ARTICLE I – NAME
The name of this committee shall be the “ASUCSD Student-Initiated Outreach and Recruitment Commission” herein referred to as “SIORC.”

ARTICLE II – MISSION STATEMENT
SIORC functions to encourage and support creative student-initiated outreach and recruitment of underrepresented students to institutions of higher education. SIORC is committed to supporting all efforts done by students to increase the number of underrepresented students at the University of California, San Diego.

ARTICLE III – HISTORY
As a committee, it is important to recognize that the funds allocated to create SIORC were a student struggle. The passage of Proposition 209 in 1996, which eliminated affirmative action in the State of California, resulted in a decrease in admissions of underrepresented students to the University of California. In immediate response to this decrease, concerned students with the aid of the University of California Student Association demanded and won funding for student-initiated outreach. Students, then, worked to make sure this money would be under student control at each University of California campus. At the University of California, San Diego, the funds were allocated to the Associated Students, as they were the representative student government with access to administrative personnel and physical space. The Associated Students, in recognition of the efforts to secure funds, created SIORC as an autonomous body to allocate these funds. In 2001 the allocation of one million dollars system wide for student initiated outreach and recruitment prompted an incorporation with the ASUCSD. This charter outlines the working relationship SIORC and ASUCSD will have from 2002 onward.

ARTICLE IV – SIORC
Section 1. Membership
The membership of the Student-Initiated Outreach and Recruitment Commission (SIORC) shall be comprised only of registered UCSD students.

Section 2. Terms of Office
Terms of office shall begin sixth week of spring quarter and end tenth week, spring quarter, of the following year.

Section 3. General Duties
Each member shall produce an end-of-the-year report detailing his or her activity for the year. Each steering committee member shall share equal responsibility in the operation of SIORC and its decisions.

Section 4. Composition
A. Committee Structure
   1. Steering Component
   2. CORE Component
   3. Affiliate Component
   4. Administrative Component
   5. Support Component
B. Steering Component
The Steering Component shall consist of the following appointed positions:
   1. Administrative Coordinator
      a) Shall coordinate meeting space and time for all meetings of SIORC, including regular meetings and grant workshops according to the guidelines as specified in this document.
      b) Shall coordinate the internal workings of the committee, by ensuring adequate and effective communication between members, and maintaining timelines of SIORC.
      c) Shall act as the contact person on all SIORC matters, with proper delegation of matters to appropriate members.
      d) Shall maintain attendance records at all meetings of SIORC and ensure that all SIORC meetings run accordingly.
   2. Internal Affairs – Finance Coordinator
      a) Shall oversee and chair the allocation process as outlined in Article VII, Section 6.
      b) Shall coordinate the meeting times for the allocation process which includes grant hearings and the allocation meeting as outlined in article VII, Section 3.
      c) Shall act as the direct liaison with the Associated Students Business Office.
d) Shall oversee the allocation of SIORC grants once the program has been funded.
e) Shall handle all necessary financial actions related to the tracking of SIORC monies or requests by university officials, the University of California Office of the President (UCOP), and the Associated Students Business Office.
f) Shall produce the end-of-year finance report on SIORC allocations along with internal affairs – funding allocations.

3. Funding Allocations Coordinator
   a) Shall act as the main contact person for organizations and students who are funded.
   b) Shall ensure that students and organizations access money allocated correctly.
   c) Shall produce the end of the year finance report on SIORC allocations with internal affairs – finance.
   d) Shall oversee all appeals.

4. External Affairs – Finance Coordinator
   a) Shall oversee the maintenance of SIORC funding by researching opportunities to increase the overall budget.
   b) Shall work closely with Community/State Liaison to develop potential funding sources in the community and the university and aid in lobbying efforts to increase funds.
   c) Shall develop and maintain Alumni contacts as to facilitate donations.

5. Public Relations Coordinator
   a) Shall oversee the marketing of SIORC grants and committee openings, as well as SIORC itself.
   b) Shall implement a marketing strategy to advertise SIORC archives to students and/or students groups who participate in student-initiated outreach.
   c) Shall oversee all materials needed for the marketing of SIORC to potential funders.
   d) Shall facilitate the appointment process and work in conjunction with appointment guidelines.
   e) Shall maintain the SIORC website.

6. Archives Coordinator
   a) Shall collect and compile archives from all funded recipients including but not limited to funding proposals and program evaluations.
   b) Shall implement an effective system for making archives accessible to student-initiated outreach groups.
   c) Shall record all business and reports in minutes of designated meeting.
   d) Shall collect all material designated for SIORC archives submitted during all meetings.
   e) Shall oversee the office space for archives.
   f) Shall maintain an archive of all SIORC activities.

