

LOS ANGELES OFFICE OF THE COMMUNITY COLLEGES CHANCELLOR ADMINISTRATIVE REGULATIONS	INDEX NUMBER S-11
REFERENCE:	TOPIC: Student Representation Fee/Fund Account
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CHANGES: Replaces E-86	DATE OF CHANGES:

POLICY

A \$1.00 (one dollar) Student Representation Fee can be established at any of the District colleges if the following three conditions are met:

1. An election on the establishment of the fee must be held and must be open to all regularly enrolled students of the college; and
2. A “yes” vote must be secured from two-thirds (2/3) of the students voting in the election; and
3. The number of students voting in the election must equal or exceed the average number of students who voted in the previous three Student Body elections.

ELECTION

At minimum, the election shall meet the following criteria:

1. The Student Body Association on each campus shall maintain in its office written information regarding election procedures. Such information shall be made available to the public upon request.
2. Adequate notice of the election shall be given by the Student Body Association. Adequate notice is deemed to be at least ten (10) school days prior to the election date.
3. Each election shall be held on a day which counts toward the 175 day requirement defined in 5 C.C.R. Section 58120. In instances where the election is conducted for more than one day, those days shall be consecutive and shall be limited to a maximum of five days.

REGULATIONS

1. A Student Representation Fee Account shall be established with the written approval of the College President and pursuant to the California Community Colleges Budget and Fiscal Accounting Manual.
2. The Student Representation Fee will be collected by the College Fiscal Administrator together with all other fees, at the time of registration.

3. The money generated from the student representation fee will be disbursed upon the order of the student association's governing body, as defined by the ASO Constitution and By-laws, except in the following circumstances:
 - a. If the student association's governing body cannot convene a regular or special meeting under the Brown Act to vote on the disbursement of the fee prior to a particular activity or event, the College President, in concurrence with the ASO President, may authorize the disbursement of money from the fund described in Section 6, below. At the next available meeting of the student association's governing body, the expenditure must be placed on the agenda as an item for ratification. If the student association's governing body does not ratify the expenditure of the fee, the college must reimburse the fund.
 - b. The College President or designee may disallow expenditure of the fee if he/she determines the expenditure will not support a permissible use under Section 8, below. If the College President disallows the expenditure, he or she will notify the ASO President of the disallowance in writing with an explanation or reason supporting such decision.
4. The form used by the college for purposes of collecting the fee should contain the following information:
 - a. a statement indicating that the money collected pursuant to this article shall be expended to provide support for students or representatives who may be stating their positions and viewpoints before city, county and district government, and before offices and agencies of the state and federal government;
 - b. the amount of the fee; [and]
 - c. a statement informing the student of his or her right to refuse to pay the fee for religious, political, moral or financial reasons.
5. The Student Representation Fee is a mandatory fee, however, a student may for religious, political, financial or moral reasons refuse to pay the Student Representation Fee. The student's refusal shall be submitted in writing on the same form used by the college to collect all the fees at the time the student pays for all other fees collected by college officials.
6. The funds generated from the collection of the Student Representation Fee must be deposited in a separate restricted fiduciary fund established only for the Student Representation Fee.
7. The College Fiscal Administrator will have custody of the money collected from the Student Representation Fee.
8. The money collected will be used exclusively to cover the necessary and actual expenses for students who may be stating the Associated Student Organization positions and viewpoints before city, county, and district government, and before offices and agencies of the state and federal government.

TERMINATION OF THE STUDENT REPRESENTATION FEE

The Student Representation Fee may be terminated by a majority vote of the students voting in an election held for that purpose. The election will be open to all regularly enrolled students of the college, and may be called in one of the following two manners:

1. By placing the issue on the ballot for the next regular associated student body election. The issue shall be placed on the ballot upon receipt of a petition indicating an interest in the termination of the representation fee signed by a majority of the number of students who voted in the election establishing the fee, provided that the petition is received at least ten (10) days prior to the upcoming associated student body election.
2. Pursuant to procedures pre-established by the Associated Student Organization for calling such an election. Such procedures shall be available for public inspection during regular business hours.

Authority: Education Code Section 76060.5, Title 5, Sections 54801, 54803 and Section 54805.