

Section 1. Legal Authority

This policy is pursuant to ORS 352.105, which provides that the Board of Trustees shall collect mandatory incidental fees upon the request of the recognized student government under a process established by the recognized student government.

The Associated Students of Oregon Institute of Technology, hereinafter referred to as “ASOIT”, is recognized by the Oregon Institute of Technology Board of Trustees pursuant to Resolution 15-2 as the student government representing all Oregon Tech students.

Consistent with ORS 352.105 and Resolution 15-2, ASOIT is authorized to establish its internal governance processes regarding the determination, recommendation, and allocation of Incidental Fees.

This policy establishes ASOIT’s official process for determining, recommending, and allocating Incidental Fees. Oversight by the University President and Board of Trustees shall be exercised consistent with applicable law.

Section 2. Purpose

Incidental Fees are mandatory student-initiated funds intended to support programs and services that enhance the education, instruction, services, and recreation of Oregon Tech students.

Through this policy, ASOIT affirms:

- Students are the primary stakeholders in the use of Incidental Fees.
- Decision-making shall occur through public meetings pursuant to Oregon Public Meeting Law (ORS 192.610 to 192.690).
- Fiscal stewardship requires accountability and transparency.
- Recommendations shall reflect the interests of the student body.

Section 3. Incidental Fee Commission

An Incidental Fee Commission (IFC) shall hereby be established under ASOIT for the purpose of developing and recommending the Incidental Fee amount and allocations.

Each campus ASOIT Cabinet shall establish its respective Incidental Fee Commission through a formally adopted Committee Charter.

Each Committee Charter shall:

- Define IFC membership.
- Define voting procedures

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- Establish quorum requirements.
- Outline hearing procedures.
- Define evaluation criteria.
- Establish procedures for deliberation and decision-making, with the exception that only Incidental Fee-paying students may be voting members.

This policy does not define membership composition of the IFC. Membership shall be defined by each campus ASOIT Cabinet through a committee charter.

Section 4. Development of Incidental Fee Recommendations

Regarding responsibilities, each campus Incidental Fee Commission shall:

- Conduct budget hearings.
- Review enrollment and revenue projections.
- Evaluate funding requests.
- Determine recommended campus Incidental Fee amount.
- Determine the allocation of campus-generated Incidental Fee revenue.
- Recommend adjustments for over and under-realized revenue.
 - If actual Incidental Fee revenue exceeds or falls below projected revenue the respective campus IFC shall determine appropriate adjustments and such determination shall be implemented unless inconsistent with ORS 352.105.

The determinations of each campus IFC constitute the official recommendation of ASOIT.

Section 5. Submission to the University

Because ORS 352.105 and Board of Trustees Resolution 15-2 recognize ASOIT as the recognized student government, all Incidental Fee recommendations shall be transmitted under the authority of ASOIT.

Each campus ASOIT President shall prepare a written Incidental Fee Recommendation following approval through their campus's established IFC process.

Each campus recommendation shall include:

- The requested per-student, per-term Incidental Fee for the following fiscal year.
- Total projected Incidental Fee revenue based on enrollment projections.
- The proposed allocation of projected revenue, including:
 - Dollar amount distribution by program.
 - Percentage distribution by program.
- A summary detailing the full proposed budget.
- A description of the process by which the Incidental Fee was established, including:
 - Number of public hearings held and their dates.
 - Date of approval.
- A statement indicating whether the Incidental Fee amount is different from the previous fiscal year and if so:

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- The dollar amount and percentage change.
- A description of the procedure for allocating over-realized and under-realized revenue.
- A record of the final vote, including:
 - Whether or not the decision was unanimous, if not then:
 - Submit a majority and minority opinion.

Each Campus Recommendation shall be sent to the ASOIT Council by Week 7 of the Winter term.

The ASOIT Council shall:

- Review both campus recommendations for completeness and compliance with this policy.
- Compile the campus recommendations into one (1) ASOIT submission.
- Submit one (1) official Incidental Fee recommendation to the University President and Board of Trustees on behalf of ASOIT by the first Friday of March of the Winter term.

The ASOIT Council shall not alter campus-level allocations without the approval of the respective campus ASOIT Cabinet.

The final recommendation submission to the University President and Board of Trustees shall be made by ASOIT as the recognized student government.

The recommendation shall clearly distinguish between the Klamath Falls and Portland-Metro campus fee and allocations.

Section 6. University Administrative Review

The University President and Board of Trustees shall review the ASOIT Incidental Fee request for compliance with ORS 352.105.

Any proposed modification must:

- Be provided in writing.
- Identify the specific legal basis and concern.
- Be limited to addressing the identified concern.

Failure from the University President or Board of Trustees to respond within seven (7) calendar days shall result in the ASOIT recommendation proceeding as submitted.

Section 7. Adoption and Amendments

This policy shall be adopted and amended by the ASOIT Council in accordance with the ASOIT Constitution and ORS 352.105.

Campus-specific procedures may be adopted or amended through a committee charter pursuant to Article III, Section 2.2 and Section 3 of the ASOIT Constitution.

Adopted: Friday, April 24, 2026

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Revisions: