

NOTICE OF MEETING

THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, SAN DIEGO

Date: Wednesday, November 18, 2015
Time: 6:00 pm
Location: Price Center East, Forum

Order of Business

Roll Call

Approval of Minutes

Public Input

Reports of External News

Reports of Members

- 1 Oral Reports of Members**
- 2 Written Reports:**
 - a. Financial Controller: Available senator funds: \$7941.**

Reports of Council Projects

Question Time

Reports of Committees

- 1 Finance Committee**
- 2 Legislative Committee**

Special Orders

- 1 Special Presentation by VC Student Affairs, Juan Gonzalez.**
- 2 Special Presentation by Guillermo Rogel and Paty Arroyos, titled "UCSD SAGE Proposal."**

Unfinished Business

New Business

Open Forum

Roll Call

Bills in Committee

Finance Committee

- F1** Allocation of \$549.80 from Student Org Programming Unallocated to Biological Sciences Student Association for BSSA Winter GBM #1 to take place 01/05/16. Sponsored by Jeremy Snyder.
- F2** Allocation of \$76.93 from Student Org Programming Unallocated to Chabad at UCSD for Learning with Chabad to take place 01/05/16. Sponsored by Jeremy Snyder.
- F3** Allocation of \$173.00 from Student Org Programming Unallocated to Mind-Body Nutrition: Students for Integrative and Preventive Medicine for Start the Quarter Smoothie to take place 01/07/16. Sponsored by Jeremy Snyder.
- F4** Allocation of \$3325.00 from Student Org Programming Unallocated to Multi-Asian Student Association for Asian Night Market to take place 01/22/16. Sponsored by Jeremy Snyder.
- F5** Allocation of \$172.71 from Student Org Programming Unallocated to Progressive, The for Primaries Recap to take place 01/12/16. Sponsored by Jeremy Snyder.
- F6** Allocation of \$54.00 from Student Org Programming Unallocated to SAJE for SAJE Learning Event to take place 01/05/16. Sponsored by Jeremy Snyder.
- F7** Allocation of \$145.35 from Student Org Programming Unallocated to College Democrats at UCSD for Primary Election Showdown to take place 01/19/16. Sponsored by Jeremy Snyder.
- F8** Allocation of \$36.90 from Student Org Programming Unallocated to Biological Sciences Student Association for BSSA Mixer 2: Virus vs. RetroVirus to take place 01/21/16. Sponsored by Jeremy Snyder.
- F9** Allocation of \$132.00 from Student Org Programming Unallocated to Triton Art for Triton Art GBM to take place 01/21/16. Sponsored by Jeremy Snyder.
- F10** Allocation of \$328.00 from Student Org Programming Unallocated to Triton Art for Artist Talk to take place 01/19/16. Sponsored by Jeremy Snyder.
- F11** Allocation of \$584.61 from Student Org Programming Unallocated to College Democrats at UCSD for Democratic Debate Watch Party to take place 01/17/16. Sponsored by Jeremy Snyder.
- F12** Allocation of \$827.50 from Student Org Programming Unallocated to Biomedical Engineering Society (BMES) for Lab Expo to take place 01/15/16. Sponsored by Jeremy Snyder.

- F13** Allocation of \$36.90 from Student Org Programming Unallocated to Biological Sciences Student Association for BSSA Mixer 3: to take place 02/18/16. Sponsored by Jeremy Snyder.
- F14** Allocation of \$54.39 from Student Org Programming Unallocated to Biological Sciences Student Association for BSSA Freshman Program Social to take place 01/14/16. Sponsored by Jeremy Snyder.

Legislative Committee

- L1** Amendments to the AS Constitution via College Council recommendations (attachment forthcoming). Sponsored by Dominick Suvonnasupa.
- L2** Appointment of Mandeera Wijetunga as Student Advocate, effective immediately until appointment of successor. Sponsored by Lavinia Osilesi.
- L3** Appointment of Lila Estrada as Student Advocate, effective immediately until appointment of successor. Sponsored by Lavinia Osilesi.
- L4** Appointment of Dennis Yeh as Student Advocate, effective immediately until appointment of successor. Sponsored by Lavinia Osilesi.
- L5** Appointment of Sameer Sheikh as Student Advocate, effective immediately until appointment of successor. Sponsored by Lavinia Osilesi.
- L6** Appointment of Michael Zhong as Chief of Staff, effective immediately until appointment of successor. Sponsored by Krystl Fabella.
- L7** Appointment of Daniel Juarez as Campus Organizing Director, effective immediately until appointment of successor. Sponsored by Krystl Fabella.
- L8** Appointment of Esperanza Ocegueda as Campus Organizing Director, effective immediately until appointment of successor. Sponsored by Krystl Fabella.
- L9** Appointment of Derek Lim as National Affairs Intern, effective immediately until appointment of successor. Sponsored by Krystl Fabella.
- L10** Appointment of Esperanza Gutierrez as Mental Health Directors, effective immediately until appointment of successor. Sponsored by Krystl Fabella.
- L11** Appointment of Cristian Garibay as Data and Research Director, effective immediately until appointment of successor. Sponsored by Krystl Fabella.
- L12** Appointment of Austin Bugarin as General Intern, effective immediately until appointment of successor. Sponsored by Krystl Fabella.
- L13** Media Funds Fiscal Approval Realignment Act (see Attachment 1). Sponsored by Tristan Britt.

Attachment 1

TITLE V Finance and Resources

Chapter 1 Finance and Resources

§1.1 Appointment of Financial Controller

- (a) The Financial Controller shall be an appointed position in order to ensure the independence and accountability of the finances of the Associated Students.
- (b) The application process for the Financial Controller shall open on the Monday of the Finals Week of Winter Quarter and shall close on the Friday of week two during Spring Quarter.
- (c) In the application, any candidate for Financial Controller must demonstrate experience in finances, whether at UC San Diego organizations or at off campus, non-affiliated organizations.
- (d) The current Financial Controller shall convene a special committee to appoint a successor. The committee shall solicit and screen the applicants for the Financial Controller.
- (e) The composition of the committee shall be as follows:
 - (1) Outgoing Financial Controller, outgoing A.S. President, A.S. President-elect, one AVP from the Office of Student Organizations, and four senators-elect.
 - (a) The outgoing Financial Controller shall be the chair of the committee.
 - (b) The four senators-elect shall be randomly selected, in the conjunction with the Clerk, by the Chair of the committee.
 - (c) Senators-elect will apply for the selection committee via email to the Chair within a 24-hour application period as determined by the Chair.
- (f) The committee shall nominate a candidate by a 2/3 vote of the entire committee membership.
- (g) The committee's nomination shall be confirmed by the A.S. council once new Officers (excluding the Financial Controller and Senators have officially assumed their positions during Week 5 of Spring Quarter).
 - (a) If the nomination does not gain Council approval, the application period will reopen and a new committee will be selected to choose a candidate.
- (h) The committee shall dissolve once the appointment is approved by council.

§1.2 Office of Finance and Resources

- (a) The Financial Controller may appoint and dismiss staff positions within the office of Finance and Resources at their discretion.

§1.3 Annual Budget

- (a) The Financial Controller shall, in consultation with the President, prepare and submit an annual budget to the Council for consideration by ninth week of Spring Quarter.
- (b) The Council must approve an annual budget, allocating funds appropriate for the Summer and first 5 weeks of the following Fall Quarter, before the beginning of the fiscal year.

- (c)The Council shall annually allocate 50% of the unused funds from the year prior into a mandated reserve account.
- (d)The Financial Controller shall make a recommendation to the Council as to the best use for the remaining 50% of unused funds from the year prior
- (e)The Financial Controller, in consultation with the President, will submit a Fall Revision of the annual budget to the Council by the fifth week of Fall Quarter.

§1.4 Assessment on the Financial Sustainability of the Associated Students (AFSAS)

- (a)The Financial Controller shall publish a report to be known as the Assessment on the Financial Sustainability of the Associated Students when deemed necessary.
- (b)It shall be to the discretion of the Office of Finance and Resources as to the manner in which the Report is updated
- (c)The Report must be considered by the Council no later than week 5 of spring quarter or the final meeting of the elected council, whichever date is later
- (d)The Report shall be approved by a simple majority
- (e)The Financial Controller must produce, at minimum, five hard copies to be distributed to the following entities:
 - (1)Associated Students, Office of Finance and Resources
 - (2)Associated Students, Director
 - (3)Associated Students, Advisor and Daily Operations Manager
 - (4)Office of the Assistant Vice Chancellor for Student Life
 - (5)UCSD Student Life Business Office

§1.5 Mandate Reserve

- (a)Purpose
 - (1)The Mandate Reserve shall serve as savings against any unforeseen costs in future, making investments to lessen the A.S. dependency on student fees and shall also serve as a fund that shall allow the ASUCSD to become an autonomous (501C-3 tax status) entity at some point in the future.
- (b)Criteria for using funds from the Mandate Reserve
 - (1)Permanent equipment (furniture, technology, etc.)
 - (2)One-time costs for Enterprises or Student Services
 - (3)One time costs for new initiatives or pilot programs
 - (4)One time funding for budget shortfalls that will significantly impact the basic funding obligations of the ASUCSD
 - (5)In the event of a budget shortfall created by unforeseen funding obligations as a consequence of previous council decisions.
 - (6)Any unused money is automatically returned to the Reserve if the allocated amount is not fully spent.
- (c)ASUCSD may spend from this mandatory reserve account by a majority vote of council and require at least 3/4ths of council to be present.
- (d)Use of Mandate Reserve outside the outlined criteria shall require a 2/3rds vote and require that 3/4ths of the council to be present.
- (e)This account shall roll over annually and not be returned to the General Unallocated Account.
- (f)Mandate Reserve shall not dip below five percent of the total yearly income of ASUCSD.

