



TO: University Affairs Board

SPONSOR: Sheldon Levy, Interim Vice-Provost, Students
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DATE: November 1, 2002 for November 19, 2002

AGENDA ITEM: #4

ITEM IDENTIFICATION:

Compulsory Non-Academic Incidental Fees: Individual Requests from Student Societies for Increases Beginning Fall, 2003

- Physical Education & Health Undergraduate Association (formerly the Physical & Health Education Undergraduate Association)

JURISDICTIONAL INFORMATION:

The terms of reference of the University Affairs Board provide that the Board approves the establishment of and changes to compulsory non-academic incidental fees including those collected on behalf of student societies.

The administrative procedures are outlined in the *Policy on Compulsory Non-Academic Incidental Fees* and the *Handbook for Student Societies* (published by the Office of Student Affairs).

All requests for increases to fees must be supported by due constitutional processes within student societies.

Increases which are greater than the cost of living must be supported by a positive result in a recent referendum. Requests for increases which are less than or equal to the cost of living must be supported by a previous referendum approving annual increases by an established inflation factor.

PREVIOUS ACTION TAKEN:

Requests for changes to existing fees and/or the establishment of new fees are brought forward to the Board on a number of occasions each year. This is the first request on behalf of a student society brought forward this year.

The request has been reviewed by the Office of Student Affairs and is recommended for approval.

HIGHLIGHTS:

One society, the Physical Education & Health Undergraduate Association, has requested an increase to its membership fee based upon a positive result in a recent referendum and compliance with the society's constitution and procedures.

Additional information is provided in the attached memorandum from Jim Delaney, Assistant Director, Student Affairs.

FINANCIAL AND/OR PLANNING IMPLICATIONS:

There are no significant implications for the University's operating budget.

RECOMMENDATION:

It is recommended that the University Affairs Board approve:

THAT beginning in the fall 2003 session, the Physical Education & Health Undergraduate Association fee be increased by \$7.50 per session, from \$10.00 to \$17.50 per session (for a total increase of \$15.00, from \$20.00 to \$35.00, each fall/winter academic period) for all full-time Faculty of Physical Education & Health students.



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#24115
MEMORANDUM

November 13, 2002

TO: **MEMBERS OF THE UNIVERSITY AFFAIRS BOARD**

FROM: JIM DELANEY

SUBJECT: **COMPULSORY NON-ACADEMIC INCIDENTAL FEES:
INDIVIDUAL REQUESTS FROM STUDENT SOCIETIES FOR INCREASES BEGINNING
FALL, 2003**

A request from one student society for the fee change listed below has been received by the Office of Student Affairs. The application has been reviewed and is recommended for approval.

Requests for fee increases from student societies must meet a number of requirements. Section 2 of the *Policy for Compulsory Non-Academic Incidental Fees* outlines the University's general expectations:

Requests to change the fee collected on behalf of a student society and requests for new fees shall be approved only when evidence has been presented that the request has been authorized by due constitutional process in the organization.

Where the amount of an increase in the fee charged is not greater than the year-over-year change in consumer prices for Ontario as measured by Statistics Canada (December-over-December) as of December 31 of the previous year, the request must be supported by the results of a previous referendum approving the principle of a cost-of-living adjustment. Where the amount of an increase in the fee charged is greater than the year-over-year change in consumer prices, the request must be supported by the majority of the society's members voting in a recent referendum.

The procedures for handling fee change requests (from the *Handbook for Student Societies* published by this office) also provide that requests for a fee increase must be supplied with the following:

Evidence that the request to change the existing fee (or to institute a new charge) has been authorized by due constitutional process of the organization. This evidence should include a copy of or specific reference to the section of the society's constitution which relates to the mechanism for fee changes, minutes of the meeting at which the resolution to request the change was passed, details and results of any referenda related to the subject which may have been held within the division, and publicity given the matter to ensure that those who may be affected by the change



are aware of the proposal, including size and purpose of the increase, and have had the opportunity to make their views known.

Normally, the administration intersects with these processes at two points. Initially, we ask student societies to consult with this office on the wording of referendum questions (with respect to clarity and technical language). The second point occurs after the referendum when the student society makes the formal request for a fee increase. The recommendation for approval is derived from the assessment of whether or not the society has met the requirements established in the *Policy* and the relevant procedures.

Occasionally, we are asked to look into complaints about referendum procedures and compliance with relevant portions of the society's constitution and/or by-laws. The results of these investigations play a significant role in the assessment of the request and the recommendation for approval.

The assessment of requests for fee increases is normally based upon the following expectations:

- 1) The student society must make the request in a manner consistent with the *Policy for Compulsory Non-Academic Incidental Fees* and the University's procedures for increases to student society fees;
- 2) There must be a positive result in a referendum for a fee increase (special conditions established by the society, such as quorum, must also be met);
- 3) The referendum question itself must be clear and provide enough information to students in order to gain a full understanding of the implications of the question and proposed fee for them;
- 4) The referendum must be held in a fair manner, advertised and promoted in a reasonable manner, and the members of each organization should be given a reasonable opportunity to vote; and
- 5) Each organization must comply with the provisions of its own by-laws, rules of procedure, and specific policies and procedures approved by the society's board.

Societies which have previously received approval (by referendum) from their members for an annual cost of living increase in the society's portion of the fee may request increases, upon approval by the society's board or council, of up to the previous Ontario December to December cost of living increase calculated by Statistics Canada.

The Students' Administrative Council, the Graduate Students' Union and the Association of Part-time Undergraduate Students may request increases in the designated portions of their fees for health plans at a rate established by approval of a previous referendum.

It is important to note that when dealing with a student society request for a fee change, it is the society's own constitution, by-laws or established policies, that set the standards for acceptable results in referenda. In some cases, society constitutions establish a minimum voter turnout in order to consider a referendum result to be valid. The University has not established additional criteria with respect to valid referendum results.

**Physical Education & Health Undergraduate Association (PEHUA)
(formerly the Physical & Health Education Undergraduate Association)**

Background

The PEHUA fee has been \$20.00 for full-time Faculty of Physical Education & Health students since 1985-86. The fee is charged to students at a rate of \$10.00 per session.

Request

A fee increase of \$7.50 per session (\$15.00 per fall/winter academic period).

A referendum was held on September 25th, 2002, in which Physical Education & Health students were asked to support the increase in the PEHUA fee. The wording of the question is as follows:

Are you in favour of an increase of \$15.00 in the Physical Education and Health Undergraduate Association fee paid by all undergraduate Physical Education and Health students each fall/winter academic session beginning in September of the 2003-04 fall/winter academic session?

The results of the referendum are as follows:

YES	69	87.3%
NO	10	12.7%
Spoiled / Blank	<u>0</u>	0.0%
TOTAL	79	
Approximately 20% of members (~405)		

The society has submitted the required documentation and the president of the society has signed a declaration certifying that the society has acted in an open and democratic fashion and in a manner consistent with its constitution and/or by-laws.

No complaints were received by this office concerning the referendum or the request for an increase.

Recommendation:

THAT beginning in the fall 2003 session, the Physical Education & Health Undergraduate Association fee be increased by \$7.50 per session, from \$10.00 to \$17.50 per session (for a total increase of \$15.00, from \$20.00 to \$35.00, each fall/winter academic period) for all full-time Faculty of Physical Education & Health students.

JD/