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Am 2007-05-02; Am 2007-05-09; Am 2007-05-30; Am 2008-03-12; Am 2008-04-03;
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Am 2-09-10, Am 04-01-10, Am 04-14-10, Am 04-21-10]
Chapter 1. Authority and Purpose

“§1.1. Authority for the “Standing Rules of the Associated Students,” hereinafter referred to as “the Standing Rules,” is vested in the same by Article VI, Section 4 of “The Constitution of the Associated Students of the University of California, San Diego”, hereinafter referred to as “the Constitution.”

§1.2. The purpose of the Standing Rules is to exercise the authority delegated to the Associated Students Council, hereinafter referred to as “the Council,” by the Constitution.”
TITLE II
President

Chapter 1. Office of the President
§1.1. Structure, Powers, and Responsibilities of the Office
   (a) President
      (1) If a situation arises that is not provided for in the rules of the Associated Students, the President has broad authority to make any decision that is consistent with the spirit of the rules. The Council may overrule the President in this regard by a majority vote.
      (2) In addition to the positions outlined in this section, the President may establish and appoint other positions in the Office of the President.
   (b) Chief of Staff
      (1) The President shall appoint or dismiss a Chief of Staff with the consent of the Council.
      (2) The Chief of Staff shall chair the staff meetings of the Office of the President.
   (c) Director of Public Relations
      (1) The President shall appoint a Director of Public Relations with the consent of the Council.
      (2) The Director of Public Relations shall work with campus media to publicize the Associated Students.
   (d) Advocate General
      (1) The President shall appoint or dismiss the Advocate General with the consent of the Council.
      (2) The Advocate General shall represent the Associated Students in all hearings in front of the Associated Students Judicial Board, unless the Advocate General is a party or a witness to the case, in which case the President shall appoint a temporary replacement with the consent of the Council.
      (3) The Advocate General shall regularly review the attendance of the members of the Council as detailed in Title VI Chapter 4 of this document and, when appropriate, bring impeachment charges.
      (4) Whenever a member of the Council earns an unexcused absence, the Advocate General shall notify them about the absence without undue delay.
      (5) The Advocate General shall be apolitical.
      (6) The Advocate General shall work to ensure the accountability, transparency, and openness of the Associated Students.
      (7) The Advocate General shall make publicly accessible the absence records he or she keep.
      (8) The Advocate General shall present an annual report on members’ absences from A.S. Council meetings.

§1.2. Line of Succession
   (a) In the event of a simultaneous vacancy in the offices of President and Vice-President Student Life, the person highest in the following list that is eligible and willing to hold the office of President at the time of vacancy shall become President for the remainder of the President’s term:
      (1) Vice-President Finance and Resources
      (2) Vice-President External Affairs
Chapter 2. Academic Affairs  
§2.1. Office of Academic Affairs  
(a) Appointment of the Associate Vice-President Academic Affairs  
(1) Whenever the President desires to appoint the Associate Vice-President Academic Affairs, the President shall convene a Special Committee to Select the Associate Vice-President Academic Affairs.  
(2) The membership of the committee shall consist of  
(a) The President, or designee, who shall chair the committee  
(b) The Associate Vice-President Academic Affairs at the President’s discretion  
(c) Three Senators, at least one of whom must be an Academic Division Senator, appointed by the President.  
(3) The committee shall solicit applications for the position, screen and interview candidates for the position, and make a recommendation to the President on the appointment of the Associate Vice-President Academic Affairs. The type and manner of the recommendation shall be specified by the President at the first meeting of the committee.  
(4) The President shall consider the recommendation of the committee and submit a nominee for the position to the Council.  
(5) The committee shall dissolve upon the approval of the appointment by the Council.  
(6) The President is required to execute this appointment process every year during Seventh Week of Spring Quarter unless the incumbent Associate Vice-President Academic Affairs was appointed during or after First Week of that year’s Winter Quarter.  
(7) This subsection shall not apply to interim appointments, which the President may make without the advice of a committee or the consent of the Council.  
(b) Purpose and Mission  
The purpose of the Academic Affairs Office is to maximize student involvement in academic governance by strengthening student influence on the creation and implementation of University policy. The office shall work to initiate policy or other academics-related recommendations to the Academic Senate and to research academic policies and issues of concern to students at UC San Diego. The office shall also strive to coordinate student representation to faculty and administration on issues of academic policy, academic life, and the academic environment on campus, in order to enhance the value and quality of undergraduate education. Academic Affairs shall also work to increase student awareness of relevant and important academic issues in addition to the processes whereby academic policy is formulated. Finally, the office shall initiate and maintain programs and committees that benefit undergraduate students in the area of Academic Affairs.  
(c) Structure, Powers, and Responsibilities of the Office  
(1) Associate Vice-President Academic Affairs  
(a) Shall oversee all activities within the Academic Affairs Office  
(b) Shall select the membership of the Academic Affairs Office
(c) Shall be responsible for all finances relating to the Academic Affairs Office
(d) Shall have final approval on all projects and actions taken by the Academic Affairs Office that do not come before the Council
(e) Shall be the official representative of the ASUCSD on all matters pertaining to Academic Affairs
(f) Shall review academic policies and participate in the rewriting of the University academic policies affecting students which are outdated, unworkable, conflicting with other policies, or in violation of students' rights
(g) Must meet biweekly with the AVP Academic Affairs
   (1) This time shall be used to review senators’ projects, discuss committee updates, and share information.
(2) Academic Affairs Chief of Staff
   (a) Shall share the responsibilities of the Associate Vice-President Academic Affairs as directed
   (b) Shall serve as the alternate representative to all Academic Senate and campus wide committees as directed
   (c) Shall review agendas for all Academic Senate meetings and further investigate issues that directly affect student interests
   (d) Shall appoint Assistant Researchers, if necessary, with the approval of the Associate Vice-President Academic
   (e) Shall maintain the Academic Affairs Office Archives
   (f) Shall regularly collect and compile reports from committee members
   (g) Shall perform any duties as directed by the Associate Vice-President Academic Affairs

§2.2. Academic Senate Committees
(a) The Associate Vice-President shall appoint all ASUCSD representatives to Academic Senate Committees with the advice of any appropriate cabinet member and the consent of the Council to a term of up to two academic years with the following exceptions:
   (1) The Associate Vice-President Academic Affairs shall serve as the Undergraduate Representative to the Committee on Educational Policy.
   (2) The President and the Associate Vice-President Academic Affairs shall serve as the ASUCSD representatives to the Representative Assembly.