- (g) Five percent of the expendable fund income (funds after mandatory referendum and return to aid) shall be put automatically into Mandate Reserves each year.

§1.6 Enterprise Stability Reserve

(a) Purpose

- (1) The Enterprise Stability Reserve shall be used to provide stability of expected ASUCSD enterprise-based revenue from short-term variances in enterprise performance. The size of the Enterprise Stability Reserve may be used as a metric to evaluate overall enterprise performance.

(b) Operation

- (1) An expected annual amount of enterprise-based revenue shall be determined.
- (2) Variations from this expected amount are deducted or deposited into the Enterprise Stability Reserve at the end of the fiscal year.

- (c) The enterprise stability reserve shall be able to absorb variances in enterprise performance of at least 10%.

- (d) This account shall roll over annually and not be returned to the General Unallocated Account.

§1.7 Income

(a) Campus Activity Fee Income

- (1) Every member of the ASUCSD shall pay the Campus Activity Fee.
- (2) All income from the Campus Activity Fee shall be placed into a General Unallocated account. The Council may, by a majority vote, approve allocations from this General Unallocated account.
- (3) Any member of the ASUCSD may request a pro-rata refund of a portion of the Campus Activity Fee for any allocation for political, religious, and ideological grounds. The Financial Controller has the authority to judge the veracity and to approve all such requests.

(b) Service and Enterprise Income

- (1) Income from any ASUCSD business shall be placed into an income unallocated account. The Council may, by a majority vote, approve allocations from an income unallocated account.
- (2) This account shall roll over annually and not be returned to the General Unallocated Account.

(c) Concerts and Events Income

- (1) Net revenue generated through events coordinated by the Office of Concerts and Events shall be placed in a "Concerts and Events Income" account.
- (2) This net revenue shall only be used for the purpose of funding line items within the Office of Concerts and Events or for Concerts and Events administrative support.
- (3) This account shall roll over annually and not be returned to the General Unallocated Account.

(d) Short Term Interest POOL (S.T.I.P.)

- (1) Net revenue generated through the interest collected on all ASUCSD funds, including the mandate reserve and the enterprise stability reserve, shall be placed into S.T.I.P.

- (2) S.T.I.P. funds may only be allocated for the purpose of stipends unless the Council, by a three-fourths vote of the entire membership, agrees to allocate money from S.T.I.P. for another purpose
- (3) This account shall roll over annually and not be returned to the General Unallocated Account.

§1.8 Interest-Free Programming Loans

- (a) IFPLs are interest-free loans granted to CSI-registered student organizations from the ASUCSD that must be paid back in full.
- (b) All IFPLs must be approved by a majority vote of the Council
- (c) An entity with an IFPL must pay it back in full within 60 calendar days, or by the university's year-end fiscal close, whichever is sooner.
- (d) In the event a student organization can not repay an underwrite within the allotted time, the Financial Controller reserves the right to request an extension of the payment deadline on behalf of the student organization to be approved by a majority vote of the Council.
- (e) In the event that the IFPL is not repaid by the deadline, the Financial Controller may order a hold placed on the principal members' academic registration until the IFPL is repaid.
- (f) At the beginning of every academic quarter, the Office of Finance and Resource shall contact every entity with an outstanding underwrite with the payment due date.
- (g) Funds for IFPLs shall come from Mandate Reserve.
- (h) An organization using an IFPL to host a philanthropic event, or an event to raise money for charity, shall:
 - (1) Pay back to the Associated Students the entire loan amount, with the entire left revenue going to the charity
 - (2) If the student organization did not raise enough money to pay back the entire loan amount, all revenue shall go back to the Associated Students.

§1.9 Freezing of Accounts

- (a) If any entity within the ASUCSD, including student organizations, overspends or misappropriates any allocations or for any other purpose violates the Standing Rules, the Financial Controller, the President, or the Council may freeze the account.
- (b) If the Financial Controller or the President freezes an account, the freezing of an account must be reported to the Council at the next regular meeting. The Council may overrule the decision to freeze the account by a majority vote.
- (c) An account may be unfrozen by the Financial Controller, the President, or the Council. The account may be unfrozen pending repayment by the registered student organization's principal members or an agreed upon settlement between the Financial Controller and the registered student organization.

§1.10 Accounting Procedures

- (a) All allocations shall be subject to normal ASUCSD and University of California business and accounting policy and procedures.
- (b) All ASUCSD funds shall be maintained by the ASUCSD Business Office.
- (c) The ASUCSD reserves the right to withdraw funding in the event that a student organization violates any ASUCSD policy. It is the responsibility of the principal members to become familiar with all policies regarding student organizations and activities.

- (d) Any funds allocated and not spent from a specific allocation shall automatically be returned to the General Unallocated account at fiscal close, unless the Council has authorized a specific allocation or account to roll over.
- (e) All reimbursements and expenditures must be authorized by the spending authority designated in this subsection. This section shall not apply to salaries or stipends, when there is a contract or valid written agreement already governing the line item, student organization programming ~~and media funding~~, mandate reserves allocations, services that have no staff, memberships, or funding that goes directly to College Councils.
- (1) The spending authority for all office budgets shall be the cabinet member in charge of that office, except the “Travel and Conferences” line item, for which the spending authority shall be the President or the Vice-President External.
 - (2) The spending authority for all service and commission budgets shall be the cabinet member that the service or commission operates under as per the standing rules.
 - (3) An exception pertaining to commissions under AVP offices Diversity Affairs and Environmental Justice Affairs shall be made to allow commissions to have full control over their budgets in consultation with the office’s AVP.
 - (4) The spending authority for the Senators line item shall be the Financial Controller.
 - (5) The spending authority for all Administrative Supplies and Expenses and Marketing budgets shall be the Director of Associated Students Administration or an officer.
 - (6) The spending authority for all election line items shall be Advocate General
 - (7) The allocation process for the Tournament and Competition Unallocated line item will be as follows:

The AVP of Student Organizations shall initially review Tournament and Competition funding requests and shall make a funding recommendation to the Financial Controller. The Financial Controller must review any Tournament and Competition allocation recommendation made by the AVP of Student Organizations and approve, reject, or modify the recommendation in order to ensure compliance with Tournament and Competition Funding policies. The AVP of Student Organizations may appeal the decision made by the Financial Controller to the A.S. Finance Committee if it is believed the Financial Controller is incorrectly implementing a funding policy. **The appeal will be heard by the A.S. Finance Committee, and the Finance Committee will issue the final allocation.**

Any newly approved Tournament and Competition Requests shall be documented by the AVP of Student Organizations in the form of a written report on the A.S. Council Order of Business.

- (8) **The allocation process for Media Unallocated line item will be as follows:**
 - (i) **The AVP of Student Organizations shall initially review Media funding requests and shall make a funding recommendation to the Financial Controller.**
 - (ii) **The Financial Controller must review any Media funding allocation**

recommendation made by the AVP of Student Organizations and approve, reject, or modify the recommendation in order to ensure compliance with Media Funds policies. The recommended allocations will be published by the AVP of Student Organizations on the Monday of Week 8.

(iii) Student Organizations may appeal the recommended allocation per the process outlined in the yearly A.S. Funding Guide. The appeal will be heard by the A.S. Finance Committee, and the Finance Committee will issue the final allocation.

(iv) The AVP of Student Organizations may appeal the decision made by the Financial Controller if it is believed the Financial Controller is incorrectly implementing a funding policy. The AVP of Student Organizations must appeal the decision to the Finance Committee no later than the appeal deadline stated for student organization appeals of media funding requests. The appeal will be heard by the A.S. Finance Committee, and the Finance Committee will issue the final allocation.

(v) Final media allocations will be approved no later than the Friday of ninth week.

(vi) The AVP of Student Organizations shall publish the final allocations no later than the Friday of ninth week.

The recommended and finalized Media Funding allocations shall be documented by the AVP of Student Organizations in the form of a written report and an attachment to the A.S. Council Order of Business.

(9) If the spending authority for a certain line item is unclear or does not exist, the President or Financial Controller shall be the spending authority.

§1.11 Cabinet Appointments

(a) General Appointment Process

(b) The Financial Controller shall convene a Special Committee(s) to select the Associate Vice-President Student Orgs, Associate Vice-President Student Services, and Associate Vice-President Enterprise Operations.

