

## **REFERENDUM INSTRUCTIONS**

Per UCOP Policies Applying to Campus Activities, Organizations and Students (PACAOS), 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.

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. the exact wording from the referendum with the purpose clearly spelled out;
  - b. 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%).
  - c. specifics such as start date, duration, whether or not Summer is included, etc.;
  - d. how the funds will be processed;
  - e. which populations will be affected/billed (undergraduate students, graduate students or both);
  - f. a budget showing how the funds will be used, as well as a justification for the funding as required by Vice Chancellor, Planning & Budget (VCP&B).
  - g. A name that refers to the purpose of the referendum (referendums should not be named after individuals unless they are in memoriam, or in specific and/or related dedication).
2. All of the above shall be submitted to the ASUCR Elections Director **by** **JANUARY 15<sup>TH</sup>** (during Winter quarter **PRIOR to the election**). If the 15<sup>th</sup>

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 January 31<sup>st</sup> of the Winter quarter prior to elections. **All referendums must be reviewed by the ASUCR Executive Director no later than 5 working days PRIOR to the deadline in order to move forward to a senate vote.**

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 document approved by all prior to the required senate vote.
5. Legislation will be added to ballot once 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*