(b) Representatives to Academic Senate Committees shall attend and represent the ASUCSD in all meetings of their committees and shall meet regularly with the Associate Vice-President Academic Affairs or designee to discuss topics brought up in their committees.

(c) Representatives to Academic Senate Committees shall submit a written report to the Assistant to the Associate Vice-President Academic Affairs regarding all meetings attended.

(d) If a representative to an Academic Senate Committee cannot attend a meeting, the Associate Vice-President Academic Affairs shall appoint a temporary proxy to attend and report on that meeting.

§2.3. Undergraduate Scholastic Grants (U.S. Grants)
(a) Structure
(1) Director appointed by the Associate Vice-President Academic Affairs

(b) Purpose and Authority
(1) Shall request and secure funds for grants
(2) Shall accept applications for undergraduate grants for student academic projects **and student travel**
(3) Shall award grants upon review and acceptance of undergraduate applications
(4) Shall audit the spending process and publish a report of the sponsored projects
(5) **Shall maintain the records of the U.S. Grants Program**

(c) U.S. Grants Advisory Committee
(1) Structure
(a) Associate Vice-President Academic Affairs, Chair
(b) Assistant to the Associate Vice-President Academic Affairs, Vice-Chair
(c) Executive Director
(d) The Director of Associated Students Administration
(e) Director of Student Programs Business Office
(f) Associate Vice Chancellor for Undergraduate Education
(a) US Grants Director, Chair
(b) At least three Academic Senators
(c) The Associate Vice Chancellor for Undergraduate Education, non-voting
(d) The Associated Students Director of Administration, non-voting

(2) Purpose
(a) Shall meet quarterly during application review period
(b) Shall evaluate the budget and overall status of the U.S. Grants program
(c) Shall propose recommendations for the U.S. Grants program
(d) Shall serve as a resource for the U.S. Grants staff

Chapter 3. College Affairs
§3.1. Office of College Affairs
(a) Purpose and Mission. The purpose of the College Affairs Office is to cultivate the relationship between the College Councils and the Associated Students Council and the relationship between the Colleges Councils themselves.
(b) Structures, Powers, and Responsibilities of the Office
(1) Shall coordinate and meet weekly with the Chair or President of each College Council for the purpose of coordinating recruiting efforts and programming among the colleges
(2) Shall meet and coordinate quarterly with each College Council
(3) Shall meet quarterly with the Council of Deans of Student Affairs
(4) Shall chair and oversee the Freshman Council and guide Freshman Senators and through their senatorial term
(5) Shall plan and execute an All Council Retreat once a year comprising of all the College Councils and the Associated Students Council
(6) Shall bring the Associated Students Executive members to each College Council meeting quarterly
§3.2 Freshman Council
(a) Authority and Purpose. The purpose of the Freshman Council is to discuss and address issues pertaining to freshman and to enhance the transition of freshman into the UCSD community. It will serve as the medium of communication between the members of the council to openly share their ideas, plans, and questions.
(b) Structure, Powers, and Responsibilities of the Freshman Council
(1) Shall execute at least two Freshman Townhalls each Academic Year
(2) Shall compile an End of the Year Report with recommendations to the subsequent Freshman Council
(3) Membership
   (a) Associate Vice-President of College Affairs, Chair
   (2) At least one Freshman Representative from each College Council
   (3) Three ASUCSD Freshmen Senators
(4) Meetings
   (a) Shall meet at minimum weekly
   (b) Order at the meetings is at the discretion of the chair
   (c) All meetings are open to the public

Chapter 4. Student Advocacy
§4.1. Office of Student Advocacy
(a) Appointment of the Associate Vice-President Student Advocacy
   (1) Whenever the President desires to appoint the Associate Vice-President Student Advocacy, the President shall convene a Special Committee to Select the Associate Vice-President Student Advocacy.
   (2) The membership of the committee shall consist of
      (a) the President, or designee, who shall chair the committee;
      (b) the Associate Vice-President Student Advocacy at the President’s discretion;
      and
      (c) three Senators appointed by the President.
   (3) The committee shall solicit applications for the position, screen and interview candidates for the position, and make a recommendation to the President on the appointment of the Associate Vice-President Student Advocacy. The type and manner of the recommendation shall be specified by the President at the first meeting of the committee.
   (4) The President shall consider the recommendation of the committee and submit a nominee for the position to the Council.
   (5) The committee shall dissolve upon the approval of the appointment by the Council.
   (6) The President is required to execute this appointment process every year during Seventh Week of Spring Quarter unless the incumbent Associate Vice-President Academic Affairs was appointed during or after First Week of that year’s Winter Quarter.
   (7) This subsection shall not apply to interim appointments, which the President may make without the advice of a committee or the consent of the Council.
(b) Purpose of the Office
(1) The Office of Student Advocacy exists to inform, advise and represent individual students experiencing academic or administrative conflicts with the University, as well as to pursue broader issues of student rights affecting large classes of students.