(c) The membership of the committee shall consist of

(1) The Financial Controller, or designee, who shall chair the committee;

(a) The Chair shall be nonvoting, unless there is a tie

(2) The Cabinet members, at the Financial Controller's discretion, shall be ex-officio members on their respective successor. A Cabinet member who is re-applying shall not sit on their respective selection committee.

(3) Four senators-elect shall be randomly selected, in the conjunction with the Clerk, by the Chair of the committee.

(a) Senators-elect will apply for the selection committee via email to the Chair within a 24-hour application period as determined by the Chair.

(4) A member specified under Special Conditions of each respective Cabinet member shall participate in the selection of each respective Cabinet member

(d) The committee shall solicit applications, screen, and interview candidates for the position

- (e)The committee shall take a vote to determine which candidate they recommend to the Chair. If this vote is unanimous, the Chair must submit the nomination of the committee to the Council for final approval. If the vote is not unanimous, the Chair shall nominate a candidate for the position to the Council.
 - (1)When the nomination is made, the Chair shall notify the nominated candidate of their status, including that the appointment is pending approval of the Council. This nomination and notification shall occur no later than Tenth Week of Spring Quarter.
 - (2)Nominations for Cabinet members shall only be confirmed by AS Council once the new Officers and Senators have officially assumed their positions during Week 5 of Spring Quarter.
 - (a)If the nomination by the Chair does not gain Council approval, the application period will reopen and a new committee will be selected to choose a candidate.
 - (3)The committee shall dissolve upon the approval of the appointment by the Council.
 - (4)This subsection shall not apply to interim appointments, which the Financial Controller may make for up to 25 academic days without the advice of a committee or the consent of the Council

Chapter 2 Student Organization

§2.1 Office of Student Organizations

(a)Structure of the Office

- (1)Associate Vice-President Student Organizations
 - (2)Inspector General
 - (a)The Inspector General shall work with the AVP of Student Organizations to ensure that all funding policies outlined in the yearly Associated Students Funding Guide are upheld by student organizations that receive funding allocations.
 - (3)Student Organizations Office Chief of Staff
 - (a)The Student Organizations Office Chief of Staff shall assist the Associate Vice-President Student Organizations with coordinating office activities and meetings of the office staff.
 - (4)Student Organizations Representatives
 - (a)The Student Organization Representatives shall be the designated Office of Student Organization contact for a specific portion of the student organizations on campus. Further, they shall assist the Inspector General in conducting any visits to student organizations. The amount of Student Organization Representatives shall be at the discretion of the AVP of Student Organizations.
 - (5)Student Organizations Office Media Liaison
 - (a)The Student Organizations Office Media Liaison shall be responsible for interfacing with campus media organizations.
 - (6)Any other staff designated by the AVP of Student Organizations
- (b)A.S. Commissions within the Office of Student Organizations

- (1) In an effort to better serve the needs of the All Campus Transfer Association (ACTA) and All Campus Commuter Board (ACCB), these commissions will fall under the purview of the Office of Student Organizations.

§2.2 All Campus Transfer Association

- (a) ACTA is a commission of the Associated Students with the following purpose and principles:

- (1) to plan and coordinate events geared toward the betterment of the Transfer college experience
- (2) to assist transfer students with the transition to UCSD both socially and academically
- (3) to increase representation and advocacy for transfer students
- (4) to increase awareness among the faculty, staff, and student population at UCSD of the increasing number of transfer students on our campus and the individual and collective needs of these students

- (b) Membership

- (1) Any person enrolled as an undergraduate student at the University of California, San Diego shall be eligible for membership in ACTA
- (2) Members should agree to the above principles though not necessarily to the individual platforms of ACTA
- (3) New members of ACTA may vote on items upon attendance of their third subsequent meeting, and maintain voting status by showing up to a majority of meetings

- (c) Officers

- (1) President

- (a) Shall set the agenda and chair the ACTA's general body meetings
- (b) Shall possess a general knowledge of the duties of each office and provide guidance accordingly
- (c) Shall be the official spokesperson of the association
- (d) Shall assist the Outreach Officer in the duties of recruitment and retention of ACTA members
- (e) Shall facilitate the election and appointment of ACTA officers
- (f) Shall remain informed about campus-wide committees that specifically involve or impact transfer students

- (2) Vice-President of Operations

- (a) Shall oversee the delegation of tasks to ACTA members
- (b) Shall review and monitor the ACTA's budget to limit errors
- (c) Shall intervene in major campus life issues when necessary
- (d) Shall act as intermediary between the ACTA and student resource services
- (e) Shall attend and co-chair the ACTA's general body meetings
- (f) Shall possess a general knowledge of the duties of each office and provide guidance accordingly
- (g) Shall act as confidant and advisor to the President
- (h) Shall be responsible for all presidential decisions and actions in the absence of the President

(3) Chief Finance Officer

- (a) Shall draft the ACTA's annual budget for the following year by eighth week of spring quarter
- (b) Shall facilitate membership reimbursements and advance withdrawals
- (c) Shall create individual budgets for each event thrown by the ACTA
- (d) Shall oversee and initiate any financial operations required for the ACTA's events, programs, campaigns and efforts
- (e) Shall ensure the ACTA's adherence to planned budget guidelines, and keep officers informed of opportunity costs as appropriate

(4) Chief Event Coordinator

- (a) Shall lead planning and execution of campus-wide events, both on- and off-campus
- (b) Shall organize events for Fall, Winter, and Spring quarters
- (c) Shall assist the Records Officer in keeping a journal of all successful and unsuccessful events for future reference
- (d) Shall oversee and compile an events calendar for the Association and ensure all event calendars are accurate and up to date with assistance of the Officer of Records

(5) Chief Media Officer

- (a) Shall act as intermediary between ACTA and AS Graphics Studio
- (b) Shall oversee the hanging up posters and distribution of all printed materials
- (c) Shall handle and oversee the ordering and design of all printed materials
- (d) Shall collaborate with Public Relations Officer to ensure that all material is appropriate under ASUCSD guidelines

(6) Officer of Records

- (a) Shall take the minutes and monitor attendance at ACTA general body meetings
- (b) Shall maintain official ACTA records and correspondence
- (c) Shall create a membership roster with contact information of those actively involved
- (d) Shall oversee and compile an events calendar for the association and ensure all event calendars are accurate and up to date with assistance of the Chief Event Coordinator
- (e) Shall keep a journal of all successful and unsuccessful events for future reference
- (f) Shall ensure photographs and videos of transfer students are taken at ACTA events and social gatherings
- (g) Shall provide all recorded media to the Public Relations Officer for distribution
- (h) Shall organize and maintain a journal of all involved activities and procedures as a reference
- (i) Shall be third in command, and fill in as leader when both President and Vice-President of Operations are unavailable

(7) Officer of Campus Life

- (a) Shall assist in planning and execution of campus-wide events, both on- and off-campus
- (b) Shall assume the duties of recruitment and retention of ACTA members
- (c) Shall identify new outreach, yield, and retention opportunities for the ACTA
- (d) Shall ensure the ACTA's presence at outreach events sponsored by other departments or student organizations, as appropriate
- (e) Shall maintain contacts with Community Colleges and plan local events
- (f) Shall assist in organizing events for Transfer orientations and Transfer Triton Day
- (g) Shall inform the ACTA of on-campus and off campus events as well as other Campus Life opportunities

(8) Officer of Public Relations

- (a) Shall promote ACTA meetings, events, programs, campaigns and efforts
- (b) Shall outreach to both campus-wide and college-specific departments, student organizations and community groups to foster increased communication and collaboration
- (c) Shall oversee the ACTA's presence online and through social media
- (d) Shall be responsible for conferring with constituents to gauge the ACTA's public perception
- (e) Shall work with all departments to maintain non-offensive, non-discriminatory practices

(9) Webmaster

- (a) Shall manage ACTA's social media accounts
- (b) Shall manage, maintain, and update the ACTA's website
- (c) Shall be responsible for managing and maintaining the ACTA's email account
- (d) Shall ensure all transfer students are contacted and informed about upcoming events via internet
- (e) Shall collaborate with media officer to ensure suitable web graphics are made for events

(10) College Liaisons

- (a) Shall be a representative for their respective college transfer organizations
- (b) Shall act as an intermediary between the ACTA and their respective college council
- (c) In the event that a college does not have an active transfer organization, shall coordinate with college council transfer representation
- (d) Shall work to establish or bolster transfer organization membership at each college

(e) Shall ensure that the events calendar for their respective college or transfer organization is accurately and regularly updated

(11) Villagers in Programming Liaison

(a) Shall be a representative from Villagers in Programming

(b) Shall build and maintain relationships between the ACTA and Villagers in Programming

(c) Shall build a strong and effective relationship between the ACTA and the Village at Torrey Pines

(d) Shall keep the ACTA updated on Villagers in Programming activities and issues that face Transfer students in the Village at Torrey Pines student population

(e) Shall ensure that the transfer-related events calendar for Villagers in Programming is accurately and regularly updated

(12) ASUCSD Transfer Senator

(a) Shall serve as an ex-officio member in the ACTA

(b) Shall be responsible for ensuring the voice of the ACTA is heard at ASUCSD Council Meetings

