

Bylaws – Referendum Student Advisory Committee (RSAC)

Introduction:

In the Spring of 2015 the student body of the University of California, Riverside (UCR) approved implementation of a Highlander Empowerment Support Services Referendum (HESSR) fee of \$14.00 per quarter (Fall, Winter, Spring, and Summer) to all undergraduate students in support of seven specific Departments (African Student Programs, Asian Pacific Student Programs, Chicano Student Programs, LGBT Resource Center, Middle Eastern Student Center, Native American Student Programs, and the Women’s Resource Center) less the “return to aid” portion (25% or \$3.50 per student/per quarter off the top). The HESSR identified that these departments also required additional professional staff assistance to assist students in distress to find needed campus support and to fund student events and services, programming, collaborative projects, student leadership, employment opportunities and operational support for students. It also required that a HESSR Committee be established to submit Bylaws for review and endorsement by the UCR Campus Counsel, to make annual recommendations to the UCR Chancellor or her/his designate as to how the HESSR funds should be used, and to report on the use of the HESSR funds annually.

The intent of the HESSR is allow the seven departments to better meet UCR undergraduate students’ needs by providing:

- Increased co-programming with student organizations and student-led initiatives, including funding and advising
- Staffing to assist students in finding support and resources
- Support for conference hosting and conference travel
- Support for Common Ground Collective projects & collaborative initiatives with the ASUCR Diversity Council
- Peer mentoring and peer education programs support
- More resources in each student program office and center, such as student computer support and educational materials
- Operational support for student services programs as described above, as the costs of campus services continue to increase

ARTICLE I: NAME OF COMMITTEE

This committee shall be known as the Referendum Student Advisory Committee (Hereafter, referred to as the “Committee”) of the University of California, Riverside.

ARTICLE II: STATEMENT OF PURPOSE & PURVIEW

Section A: Assistance to the Chancellor:

1. Under the authority of the Chancellor or Chancellor’s designate, the Committee shall be charged annually with submitting a recommendation on the allocation of HESSR funds for the ensuing fiscal year to the Chancellor.
2. The Committee shall advise the Chancellor on matters of broad policy and specific programs in an atmosphere of mutual responsibility. Toward this end, the Committee shall submit reviews of programs and uses of HESSR funds on a regular schedule.

Section B: Review of HESSR Funds

1. The Committee shall conduct an annual review of all programs funded through HESSR funds to assess the appropriateness of HESSR funding. See Appendix A for purpose of funding.
2. The Committee shall focus attention on uses of HESSR funds which benefit the student and which are complementary to, but not part of, the instructional program.

ARTICLE III: MEMBERS

Section A: General Composition:

1. General Composition: fifteen (15) members to include seven (7) UCR undergraduate students (with voting privileges) nominated by the Director of each of the seven Departments; seven staff members representing the seven departments (ex-officio non-voting); and one staff member (ex-officio non-voting) nominated by the Chancellor or the Chancellor's designate to provide administrative support.
 - a. Seven (7) voting undergraduates; one from each of the seven departments to be appointed by each department's Director:
 - i. African Student Programs
 - ii. Asian Pacific Student Programs
 - iii. Chicano Student Programs
 - iv. Lesbian Gay Bisexual Transgender Resource Center
 - v. Middle Eastern Student Center
 - vi. Native American Student Programs
 - vii. Women's Resource Center
 - b. Seven (7) ex officio non-voting staff members; one from each of the seven departments:
 - viii. African Student Programs
 - ix. Asian Pacific Student Programs
 - x. Chicano Student Programs
 - xi. Lesbian Gay Bisexual Transgender Resource Center
 - xii. Middle Eastern Student Center
 - xiii. Native American Student Programs
 - xiv. Women's Resource Center
2. One (1) ex-officio non-voting staff member appointed by the Chancellor or the Chancellor's designate to provide administrative support.
3. In the occurrence a Committee member is unable to attend scheduled meetings for an entire quarter, an alternate member may be appointed by the respective department. The Committee member will forfeit their stipend and voting right for that quarter. Alternate members will have voting rights but will not receive a stipend unless called to serve as a voting member.
4. A Chairperson and Vice-Chairperson should be selected each new year and voted on by the Committee members prior to the end of the spring quarter.
5. The voting undergraduate members of the Committee shall be eligible to receive

remuneration. A student's remuneration and right as a voting member is forfeited for a quarter if that student misses more than one unexcused Committee meeting in that quarter.

Section B: Alternates:

1. Any selecting body may recommend alternates in addition to regular members for the purpose of training and replacement should a regular member drop out, or should a regular member not be able to attend a meeting.
2. Alternates shall participate in all phases of Committee and Subcommittee work, but do not hold voting privileges, unless filling in for a voting member who is not able to attend a regularly scheduled meeting.
3. In the event of a regular Committee member's termination or incapacity to fulfill the Committee member's duties, an alternate may be elevated to regular member status upon recommendation of the Department selecting the regular member, approval by the Committee, and final approval by the Chancellor or the Chancellor's designate.
4. Once elevated, alternates shall receive the same remuneration as regular Committee members during fall, winter, and spring provided and during the time they actively participate in Committee and Subcommittee meetings, as determined by Chair and these Bylaws.

