

## HOW TO INCREASE YOUR CONSTITUENCY FEE

- 1) To increase the fee paid by students in your Constituency, you must hold a referendum in your Constituency, and the question put to your Constituents in the referendum should state the current Constituency fee and what the new fee will be after the increase.
- 2) The referendum must take place during the School Year as defined in the AMS Bylaws (i.e., September-November, January-March) and early enough for the UBC Board of Governors to implement the fee increase for the following September.
- 3) The referendum vote must be by secret ballot.
- 4) Notice of the referendum must be posted in the Constituency and advertised in the Constituency newspaper or some other campus publication at least 7 days before the vote.
- 5) The referendum must be conducted in accordance with the procedures for Constituency Referendums prescribed in the AMS Code [Section IX A, Article 9].
- 6) To pass, a majority of those voting must vote in favour of the increase.
- 7) In Constituencies with less than 1,000 students, the number of voters must be at least 15% of the students in the Constituency or 100 students, whichever is less.
- 8) In Constituencies with 1,000 students or more, the number of voters must be at least 10% of the students in the Constituency.
- 9) After the referendum, you must publicize the results in your Constituency and also publish them in a campus publication.
- 10) After the referendum, you must also give the AMS Vice-President Academic a copy of the ballot used and a declaration of the results signed by your Constituency's Treasurer.
- 11) The VP Academic will then take the fee increase to AMS Council. ***NOTE: There is a three-week waiting period from the time the results of the referendum are first published before Council can move forward with the fee increase.***
- 12) If all the documentation has been received and the three-week waiting period has passed, then Council can pass a motion directing the UBC Board of Governors to increase the fee for your Constituency. After Council approves the motion, the AMS Vice-President Finance will send a formal notification to the Board of Governors.
- 13) Note that ***you must get the documentation to the AMS no more than a month after you have the final results of your referendum.***

Full details can be found in AMS Bylaw 14(6) and in the AMS Code of Procedure, Section XIII, Article 6, and Section IX A, Article 9.