(c) Shall report on current issues that face the entire transfer student population, and offer support and resources as necessary and appropriate

(d) Elections

(1) Elections for the office of President and Vice-President of Operations shall take place by week five of spring quarter each year

(2) Members eligible to vote shall elect officers by a simple majority vote during any meeting in which 60% of voting members are present

(3) Elections shall be held by secret ballot, to be counted publicly during the election meeting by the President or Officer of Records

(4) In the event of a tie vote, the current acting President will make the decision between all nominated candidates

(5) Elected members shall take office upon notification of the ASUCSD Clerk of the election results

(e) Appointments

(1) Interviews will be held until Week Three of Fall quarter for all open or opening positions

(2) Either the President or the Vice-President will hold all interviews, other members are welcome to attend interviews

(3) The President will appoint Officers from the interviews held during Week Three of Fall quarter, with considerations from the Vice-President of Operations and other Officers

(f) Removal of Officers

(1) Should any officer of the association, with the exception of the President, fail to fulfill their duties or willfully violate any rules of the ASUCSD, any voting member of the association can call for a vote to remove the officer

(2) The vote will occur at the following meeting; removal will require two-thirds vote of all members present and will be administered by paper ballot

(3) Both the individual who filed the complaint as well as the officer whom the complaint was filed against will be given the opportunity to speak before the vote takes place

(4) In the event of the removal of an officer, the acting President will be allowed to appoint a new person to that Office

(g) Removal of the President

(1) Should the President, fail to fulfill their duties or willfully violate any rules of the ASUCSD, any voting member of the association can call for a vote to remove the President from Office

(2) The vote will occur at the following meeting; removal will require a three-fourths vote of all members present if and only if there is as at least 60% of the voting members present. The vote will be administered by anonymous paper ballot

(3) Both the individual who filed the complaint as well as the officer whom the complaint was filed against will be given the opportunity to speak before the vote takes place

(4) In the event of the removal of the President, the acting Vice-President of Operations will be appointed the new President

(5) The new Vice-President of Operations will be elected using the procedures set forth in Article VI of the ACTA Constitution

(h) The new President and Vice-President shall take office upon notification of the ASUCSD Clerk of the new appointment

§2.3 All Campus Commuter Board

(a) ACCB is a commission of the Associated Students with the following purpose and principles:

(1) To assist students who reside off-campus in creating a community within UCSD

(2) To increase and initiate programming for commuter students at UCSD

(3) To increase representation and advocacy for commuter students within the college councils, Associated Students Council, and Commuter Advisory Board

(4) To increase student participation and awareness

(5) To advocate commuters' opinions of college, campus, and community issues

(6) To give administrative committees suggestions on matters of policy concerning the commuter community

(7) To work in conjunction with student boards and organizations of UCSD

(b) Membership

(1) two representatives from each College, appointed by the college council or college commuter organization

(2) the Associated Students President, or designee, who shall be a non-voting member

(3) the ACTA President, or designee, who shall be a non-voting member

(c) Officers

(1) Chairperson

- (a) Shall determine the time and location of the weekly ACCB meetings on a quarter-by-quarter basis
 - (b) Shall Chair the weekly ACCB meetings
 - (c) Shall set the ACCB meeting agenda
 - (d) Shall hold and chair bi-quarterly ACCB general body meetings open to all commuter students
 - (e) Shall possess a general knowledge of the duties of each ACCB officer and provide guidance accordingly
 - (f) Shall require and compile quarterly reports from each ACCB officer which shall be used for future officers
 - (g) Shall help transition ACCB officers into their respective positions
 - (h) Shall serve as the official spokesperson of the ACCB
 - (i) Shall serve as the ACCB representative to the Commuter Advisory Board
 - (j) Shall develop an annual budget with the Director of Finance and presented to the Financial Controller for approval
- (2) Director of Programming
- (a) Shall serve as the Chairperson of ACCB in case of an absence of the Chairperson
 - (b) Shall collaborate with ASUCSD, college councils, college commuter associations, and other student organizations to provide unique events and activities for commuter students
 - (c) Shall select a Programming Committee at the beginning of his or her term
 - (d) Shall chair and oversee the ACCB Programming committee
 - (e) Shall prepare a quarterly events calendar in collaboration with the ASUCSD, college councils, college commuter associations, and other student organizations
- (3) Director of Advocacy
- (a) Shall work with the UCSD Parking and Transportation Committee
 - (b) Shall work in conjunction with the office of Off-Campus Housing
 - (c) Shall hold quarterly ACCB town-forums to garner their opinions and ideas of commuter students
 - (d) Shall address and work on concerns from UCSD and the greater UCSD community
- (4) Director of Public Relations
- (a) Shall work in collaboration with the other officers and college representatives to publicize events
 - (b) Shall publish and distribute a bi-quarter ACCB newsletter to college commuter associations and to students who reside off-campus in apartment complexes and housing developments in the greater UCSD community
 - (c) Shall create and maintain the ACCB web page with the ASUCSD to inform commuter students of events both on and off campus
 - (d) Shall work with the Associate Vice-President Local Affairs to maintain relations with the greater UCSD and San Diego community

(5) Director of Finance

- (a) Shall oversee all financial matters within the ACCB
- (b) Shall advise the Chairperson and the ACCB on financial matters

(6) Director of Communications

- (a) Shall take minutes for each meeting and distribute them to the ACCB
- (b) Shall maintain all official records of the ACCB
- (c) Shall create and maintain an electronic mailing list serve of the constituents of the ACCB; This list serve shall be used for publicity reasons
- (d) Shall keep an updated roster and contact list of the ACCB; This information shall be available via the ACCB website

(d) Elections

- (1) Elections for the office of ACCB Chairperson shall take place by week five of Spring Quarter each year.
- (2) All other officer positions, excluding college representatives, shall be elected by week 3 of the Fall quarter.
- (3) College representatives shall be appointed by their respective colleges.
- (4) Members eligible to vote shall elect officers by a simple majority on paper ballots.
- (5) Elected members shall take office upon notification of the Clerk of the election results.

(e) Removal of Officers

- (1) Should any officer of the ACCB fail to fulfill their duties or willfully violate any rules of the ASUCSD, any member of the commission can call for a vote to remove the officer.
- (2) The vote will occur at the following meeting and removal will require two-thirds vote of all members present and will be administered by paper ballot.
- (3) Both the individual who filed the complaint as well as the officer whom the complaint was filed against will be given the opportunity to speak before the vote takes place.

- (a) In the event of an removal of an officer, the ACCB shall hold new elections following the procedures set forth in this Chapter

§2.4 Student Organization Funding Process

- (a) A Student Organization may request up to \$100 per academic year in Operating Funds from the Student Life Business Operations. The use of any Operating Funds must adhere to the policies stated in the yearly Associated Student Funding Guide.

(b) Programming Funding Process

- (1) The yearly Associated Students Funding Guide shall contain the specific requirements and regulations pertaining to programming funding requests.
- (2) Student Organizations may request funding for programming by submitting a funding request to the AVP Student Orgs at least five weeks prior to the date of their event.
- (3) The AVP Student Orgs will review the request and make a recommendation to the Associated Students Finance Committee
- (4) The Finance Committee will vote to approve, deny, or discharge to council with a recommendation the funding for every funding request.

- (5) Programming funds cannot be allocated for
 - (a) alcohol
 - (b) Stamps and postage
 - (c) The purchase of any permanent equipment or maintenance of equipment
 - (d) clothing (t-shirts, uniforms, etc.).
 - (e) Parking permits and reserved spaces
 - (f) scholarships or direct monetary donations
 - (g) any association or membership fees
 - (h) payment of fines, violations, or late fees
 - (i) services or labor provided by any UCSD Student
 - (j) the purchase or rental of firearms, ammunition and its parts
 - (k) raffle tickets and prizes
 - (l) Items deemed hazardous by UCSD Risk Management
 - (m) Events that charge admission fees to UCSD undergraduate students
 - (n) Off-campus events
 - (o) Any non-listed item that violate university policy
 - (p) any other items listed in the yearly A.S. Funding Guide
- (6) Programming funds shall be allocated to events open to all students.
- (7) The Student Organization Funding Advisory Board will not fund any events that fail to attach a price estimate for the items listed in the programming funding request.
- (c) Emergency Funding Process
 - (1) The Financial Controller may allocate up to \$500.00 to a student organization from the student organization unallocated account for emergency situations.
 - (2) All emergency allocations must be reported to the Council at the next regular meeting.
- (d) Print Media Funding Process
 - (1) Media funding requests must be submitted no later than 11:30AM on the Friday of seventh week every quarter. Specific submission details are outlined in the yearly A.S. Funding Guide. ~~Each quarter, by no later than Friday at 11:30 AM of the seventh week, all Student Media funding requests must be submitted to the AS AVP Student Organizations using the online Media Organization Funding Request form, available in the Finance section of the Associated Students website, and must be submitted by a principal member of that Student Media.~~
 - (2) Recommended media allocations will be made in accordance with the procedures outlined in Title V, section 1.10(e)(8). The recommended allocations will be published on the Monday of week eight by the AVP of Student Organizations. ~~The Associate Vice President Student Organizations shall review the media requests during the eighth week of the quarter and make recommendations to the Council for consideration during the eighth week meeting. Recommended Media allocations will be published on the Monday of week 8.~~
 - (3) A student organization may appeal the recommended Media funding allocation by following the process outlined in the yearly A.S. Funding Guide. The AVP of Student Organizations may appeal any recommended media funding

allocations by following the procedures outlined in Title V, section 1.10(e)(8). ~~decision of the Associate Vice President Student Organizations to the Council by submitting the appeal by Friday of ninth week.~~ The appeal shall be heard by the Finance Committee ~~during the ninth week meeting,~~ and the Finance Committee shall ~~issue the final media funding allocation. make a recommendation to the Council.~~

