

REFERENDUM INSTRUCTIONS

Per UCR Policy Section 95.30, UCR students may assess themselves a voluntary fee in support of a registered student organization, student government, or other campus program. Voluntary fees must be initiated by one of the following:

- a. Majority approval by the ASUCR Senate and/or GSA Council.
- b. Petition of 20% of UCR undergraduate and/or graduate students.
- c. Directive of the Chancellor.

A referendum is the power to initiate a self-assessed fee as outlined in Article X, Section B of the ASUCR Constitution, and Article IV of the GSA Constitution.

All referendums shall stand to benefit and serve the undergraduate student population at large and not the specific interests of a particular constituency, organization, or club.

Per UCOP PACAOS-80.10, the Definition and Exclusions for referendum are as follows:

Compulsory campus-based student fees are fees levied at individual campuses that must be paid by all registered students to whom the fee applies. Such fees may be used to fund: (1) student-related services and programs, including, but not limited to, referenda-based student health insurance programs; (2) construction and renovation of student buildings and other facilities such as student centers and recreation facilities; and (3) authorized student governments (as defined in Section 61.00 of the Policy on Student Governments), Registered Campus Organizations, and student government and Registered Campus Organization-related programs, events, and other activities. This Policy does not apply to University-wide fees, to non-referendum-based campus health insurance fees that may be assessed to meet a non-academic condition of enrollment established by either The Regents or the President, to fees related to instruction, or to campus-based miscellaneous fees that require either the Chancellor's or the President's approval.

Procedures for the filing of an initiative/referendum shall be as follows-

1. The ASUCR member(s) wishing to circulate a petition must file with the Elections Director a "Declaration of Intention to Circulate a Petition of Initiative/Referendum" which shall contain:
 - a. a signature from the appropriate campus authority (AVC, Director, Dean, etc.), verifying a clear understanding of the referendum proposal and ensuring that referendum funds will be managed by the staff in their department(s). For departmental referendums, both the director and the appropriate AVC must sign the referendum request (signature form [HERE](#));
 - b. the exact wording from the referendum with the purpose clearly spelled out,

- c. the amount of the referendum to include: total fee collected, the amount going to “return to aid” (25% of total fee), and final amount going to the purpose (remaining 75%).
 - d. specifics such as start date, duration, whether or not Summer is included, etc.;
 - e. how the funds will be processed;
 - f. which populations will be affected/billed (undergraduate students, graduate students or both);
 - g. for new fees, a 5-year budget projection showing how the funds will be used, as well as a justification for the funding as required by Vice Chancellor, Planning & Budget (VCP&B). For existing fees, a detailed budget analysis showing income and expenses 3 years prior as well as the 5-year projection, and reserve amounts if any (if reserves show 6-mos or more operating expenses, the referendum will not be approved);
 - h. language included that says the expenditures from the referendum fee will be charged a percentage for campus assessments or other administrative costs necessary for supporting the infrastructure;
 - i. a name that refers to the purpose of the referendum (referendums should not be named after an individual unless it is in memoriam, or in specific and/or related dedication);
 - j. All of the above shall be submitted to the ASUCR Elections Director **by JANUARY 31st (during Winter quarter PRIOR to the election)**. If the 31st of January falls on a weekend, then the submission deadline will be the Friday before. If the deadline is missed, referenda will be considered only with a 2/3 approval vote from the ASUCR senate, and must be submitted NO LATER than February 15th of the Winter quarter prior to elections. **All referendums must be reviewed by the ASUCR Executive Director no later than 10 working days PRIOR to the deadline in order to move forward to a senate vote.** The senate vote approves the referendum to move forward for campus and UCOP approval.
 - k. **Referendums must be in compliance with UCR and UCOP policies per above.**
3. Legislation will be submitted for approval to Vice Chancellor, Student Affairs (VCSA) who will circulate it to VCP&B and UCOP.

4. In the event UCR or UCOP makes edits to the proposed legislation, the referendum groups will need to review, approve and/or make counter edits if necessary, and have the documents approved by all prior to the required senate vote.
5. Legislation will be added to ballot provided all deadlines and requirements are met and approved by UCR and UCOP, as well as by a 2/3 vote of the ASUCR senate during a regular senate meeting when quorum is reached.
6. Posting and campaign rules can be found in Part 4 of the ASUCR Elections Code.
7. Any group or organization wishing to publicly support or not support the referendum must fill out a Pro/Con Group registration form as described in Part 3, Item 1. of the Elections Code;
8. Referendum groups must be aware of campaign violations as described in Part 4, Item 7. of the Elections Code.
9. An announcement of the referendum shall be published in the elections issue of the student newspaper after certification, along with full text of the referendum. The campus shall be notified by way of paper and/or electronic postings with announcements of the election, date, time, and location of polling places.
10. The referendum passes only when 20% of the student body affected by the referendum votes. Out of those votes, the majority vote will win.
11. If the referendum is victorious, it will be sent back to UCOP by the ASUCR Executive Director for finalization, and for approval letter from UCOP and the Chancellor.

Updated 4/2016

Updated 1/2018

Updated 10/2019

Updated 2/2020

Updated 12/2021

Updated 1/2022