(2) The areas in which the Office of the Student Advocate advises and represents students include, but are not limited to, the following:
   (a) Grading disputes and grade appeals;
   (b) Conduct violations such as academic dishonesty charges, alleged violations of the UCSD Student Conduct Code and related policies, campus conduct related with the UCSD Police;
   (c) Administrative and procedural problems such as difficulties in securing transcripts, establishing California residency, removing registration holds, and in dealing with various other demands of the UCSD administration;
   (d) Housing, health and welfare such as problems with University housing, Student Health Services, Counseling and Psychological Services;
   (e) Financial aid such as problems with eligibility, grants, loans, delays, amounts of awards and payments; and
   (f) Discrimination and harassment such as harassment or other problems stemming from discrimination based upon race, sex, religious or political beliefs, sexual preference, or physical disability.

(3) The broad student rights concerns that the Office pursues include, but are not limited to, the following:
   (a) Policy review such as encouraging and participating in the rewriting of University policies affecting students which are outdated, unworkable, conflicting with other policies, or in violation of students’ rights;
   (b) Policy enforcement and education such as ensuring that University employees, especially faculty and administration, understand and abide by University policies and the norms of due process as incorporated therein in their various dealings with students, and educating students as to their rights and responsibilities under University policies; and
   (c) Student power by working to attain true student input in the formulation of campus policies and procedures and a real measure of student control over student fee-funded facilities.

(c) Structure of the Office
(1) Associate Vice-President Student Advocacy
   (a) The Associate Vice-President Student Advocacy oversees all operations and manages the Office of Student Advocacy.
   (b) The Associate Vice-President Student Advocacy appoints the Student Advocates and the Issue Coordinators with the consent of the Council.

(2) Student Advocates
   (a) Under the direction of the Associate Vice-President Student Advocacy, the Student Advocates advise and represent students in University hearings.
   (b) The Student Advocates share the responsibility in the casework and staffing of the Office of Student Advocacy.
   (c) Each Student Advocate shall treat every case with strict confidentiality.
   (d) The Associate Vice-President Student Advocacy shall serve as or designate the Senior Student Advocate.
(3) Issue Coordinators
   (a) Issue Coordinators perform research and writing work on such general student rights issues and other tasks as delegated to them by the Associate Vice-President Student Advocacy or a Student Advocate.
TITLE III
Student Life

Chapter 1. Student Life
§1.1. Office of Student Life
(a) Vice-President Student Life
(1) In addition to the positions outlined in this section, the Vice-President Student Life may establish and appoint other positions in the office.
(2) Shall be in charge of planning retreats and leadership development events for the Council
(3) Shall plan events to publicize the Council
(b) Chief of Staff
(1) The Vice-President Student Life may appoint a Chief of Staff.
(2) The Chief of Staff shall assist the Vice-President Student Life.
(3) The Chief of Staff shall chair staff meetings.

§1.2. Campus Committees
(a) The Vice-President Student Life shall appoint students to all campus committees when requested to do so with the consent of Council with the following exceptions. The ASUCSD Representatives to
(1) the Chancellor’s Campus Budget Committee shall be appointed by the President to a term of no more than two academic years;
(2) any search committees for any staff not funded by the Associated Students shall be appointed by the President with the consent of the Council;
(3) the University Centers Advisory Board (UCAB) shall be appointed by the Vice-President Student Life with the consent of the Council to a term of two academic years;
(4) the Registration Fee Advisory Committee shall be appointed by the Vice-President Finance and Resources with the advice and consent of the Council to a term of two academic years;
(5) the Committee on Instructional Improvement, the Summer Session Advisory Committee, the Course Materials Fee Committee, the Program Review Committee, and the Enrollment Planning Committee shall be appointed by the Associate Vice-President Academic Affairs;
(6) the Student Revisions Regulations Committee (SRRC) shall be appointed by the Associate Vice-President Student Advocacy with the consent of the Council; and
(7) The Athletics, Recreation, and Sports Facilities Advisory Board (ARSFAB) shall be appointed by the Associate Vice-President Athletic Relations with the consent of the Council to a term for two academic years.
(b) A person may be appointed to a campus committee for a maximum of two academic years.
(c) A person may be dismissed as the ASUCSD representative to the campus committee by the person in the position that appointed the representative. If the appointment required the consent of the Council, the dismissal requires the consent of the Council.
(d) All ASUCSD representatives to campus committee shall represent the interests and opinions of the Council.
(e) No person shall appoint themselves to a campus committee without the consent of the Council.

(f) This section shall not apply to the appointment of any ASUCSD representative to Academic Senate committees.

Chapter 2. Diversity Affairs
§2.1. Office of Diversity Affairs

(a) Appointment of the Associate Vice-President Diversity Affairs

(1) Whenever the Vice-President Student Life desires to appoint the Associate Vice-President Diversity Affairs, the Vice-President Student Life shall convene a Special Committee to Select the Associate Vice-President Diversity Affairs.

(2) The membership of the committee shall consist of

(a) the Vice-President Student Life, or designee, who shall chair the committee;
(b) the Associate Vice-President Diversity Affairs at the Vice-President Student Life’s discretion;
(c) the Student Affirmative Action Committee Chair or designee; and
(d) three Senators appointed by the Vice-President Student Life.

(3) The committee shall solicit applications for the position, screen and interview candidates for the position, and make a recommendation to the Vice-President Student Life on the appointment of the Associate Vice-President Diversity Affairs. The type and manner of the recommendation shall be specified by the Vice-President Student Life at the first meeting of the committee.

(4) The Vice-President Student Life shall consider the recommendation of the committee and submit a nominee for the position to the Council.

(5) The committee shall dissolve upon the approval of the appointment by the Council.

(6) The Vice-President Student Life is required to execute this appointment process every year during Seventh Week of Spring Quarter unless the incumbent Associate Vice-President Diversity Affairs was appointed during or after First Week of that year’s Winter Quarter.

(7) This subsection shall not apply to interim appointments, which the Vice-President Student Life may make without the advice of a committee or the consent of the Council.

