

# REVISED GUIDELINES AND PROCEDURES FOR THE ADMINISTRATION OF THE ETHNIC STUDIES FEE

## Membership

The Committee shall be comprised of 11 voting members, each serving for a period of one academic year. At the end of each academic year, each program in the department of Ethnic Studies (Asian, Chicano, and Native American Studies), and Department of Afro-American Studies shall appoint a faculty representative. Student representatives from each department (Asian, Chicano, Native American, Afro-American, and Ethnic Studies Group Major) shall be appointed by a simple majority of each major's students. Two representatives selected from the ASUC Senate shall also serve. The Chair of the Committee will be held as a stipend position under ASUC hiring procedures. The Chair will be selected through an interviewing process conducted by an interviewing panel comprised of the ASUC President, three appointed Ethnic Studies Fee Committee members, and the ASUC Fee Advisor to the Committee. The selected candidate will then be subject to the approval of the Ethnic Studies Fee Committee and the ASUC Senate. *The Chair must be approved by both the Committee and the Senate by the third week of the Fall semester.*

In addition to the regular members of the Committee, both the faculty and student majors will be responsible for selecting an alternate for each member. After three absences by a Committee member, a new Committee member will be selected; preferably the alternate. These absences do not include when a Committee member is substituted with an alternate, when a Committee member's proposal comes before the Committee.

## Membership Conflict of Interest

When a current member of the Ethnic Studies Fee Committee has their own proposal for funding before the Committee, or a proposal they are intimately involved with (this includes sponsorship of a proposal), that member shall temporarily disqualify him/herself from the Committee by stepping off the Committee. That particular member's alternate shall serve in his/her place with full voting privileges.

## Quorum

A quorum shall consist of a majority of voting members of the Committee. The Chair and the ASUC Fee Advisor will hold non-voting positions. In the event of a tie, the Chair will be granted voting privileges. At no time shall a quorum be established unless the number of students equals or exceeds the faculty representatives.

## Procedures

The procedures for expenditures of these funds shall conform to regular ASUC policies and procedures pertaining to financial matters. (Consult ASUC Policy and Procedure Manual - Brass Tacks.)

In general, each program shall reserve \$30,000.00 per year toward those program activities that are consistent with the intent of the original 1969 referendum. The Ethnic Studies Fee Committee shall review proposals for the Fifth Account before November 15th (for projects conducted Fall and/or Spring) and before March 31st (for projects conducted during Spring).

## Food

***The amount spent on food/catering per event (outside Graduations)  
shall not exceed \$500.00.***

### **Honoraria**

***The amount spent on honoraria shall not exceed \$200.00 per individual. Any exception will be reviewed on a case by case basis, and must be approved by the Ethnic Studies Fee Committee.***

### **Annual Reports**

***At the end of each academic year, each department shall submit a written report on the activities funded and use of the Ethnic Studies monies to the Committee.***

## **SECTION I**

### **Fifth Account**

The balance of each year's fee (above the \$120,000.00 allotted for the four Ethnic Studies Departments) shall be known as the Fifth Account. The funds from this account shall be used as the Fifth Account. The funds from this account shall be used solely to encourage and support projects jointly sponsored by two or more programs in the Department of Ethnic Studies and Afro-American Studies. All proposals requesting funding from this account will meet the following criteria and guidelines, to be interpreted by the Ethnic Studies Fee Committee in some way:

- A. Sponsored by two or more Ethnic Studies or Afro-American Studies programs;
- B. Student-oriented projects which demonstrate significant impact on students;
- C. Fund student jobs;
- D. Fund community projects;
- E. Scholarship awards;
- F. Cultural activities; and
- G. No single project request over \$2,500.00.

### **Annual Reports**

***At the end of each academic year, each program or project supported by the fee shall submit a written report on the activities funded and use of the Ethnic Studies monies to the Committee. Groups not complying with this requirement shall risk the guarantee of next year's funding.***

### **Abuse of Funds**

***Groups found abusing funds or not following ASUC policies and procedures for financial allocation by the Committee (or Executive Director, in the event of a split Committee decision), shall receive first a written warning, and second, a recommendation by the Committee for a strenuous budget review for the next year, and third, ultimate reduction or loss of funding.***

### **Graduations**

***The amount spent on any single department's graduation shall not exceed \$3,500.00. Whereas the ASUC strongly discourages the granting of individual gifts to graduates; in the event a department makes such a decision to purchase gifts; gifts which exceed an amount of \$100.00 must go to the Ethnic Fee Committee, Finance Committee and Senate for approval.***

## SECTION II

### PROCEDURE FOR SUBMITTING PROPOSALS

- A. Submitting proposals requesting funds from department's prior year's funds must:
1. meet with department coordinator to discuss whether sufficient funds are available and
  2. obtain sponsorship from student and faculty representative of that department (Ethnic Studies Fee Committee members are recommended).
- B. Submitting proposals requesting funds from the Fifth Account (joint sponsorship proposals) must:
1. determine whether proposal meets criteria required for Fifth Account eligibility in Section I. Committee will not review proposals which do not meet these criteria and
  2. obtain sponsorship from a student representative in two or more Ethnic Studies departments and a faculty member in one department (e.g. one student sponsor from Chicano Studies, one student sponsor from Afro-American Studies, and one faculty from Chicano Studies.) Ethnic Studies Fee Committee members may serve as sponsors.