7. Community Outreach Coordinator
   a) Shall research and maintain an archive of possible organizations within UCSD, the community, and neighborhood schools which attempts to augment the volume of underrepresented students in institutions of higher education.
   b) Shall assist student organizations with the process of visualizing and constructing creative ideas or methods to outreach or assist underrepresented students in their progression toward institutions of higher education.
   c) Shall advise student organizations with the strategies and the logistics to enhance the effectiveness of their outreach.
   d) Shall serve as a liaison between student organizations and SIORC affiliated communal programs or institutions, to maintain a healthy relationship between the above said parties.

8. Community/State Liaison
   a) Shall serve as the liaison to student-initiated outreach efforts at the statewide level.
   b) Shall develop and maintain relationships with other existing UC committees allocating UCOP money.
   c) Shall update SIORC on all changes and developments with student-initiated outreach on a monthly basis.
   d) Shall develop and maintain relationships with community organizations.
   e) Shall work with External Affairs – Finance in developing a larger funding pool and participate in lobbying

9. Campus Liaison
   a) Shall act as the direct liaison to faculty, administration, and departments in all SIORC matters. They shall facilitate the monthly Administration Committee meeting.
   b) Shall maintain relations with relevant UCSD administration, faculty, and departments by issuing memos, updates and minutes of meeting and visits as needed.
   c) Shall attend any necessary meetings directed at student-initiated outreach and its funding.

10. Organizational Liaison
a) Shall maintain relations with relevant UCSD student organizations by issuing newsletters and visiting organizational meetings. 
b) Shall organize SIORC visits to organizational student-initiated outreach events and all other SIORC funded events.

11. Associated Students Representative 
a) Shall be appointed by the Associated Students Commissioner of Diversity Affairs and approved by the AS council 
b) Shall act as liaison between the Associated Students and SIORC.

C. CORE (Community Outreach and Recruitment to Empower) Component 
The CORE Component shall consist of elected representatives from the following organizations that have exhibited a traditional interest and dedication to outreach and recruitment of educationally disadvantaged students: 
1. The Student Affirmative Action Committee (SAAC) organizations.
   Each member shall act as a liaison between her/his SAAC org and SIORC:
   a) African American Student Union (AASU) 
   b) Asian Pacific-Islander Student Alliance (APSA) 
   c) Kaibigang Pilipino (KP) 
   d) Movimiento Estudiantil Chicano de Aztlan (MEChA) 
   e) Queer People of Color (QPOC) 
2. Other Campus Organizations 
   Each member shall act as a liaison between her/his organization and SIORC. Failure to attend 70% of SIORC meetings for two quarters shall result in ‘CORE’ status being replaced with ‘Affiliate’ status.

D. Affiliate Component 
The Affiliate Committee is open to elected representatives from: 
1. Any SOLO organization 
2. The 5 Colleges 
Organizations requesting Affiliate status shall submit an application and constitution. SIORC shall vote to award Affiliate status. Affiliates are non-voting members. Attendance of 70% of SIORC meetings for two quarters shall result in the ‘Affiliate’ status being replaced with ‘CORE’ status.

E. Administration Component 
The purpose of this ex-officio committee is to ensure that student-initiated outreach conducted through programs will target schools that have not been adequately targeted. This committee will also serve to avoid the overlapping of SIORC funded outreach programs with those administratively run programs already in existence.
1. Administrative Support – In support of student-initiated and student run programs addressing student recruitment efforts, the UC San Diego administration will share information and data with SIORC regarding applications, yield on effort, admissions, and graduation rates. The administration will encourage coordination between programs housed under SIORC and other on-campus recruitment services and programs.
2. Composition - The Administrative Committee shall be comprised of administrators appointed from following University bodies who will then update each of the departments on the current activities and programs working within the committee: 
   a) Office of the Vice Chancellor of Student Affairs 
   b) Office of Admissions and Relations with Schools 
   c) Center for Research in Educational Excellence in Teacher Education (CREATE) 
3. Terms – Terms shall commence on July 1 and terminate on June 30 of the subsequent year. Spring quarter shall serve as a transition period in which incoming members shall shadow their preceding representative. 
4. Appointees - The appointees from each of the offices must meet the following criteria: 
   a) Be familiar and sensitive to the issues addressed by SIORC 
   b) Have experience working with the student population. 
5. Responsibilities – The appointees from each administrative office: 
   a) Shall act at the liaison between SIORC and administrative offices 
   b) Shall be responsible for attending monthly meetings with SIORC. 
   c) Shall be responsible for submitting to their respective offices an update based on information obtained at the monthly AS/SIORC/Administration meetings 
6. Voting Rights – The appointees from each office will have non-voting status. Also, the appointees can attend any SIORC meeting, except when deemed closed by the Steering Committee.