(b) Purpose. The purpose of the Diversity Affairs Office shall be to increase the knowledge, appreciation, and presence of diversity on campus. The Office shall work to provide support for historically underrepresented groups on campus. The Diversity Affairs Office is dedicated to helping create a constant medium for discussion on issues pertaining to diversity awareness through forums, diversity trainings, films, speakers, and periodic surveys of campus climate, and by any other appropriate events or programs. The Office shall work to ensure that support for the services and programs of resource centers such as the Lesbian Gay Bisexual Transgender Resource Center (LGBTRC), the Cross Cultural Center, The Women’s Center, Student Promoted Access Center for Education and Service (SPACES), the International Center, the Office of Academic Support and Instructional Services (OASIS) is advocated for through the Associated Students. The Office shall support student-initiated outreach and retention of students from historically underrepresented backgrounds at UCSD. The Office shall maintain good working relations with the directors of the above-mentioned centers.
(c) Structure, Powers, and Responsibilities

(1) Associate Vice-President Diversity Affairs
   (a) Shall organize and oversee the Office of Diversity Affairs
   (b) Shall serve on the Student Promoted Access Center for Education and Service (SPACES) Board of Directors
   (c) Shall work with Student Affirmative Action Committee (SAAC)
   (d) Shall serve on Diversity Ad Hoc Planning Committees
   (e) Shall serve on the Cross Cultural Center Student Advisory Board
   (f) Shall serve on the OASIS Student Advisory Board
   (g) Shall chair the Cultural Unity Month of Awareness (C.U.M.A) committee
   (h) Shall meet with the Director of International Center quarterly unless decided otherwise
   (i) Shall meet with the Director of Lesbian Gay Bisexual Transgender Resource Center (LGBTRC) quarterly unless decided otherwise
   (j) Shall meet with the Director of Cross Cultural Center (CCC) quarterly unless decided otherwise
   (k) Shall meet with the Director of Women’s Center quarterly unless decided otherwise

(2) Assistant to the Associate Vice-President Diversity Affairs
   (a) Shall help the Associate Vice-President Diversity Affairs coordinate activities and facilitate contact between the above mentioned organizations and entities
   (b) Shall help coordinate interns within the Office of Diversity Affairs

(3) Internal Relations Intern
   (a) Shall meet with Associated Students Women’s Commission quarterly, unless decided otherwise.
   (b) Shall be responsible for working with the Lesbian Gay Bisexual Transgender Queer/Questioning Intersex Association (LGBTQIA)
   (c) Shall be responsible for working with the Associated Students Alliance Commission
   (d) Shall be responsible for working with the organizations of the Cross Cultural Center
   (e) Shall be responsible for working with the Student Affirmative Action Committee (SAAC) and attending all meetings

(4) Initiated Outreach Intern
   (a) Shall be responsible for working with Preuss ASB on parliamentary procedure and diversity training
   (b) Shall be responsible to maintain a relationship between ASUCSD and Preuss
   (c) Shall be responsible for setting up events between ASUCSD and Preuss
   (d) Shall be responsible for working with the High School Conferences of student organizations hosted at UCSD.
   (e) Shall be responsible for working with the Academic Success Program (ASP) and attending all meetings
   (f) Shall be responsible for working with the Student Initiated Access Programs and Services (SIAPS) and attending all meetings

(5) Cultural Unity Month of Awareness (C.U.M.A.) Intern
   (a) Shall be responsible for maintaining weekly meetings for C.U.M.A.
(b) Shall be responsible for maintaining communication between the Associate Vice-President Diversity Affairs and C.U.M.A. Advisory Board

§2.2. Alliance Commission
(a) Mission. The Associated Students sponsors and supports the Alliance Commission to the UCSD community. The mission of Alliance is to train Allies to be supporters and advocates of the lesbian, gay, bisexual and transgender (LGBT) community. Trained Alliance members will provide a welcoming environment for LGBT students, faculty and staff. Alliance members welcome individuals to be open and honest about their sexual orientation and/or gender identity without fear of repercussions and endeavor to make UCSD free of sexual bias, heterosexism and homophobia. The goal of the Alliance Commission is to build a visible network of advocacy at UCSD.
(b) Goals
(1) Education: To facilitate the training and ongoing continued development of the potential and active Alliance members
(2) Committed Involvement: To inspire Alliance members to uphold the ideals of inclusion and appreciation in all interactions
(3) Resources: To empower people through information and support
(4) Presence: To be a visible force for LGBT appreciation through identifiable symbols, spaces and people
(c) Membership. A member in good standing must have:
(1) a signed contract following a three-hour training; and
(2) Commitment to ongoing training as demonstrated by attendance at one or more Alliance activities per academic year
(d) Trainers. An Alliance Trainer must have:
(1) membership in Alliance;
(2) attendance at training of trainers meetings to determine readiness;
(3) observation of at least one training session; and
(4) ongoing commitment to training new Alliance Members
(e) Chair
(1) The membership of Alliance shall elect a Chair to serve until a successor is elected.
(2) The Chair shall have the authority to establish and appoint positions in Alliance
(3) The Chair shall have authority over the funds and operations of Alliance.

§2.3. Women’s Commission (ASWC)
(a) Purpose and Mission
(1) To be a dynamic force in the fight for gender equity on this campus
(2) To serve as a source of empowerment for the women of UCSD
(3) To be a voice for women’s issues
(4) To educate the campus community
(5) To pursue goals through direct action organizing
(6) To encourage diversity with regard to race, gender, age, sexual orientation and/or gender identity, disability, economic status, political affiliation, parental status, and/or religious affiliation within UCSD as well as the ASWC
(7) To create a community that fosters support and open discussion
(8) To improve the safety and general welfare of women on this campus
(b) Membership
(1) All members of the ASUCSD that attend the meetings of the ASWC are members of the ASWC.
(2) Members may vote on items after they have attended three meetings of the ASWC.