Section C: Terms of Office:

1. All Committee members shall be appointed for an annual term and serve until the next appointments are announced.
2. Reappointment of members shall be permitted and should take place in the spring quarter for the following academic year.

Section 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 and requires consultation with the appointing department and the approval by the Chancellor or the Chancellor's designate. The removal shall not form a basis for remuneration by the person removed.

Section E: Conflict of Interest

An individual: (1) who serves in a direct administrative capacity; (2) receives salary from a HESSR funded program; or (3) who otherwise has a significant interest in a particular HESSR funded program, upon consultation with the Committee Chair, may participate in discussions prior to any vote with respect to such interest, but shall not cast a vote. Members should inform the Committee Chair, in advance, if they have a potential conflict on a given budget.

Sec. F: Committee Staff

1. Professional staff assistance for the Committee shall normally be provided by the Vice

Chancellor of Student Affairs or 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.

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3. No staff member shall be considered a Committee member for the purposes of voting or establishing a quorum.

ARTICLE IV: OFFICERS

Section A: Chair:

1. Qualifications: Only a student member of the Committee with at least two quarters of service on the Committee shall be eligible to become chair. Should no student meet this qualification, the Committee is then permitted to select a Chair with no prior service on the Committee.
2. Selection: Members shall elect the Chair by majority vote. Quorum will not be required for the selection process. The Committee shall interview qualified applicants and then select the Chair for the following academic year.
3. Term of Office: Term of office shall commence July 1, except for the inaugural year; which shall commence on October 1, 2015.
4. Duties:
 - a. Ensure, with the assistance of the Committee, the implementation and integrity of the Bylaws;
 - b. Preside over all meetings of the full Committee; Represent the Committee in official correspondence of contact with members of the University community;
 - c. Prepare and submit final reports and recommendations for the Chancellor or the Chancellor's designee designate for approval.
5. Removal: The Chair may be removed only by a majority vote of the members and not just a majority vote of the quorum. Any removal shall not form a basis for remuneration by the person removed.

Section B: Duties of the Vice-Chair

1. Perform duties assigned at the discretion of the Chairperson.

2. Fulfill duties of the Chairperson when Chairperson is unable to perform such duties and where the Chairperson has resigned or has been removed until a new Chairperson has been elected pursuant to these Bylaws. .

Section C: 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.
3. Any removal of officers shall not form a basis for remuneration by the person removed.

ARTICLE V: MEETINGS

Section 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

Section B: Special:

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

Section C: Notice and Time:

1. Prior notice of all Committee meetings shall be made public through the widest possible channels, allowing a reasonable length of time for response by members and affected parties. All meetings, unless pursuant to Article V, Section G below, shall be open to the public.
2. Time of meetings shall not be set so as to deliberately thwart public scrutiny of Committee operations.

Section D: Quorum:

Quorum for both regular and special meetings shall consist of five (5) voting members.

Section E: Absences:

Any unexplained absences as deemed by the Chair and Vice-Chair from regular meetings by a regular voting member or a record of consistent neglect of Subcommittee responsibilities of any member shall be reported to the appropriate selecting Department within two business days.. Members with X number of absences are subject to removal or censure.

Section 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.

Section 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.
 - a. Discussion of personnel matters;
 - b. Discussion of final budget allocations and guidelines as detailed in Article VII.
3. Any Committee action taken in executive session, which does not reflect the announced cause(s) for the executive session, shall be considered null and void.

ARTICLE VI: VOTING

1. Each voting member shall cast only one (1) vote.
2. There shall be no voting by proxy on the Committee.
3. Motions pass with simple majority, other than removal of the Chairperson per Article IV A. 5.
4. Voting and discussion must be held separately. Discussion will occur first, followed by a vote.
5. All voting will be simultaneous show of hands or secret ballot.

ARTICLE VII: BUDGET RECOMMENDATION PROCESS

Section A: Request for Proposals

In Fall Quarter, the Committee shall publish a Request for Proposals ("RFP") for HESSR funding annually, which proposals must be aimed addressing one or more of the following:

- Increased co-programming with student organizations and student-led initiatives, including funding and advising
- Staffing to assist students in finding support and resources
- Support for conference hosting and conference travel
- Support for Common Ground Collective projects & collaborative initiatives with the ASUCR Diversity Council
- Peer mentoring and peer education programs support
- More resources in each student program office and center, such as student computer support and educational materials
- Operational support for student services programs as described above, as the costs of campus services continue to increase

Other than the initial 2015-2016 Academic Year, any such proposals must not be duplicative of any proposals contemporaneously made the same academic year to the Student Services Fee Advisory Committee (“SSFAC”) or of programs already currently permanently funded by the Student Services Fee. For the initial 2015-2016 Academic Year, any such proposals may not be duplicative of any proposals contemporaneously made the same academic year to the Student Services Fee Advisory Committee (“SSFAC”) which were indeed funded (or to the extent they were funded) or of programs already currently permanently funded by the Student Services Fee. 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 SSFAC and the RSAC shall coordinate efforts in that regard. The RFP shall clearly identify all relevant instructions and deadlines, including for submissions, presentations and recommendations submissions to the Chancellor or Chancellor’s designate.