F. Support Component
1. SIORC Advisor. The advisor shall be a member of the faculty or staff that exhibits a commitment to student initiated outreach and recruitment. The role of the advisor shall be:
   a) To attend monthly administration committee meetings
   b) To act as a resource from both programming and theoretical frameworks
   c) To provide diversity support to students conducting and implementing student-initiated outreach programs

Section 5. Appointment
A. Selection Committee
The SIORC Selection Committee shall be chaired by the A.S. Commissioner of Diversity Affairs and consist of:
1. SAAC Chair
2. Women’s Center Representative
3. Lesbian Gay Bisexual Transgender Resource Office (LGBTRO) Representative
4. Cross Cultural Center (CCC) Representative
5. Any non-returning members on the outgoing Steering Committee
B. Appointment Rules
1. There shall be one regular appointment period each academic year.
2. The appointment process shall be completed by fifth week of spring quarter.
3. All appointments shall be officially submitted for approval by the Associated Student Council no later than 8th week Spring quarter.
C. Application Rules
1. Applications shall be available campus-wide beginning first week through fourth week of spring quarter.
2. Modifications to the application shall be approved by ¾ of quorum.
3. Applicants may apply for up to 2 positions.
4. All applications are to be turned in to the AS. Executive Assistant.
D. Appointment Procedures
1. The selection committee shall interview all applicants.
2. Interview questions shall be determined by the simple majority of quorum.
3. Interviews shall be conducted only when a quorum (50% plus 1) is present.
4. Final appointments shall be recommended by 2/3 of quorum to the Associated Student Council.
5. Final appointees may be given a position other than originally specified on application upon consent.
6. New appointees shall be approved by the Associated Student Council no later than eighth week of spring quarter.
7. New appointees shall have an ex-officio status until tenth week of spring quarter.

Section 6. Multiple Terms
SIORC members may serve up to two terms. Intended returning SIORC members must reapply according to appointment process outlined in Article V, Section 5.

Section 7. Impeachment
Terms for Removal
A. Any SIORC member may be removed if (s)he violates the SIORC Constitution.
B. Removal must be approved by ¾ of SIORC quorum and 2/3 of the Associated Students Council.

Section 8. Vacancies
In the event of any vacancy, the steering committee shall be responsible for the reappointment of the position.

ARTICLE V – MEETINGS & QUORUM
Section 1. Regular Meetings
A. The Steering Component should meet once per week, excluding the summer quarter.
B. The CORE Component shall meet with the Steering Component every even week of the quarter.
C. The Steering Component shall meet with the Administrative Component outside of the regularly designated meeting time and place once a month.
D. All meeting times and locations shall be scheduled by the Internal Affairs-Administrative officer, and agreed upon by all committee members.
E. Meeting times shall be scheduled during the 1st and 10th weeks of each quarter.
F. All meetings can be adjourned and reconvened at a different time with a simple majority vote of SIORC members present at the meeting.
G. All business, except as noted below in Article VI, Section 2, shall be conducted during regular meetings.
Section 2. Special Meetings
A. Special meetings include:
   1. Member selection process
   2. Funding allocation process
   3. Appeals hearing
   4. Removals
   5. Reappointment process
   6. Grant application process
B. Any committee member may call a special meeting at any time.
C. Special meetings shall be closed meetings unless otherwise specified.
D. It shall be the responsibility of the scheduled chair, or in absence of the scheduled chair, the Internal Affairs-Administrative officer, to notify members of the date, time, and location of the meeting.

Section 3. Closed Meetings
A. All regular committee meetings for Steering and CORE Components on SIORC shall be open meeting, unless otherwise specified by SIORC.
B. Closed meetings can be designated and conducted by a unanimous vote of Steering and CORE SIORC members.
C. Closed meetings may be held to discuss financial and personnel matters only.

Section 4. Quorum
A. Quorum is defined as 50% plus one of the SIORC voting members required to be at that meeting.
B. Business may not be conducted without the presence of quorum.
C. The Chair of the meeting shall verify the presence or absence of quorum throughout the meeting.

Section 5. Voting
A. All decisions made by SIORC, unless otherwise specified, shall be approved by a 2/3 vote.
B. Committee members shall have voting power beginning tenth week of the first spring quarter of their term.
C. Steering and CORE Component members shall have voting power.
D. These persons shall have one vote.
E. Neither attendance by proxy or vote by proxy shall be recognized.

