1-5 - Amended 12/03/87**  
**Article V, Section G #1 - Amended 1/15/88**  
**Article V, Sections C and E - Amended 1/15/88**  
**Article VII, Section A #1-4 - Deleted 1/05/88**  
**Article VIII, Sections C - F - Amended 1/05/88**

**APPROVED: Chancellor Rosemary S. J. Schraer 6/07/88**  
**APPROVED: Student Service Fee Committee 5/20/88**

**APPROVED: Student Service Fee Committee 5/11/90**

**Article III, Section A, #5 - Amended 5/11/90**  
**Article III, Section G, #3 - Amended 5/11/90**  
**Article IV, Section A, #2 - Amended 5/11/90**  
**Article IV, Section A, #4 - Addition 5/11/90**  
**Article VIII, Section A, #2 - Addition 5/11/90**

**APPROVED: Chancellor Rosemary S.J. Schraer 6/19/90**

**APPROVED: Student Service Fee Committee - 1/09/91, 6/07/91, & 8/05/91**

**Article III, Section D - Amended 6/07/91**  
**Article III, Section G, #5 - Amended 8/05/91**  
**Article III, Section H - Addition 8/05/91**  
**Article IV, Section A, #6 - Addition 8/05/91**  
**Article V, Section E, Amended 8/05/91**  
**Article VII, Section A, #5 - Amended 1/09/91**

**APPROVED: Chancellor Rosemary S.J. Schraer 8/16/91**

**Article III, Section G - Amended 5/05/95**  
**APPROVED: Chancellor Raymond L. Orbach 7/21/95**  
**APPROVED: Student Service Fee Committee 5/05/95**

**Article II, Section A.2 - Amended 5/14/97**  
**Article III, Section A - Amended 5/14/97**  
**Article III, Section A.6 - Amended 5/14/97**  
**Article III, Section F.1 - Amended 5/14/97**  
**Article IV, Section A.2 - Amended 5/14/97**  
**Article IV, Section A. 4.h - Deleted 5/14/97**  
**Article IV, Section B.2 - Amended 5/14/97**  
**Article IV, Section C.4.c. - Added 5/14/97**  
**Article IV, Section C.5 - Amended 5/14/97**  
**Article VI, Section B - Deleted 5/14/97**  
**Article VII, Section A.5.a - Amended 5/14/97**  
**Article VII, Section A.5.b. - Amended 5/14/97**  
**Article VII, Section A.5.c. - Amended 5/14/97**  
**Article VII, Section A.5.d. - Amended 5/14/97**  
**Article VII, Section A.5.e. - Amended 5/14/97**  
**Article VII, Section A.5.f. - Amended 5/14/97**  
**Article VIII, Section B.1. - Amended 5/14/97**  
**Article VIII, Section D. 3. - Amended 5/14/97**  
**APPROVED: Chancellor Raymond L. Orbach**  
**APPROVED: Student Service Fee Committee 5/14/97**

**Article VII, Section A.3.b - Amended 10/15/98**  
**Article VII, Section A.5.c - Amended 10/15/98**  
**Article VII, Section A.5.d - Amended 10/15/98**  
**Article VII, Section A.5.e - Amended 10/15/98**  
**Article III, Section G.3 - Amended 10/15/98**

**Complete revision of Bylaws. Refer to the following minutes for specific Articles & Sections: 12/03/87, 9/15/88, 5/11/90.**

**Article VII, Section A.3.b. Amended 06/07/99**  
**Article VII, Section A.5.c. Amended 06/07/99**  
**Article VII, Section A.5.d. Amended 06/07/99**  
**Article IV, Section C.1, 2,3,5 deleted, C.4. moved to Article IV Section 4 as j., k., l., Amended 06/07/99**  
**Article IV, Section 4 Amended 06/07/99**  
**APPROVED: Chancellor Raymond L. Orbach 06/07/99**  
**APPROVED: Chancellor Raymond Orbach 5/25/01**  
**APPROVED: Student Service Fee Advisory Committee 5/25/01**  
**Article III, Section A. 1,7 Added; resulting 1-8 renumbered accordingly 6/5/01**

**Article IV, Section. A.1, 2 amended 5/26/04**  
**Article III, Section A. 6, B. 3, F.1 amended 5/26/04**  
**Article IV, Section A. 6 amended 5/26/04**  
**APPROVED: Student Service Fee Advisory Committee 5/ 26/04**  
**APPROVED: Chancellor France Cordova 7/08/04**

**Article IV, Section A.6 amended 10/7/05**  
**Appendix A Subcommittee Groupings amended 1/07/05**  
**APPROVED: Student Service Fee Advisory Committee 1/07/05**  
**APPROVED: Executive Vice Chancellor and Provost Wartella 06/09/05**