(c) Officers
(1) Co-Chairs (2)
(a) Shall set the agenda and chair ASWC 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 ASWC
(d) Shall act as a liaison to UCSD Women’s Center
(e) Shall assume the duties of recruitment and retention of ASWC members
(f) Shall facilitate the election of ASWC officers

(2) Secretary
(a) Shall take the minutes
(b) Shall monitor attendance at general body meetings
(c) Shall maintain official ASWC records and correspondence
(d) Shall oversee internal communication through the list-serve
(e) Shall create a membership roster with contact information

(3) Treasurer
(a) Shall draft the ASWC’s Annual Budget for Spring Quarter
(b) Shall facilitate membership reimbursements
(c) Shall fundraise for ASWC events, programs, campaigns and efforts

(4) Community Outreach Coordinator
(a) Shall update the ASWC on external efforts pertaining to our organizational principles
(b) Shall outreach to University, College and community groups to foster increased communication and collaboration

(d) Election of Officers
(1) Elections for officer positions shall take place by Fifth Week of Spring Quarter each year.
(2) Members shall elect officers by a simple majority on paper ballots.
(3) The results of the election must be reported to the Clerk of the Council before the officers may take office.

(e) Removal from Office
(1) Should any officer of the ASWC fail to fulfill their duties, any voting member of the commission can call for a vote to remove this officer.
(2) The vote will occur at the following meeting and removal will require two-thirds of members present and eligible to vote and will be administrated 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 members of the ASWC shall hold new elections following the procedures set forth in this section.

§2.4. Student Promoted Access Center for Education and Service (SPACES)
(a) Mission: The mission of the Student Promoted Access Center for Education and Service (SPACES) is to act as an empowering dynamic on campus where UCSD students
collaborate to achieve greater educational equity. This encompasses equal access to higher education, undergraduate retention and graduation, and matriculation to graduate and professional schools. SPACES values the power of student initiated action and organizing by providing an environment for student growth and development and thus is a foundation to create leadership and unity through community engagement. SPACES shall serve as the center for student initiated access and retention projects at the university. Student Initiated Access Programs and Services (SIAPS) shall exist as the “access” component to SPACES. The Academic Success Program (ASP) shall exist as the “retention” component to SPACES.

(b) Historical Context: In the Spring of 2007, the member organizations of the Student Affirmative Action Committee (SAAC), Student Initiated Access Programs and Services (formerly known as Student Initiated Outreach and Recruitment Commission) and the Academic Success Program, banded together to support student initiated retention and access to higher education efforts. Dwindling state funding and the impending opening of a student run access and retention center prompted students to take matters into their own hands. The PULSE Referendum (Promoting Understanding and Learning through Service and Education) was approved by a majority of the student body in order to secure funding for SIAPS, ASP and SPACES.

(c) The Associate Vice-President Diversity Affairs, in consultation with the SAAC Chair, the SIAPS Administrative Coordinator, and the ASP Director, shall have decision-making authority over SPACES and the money allocated to SPACES.

(d) Guaranteed Referendum Funding
(1) In Spring 2007, the Associated Students Campus Activity Fee was increased by $7.00 per student per quarter.
(2) According to the terms of the fee increase, 43% of the fee increase, or $3.01 per student per quarter, must be allocated to SPACES.

(e) SPACES Board of Directors
(1) The SPACES Board of Directors, now referred to as the BOD, shall serve as the steering committee for SPACES.
(2) The BOD shall consist of (3) components:
   (a) The SPACES Core Organizations;
   (b) The Student Government Representatives;
   (c) The Access and Retention components.
(3) Each BOD shall receive (1) vote unless they are an ex-officio which are non-voting.
(4) Decisions shall be made with a 50% + 1 majority.
(5) In the event of a tie, the BOD shall open the floor to further discussion until a 50%+1 decision is achieved.
(6) Quorum shall be established at 90% of the BOD, excluding ex-officio positions.
(7) The BOD shall convene a minimum of two times per quarter and shall be coordinated by the SIAPS and ASP Co-Directors.
(8) The SPACES Annual Budget shall be created and submitted to Associated Students in a manner consistent with the Associated Students budget cycle.
(9) The term of office shall occur spring to spring, with the understanding that the 1st BOD meeting shall be during or before 10th week Spring Quarter.

(f) SPACES Core Organizations
(1) The Core Organizations shall consist of elected representatives from the following organizations that have exhibited a traditional and historical interest and dedication to retention and access to higher education initiatives:
   (a) The Asian Pacific-Islander Student Alliance (APSA);
   (b) The Black Student Union (BSU);
   (c) Kaibigang Pilipino (KP);
   (d) Movimiento Estudiantil Chicana y Chicano de Aztlan (MEChA);
   (e) Queer People of Color (QPOC).

(2) The Chair of the organization (or equivalent) shall serve as the voting BOD member until the Fall of 2010 at which point the BOD shall conduct a reevaluation of the organizational structure.

(3) Any organization may become a SPACES Core organization and receive the benefits of this distinction through the following manner:
   (a) Establish a significant commitment to organizing around access to higher education and thus become an affiliate organization with SIAPS for a minimum of (3) consecutive quarters (excluding summer);
   (b) Establish a significant commitment to retention in higher education and thus become an affiliate organization with ASP for a (3) consecutive quarters (excluding summer);
   (c) After these (2) prerequisites are met, the organization may apply to become a SPACES Affiliate Organization and become an ex-officio of the board; (1) The affiliate organization must endure a (3) quarter evaluation with the BOD in which the organization will attempt to prove its commitment to the mission of SPACES;
   (d) At the end of the affiliate organization’s (3) quarter evaluation process, the BOD shall decide to either accept to the organization to BOD status or defer the organization for another (3) quarter evaluation process.

(4) Consequences for failing to attend a BOD meeting:
   (a) The 1st offense shall result in a probation status (warning) for your organization;
   (b) The 2nd offense shall result in a 50% reduction in funding from ASP & SIAPS.

