

## **HOW TO INCREASE A CONSTITUENCY FEE OR INTRODUCE A NEW ONE**

- 1) To alter the fee paid by students in your Constituency, or to introduce a new Constituency fee, you must hold a referendum in your Constituency. The question put to your Constituents in the referendum should state what the new fee will be or, if you're altering an existing fee, what the current fee is and what the new fee will be.
- 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. You are strongly encouraged to have the AMS Elections Committee help you with running the referendum: contact [elections@ams.ubc.ca](mailto:elections@ams.ubc.ca)
- 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]: [Code and Bylaws](#).
- 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 approved by AMS Council. NOTE: You will need to have Council pass a motion approving the publication..
- 10) After the referendum, you must also give the AMS VP Academic & University Affairs (VPAUA) a copy of the ballot used and a declaration of the results signed by your Constituency's Treasurer.
- 11) The VPAUA 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 VP 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 released 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. See [Code and Bylaws](#) or contact Sheldon at [archives@ams.ubc.ca](mailto:archives@ams.ubc.ca)