I. **Objectives**

The Instructionally Related Activities Fee was established to provide support for essential educational experiences and activities that aid and supplement the fundamental educational mission of the institution.

The objectives of the Fee were:

A. To ensure stable and adequate funding for instructionally related activities as defined herein.

B. To reduce the demand on Associated Student Body funds for instructionally related activities so that the Student Body Fee can be used to underwrite authorized programs and services based on student priorities.

C. To supplement General Fund appropriated instructionally related activity funds.

II. **Definition**

"Instructionally Related Activities" are those activities and laboratory experiences listed below which are at least partially sponsored by an academic discipline or department and which are, in the judgment of the president, integrally related to its formal instructional offerings.

Activities which are considered to be essential to a quality educational program and an important instructional experience for any student enrolled in the respective program may be considered instructionally related.

Instructionally related activities include, but are not limited to, the following categories. Inclusion of a particular activity on this list or in Education Code Section 89230 does not require a campus to fund that activity.

III. **Category**

A. Intercollegiate athletics: costs which are necessary for the basic competitive program, including equipment and supplies and scheduled travel, not now provided by the state. Athletic grants should not be included.

B. Radio, television, film: costs related to the provisions of basic "hands-on" experience not now provided by the state. Purchase or rental of films as instructional aids shall not be included.

C. Music and dance performance: costs to provide experience in individual and group performance, including recitals, before audiences and in settings sufficiently varied to familiarize students with the performance facet of the field.
D. Drama and musical productions: basic support of theatrical and operatic activities sufficient to permit experience not only in actual performance but production, direction, set design and other elements considered a part of professional training in these fields.

E. Art exhibits: support for student art shows given in connection with degree programs.

F. Publications: the costs to support and operate basic publication programs including a periodic newspaper and other laboratory experience basic to journalism and literary training. Additional publications designed primarily to inform or entertain should not be included.

G. Forensics: activities designed to provide experience in debate, public speaking, and related programs, including travel required for a competitive debate program.

H. Other activities: activities associated with other instructional areas which are consistent with purposes included in the above may be added as they are identified and approved by the campus President. Already identified and approved systemwide are:

   (1) Model United Nations activities;

   (2) Agricultural judging.

The IRA Committee shall develop and promulgate explicit procedures for evaluating and documenting the eligibility of activities for IRA fee funding. The procedures shall be consistent with the definition of an IRA and distinct from procedures for determining the level of funding of eligible activities.

IV. **Fiscal Procedures**

All applicable fiscal procedures and oversight will be managed by the assigned campus Fiscal Officer to the committee in accordance with EO #740 and the Education Code section 89721.

V. **Change in Level of Fee**

Changes in the level of the IRA fee is not a responsibility of the IRA Committee but is a part of the responsibility of the Campus Fee Advisory Committee. The procedures for any change in the level of this fee is found in Executive Order #740 - Process to Adjust Category I Campus Fees.

VI. **IRA Committee Board Membership**

Voting:
Two (2) representatives of the faculty/administration as appointed by the Provost
One (1) representative of the faculty as appointed by the Academic Senate
Three (3) student representatives, who shall be as follows:
- ASI President
- Two (2) students appointed by the ASI President

Non-Voting:
One (1) representative of the Fiscal Services Department
One (1) Dean of Student Life

All members are to be appointed by November 1st of each year. Appointments are to be forwarded to the ASI President.

VII. **Duties of the IRA Committee Members**

**ASI President:**
- Shall Chair the IRA Committee and have full voting privileges
- Shall be responsible for the drafting and posting of all committee agendas, as well as the formulation and distribution of all advertising, applications, and committee communication

**Student Members:**
- Shall have full voting privileges
- Shall Chair IRA Committee meeting in the absence of the ASI President

**Faculty/Administrative Members:**
- Shall have full voting privileges

**Fiscal Services Member:**
- Shall prepare the annual preliminary budget figures for use by the IRA Committee
- Shall prepare the final annual IRA budget for submission to the university president

**Dean of Student Life**
- Shall oversee all fiscal activities of the IRA budget and programs, including signature approval of all expense requests.

Quorum shall consist of at least four voting members, two of which must be students. Quorum must be present to conduct committee business.

VIII. **IRA Committee Functions and Responsibilities**

A. To develop criteria, consistent with systemwide guidelines, and procedures to assist in determining which activities will be supported. To develop procedures specific to how the committee will allocate budget funds. These guidelines and procedures will be specific, written and submitted for inclusion in the permanent file of that year.

B. To inform the campus community about IRA and solicit proposals for funding.

C. To hear and review all proposals submitted for IRA funding.
D. To make recommendations to the University President concerning the activities to be supported through IRA funds.

IX. IRA Committee Guidelines

A. Internal

1. The IRA Committee will hold its first meeting during the first month of the Winter Quarter. The first meeting will take the form of an orientation session for new members and the presentation of budgetary information.

2. The IRA Committee will set a timeline for all scheduled meetings, including proposal due date and the submission date for the letter recommending allocations to the University President.

3. The call for proposals shall be done no later than two weeks after the first meeting of the IRA Committee.

4. The deadline for the submission of proposals shall be no more than one month from the call for proposals.

5. Budget hearings will be scheduled following the deadline for proposal submission. All applicants will be given an opportunity to sit before the committee to discuss the program proposal. Budget hearings are not mandatory for funding. Failure to appear at a budget hearing does not preclude the program from receiving an allocation. In that instance the program will be evaluated solely on the proposal submitted.

6. Any and all written communications regarding the IRA fee and/or IRA Committee are to be housed in the permanent file in the Associated Students, Inc. office with copies to the IRA Committee.

7. No member of the IRA Committee may author a proposal(s) or be in a position to directly benefit from any of the proposals considered by the IRA committee. If any member would directly benefit from the proposal, that member would be asked to abstain from voting.

8. The IRA Committee shall place no less than 4% of the proposed IRA budget into a reserve account to be used in the event of a budgetary shortfall. Any unused reserve shall be rolled forward to the next fiscal year’s IRA budget.

9. The IRA Committee shall approve no more than 6% of the total proposed budget for the payment of complete accounting and budgetary oversight services provided by the campus.

10. These guidelines apply only to the portion of the IRA referendum fee which is not specifically allocated to Athletics and Fine Arts and determined by the referendum approved March, 1995.
B. **External**

1. All proposals must disclose all sources of funding available to them.

2. In the event of a previously funded program, the proposal must include a Peoplesoft printout of the individual IRA account revenue and disbursements from the current and previous year showing account activity.

2. All activities funded by the IRA Committee shall remain consistent with the submitted proposal. Any deviation from the submitted proposal must be approved by a majority of the IRA Committee.

3. Failure to follow any of the external guidelines will result in automatic disqualification of funding consideration by the IRA Committee for one year.

Any item not outlined within these guidelines shall be up to the discretion of the IRA Committee with the approval of the University President.

Adopted:

Ken Beurmann, Chair, IRA Committee, ASI President  
2-22-07  
Date

Dr. Shelley Ruelas, Vice President for Student Affairs  
2/28/07  
Date

Dr. Horace Mitchell, President  
3/9/07  
Date