- (4) ~~Final media funding allocations shall be approved and published no later than the Friday of ninth week each quarter. The Council shall approve the final quarterly media student organization funding no later than the end of the ninth week.~~

(e) Media Organization Funding Caps

- (1) Except as provided in Section II (c) below, and the use of annual Operating funds, no media organizations will be eligible for funding greater than \$1,000.00 per quarter. The A.S. Council by a majority vote may impose a cap of less than \$1,000.00 per quarter. Nothing in this provision constitutes a guarantee of funding for media organizations. Media organizations may not be fully funded in every circumstance for budgetary or other reasons.
- (2) New media organizations (i.e., media organizations within their first year of operation) will only be eligible for funding up to \$1,000.00 per quarter, but such funding is not guaranteed, and may be reduced for budgetary or other reasons.

(f) Criteria for Funding Media Organizations:

- (1) Media Organizations shall be maintained by at least four principal members, none of whom can be a principal member of another media organization. All media organizations must be registered to receive A.S. funding.
- (2) In order to receive funding, organizations must apply on the AS website before 11:30 AM on Friday of 7th week of the quarter that precedes the quarter in which they intend to publish.
- (3) New media organizations are required to meet with the AS Media Organization Liaison or the AVP Student Orgs.
- (4) Media Organizations must submit price estimates with their media funding request. These documents must be submitted when completing the media funding request on the A.S. website. Should an organization fail to attach the price estimates when completing the Media Funding Request, the documents may be sent electronically to the AVP of Student Organizations. The Student Organization Funding Advisory Board will not fund any requests that lack all required documentation.
- (5) ~~The yearly A.S. Funding Guide shall list any additional funding criteria not listed in the standing rules.~~

(g) Annual Events

- (1) Annual Events are yearly events that can be guaranteed their funding during the Fall Budget process, and must apply every year for Annual Event status by spring quarter week nine to the AVP of Student Organizations.
- (2) Annual Events are subject to restrictions set forth in these bylaws as well as the Funding Guide

- (3) Annual Events that once had Tradition Event status must follow ASCUCSD bylaws as well as the Funding Guide, with the sole exception for total funds requested.
- (4) If an event does not receive Annual Event status, they are still allowed to apply for programming funds for their event in that academic year.
- (h)Criteria for Funding Annual Events:
 - (1) The Student Organization shall be maintained by at least four principle members, all of whom must be undergraduates. All student organizations must be registered to receive A.S. funding.
 - (2)The event must have taken place every year for the previous ten years to apply for Annual Event status, and must reapply every year.
 - (3) All Student Organizations applying for Annual Event status are required to meet with the AVP Student Organizations in the first three weeks of Fall Quarter.
 - (4)Student Organizations will be notified of Annual Event status by Friday of week 4 of Fall Quarter.
 - (5)Student Organizations must submit itemized budgets of their costs. These budgets must be submitted in their entirety to the AVP Student Orgs. The organization can choose to schedule a meeting with the AVP Student Orgs, or to submit budgets electronically by email. If budgets are not submitted in their entirety, the organization may be called in to meet with the AVP Student Orgs. If the organization is non-responsive, the AVP Student Orgs will make allocations based on the documents they are given.

§2.5 Policies and Restrictions on Student Organization Funding

- (a)A student organization must be a registered student organization to request funding through a student organization funding process.
- (b)The person making the request or collecting a reimbursement from an allocation to the student organization must be a principal member of the student organization.
- (c)It is recommended, but not required, that the student organization's advisor sign any request for funding.
- (d)With the exception of food and beverage costs, student organization programming funding shall be made as a general allocation to a specific event. A student organization shall be able to apply its allocation towards any expenses that do not violate the policies stated in the yearly A.S. funding.
- (e)All reimbursement requests with all receipts and vouchers must be submitted to the Student Life Business Operations within twenty-one days of the expenditure or end of the event, whichever is later.
- (f)The allocation of funds to student organizations does not represent an endorsement or the official position of the ASUCSD, the University of California, or the Regents of the University of California.
- (g)Any publicity such as print, media, flyers, advertising, or public notice for any event, activity, service, program, or media which is sponsored in part or full by the ASUCSD must mention and display the ASUCSD as its financial sponsor in a fully visible or audible manner.
- (h)Student organizations shall not spend activity fee allocations for events taking place or publications published during the summer term.

- (i) If a student organization has received funding for an event on a specific date, the student organization must obtain prior approval from the Associate Vice-President Student Organizations to change the date.
- (j) Any funds granted to student organizations by A.S. may not be utilized for a different event than the one specified on the funding request.
- (k) If a student organization exceeds its allocated budget, the principal members of the student organization are responsible for reimbursing the exceeded amount.

(l) Print Media Funding

- (1) The principal members of each Student Media Organization are individually and jointly responsible for the content of the publications of their Student Media. UCSD is not responsible for the contents of the publications of Student Media.
- (2) Student Media Organizations who receive funding from the ASUCSD are required to include the following disclaimer in every one of their publications. The disclaimer must be published in the same size font used for the text content of the publication and must be located on the title page of the publication or on the reverse side of the title page and be separate from any other content in the publication. If the publication has no printed text the disclaimer must be printed in at least 12 point font size. The disclaimer must state as follows: “The publication may have been funded in part or in whole by funds allocated by the ASUCSD. However, the views expressed in this publication are solely those of <publication’s name here>, its principal members and the authors of the content of this publication. While the publisher of this publication is a registered student organization at UC San Diego, the content, opinions, statements and views expressed in this or any other publication published and/or distributed by <publication’s name here> are not endorsed by and do not represent the views, opinions, policies, or positions of the ASUCSD, GSAUCSD, UC San Diego, the University of California and the Regents or their officers, employees, or agents. The publisher of this publication bears and assumes the full responsibility and liability for the content of this publication.”
- (3) Student Media Organizations shall give a copy of each issue of a publication to the Financial Controller no later than the Friday of week 8 in the quarter that it is published.
- (4) Organizations receiving Media funding are required to follow any additional guidelines established by the yearly Associate Vice-President Student Funding Guide.

§2.6 Tournament and Competition Funding

(a) Funding Policies

- (1) The yearly A.S. funding guide shall be the authoritative document on A.S. Tournament and Competition Funding policies and procedures.

§2.7 Student Organization Funding Advisory Board (SOFAB)

(a) Membership

- (1) The Financial Controller shall chair the Student Organization Funding Advisory Board
- (2) The Associated Vice President of Student Organizations shall be the only member of SOFAB

(b) Responsibilities

- (1)The committee shall meet once a week during the academic year.
 - (2)The committee shall hear every programming and media funding request that is submitted to the Associate Vice President of Student Organizations and recommend an allocation to Finance Committee.
- (c)Responsibilities of the Board Chair
- (1)The committee chair will present the recommendations of the board to the Finance Committee
 - (2)The committee char will be responsible for pacing the student organization budget
 - (3)In the event that the chair is not present, the Associate Vice President of Student Organizations shall make recommendations to Finance Committee.

Chapter 3 Enterprise Operations

§3.1 Office of Enterprise Operations

(a)Structure of Office

(1)AVP Enterprise Operations

- (1)In an effort to ensure A.S. enterprises remain fiscally competitive and sustainable, the AVP of Enterprise Operations has the authority to decide which office positions will be implemented.

(b)Chief of Staff

- (1)Shall coordinate effective collaboration amongst all members of the office.
- (2)Shall directly report to the AVP Enterprise Operations and act in his or her stead insofar is allowed by the constitution

(c)Director of Marketing

- (1)Shall conduct programs and strategies that effectively market all of the AS Enterprises throughout the year
- (2)Shall work with marketers in other AS Offices to effectively market AS Enterprises to all groups on campus
- (3)Shall work with staff mangers of the AS Enterprises to coordinate effective marketing strategies on a per enterprise basis
- (4)Shall work with AS Council members to help promote the AS Enterprises throughout the UCSD campus

(d)Director of Finances

- (1)Shall be responsible for tracking the fiscal state of all AS Enterprises
- (2)Shall act as the financial liason between staff managers and the AVP of Enterprise Operations
- (3)Shall prepare reports on the fiscal state of all enterprises for the AVP Enterprise Operations and AS Council
- (4)Shall help analyze, the fiscal state of all AS Enterprises

(e)Director of Sustainability

- (1)Shall obtain recommendations from the AVP EJA to ensure that sustainable business practices are demonstrated in all A.S. Enterprises
- (2)Shall report to the AVP Enterprises on the current state of business practices in all AS Enterprises and provide

recommendations to the A.S. council as to where improvements can be made

(f)Enterprise Operations Intern

(1)Shall provide assistance to the AVP Enterprise Operations in whatever capacity is designated

(g)Any other staff designated by the AVP of Enterprise Operations.