Section B: Committee Finalization and Presentation of Recommendations

1. . In Spring Quarter, the Committee may host a general campus meeting to discuss its budget recommendations to the Chancellor or the Chancellor’s designate 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.
2. The Committee shall announce and publish recommendations, prior to the transmittal of the total budget recommendations to the Chancellor or the Chancellor’s designate

ARTICLE VIII: RULES OF ORDER

The rules contained in Robert's Rules of Order shall govern the Committee in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws or special rules of order of this Committee.

ARTICLE IX: 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. No amendments to the Bylaws shall be made without prior submission for review to UCR Campus Counsel and endorsement of the wording of all such amendments verbatim by UCR Campus Counsel.

Appendix A

Spring 2015 Highlander Empowerment Student Services Referendum

Introduction:

This referendum acknowledges the student body of University of California, Riverside (“UCR”) is interested in improving and expanding campus services, resources, programs, and leadership activities through African Student Programs, Asian Pacific Student Programs, Chicano Student Programs, LGBT Resource Center, Middle Eastern Student Center, Native American Student Programs, and Women’s Resource Center (“seven departments”).

The seven departments are united in their mission to serve all UCR students. Even as UCR enrollment has increased, as well as expenses associated with providing services and programming, the permanent budgets of the seven departments have not grown.

The seven departments’ ability to provide needed support services, resources, and programs is limited by reductions in permanent professional staffing and less access to permanent funding through Student Services Fees. Student organizations are also seeking additional staff assistance from the seven departments to navigate campus policies and procedures, as well as staff time in helping students in distress to find needed campus support. Distressed students are struggling with issues ranging from hate crimes and incidents, family and financial situations interfering with academic success, sexual assault and sexual harassment, suicide and other mental health and wellness concerns. Student organizations are requesting more co-programming and assistance navigating University policies and resources.

The Highlander Empowerment Student Services Referendum will allow the seven departments to better meet undergraduate students’ needs by providing:

- Increased co-programming with student organizations and student-led initiatives, including funding and advising
- Staffing to assist students in finding support and resources
- Support for conference hosting and conference travel
- Support for Common Ground Collective projects & collaborative initiatives with the ASUCR Diversity Council
- Peer mentoring and peer education programs support
- More resources in each student program office and center, such as student computer support and educational materials
- Operational support for student services programs as described above, as the costs of campus services continue to increase

Funding:

If approved, this referendum will provide \$14.00 per quarter (Fall, Winter, Spring, Summer), as well as provide financial aid funds to meet the University of California “return-to-aid” requirement (see “Return-to-Aid” section below) beginning to be assessed in the

Fall 2015 quarter subject to reaffirmation by the student body every five years thereafter .Of the \$14.00 fee collected from undergraduate students, \$3.50 will go to student financial aid. \$10.50 will be split evenly amongst the seven departments, with \$1.50 per quarter transferred directly to each department's budget.

“Return-to-Aid”:

In accordance with University of California policy, 25% of the amount collected from this fee (\$3.50 per quarter) will be returned to UC Riverside students in the form of undergraduate financial aid.

Governance:

Highlander Empowerment Student Services Referendum funds directed to the seven departments will be governed by the Referendum Student Advisory Committee (“RSAC”), under the authority of the Chancellor or Chancellor's designate. RSAC will be made up of fourteen members to include seven UCR undergraduate students (with voting privileges) nominated by the Director of each of the seven departments; seven staff members representing the seven departments (ex-officio non-voting); and one staff member (ex-officio non-voting) nominated by the Chancellor or the Chancellor's designate to provide administrative support. RSAC will submit the Bylaws to UCR's Campus Counsel Office for review and endorsement. RSAC will recommend to the Chancellor or Chancellor's designate, for final approval, how the Highlander Empowerment Student Services funds will be utilized A portion of the funds going directly to the seven departments will be used to support and sustain the work of RSAC. An annual public RSAC report will summarize the use of Highlander Empowerment Student Services Referendum funds.

Referendum Passage:

In compliance with UC and UCR policies, this referendum must meet the following criteria during elections to be approved by the student body.

1. At least 20% of the undergraduate student body must participate in the ASUCR ballot voting
2. A majority of the votes cast must vote in favor of the issue.