Section 6. Agenda
A. Two members of the Steering Component shall prepare agendas for Steering and CORE Component meetings. The Campus Liaison shall prepare agendas for Administration Component meetings.
B. Each Steering and CORE Component meetings shall be conducted by rotating co-chairs who will be responsible for preparing items for the agenda.
C. Agenda shall be submitted via email by the scheduled co-chairs for committee modification at least two (2) days prior to committee meetings.
D. The Archives Coordinator shall record all business and reports in minutes of designated meeting.
E. The Archives Coordinator shall also collect all material designated for SIORC archives submitted during meeting.
F. Agenda items can be added or subtracted at the discretion of committee members.
G. Final approval of the agenda shall be made at the beginning of each regular meeting.
H. Appeals, hearings, removals, and reappointment shall be conducted as a part of regular meeting agendas.
I. At the end of each meeting, the Steering Component shall select the co-chairs for the following meeting.

Section 7. Attendance
A. Attendance is maintained by the Administrative Coordinator and reported to the ASUCSD Executive Assistant.
B. Attendance is defined as presence within the first ten minutes of the meeting and throughout the duration of the meeting.
C. Absences shall be excused at the discretion of the Chairs for the meeting the member is missing.
D. In the event a SIORC member is unable to attend a regular SIORC meeting, the member must notify the Chairs of that meeting no later than two hours prior to the scheduled start of the meeting.
E. Attendance at special SIORC meetings is mandatory.
F. In the event that any SIORC member is unexcused from 30% (thirty percent) of the regular SIORC meeting, the Administrative Coordinator shall propose to SIORC that the member in question be removed from office according to Article IV, Section 7.
G. In the event that any SIORC member is unexcused from one (1) special SIORC meeting, the Administrative Coordinator shall propose to SIORC that the member in question be removed from office according to Article IV, Section 7.

Section 8. Guests
A. Guests are invited to all open meetings of SIORC, unless specified.
B. Guests shall be given the opportunity to speak during a specified time.
C. At all other times, the guest must be recognized by the chair of the meeting in order to speak.

ARTICLE VI – SIORC Grant Funding Guidelines
Section 1. Funding Process
A. The application for SIORC Grants shall be created with input from the incoming and outgoing SIORC committee by the end of each Spring Quarter.
B. The SIORC application shall be available for distribution Week One (1) of each quarter for funding for the following quarter and publicized according to the advertisement guidelines in Article VI, Section 2.
C. After SIORC applications are collected by the A.S. Executive Assistant, SIORC shall hold a series of grant hearings at which each applicant is required to speak in regards to their grant.
D. After such hearings are held, SIORC shall convene in a closed Special meeting to allocate such funds as governed by Article VI.
E. The grant application procedures, as outlined in Article VI, Section 3, shall govern the processing of grants.

Section 2. Advertisement Guidelines
A. SIORC shall advertise the availability of grants and its proper procedures beginning each quarter during Week One (1).
B. Advertisement shall include but not be limited to:
   1. Shuttle Marquee
   2. Hotwire
   3. Radio Station (KSDT)
   4. Guardian Newspaper
   5. Office of Academic Support and Instructional Services (OASIS)
   6. College TV Stations
   7. Associated Students of UCSD
   8. Cross Cultural Center (CCC)
   9. Flyers
   10. Posters
   11. SOLO Organization mail boxes
   12. CCC Newsletter
   13. Student Flyers (email)
   14. Marquees (Price Center and Student Center)

Section 3. Grant Application Process
These guidelines are to be followed for grant application procedures.
A. Week 0 – 1
   1. Advertise for grant application (refer to advertisement guidelines)
B. Week 2,3,4,5
   1. Proposal writing workshops are given for educating applicants on grant writing procedures.
   2. Committee members shall alternate in pairs the facilitation of these workshops. For workshop
guidelines, see Article VI, Section 4
C. Week 6
   1. All final proposals are to be submitted to the AS Executive Assistant by Monday at 4 PM.
   2. All grant proposals are reviewed by the SIORC steering and CORE committee per the allocations
guidelines in Article VI, Section 6
D. Week 7
   1. Monday: Recommended grant results posted in front of the AS Commissioner of Diversity Affairs office,
   legislation submitted to the Associated Students as new business for official approval.
E. Week 8
   1. Appeals accepted until 4PM on Monday to the AS Executive Assistant.
F. Week 9
   1. Appeal results posted by 4PM on Monday in front of the AS Commissioner of Diversity Affairs office.
   2. Any recommended changes submitted to the Associated Students for approval.
G. Week 10
1. Reconvene to prepare for next allocation quarter cycle.