§3.2 Enterprises

(a)Definition. Enterprises are revenue generating entities that provide needed goods to students or the community at large. Enterprises shall be subdivided into two categories: Auxiliary Enterprises and Academic Enterprises. Academic Enterprises shall consist of all enterprises whose goods are offered to promote increased levels of students' academic welfare. Auxiliary Enterprises shall consist of all other enterprises which work to enhance student life on the UCSD campus by providing job opportunities, management experience and goods or services. Each enterprise shall be operated in a manner consistent with fair business practices and with positive net income goals. If such income goals cannot be met by a specific enterprise but the goods offered by that enterprise are considered desirable, then that enterprise shall be subsidized by the ASUCSD until such time that total costs are deemed to exceed the benefits of the continuation of that enterprise. The lack of subsidization along with continued net income losses will result in the dissolution of the enterprises.

(b)Current Enterprises

(1)Lecture Notes

(2)Soft Reserves

(3)Triton Outfitters

(4)Senior Memory Book

Chapter 4 Student Services

§4.1 Office of Student Services

(a)Structure of the Office

(1)The Office of Student Services functions as a service to the Associated Students in providing unique opportunities for students to become involved with creative outlets and volunteer opportunities. This office also serves the purpose of offering the transit of students to and from areas of the greater San Diego area by means of the Safe Rides service. It exists to act as an overarching entity meant to oversee the management of the services, here defined as fully funded or partially subsidized ASUCSD entities that provide valuable services and opportunities to undergraduate students of the university. The Office of Student Services oversees the following services: Safe Rides, KSDT, TTV, and the AS Graphic Studio. The office shall seek to expand the number of services available to the students of the university in order to better improve the quality of student life and work in collaboration with the outside community to acquire sponsorships in order to secure new services, as well as expand existing services.

§4.2 Triton Television (TTV)

(a)Mission and Objectives

- (1) TTV is a television station and film studio whose primary purpose is to provide the educational and material resources to enrich the university experience of UCSD students with a television broadcast environment created, maintained and perpetuated by students themselves.
 - (2) TTV intends to meet this mission by providing the UCSD community with information and student programming including video, news, music, and entertainment.
 - (3) TTV desires to promote a pre-professional learning environment by providing the necessary resources for those interested in film, television and media broadcasting.
 - (4) TTV reserves the right to control access to its resources and to exercise editorial control over the content of its programming.
- (b) Structure and Management
- (1) Station (Co-)Managers
 - (a) Both appointed by the Associate Vice-President Student Services with the consent of the Council after consultation with TTV management.
 - (1) must have been a Producer or Officer of TTV for at least one quarter
 - (b) Report to and act under the direction of the Associate Vice-President Student Services.
 - (c) Shall be chiefly responsible for the general welfare and success of TTV, accomplishment of TTV purpose and objectives, and oversight of the TTV student management.
 - (d) Responsible for ensuring compliance with the TTV rules.
 - (e) Shall oversee and approve access to the studio and the studio's resources.
 - (f) Shall allocate the work study initiative.
 - (g) Shall approve shows concepts.
 - (h) Shall be a member of the ASUCSD.
 - (i) Shall be responsible to present the Associate Vice-President Student Services with an up to date list of all officers and producers at the beginning of each quarter.
 - (2) TTV Officers
 - (a) Appointed by the Station Managers
 - (1) Must be a member of TTV for at least one quarter.
 - (2) Title and responsibilities are assigned by the Station Managers to meet the needs of the station.
 - (3) Shall sign a statement agreeing to abide by this section and all TTV rules and regulations.
 - (4) Must have satisfactorily completed required training (as needed per available equipment).
 - (5) The primary goal of any officer is to maintain the station and organize TTV's Producers and Members.
 - (6) Are granted access to the Studio.

(7)When there are changes to the officer roster Associate Vice-President Student Services must be notified within 48 hours.

(3)Producers

(a)Promotion approved by the Station Managers

(1)Must have graduated from the quarter-long internship program.

(2)Must have satisfactorily completed required training (as needed per available equipment).

(3)Shall sign a statement agreeing to abide by this section and all TTV rules and regulations.

(b)TTV Producers are responsible for the creation of content

(1)Are responsible for approving the specific content of each episode and making sure it abides by Broadcast Rules and Regulations.

(2)TTV Producers are responsible and liable for the content they produce

(c)Are eligible for access to the Studio

(d)Are eligible to check out equipment

(e)If a Station Manager or Officer produces content they are considered to be Producers in relation to that content.

(4)Members

(a)Any member of ASUCSD that expresses interest in getting involved with TTV may serve as a Member.

(b)Members shall not be producers, but may participate in the production activities of a producer.

(c)Shall complete no less than ten weeks of TTV training before being considered for promotion to Producer.

(d)Shall sign a statement agreeing to abide by this section and all TTV rules and regulations.

(5)The Associated Students is the overall governing body of the station.

(a)If Station Managers act in a manner of non-compliance with the Charter, the Associate Vice-President Student Services in conjunction with the President can suspend the TTV charter.

(b)At any time, the Associate Vice-President Student Services in conjunction with President may stop TTV from broadcasting until the ASUCSD Council's next regular meeting.

(c)Station Operations

(1)Access to the Station

(a)The Station Managers shall authorize and assign OmniLock access codes.

(b)The Station Managers shall maintain a current list of assigned access codes and ensure that the Associate Vice-President Student Services and Student Center Manager have a current copy of that list.

(c)The Station Managers, Officers, and Producers shall have individual access codes.

(d)Sharing of OmniLock access codes is prohibited.

- (e) Anyone with access to the station shall sign a statement agreeing to abide by this section and all TTV rules and regulations.
- (f) Anyone with an access code to the station shall provide a copy of their Student ID and another form of state-issued identification, which shall be kept on file by the Station Manager.
- (g) The Associate Vice-President Student Services or a delegate authorized in writing has access to the TTV station at any time.
- (h) Unauthorized access to the station is a violation of this section.
- (i) All equipment taken out of the station for use for an authorized TTV production must be formally checked out with permission from the Station Managers.
 - (1) It is the responsibility of the Station Manager who authorized the use of the equipment to see it returned.
 - (2) The person who checks out the equipment is liable for any possible damages.

(2) Content Approval Process

- (a) Both Station Managers must approve the show concept and are responsible to verify that the concept follows the Broadcast Rules and Regulations.
 - (1) This approval is in the form of a standardized document authorized by the Station managers and the Associate Vice-President Student Services
 - (2) The Station Managers retain the right to prevent a show from broadcasting at any time.
 - (3) For any reason, the Station Manager may defer their right to approval to the Program Review Panel.
 - (4) If a show is planning on airing indecent material it must also be approved by the Program Review Panel.
- (b) The Producers must approve the specific content of each episode they produce and are held responsible to verify that each episode follows the Broadcast Rules and Regulations.
 - (1) This approval is in the form of a standardized document authorized by the Station Managers and the Associate Vice-President Student Services.

(3) Broadcast Rules and Regulations

- (a) TTV will broadcast a channel through Time Warner Cable that will be viewable through on-campus residence halls and apartments.*
- (b) ASUCSD will annually commit to pay 50% of TTV's channel costs and TTV will pay the remaining 50% of channel costs.*
 - *ASUCSD will not pay 50% of TTV's annual channel costs until the MOU between the University Housing, Dining, Hospitality Department (HDH) and Assistant Vice Chancellor Student Life is signed by both parties. If no MOU has been signed by September 21, 2012 this section shall be removed from the ASUCSD Standing Rules.
- (c) All content on TTV must follow the guidelines outlined in Section 510-12 of the UCSD Policy and Procedure Manual (See attached

- appendix), or the most recent revision of the aforementioned document.
 - (d) Any changes to Section 510-12 of the UCSD Policy and Procedure Manual must be submitted to the ASUCSD Council at least 10 days prior to releasing the updated document.
- (d) Complaints and Content Review
 - (1) Program Review Panel (PRP)
 - (a) Station Managers, Co-Chairs
 - (b) Associate Vice-President Student Services
 - (c) President, ex-officio
 - (d) Two TTV Officers and One Producer not affiliated with the show, appointed by the Station Managers
 - (e) Two ASUCSD Senators, appointed by the AVP Student Services
 - (2) Content Review Procedure
 - (a) For any reason the TTV Managers may defer the decision of a show's concept for approval to the PRP
 - (b) After a presentation by the Producer, the PRP may decide by majority vote to approve or disapprove the show.
 - (c) The decision of the PRP may be appealed to the next regular Council meeting.
 - (d) If a show is planning on airing indecent material it must also be approved by the Program Review Panel.
 - (3) Complaint Procedure
 - (a) The complaint must be filed with the Clerk within fourteen days of the incident.
 - (b) The complaint must contain the date and approximate time of airing on TTV.
 - (c) When the complaint is about content of a program the complainant must address how the Broadcast Rules and Regulation were violated.
 - (d) The TTV Station Manager must review any complaints about any producer or show to determine whether or not this section was violated; if found to be violated, sanctions, as prescribed, against the producer of the content may be recommended (by PRP to the Station Manager).
 - (e) If the complainant or the producer disagrees with the findings of the Station Manager, that person may appeal once to the PRP.
- (e) Finances
 - (1) Purchases
 - (a) All purchases must be approved by both of the Station Managers.
 - (2) Revenue
 - (a) TTV may charge for services.
 - (b) TTV may charge for advertisements.
 - (c) Revenue generated shall return to the TTV account and shall be used towards the TTV station.