(g) Student Government Representatives
   (1) Assistant Vice President of Diversity
   (2) Student Affirmative Action Committee Chair
   (3) AS President (ex-officio/non-voting)

(h) Access and Retention Components
   (1) (2) SIAPS Co-Directors
      (a) Shall direct Student Initiated Access Programs and Services (SIAPS) as well as direct the Student Promoted Access Center for Education and Service.
   (2) (2) ASP Co-Directors
      (a) Shall direct the Academic Success Program (ASP) as well as direct the Student Promoted Access Center for Education and Service.
   (3) The outgoing BOD shall appoint the (2) SIAPS Co-Directors and the (2) ASP Co-Directors by the 7th week of Spring Quarter.

(i) The SPACES Board of Directors shall establish communication with the following entities:
   (1) Administrative Offices
(a) Office of the Associated Students
(b) Office of the Vice Chancellor of Student Affairs
(c) Office of Admissions and Relations with Schools
(d) Office of the Chief Diversity Officer

(2) Access to Higher Education Centers
(a) TRiO
(b) EAOP
(c) Cal-SOAP
(d) Center for Research in Educational Excellence in Teacher Education (CREATE)

(3) Retention Centers
(a) Academic Enrichment Programs (AEP)
(b) Office of Academic Support and Instructional Services (OASIS)
(c) Campus Community Centers
   (1) Cross-Cultural Center
   (2) Lesbian Gay Bisexual and Transgender Resource Center
   (3) Women’s Center
   (4) Academic Departments
   (5) The Six Colleges

(j) Vacancies
   (1) Should a vacancy occur the respective organization shall be responsible for appointing a new representative

(k) Staff and Interns
   (1) The BOD shall hire full time staff, student staff and student interns to further support the mission of

(l) SPACES
   (1) SPACES Full Time Staff
      (a) Full Time Staff
         (i) SPACES Advisor (Student Affairs Officer II)
         (ii) SPACES Administrative Assistant (Assistant Administrator III)
      (b) Hiring Process
         (i) The SPACES Full Time Staff Hiring Committee shall be appointed with the approval of the SPACES Board of Directors through University policies.

   (2) SPACES Student Staff
      (a) Student Staff
         (1) (2) SIAPS Co-Directors
         (2) (2) ASP Co-Directors
      (b) Hiring Process
         (i) The SPACES Student Staff Hiring Committee shall be appointed with the approval of the Board of Directors through University policies.

   (3) SPACES Interns
      (a) The SPACES Board of Directors shall hire student interns every spring that shall serve the mission of SPACES

(m) Funding Procedures for Student Organizations
   (1) SIAPS (Access to Higher Education/Academic Preparation)
      (a) Refer to SIAPS Charter
(b) Any individual organization access projects shall be considered for funding by SIAPS

(2) ASP (Retention)
   (a) Refer to ASP Charter
   (b) Any individual organization retention projects shall be considered for funding by ASP

(n) Space & Room Guidelines
   (1) The SPACES Board of Directors shall allocate all room assignments in the center.

(o) Referenda
   (1) PC Expansion Referendum (as passed by the students of UC San Diego May 16th 2003).
      (a) As recommended by the student initiated Associated Students University Centers Expansion Task Force the following is proposed:
          Do you support a $39 per student, per quarter fee, to be collected upon completion and opening projected for Fall 2007, for an expanded and renovated University Centers?
          The student population at UCSD is growing by approximately 1,000 students per year to approximately 30,000 in 2010. The current University Centers facilities (the Price Center, Student Center, and Che Café) were not designed to accommodate the needs of 30,000 students. The State of California does not pay for non-academic facilities. To accommodate this growth the new facilities would include:
          (1) 24-hour study lounge with a computer lab, group-study rooms, and commuter student resources (including lockers, commuter kitchen, etc.)
          (2) Late-night restaurants and cafes including a restaurant connected to a 24-hour study lounge
          (3) More diverse food offerings including healthy low-cost places to eat
          (4) Interior dining seating at the Grove Café
          (5) Additional indoor and outdoor dining seating
          (6) Grocery store in the Price Center
          (7) Expanded General Store at the Student Center
          (8) Convenient retail services (such as a full-service bank, hair stylist, etc.)
          (9) Expansion of Soft Reserves and Lecture Notes
          (10) expanded full-service post office
          (11) 84 additional student organization offices and a student organization resource center
          (12) Renovation of student organization offices at the Student Center
          (13) Additional student event and programming space
          (14) More social lounge spaces
          (15) Face lift to the exterior of the Student Center including more and improved lighting
          (16) Student-run Recruitment & Retention Center

(b) Statement of Conditions:
   (1) The fee will not be collected until the facilities are completed and open to students, and is estimated to begin 2007.
(2) The fee will be an addition to the existing University Centers fee, and shall cover the costs associated with constructing, operating, and maintaining the facilities.
(3) A Building Advisory Committee, overseeing the planning, design, and construction of the expanded facility, shall have at least 2/3 students and shall be co-chaired by a student.
(4) Final design of the expansion/renovation shall be approved by the Building Advisory Committee. AS, GSA and the University Centers Advisory Board (UCAB) shall have the opportunity to comment on the final design.
(5) UCAB, which is comprised of a majority of student voting members, shall oversee the space allocation, general use policy, rent assessments, custodial standards, capital improvements, maintenance, purchase of equipment, and hours of operation for the facility.
(6) The Chancellor has committed all the funds necessary for the relocation of the UCSD police station to make room for an expanded Price Center.
(7) The Chancellor has committed all the funds necessary for the construction of a new and permanent Cross Cultural Center to be incorporated into the Price Center expansion site.
(8) Student Affairs has committed all the funds necessary for the relocation of the Office of Religious Affairs to an expanded Price Center.
(9) Any fundraising specific to the University Centers beyond the commitment of campus funds may be applied to the reduction of the fee subject to approval by UCAB.
(10) Expansion of the Price Center will be approximately 60,000 to 85,000 gross square feet of indoor space (about half the size of the current Price Center).
(11) Expansion of the Student Center will be approximately 10,000 to 15,000 gross square feet of indoor space.
(12) The University Centers fee shall be assessed to summer students beginning in Fall 2007.
(13) Increase of the fee shall not be made without an affirmative vote by a student fee referendum held in accordance with the policy on Procedures for Student Consultation, in the Planning, Construction and Operation of Student Fee-Funded Facilities (section 18.14 of the Policies and Procedures Applying to Student Activities).