Section 4. Grant Writing Proposal Workshop
A. Check in applicants with a sign in sheet upon workshop.
B. Inform applicants that grant writing workshop is mandatory for submission of application.
C. SIORC members are to inform applicants of guidelines for funding.
D. Inform students of important dates and deadlines.
E. When considering their eligibility and the writing of their grant proposals, the applicant shall comply with the Funding Guidelines.

Section 5. Funding Guidelines
A. The program, activity, or service shall be entirely student-initiated, student-run, and focus on outreach to educationally disadvantaged students.
B. Outreach shall be viewed as those efforts that contribute to increasing academic achievement, holistic development towards UC eligibility, and the encouragement of community involvement among educationally disadvantaged students.
C. Educationally disadvantaged students include those who:
   1. Lack materials
   2. Lack AP courses
   3. Lack college preparedness
   4. Lack service/informational offices
   5. Lack efficient computer labs
   6. Attend schools with low per pupil expenditure
   7. Attend schools who historically discriminate through tracking
   8. Are Socio-economically disadvantaged
   9. Participate in free lunch programs
   10. Lack cultural resources to provide multicultural curriculums
   11. Are or will be first generation college student
   12. Are or will be non-traditional student (Veteran, Returning...)
   13. Are disabled students
D. If the program is classroom-based and extends over the course of one year or more, the program shall include:
   1. A tracking and identification mechanism to evaluate the progress of its target population.
   2. A quarterly assessment of the program from the teachers, as well as the program coordinators, regarding the programs movement toward its objectives and impact on the target population.
E. The inclusion of a comprehensive evaluation process to measure the pre- and post effects of the outreach effort in the program. A comprehensive evaluation shall be inclusive of:
   1. The opinions of project coordinators, volunteers, and participants (i.e. teachers and students at the school)
   2. An assessment of the program; including but not limited to how the program was able or unable to meet the needs of the students.
   3. All parts of the outreach program, the planning as well as the actual event.

Section 6. Allocations Process
A. Allocations component shall consist of the AS Representative, Internal Affairs Finance Coordinator, Funding Allocations Coordinator and CORE Members.
B. Copies of submitted applications for funding shall be distributed to committee members, the AS Vice President of Finance and AS Commissioner of Diversity Affairs at least 2 days prior to grant hearings.
C. Interviews:
   1. Applicants shall be given a specified time limit in order to make presentations.
   2. Following the presentation the committee may address questions toward the applicant for a specified period of time.
D. Review and final decisions on allocations shall occur immediately following the interviews.
E. Each application presented at the grant hearing and represented at the grant-writing workshop shall be reviewed by SIORC and open for discussion.
F. All allocations shall be approved by a 2/3 vote of the Funding Allocations component. In the situation where a 2/3 vote cannot be reached by the time limit specified, the allocation decision may be passed on a majority vote. The Associated Student Council must then officially approve the SIORC funding allocation with a majority vote.
G. Recommended results shall be posted by seventh week to allow for appeals, official results and in turn the release of funds must occur no later than tenth week, pending AS approval.
H. No funding shall be allocated for the following:
   1. Scholarships
   2. Salaries
   3. Gas

I. Things that should be taken into consideration by committee:
   1. Perceived effectiveness of proposed program relative to existing student-initiated outreach and recruitment efforts.
   2. Collaboration with other existing programs, but not duplication.
   3. Potential efficiency and creative use of funds.
   4. Likelihood that proposed programs will accomplish objectives if funded.
   5. Collaboration with schools that have not yet been outreached to through UC outreach efforts.

Section 7. Appeals
A. Appeals for more funding:
   1. Requests for additional funding shall not be accepted under any circumstances unless there is a technical error on the part of the committee.

B. Appeals for the redistribution of funds between line items:
   1. Funds can only be redistributed between line items that have already been allocated money.
   2. A written request must be submitted to the Funding Allocations Coordinator at least two weeks prior to the event(s).

ARTICLE VII – SIORC MONIES
Section 1. General Operating Budget
A. The annual operating budget of SIORC shall come from the AS Executive Budget.
B. The operating budget shall cover standard operating costs, including but not limited to meeting expenses, advertising, and general supplies.

ARTICLE VIII – AMENDMENTS
A. A two-thirds (2/3) vote of the A.S. Council is necessary to ratify this Charter.
B. A two-thirds (2/3) vote of A.S. Council shall be necessary to amend this Charter.
ASSOCIATED STUDENTS

STUDENT INITIATED OUTREACH AND RECRUITMENT COMMISSION CHARTER

PROPOSAL

January 23, 2002