- (1) Shall not roll over into the general AS account at the end of the year.
- (3) Work Study Initiative
 - (a) The TTV Station Managers may allocate the Work Study Initiative with approval of the Associate Vice-President Student Services.
 - (b) The Work Study Initiative shall be used a resource to encourage content generation for use by TTV.
 - (c) The maximum weekly stipend amount shall be \$50.00.
- (f) Non-compliance
 - (1) If any member should violate this section, the Station Managers, in consultation with the Officers and AVP Student Service, shall impose an appropriate sanction up to and including termination of production rights, termination of membership, and revocation of access to the station.
 - (2) If any of the Officers should violate this section or fail to adequately perform their duties, the Station Managers shall impose an appropriate sanction up to and including termination of appointment and revocation of access to the station.
 - (3) If a Station Manager should violate this section or fail to adequately perform the duties of Station Manager, the Associate Vice-President Student Services, in consultation with the President, may suspend the Station Manager, by informing that person in writing and notifying the Council of the suspension and submitting a bill for dismissal of the Station Manager at the next regular Council meeting. This notification must be submitted at least two academic days before the Council meeting in which the dismissal will be considered and must include the specific violation or duty neglected. If the Council does not remove the Station Manager, the suspension shall terminate immediately. The Station Manager may only be suspended once for an alleged infraction. During the suspension or in the event of a vacancy due to a dismissal, the Associate Vice-President Student Services shall serve as an Acting Station Co-Manager.

§4.3 KSDT Radio

- (a) Purpose. KSDT Radio shall be a radio station operated by the ASUCSD.
- (b) Board of Directors
 - (1) General Manager
 - (a) Shall be responsible for the external affairs of KSDT
 - (b) Shall coordinate efforts of the Director's Board
 - (c) Shall be responsible for writing and managing the budget
 - (2) Operations Manager
 - (a) Shall be responsible for the internal affairs of KSDT
 - (b) Shall be responsible for coordinating the training of new DJs
 - (3) Music Directors
 - (a) Shall be responsible for maintaining the music collection at KSDT
 - (b) Shall be responsible for obtaining new submissions to expand the KSDT music library
 - (c) Shall be responsible for ensuring that DJ selections of music are appropriate
 - (4) Webmaster

- (a) Shall be responsible for maintaining the webserver and the Shoutcast server at KSDT
- (b) Shall be responsible for maintaining and updating the content of the KSDT website
- (5) Sound Engineer
 - (a) Shall be responsible for maintaining the sound equipment at KSDT and for notifying the Board of any problems
 - (b) Shall be responsible for running live shows at KSDT
- (6) Programming Director
 - (a) Shall be responsible for creating a new show schedule every quarter and updating the schedule when necessary
 - (b) Shall be responsible for monitoring show attendance by DJs and quality of shows
- (7) Publicity Director
 - (a) Shall publicize events occurring at KSDT
 - (b) Shall promote the station and aid in raising awareness about KSDT, both locally and globally
- (8) Promotions Director
 - (a) Shall be responsible for contacting promotions companies in San Diego and obtaining tickets to concerts and other promotional materials
 - (b) Shall be responsible for working with the Publicity Director to promote KSDT and publicize events occurring at KSDT
- (9) Secretary
 - (a) Shall be responsible for taking minutes at KSDT Board meetings
 - (b) Shall be responsible for distributing the minutes for each meeting to all of the directors
 - (c) Shall be responsible for giving DJs information regarding station activities and board meetings
- (c) Selection of Directors
 - (1) All Directors shall be members of the ASUCSD.
 - (2) All DJs who have completed at least one quarter of a show at KSDT are voting members for the purpose of selecting new directors at election time.
 - (3) Election of new directors shall occur no later than every 10th Week of Spring Quarter.
 - (4) If any positions on the board are not filled after an election, the new board shall appoint individuals to fill the open position.
- (d) Policies
 - (1) KSDT Directors shall not intentionally give a show to anyone whose show will promote racism or sexism.
 - (2) KSDT DJs shall obey the current Music Policy as dictated by the KSDT Directors.

§4.4 Safe Rides

- (a) Safe Rides' primary mission shall be to provide safe transportation to designated areas of San Diego.

(1) The Associate Vice-President Student Services along with the Financial Controller shall negotiate and submit to council the Safe Rides contract for each academic school year and designate areas of San Diego selected by the Associate Vice-President Student Services, the Financial Controller and shuttle company representative.

(2) The promotion and management of the Safe Rides service shall be the responsibility of the Associate Vice President Student Services office.

§4.5 AS Food Pantry

(a) Mission and Objectives

(1) The AS Food Pantry is a food pantry with the primary objective of addressing food insecurity among UCSD students through establishing and maintaining a supplemental food source for students. The AS Food Pantry intends to meet this mission by providing the UCSD community with on campus access to non-perishable food items.

(b) Structure and Management

(1) The AS Food Pantry will be a part of the AS Office of Student Services

(2) The Food Pantry shall hire two part time students as Volunteer Coordinators/Managers of the Food Pantry at a maximum of 15 hours each per week

(3) The Volunteer Coordinators/Managers shall be tasked with managing the day to day operations of the food pantry

(4) The Volunteer Coordinators/Managers shall hire Food Pantry Volunteers to run the pantry.

(5) At least 1 Volunteer Coordinator/manager must be present during the hours of operation of the pantry.

(c) University of California, San Diego Food Insecurity Committee Charter

- Purpose

The University of California Undergraduate Experience Survey (UCUES) in 2012 revealed a large amount of students who face food insecurity.

The role of this Committee is to design and implement programs to help prevent the exacerbation of this issue and begin finding solutions to relieve food insecurity at UC San Diego.

This Committee will oversee the Triton Food Pantry and ensure its continued success in coordination with the goals of the Associated Students.

- Membership

The Food Insecurity Committee will maintain the philosophy of open meetings. Any UCSD or UCOP affiliate can become a non-voting member of this committee.

The workgroup may vote on granting ex-officio membership to any person after they have attended three consecutive meetings.

Voting Membership

2 Representatives appointed by the Graduate Student Association

2 Representatives appointed by the Associated Students

A representative appointed by each college council
 The Student Managers of the Triton Food Pantry
 AS Advisor
 Representative from the Office of the Vice Chancellor of Student Affairs
 Representative from the Council of the Deans of Student Affairs
 Representative from Housing, Dining, and Hospitality
 Representative from Swipes for the Homeless
 AS AVP of Student Services
 1 Faculty Member
 If the need arises for increased representation for students or specific departments, the Committee may vote, by a 2/3 threshold, to add an ex-officio member to the voting membership

- Ex-Officio Membership

AS President
 AS Director
 Representative from Financial Aid
 Representative from the Office of Institutional Research
 Representative from Student Health
 Representative from University Centers

Representative from Center of Student Involvement

- Officers

There will be two officers elected at large from the membership of the Committee on an annual basis. The election will occur between Week 8 and Week 10 of Spring Quarter.

An ex-officio member cannot become the Chair of this committee

The Vice-Chair must be a student

The Chair Shall be unbiased

Chair

Shall preside over all meetings

Prepare all agendas for meetings

Shall be an ex-officio member of all subcommittees

Attend all meetings as a representative of the committee

Only vote in the case of tie

Determine composition of subcommittees, including the chair of the subcommittee

This can be overturned by a 2/3 vote of the Committee

Vice Chair

Shall maintain the minutes of each meeting of the workgroup

Preside over meetings in the absence of the Chair

Shall maintain attendance

Shall chair the Rules Subcommittee

Impeachment

The Chair or Vice-Chair can be removed by a 2/3 vote of the committee.

In the case of vacancy or impeachment, the election will occur at the next meeting.

- Meetings

The workgroup will meet regularly at the discretion of the Chair.

The Chair must announce any meeting at least 48 hours prior to the meeting time.

The minutes of each committee meeting will be kept in paper at the Triton Food Pantry and online.

This Committee may not meet during the hours of operations of the Triton Food Pantry.

The agenda and minutes from the previous meeting must be sent out over the listserv at least 48 hours before each meeting.

We will use an abridged form of Robert's Rule to maintain order.

Meetings will use the following as a template for the agenda and minutes.