(2) PULSE Referendum (as passed by the students of UC San Diego April 13th 2007):
Do you approve an increase in the Associated Students Campus Activity Fee by $7.00 per student per quarter effective Fall Quarter 2007 to support student promoted retention and access programs.
These programs provide academic and social support for UCSD students as well as opportunities for leadership development through community involvement.
29% of this fee increase will return to local need based financial aid.
The remainder of this fee increase will be allocated to the Associated Students, who must administer this fee increase in the following manner:
43% of this fee increase will be used exclusively for the creation, maintenance and operating budget of the Student Promoted Access Center for Education and Service (SPACES).
14% of this fee increase will be used exclusively by the Associated Students commission on retention currently known as the Academic Success Program (ASP).
14% of this fee increase will be used exclusively by the Associated Students commission on access, outreach, and academic preparation currently known as the Student Initiated Outreach and Recruitment Commission (SIORC).
The current Associated Student Campus Activity Fee is $21 per student per quarter.

(3) Voting Numbers
   (a) Total Number of AS Election Votes: 4,715 (22.3863%)
   (b) Total Number of YES Votes: 2,643 (56%)
   (c) Total Number of NO Votes: 1,725 (36.6%)
   (d) Total Number of Abstentions (skipped votes): 347 (7.4%)
   (e) Total Number of YES & NO Votes: 4,368 (92.6%)

(4) Revenue Account & Rollover Allocation
   (a) Unused funding designated for SPACES, ASP and SIAPS shall roll over each year to be used by SPACES, ASP and SIAPS.

1. Amendments to the SPACES Charter
   (1) Amendments to the charter shall be done by a 2/3 vote of the SPACES Board of Directors.

§2.5. Student-Initiated Access Programs and Services (SIAPS)
   (a) Mission: SIAPS serves to encourage and support creative student-initiated programs and services that increase access to higher education for historically underrepresented and underserved students. Through affirming identities, developing academic success, and providing resources, SIAPS shall empower students to create profound changes in their communities and in the world. SIAPS is committed to supporting all student efforts that match this purpose at the University of California, San Diego.
   (b) 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 incorporation with the ASUCSD. This charter outlines the working relationship SIORC and ASUCSD will have from 2002 onward.
   In the Spring of 2007, the member organizations of the Student Affirmative Action Committee (SAAC), Student Initiated Access Programs and Services (formerly known as Student Initiated Outreach and Recruitment Commission) and the Academic Success
Program, banded together to support student initiated retention and access to higher education efforts. Dwindling state funding and the impending opening of a student run access and retention center prompted students to take matters into their own hands. The PULSE Referendum (Promoting Understanding and Learning through Service and Education) was approved by a majority of the student body in order to secure funding for SIAPS, ASP and SPACES.

(c) Membership: The membership of the Student-Initiated Access Programs and Services (SIAPS) shall be comprised only of registered UCSD students.

(d) Terms of Office
(1) Terms of office shall begin sixth week of spring quarter and end tenth week, spring quarter, of the following year.

(e) General Duties
(1) 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 SIAPS and its decisions.

(f) Composition
(1) Committee Structure
   (a) Steering Component
   (b) CORE Component
   (c) Affiliate Component
   (d) Administrative Component
   (e) Support Component

(2) Steering Component. The Steering Component shall consist of the following appointed positions:
   (a) (2) Co-Directors:
      (1) Shall coordinate meeting space and time for all meetings of SIAPS and SPACES, including regular meetings and grant workshops according to the guidelines as specified with in this document.
      (2) Shall coordinate the internal workings of the SIAPS Steering Committee and SPACES BOD, by ensuring adequate and effective communication between members, and maintaining timelines of SIAPS and SPACES.
      (3) Shall act as the contact person on all SIAPS and SPACES matters, with proper delegation of matters to appropriate members.
      (4) Shall maintain attendance records at all meetings of SIAPS and SPACES and ensure that all SIAPS and SPACES meetings run accordingly.
      (5) Shall serve as the liaison to student-initiated access efforts at the statewide level and Student-Initiated Academic Preparation Coalition.
      (6) Shall develop and maintain relationships with other existing UC committees allocating UCOP money.
      (7) Shall update SIAPS & SPACES on all changes and developments with student-initiated access on a monthly basis.
      (8) Shall work with the (2) Co-Finance Coordinators in developing a larger funding pool and participate in local, state and federal lobbying efforts.
      (9) Shall act as the direct liaison to faculty, administration, and departments in all SIAPS & SPACES matters.
(10) Shall be responsible for submitting UCSD’s data for the Student Academic Preparation and Educational Partnership (SAPEP) Annual Report and to UC Student–Initiated Academic Preparation Annual Advocacy Report.

(b) (2) Co-Finance Coordinators:

(1) Shall oversee and chair the funding and allocation process as outlined in Article VI, Section 1.

(2) Shall coordinate the meeting times for the funding and allocation process which includes requesting organization’s presentation as outlined in Article VI, Section 2.

(3) Shall act as the direct liaison with the Associated Students Business Office.

(4) Shall follow-up on the allocation of SIAPS funding once the program has been funded.