**Article III, Section G.3 amended 5/27/10**  
**Article V, Section D amended 5/27/10**

**APPROVED: Student Services Fee Advisory Committee 5/27/10**  
**APPROVED: Executive Vice Chancellor and Provost Rabenstein 06/03/10**

**Article IV, Section A.l amended 05/25/12**  
**Article IV, Section A.m amended 05/25/12**  
**Article IV, Section A.6 amended 05/25/12**  
**Article IV, Section B.2 amended 05/25/12**  
**Article IV, Section B.d amended 05/25/12**

**APPROVED: Student Services Fee Advisory Committee 05/25/12**  
**APPROVED: Executive Vice Chancellor and Provost Rabenstein 06/15/12**

**Article III, Sec A. Amend A8, A9, A10 amended 5/23/14**  
**Article III, Sec B. Amend B.1 amended 5/23/14**  
**Article III, Sec G Amend G.1 amended 5/23/14**

**Approved: Student Services Fee Advisory Committee 5/23/14**  
**Approved: Executive Vice Chancellor and Provost Rabenstein 6/6/14**

**Article III, Sec A. Amend A.2 amended 4/22/16**  
**Article III, Sec A. Amend A.7 amended 4/22/16**  
**Article III, Sec F. Amend F.1 amended 4/22/16**  
**Article III: Sec G. Amend G.7 amended 4/22/16**  
**Article III: Sec G. Addition G.7 added 4/22/16**  
**Article VIII: Sec A. Addition A.3.F added 4/22/16**  
**Article VIII: Sec A. Addition A.3.G added 4/22/16**  
**Appendix A Amend Subcommittee Groupings amended 4/22/16**

**Approved: Student Services Fee Advisory Committee 5/6/16**  
**Approved: Chancellor Wilcox 7/15/16**

**Article III: Members amend, amended 4/26/18**  
**Article III: Sec. E. Amend E.1, amended 4/26/18**  
**Article III: Sec. G. Amend G.1, amended 4/26/18**  
**Article III: Sec. G. Amend G.5, amended 4/26/18**  
**Article IV: Sec. A. Amend A.1, amended 4/26/18**  
**Article IV: Sec. A. Amend A.4 Letter I, amended 4/26/18**  
**Article IV: Sec. A. Amend A.4 Letter M, amended 4/26/18**  
**Article IV: Sec. A. removal A.6, removed 4/26/18**  
**Article IV: Sec. B. Amend B.1, amended 4/26/18**  
**Article IV: Sec. B. Amend B.4 Letter D, amended 4/26/18**  
**Article VII: Section A: Number 1, amended 4/26/18**  
**Article IX addition, added 4/26/18**  
**Article X amend, amended 4/26/18**  
**Appendix A removal, removed 4/26/18**

**Approved: Student Services Fee Advisory Committee 4/26/18**  
**Approved: Vice Chancellor for Student Affairs, Dr. Brian Haynes 10/9/18**

**Article III: Sec A., Amend Alternates.3, amended 2/19/19**  
**Article III: Sec G., Amend G.4, amended 2/19/19**  
**Article IV, Sec A., 5, amended 2/19/19**  
**Article IV, Sec B., 5, amended 2/19/19**  
**Article V, Sec C., 1, amended 2/19/19**

**Approved: Student Services Fee Advisory Committee 2/19/19**  
**Approved: Vice Chancellor for Student Affairs, Dr. Brian Haynes 6/9/19**  
**Reviewed: Chief Campus Council David Bergquist 6/9/19**

**Article III, Sec G., Amend G.6, amended 3/5/19**  
**Article III, Sec B., Amend B.1, amended 3/5/19**  
**Article IV, Sec A., Amend A.2, amended 3/5/19**  
**Article IV, Sec B., Amend B.2, amended 3/5/19**  
**Article V, Amend, Sec D, amended 3/5/19**  
**Article VII, Sec A., Amend A.1, amended 3/5/19**  
**Appendix A Addition, added 3/5/19**

**Approved: Student Services Fee Advisory Committee 3/5/19**  
**Approved: Vice Chancellor for Student Affairs, Dr. Brian Haynes 6/5/19**  
**Reviewed: Chief Campus Council David Bergquist 6/9/19**

**Appendix B Addition, added 4/28/20**

**Approved: Student Services Fee Advisory Committee 4/28/20**

**Appendix A, Amend Article II, amended 2/24/21**  
**Appendix A, Amend Article III, amended 2/24/21**

**Approved: Student Services Fee Advisory Committee 2/24/21**  
**Approved: Vice Chancellor for Student Affairs, Dr. Brian Haynes 4/9/21**

**Approved: Student Services Fee Advisory Committee 5/17/22**  
**Approved: Vice Chancellor for Student Affairs, Dr. Brian Haynes 6/26/22**