After sponsorship has been obtained, contact the Chair and make arrangements to have your proposal on the next meeting's agenda. It is recommended that the fourteen copies be forwarded to the Chair at least four weeks before funds are needed to ensure that adequate time is allowed for review, Senate approval, and processing of funds.

March 17, 1989  
RJF

## ETHNIC STUDIES FEE

The brief narrative and attachments which follow provide historical background to the Ethnic Studies Fee paid by every student each quarter that support the four Ethnic Studies Departments. The material also acquaints you with the collection and administration of the fees by the Ethnic Studies Fee Committee and its bureaucratic structure. You should become familiar with this information because the use of the monies is overseen by the ASUC Senate.

The Fee was approved in 1969 by a vote of the student body with subsequent approval by the Board of Regents (Attachment A). The fee was collected and administered by the University until July 1, 1974 (Attachment B) when complaints that Ethnic Studies Fees had been diverted for use in the Work Study Program led the ASUC Senate to adopt a number of amendments which affected the administration of the Fees. On June 5, 1974, the Senate passed the following resolution:

BE IT RESOLVED that the Senate of the Associated Students delegates full power to frame procedures, by-laws, establish policies, and allocate the quarterly-collected Ethnic Studies Special Fee override monies to the Ethnic Studies Special Fee Committee.

The resolution which delegated power to the Ethnic Studies Special Fee Committee passed by hand-vote 21-2-0. On July 25, 1974, the Committee which was formed by the ASUC President met and agreed to their by-laws.

The proposals for the 1974-75 budget were submitted by the Chairpersons of each of the four Ethnic Studies Departments. These proposals were then approved by the Ethnic Studies Fee Committee. The ASUC administrators then met with the four representatives of each Ethnic Studies Department and agreed to the guidelines under which the fees could be spent.

Finally in 1979, a reorganization plan, coordinated by Jeff Schaffer, 1978-79 Internal Affairs Coordinator, was adopted by the ASUC Senate.

Please study these materials so that you may make informed decisions on Ethnic Studies monies on the Senate floor.

ETHNIC STUDIES FEE

## Attachment A

ASUC REFERENDUM

THIRD WORLD COLLEGE; "We, the Associated Students of the University of California, approve of a \$1.50 fee increase per quarter for the specific purpose of supporting the interim Department of Ethnic Studies, and the future Third World College. Should the establishment of the Department be prolonged, the ASUC Senate shall have the power to divert the funds to the Educational Opportunity Program. This fee increase shall begin in the Fall Quarter, 1969. It shall be up to the ASUC Senate to see that the funds are appropriated for the general purposes stated above."

Vote: 14,969 students voted (about 60% of the 27,000 students) 84% approved an incidental fee increase of \$1.50 per quarter (12,412 yes; 2,324 no; 233 abstaining.

## Attachment B

June 7, 1974

Mr. Ward R. Anderson

Re: Ethnic Studies Student Fee Income

Dear Ward:

This memorandum will provide formal notification to the Accounting Office that, effective July 1, 1974, all un-encumbered balances and future revenues resulting from the special student fee for support of Ethnic Studies activities are to revert to the ASUC who will determine the future utilization of these funds. The campus will assume no responsibility for their administration beyond that which may be subsequently agreed to in properly executed written agreements between the University and the ASUC.

This decision has been made by Provost Park, in consultation with the Ethnic Studies coordinators and appropriate ASUC officers, and is known to all parties.

If any questions exist, they can be referred to Mr. E. L. Feder, Executive Officer, in the college of Letters and Science or this office.

Frank I. Ketcham

FIK/ds

cc: Provost R. B. Park  
/Associate Vice Chancellor H. L. Smith  
Mr. E. L. Feder

## ETHNIC STUDIES FEE BUDGET PROCEDURE AND GUIDELINES

These guidelines apply to any one of the following circumstances:

- 1) After the conclusion of a fiscal budget process in Spring, a department has unallocated funds and has new proposals.
- 2) Request for funds unspent by a project or expenditure within the same fiscal year. (For example, an approved expenditure for a fiscal year is completed and has \$400.00 remaining in its budget.
- 3) Funding from unused prior years in a different capacity than originally approved and allocated (i.e., request for funds from prior years unused funds originally allocated for salaries to be used as travel).