Opening Roll Call

Approval of Minutes

Items of Immediate Consideration

Public Input

Report of Committees

Reports of Members

Old Business

New Business

Adjournment and Closing Roll Call

Meetings will have a lower threshold to maintain quorum unless the committee is approving a budget or a significant piece of legislation

For general meetings, Quorum shall be held with a solitary officer in attendance with a minimum of 7 other members. 5 of these other members must be voting members.

In a meeting discussing significant legislation, Quorum will be maintained by having both Officers in attendance with 11 other members. 7 of these members must be voting members.

- Subcommittees

Anyone can call for the creation of a subcommittee

They must be a voting member

The chair of any subcommittee will be non-voting except in the case of a tie.

They must have two other co-sponsors of this ad-hoc subcommittee unless the chair or vice-chair call for the creation of the subcommittee.

They must state the members who will be a part of it.

These will be ad-hoc committees which can be dissolved by the Chair at any time.

They must draft a charter to be looked at by the Rules subcommittee.

This charter must list the goal of the subcommittee.

If the rules committee believes the sub-committee should become a standing sub-committee they will approach an AS representative to sponsor the language at the next AS Council meeting

Food Pantry Subcommittee

Shall be the main advisory group for the Triton Food Pantry

The rules for the Triton Food Pantry shall be kept in Triton Food Pantry Operational Guidelines.

These guidelines will be drafted by the inaugural Food Pantry Subcommittee

These rules can be amended by approval of the full committee.

The following members shall be a part of this subcommittee:

Triton Food Pantry Student Managers

AS Advisor

AS AVP of Student Services

Rules Subcommittee

Shall be responsible for reviewing and providing recommendations on any legislation that pertains to the committee

(i) Shall be responsible for securing funds and creating an annual budget.

1. Budget Revisions will be required whenever new money and new allocations are made.
2. Whenever money is spent that was not directly allocated for in the annual budgets, the purchaser must notify the Chair of the Rules Committee.
3. If the items purchased total more than \$250, the Chair of the Rules Committee must give approval for this expenditure.
 - a. If the item is more than a \$1000, then approval must come from the full committee.

This subcommittee will also be charged with establishing the rules of order for the committee as a whole

This subcommittee will assist the other subcommittees in preparing their governing documents

The following people shall be members of this subcommittee:

a representative from GSA

- a representative from AS
- Two representatives from the College Councils
- Two representatives of Staff or Faculty

Chapter 5 Policies Relating to Use of Facilities and Equipment

§5.1 Office Space

(a) Allocation of Office Space

- (1) The Financial Controller shall allocate office space assigned to the Associated Students in a manner consistent with this section.
- (2) Each Officer (except the Senate Chair) shall have their own closed office space.
- (3) The Associate Vice-President Concerts and Events and the Associate Vice-President Student Advocacy shall each have their own closed office space.
- (4) The person or people to whom the office space is allocated shall have the authority to determine who has access to the office space.

(b) Alcohol and Drugs

- (1) The presence of alcoholic beverages or illegal drugs in any office space shall be prohibited.
- (2) If any person violates this subsection, the Advocate General shall review the matter and issue any appropriate sanction for violations of this subsection up to and including suspension or termination of office space privileges for the individual. The individual may appeal the decision of the Advocate General to the Council.

(c) Copy and Printer Machines

- (1) The copy machine and the printer shall only be used for official Associated Students business.
- (2) Any member of the Council may check out the copy card from the Clerk.
- (3) The Financial Controller may authorize members of the Council to have their UCSD Student ID card programmed as a copy card

§5.2 Conference Room Space

(a) Reservation Procedures

- (1) Reservations for any Associated Students conference room space shall be made with the Associated Students Advisor and Daily Operations Manager. Reservations may be made in person, via email, or by phone.
- (2) Student organizations, departments, and off-campus groups can reserve space on a quarter-by-quarter basis.
- (3) While academic events and forums are welcomed, meeting rooms shall not be reserved as classrooms on a regularly scheduled basis.
- (4) No organization or department shall reserve space on behalf of another group with the exception of the UCSD Conference Office. Groups may not sell, sublease, or transfer their reservation.
- (5) Any Officer or the Director of Associated Students Administration may cancel a reservation with good cause.

(b) Room Setup

- (1) Normal room setup shall be conference room style. The Price Center staff will provide special room setups.

(2) All set-ups must be scheduled in advance with the University Center Reservations Department. Please refer to the University Center Room Rental Rates flyer for standard setups.

(c) Charges

(1) Charges for conference rooms shall not be assessed to university recognized student organizations, academic and administrative departments, or for university related meetings and events unless admission is charged.

(2) Cancellations. All reservations placed for conference space should be cancelled at least 24 hours in advance of the scheduled meeting or event.

(d) Audio/Visual and Technical Services

(1) Audio/Visual equipment is available for use in the conference rooms at no charge when operated solely by the user. Comprehensive technical service is available at University facilities and throughout campus upon completion and submission of this form with fees assessed on an hourly basis.

(2) By reserving equipment, you are held responsible for abiding by the rules listed in the Technical Services Policy.

(3) Price Center Technical Services reserves the right to charge late reservation, late changes or late cancellation fees.

(e) Conduct and Responsibility

(1) Groups reserving space are responsible for the behavior of their guests and members and must restore the facilities to original condition.

(2) It is agreed that any charge arising from this use of University Center's facilities will be billed to the organization or individual indicated, but will remain the obligation of the individual until paid. This will include any theft or property damage occurring from the use of the facility under the provisions of this agreement.

(3) It is understood that the organization promises and agrees to abide by University regulations. The University Center facilities are for use by all members of the university community. The usage policy outlined above is intended to facilitate the use of the Center with the least possible infringement on the activity or freedom of individuals or groups.

(4) The using group agrees to indemnify, defend and hold the Associated Students, Price Center, Student Center, UC Regents and UCSD and officers, employees and agents harmless against all claims, loss or liability arising from damage to or amendment to Standing Policies or death to persons occurring because of or related to this reservation.

(5) Off campus and student organizations that charge admission for their events are not insured under the existing policy. Off campus groups must provide proof of insurance naming University Centers' and the UC Regents as additional parties with a general liability limit of no less than one million dollars (\$1,000,000.00). A copy of the certificate must be provided to the Reservations Office at least one week prior to event.

§5.3 Neighborhood Electric Vehicle (Cart)

- (a) The following people may reserve the cart for use by any person by notifying the Associated Students Administrative Assistant of the date and time of use, and the person who will be checking out and driving the cart
 - (1) the Officers; and
 - (2) Associate Vice-President Concerts and Events
- (b) The following people may reserve and use the cart by notifying the Associated Students Administrative Assistant of the date and time of use. These people may not reserve the cart for use by another person.
 - (1) Advocate General;
 - (2) Director of Associated Students Administration;
 - (3) Associated Students Executive Assistant;
 - (4) Associated Students Administrative Assistant; and
 - (5) Associated Students Software Developer.
- (c) Terms of Use
 - (1) The cart may be used for official Associated Students business only.
 - (2) The person checking the cart out must have a valid Driver License.
 - (3) The person checking the cart out for use must sign the "Cart Use Waiver" at the front desk. The person checking the cart out will receive the key to the cart at the time of checkout.
 - (4) If the person is a UCSD student, the person checking the cart out must leave their UCSD student ID card with the front desk until the cart is checked back in and the cart key is returned.
 - (5) The only person who may drive the cart is the person who checked out the cart and signed the "Cart Use Waiver."
 - (6) Only one passenger is allowed in the cart in addition to the driver.
 - (7) The person checking out the cart is responsible for properly unplugging and plugging in the cart before and after use.
 - (8) The person checking out the cart is liable for and must report any accidents or damages to the cart at the time of return.
- (d) Violation of the Terms of Use
 - (1) If the terms of use of the golf cart are violated, the President or the Financial Controller may terminate any person's privilege to check out and drive the cart by informing the Associated Students Administrative Assistant. The Council may reinstate these privileges by a majority vote.
 - (2) If the cart has been damaged, the President or the Financial Controller may fine the person who checked out the cart or the person who reserved the cart the cost to repair the damage. The Council may waive the fine by a majority vote.

§5.4 Faculty Club Membership

- (a) The President, Financial Controller, or Director of Associated Students Administration may authorize use of the faculty club membership.

§5.5 Email Listserver

- (a) The official email listserv for the Council shall be ascouncil@ucsd.edu.
- (b) The listserv shall be closed and maintained by the Clerk; only members of the listserv can receive or send emails to it.

- (c) Any person with an email address ending with “ucsd.edu” may be a member of the listserver by contacting the Clerk and asking to be added.

Chapter 6 Policy on Compensation

§6.1 Stipend

- (a) Stipends shall be paid bi-weekly for the stipulated number of weeks. The stipend should be paid for the academic weeks. If the stipulated number of weeks is greater than thirty, the stipend for the weeks exceeding thirty should be paid for weeks determined by the Financial Controller.
- (b) When a person is appointed that collects a stipend, the Financial Controller must sign the “Appointment Form” authorizing the allocation of the stipend from the appropriate pool of money.

§6.2 Parking Permit

- (a) The Officers shall receive an “A” parking permit upgrade for their term of office.
- (b) The Associate Vice-Presidents shall receive a “B” parking permit upgrade for their term of office.