### PROCESS

- 1) Submission of proposal to department.
- 2) Department approval of proposal.
- 3) Forwarding of proposal to Ethnic Studies Fee Committee care of the ESFC Chair and the Assistant to the ASUC Executive Director. Please submit ten copies, stapled, pages numbered and include ASUC budget forms in addition to any narrative.

It is strongly recommended by the Ethnic Studies Fee Committee that consideration of proposals for ESF monies should be discussed with a cross-section of the department. The budget process should reflect a consensual, democratic and participatory nature of the Ethnic Studies department and should include active student and faculty input.

In the case of unallocated funds, all persons within the department and affiliated with the department should be made aware of the availability of funding through various means of communication--ads, flyers, class announcements, bulletin board notices, and meeting agenda items.

- 4) A date for consideration before the Ethnic Studies Fee Committee is established and the department notified.
- 5) The Ethnic Studies Committee Fee Committee reviews, evaluated and takes a vote on the proposal.
- 6) The Ethnic Studies Committee Fee Chair submits a Senate bill requesting approval by the ASUC Senate. Once introduced, the bill is referred to the ASUC Finance Committee.
- 7) The Senate Finance Committee meets to discuss the proposal, receives the recommendation of the Ethnic Studies Fee committee and comments.
- 8) The proposal as a request for Ethnic Studies Fee monies comes to the Senate floor for discussion. After receiving both ESFC and Fi-Comm recommendation, and/or amendments, the Senate votes.
- 9) Upon approval, an account number is assigned, and the project has funds for expenditure.

- 10) Project completion and submission of final report to the Ethnic Studies Fee Committee.

#### GUIDELINES AND CRITERIA

All proposals for Ethnic Studies Fee monies are evaluated on criteria consistent with the goals and objectives established for this fee as interpreted by the Fee Committee (including the 1982-83 revisions). To reiterate those points, the project should address these areas:

- 1) Specific purpose of supporting the department of Ethnic Studies and the future Third World College.
- 2) Through academic, cultural, and/or education endeavors, to enhance the department involved.
- 3) Include student, community and university participation.
- 4) Improvement of undergraduate education.

In addition to meeting the criteria, proposals shall be considered on the following points:

- 1) Number of students affected by the project.
- 2) Originality, creativity and innovativeness.
- 3) Feasibility, (i.e., within time and budget limit can project be completed).
- 4) Long term significance on Ethnic Studies Departments.

#### Ethnic Studies monies will not be allocated for:

- A. Solely Faculty research not specifically related to an existing Ethnic Studies course.
- B. Faculty publications outside educational Ethnic Studies course use.
- C. Organizations requesting funds primarily for food, entertaining, and/or non-educational uses.
- D. Proposals not specific or thoroughly researched, and/or without approximate budgets and/or timetables for completion.

#### FOR FURTHER DETAILS, SEE GUIDELINES AND PROCEDURES FOR THE ADMINISTRATION OF THE ETHNIC STUDIES FEE


Revised December 1986



March 7, 1984

# ASSOCIATED STUDENTS UNIVERSITY OF CALIFORNIA

200 ESHLEMAN HALL Berkeley, California 94720 (415) 642-1431

TO: ETHNIC STUDIES DEPARTMENTS  
FROM: ANGELA L. JOHNSON   
DATE: JULY 13, 1983  
RE: PROCESS AND PROCEDURE FOR UNSPENT AND UNALLOCATED ETHNIC STUDIES FEE MONIES

The following pages are a description of the guidelines and procedure for requesting unallocated and prior year's unused funds for department Ethnic Studies Fee monies. Hopefully, this will clarify and delineate the process of acquiring funding.

Please make note of the internal department budget process and the opportunity for students, staff faculty and student organizations to take advantage of the Ethnic Studies Fee as a source of funding.

It is my feeling that both students and faculty should play a role in the decision-making process of which projects get forwarded to the Ethnic Studies Fee committee. One suggestion is that whomever makes the decision should include a brief cover letter with the signatures of those involved in the department budget process. This will provide the committee with background information and an idea of the department's budget process. It is also recommended that in the case of a new project requesting unused/unspent portions of another proposal within the same fiscal year, the individuals who received the initial funding should be consulted on the use of that unspent money.

Thank you for your time. Please feel free to contact me if you have comments or questions.

Enclosure

cc: Janice Johnson  
Gordon Chard  
Kevin Dalley  
ASUC Finance Officer  
Cathy Campbell

ALJ/jd

GUIDELINES AND PROCEDURES FOR THE ADMINISTRATION  
OF THE ETHNIC STUDIES FEE

ARTICLE 1. Introduction

These guidelines and a detailed criteria clarify what considerations will be made in the allocation of the fee.

ARTICLE 2. Background

On May 20-22, 1969, the students of UCB established the Ethnic Studies fee of \$1.50 per quarter by a 84% plurality in a special referendum, "for the specific purpose of supporting the interim department of Ethnic Studies, and the future Third World College." The fee was collected and administered by the University until July 1, 1974, when the ASUC Senate passed a resolution to create the Ethnic Studies Fee Committee "to frame procedures, by-laws, establish policies, and allocate the quarterly-collected fee."

As of September 1983, the university converted to the semester system, and new Ethnic Studies Fee is \$2.25 per student per semester.

ARTICLE 3. Ethnic Studies Fee Committee

The primary purpose of the ASUC Ethnic Studies Fee Committee shall be to establish policies, procedures, and guidelines, as well as administer the student Ethnic Studies fee for the specific purpose of supporting the interim department of Ethnic Studies and the future Third World College.

Groups requesting use of the fee must be addressed to either recruitment, cultural events, or curriculum development. No one of the three above goals has priority over the others. However, proposals which address all three of the above goals will be given more weight than the others.

ARTICLE 4. Meeting Times

At the beginning of each semester, an established meeting time will be set after member's schedules have been reviewed by the committee chair.

ARTICLE 5. Membership

The committee shall be comprised of eleven voting members, each serving for a period of one academic year. At the end of each academic year, each program in the department of Ethnic Studies (Asian, Chicano, and Native American Studies), and Afro-American Studies shall appoint a faculty representative. Student representatives of each of the above named majors and a student representative from the Ethnic Studies Group major shall be appointed by a simple majority vote of each major's students. Two representatives selected from the ASUC Senate shall also serve, in addition to a chair nominated by the President.

In addition to the regular members of the committee, both the faculty and student majors will be responsible for selecting an alternate for each member. After three (3) absences by a committee member, a new committee member will be selected, preferably the alternate.

ARTICLE 6. Membership Conflict of Interest

When a current member of the Ethnic Studies Fee Committee has his/her own proposal for funding before the committee, or a proposal he/she is intimately involved with, that member shall disqualify him/herself from the committee by stepping off the committee. That particular member's alternate shall serve in his/her place with full voting privileges.

ARTICLE 7. Quorum

A quorum shall consist of a majority of the voting members of the committee. At no time shall a quorum be established unless the number of students equals or exceeds the number of faculty representatives.

ARTICLE 8. Procedures

The procedures for expenditure of these funds shall conform to regular ASUC policies and procedures pertaining to financial matters. (Consult ASUC Policy and Procedure Manual).

In general, each program shall reserve \$30,000 per year toward those program activities that are consistent with the intent of the original 1969 referendum. The Ethnic Studies Fee Committee shall review the annual proposals from each program in the Spring Semester for the following academic year. The committee shall review proposals for the "Fifth Account" preferably before the end of Fall Semester (for projects conducted Spring).

ARTICLE 9. Fifth Account

The balance of each year's fee (above the \$120,000 allotted for the four Ethnic Studies departments) shall be known as the "Fifth Account". The funds from this account shall be used solely to encourage and support projects jointly sponsored by two or more programs in the Department of Ethnic Studies and Afro-American Studies. All proposals requesting funding from the account will meet the following criteria and guidelines to be interpreted by the Ethnic Studies Fee Committee:

- A. Sponsored by two or more of the following: Programs within Ethnic Studies or Afro-American Studies.
- B. Student-oriented projects.
- C. Fund student jobs.
- D. Fund community projects.
- E. Scholarship awards
- F. Cultural activities.
- G. No single project over \$6,000.

ARTICLE 10:

## Approval of Allocations

All budgets and proposals approved by the Ethnic Studies Fee Committee shall be forwarded with recommendations and comments to the ASUC Finance Committee and ultimately, to the

full ASUC Senate for final approval. Expenditures over \$200 must go to the Senate accompanied by a Senate Bill for approval.

ARTICLE 11.

Annual Reports

At the end of each academic year, each program or project supported by the fee shall submit a written report on activities funded and the use of the Ethnic Studies monies to the committee. Groups not complying with this requirement shall risk the guarantee of next year's funding.

ARTICLE 12.

Abuse of Funds

Groups found abusing funds or not following ASUC policies and procedures for financial allocations by the fee committee, shall receive first a written warning and second, a recommendation by the committee for a strenuous budget review for the next year, and third, ultimate reduction or loss of funding.

Revised December 1986