(5) Shall handle all necessary financial actions related to the tracking of SIAPS monies or requests by university officials, the University of California Office of the President (UCOP), and the Associated Students Business Office.

(6) Shall produce the end-of-year finance report on SIAPS allocations along with internal affairs—funding allocations.

(7) Shall act as the main contact person for organizations and students who are funded.

(8) Shall ensure that students and organizations access money allocated correctly.

(9) Shall produce the end of the year finance report on SIAPS allocations with internal affairs—finance.

(10) Shall oversee all appeals.

(11) Shall oversee the maintenance of SIAPS funding by researching opportunities to increase the overall budget.

(12) 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.

(13) Shall develop and maintain Alumni contacts as to facilitate donations.

(c) Ourstorian

(1) Shall collect and compile archives from all funded recipients including but not limited to funding proposals and program evaluations.

(2) Shall implement an effective system for making archives accessible to student-initiated outreach groups.

(3) Shall record all business and reports in minutes of designated meeting.

(4) Shall collect all material designated for SIAPS archives submitted during all meetings.

(5) Shall oversee the office space for archives.

(6) Shall maintain an archive of all SIAPS activities.

(7) 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.

(d) Organizational Liaison
(1) Shall ensure regular attendance by the CORE organization and follow-up if necessary.
(2) Shall create and maintain an updated contact sheet.
(3) 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.
(4) Shall advise student organizations with the strategies and the logistics to enhance the effectiveness of their outreach.
(5) Shall serve as a liaison between student organizations and SIAPS affiliated communal programs or institutions, to maintain a healthy relationship between the above said parties.

(3) 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:

(a) The Student Affirmative Action Committee (SAAC) organizations.
   Each member shall act as a liaison between her/his SAAC org and SIAPS:
   (1) Black Student Union (BSU)
   (2) Asian Pacific-Islander Student Alliance (APSA)
   (3) Kaibigang Pilipino (KP)
   (4) Movimiento Estudiantil Chicano de Aztlan (MEChA)
   (5) Queer People of Color (QPOC)

(b) Other Campus Organizations. Each member shall act as a liaison between her/his organization and SIORC. Failure to attend 70% of SIAPS meetings for two quarters shall result in ‘CORE’ status being replaced with ‘Affiliate’ status.

(4) Affiliate Component.
The Affiliate Committee is open to elected representatives from:
(a) Any Center for Student Involvement organization
(b) The 6 Colleges
(c) Organizations requesting Affiliate status shall submit an application and constitution. SIAPS shall vote to award Affiliate status based on the organization demonstrating an unmet need in their target community. Affiliates are nonvoting members. The affiliate organization must endure a three quarter evaluation with the SIAPS Steering Committee in which the organization will attempt to prove its commitment to the mission of SIAPS. At the end of the affiliate organization’s three quarter evaluation process, the SIAPS Steering Committee shall decide to either accept to the organization the CORE status or defer the organization for another three quarter evaluation process.

(5) 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 SIAPS funded outreach programs with those administratively run programs already in existence.
(a) 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 SIAPS regarding
applications, yield on effort, admissions, and graduation rates. The administration will encourage coordination between programs housed under SIAPS and other on-campus recruitment services and programs.

(b) Composition - The Administrative Committee shall be comprised of individuals with skills and expertise that can enhance the work and support of SIAPS and should come from but not be limited from the following office:

(1) Office of Academic Support and Instructional Support
(2) TRIO
(3) Early Academic Outreach Program
(4) Campus Community Centers (Cross Cultural Center, Women’s Center, Lesbian Gay Bisexual Transgender Resource Center)
(5) Chicano/a and Latino/a Arts and Humanities
(6) African-American Studies Minor
(7) Office of the Vice Chancellor of Student Affairs
(8) Office of Admissions and Relations with Schools
(9) Center for Research in Educational Excellence in Teacher Education

(c) 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.

(d) Appointees - The appointees from each of the offices must meet the following criteria:

(1) Be familiar and sensitive to the issues addressed by SIAPS
(2) Have experience working with the student population.

(e) Responsibilities – The appointees from each administrative office:

(1) Shall act at the liaison between SIAPS and administrative offices
(2) Shall be responsible for attending monthly meetings with SIAPS.
(3) Shall be responsible for submitting to their respective offices an update based on information obtained at the monthly AS/SIAPS/Administration meetings

(f) Voting Rights – The appointees from each office will have non-voting status. Also, the appointees can attend any SIAPS meeting, except when deemed closed by the Steering Committee.

(6) Support Component

(a) SIAPS 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:

(1) To attend monthly administration committee meetings
(2) To act as a resource from both programming and theoretical frameworks
(3) To provide diversity support to students conducting and implementing student-initiated outreach programs

(g) Appointment of Co-Director

(1) Selection Committee – The SIAPS Selection Committee shall be chaired by the outgoing SPACES Board of Directors consisting of:

(a) The Asian Pacific-Islander Student Alliance (APSA) Chair;
(b) The Black Student Union (BSU) Chair;
(c) Kaibigang Pilipino (KP) Chair;
(d) Movimiento Estudiantil Chicana y Chicano de Aztlan (MEChA) Chair;
(e) Queer People of Color (QPOC) Chair;
(f) Associate Vice President of Diversity
(g) Student Affirmative Action Committee Chair
(h) AS President (ex-officio/non-voting)

(2) Appointment Rules
(a) There shall be one regular appointment period each academic year.
(b) The appointment process shall be completed by seventh week of spring quarter.
(c) All appointments shall be officially submitted for approval by the Associated
    Student Council no later than 7th week Spring quarter.

(h) Appointment of SIAPS Steering Committee Members
(1) The SIAPS Co-directors shall appoint the rest of the SIAPS Steering Committee no
    later than 10th Week.
(a) Application Rules
    (1) Applications shall be available campus-wide beginning 3rd week through
        7th week of spring quarter.
    (2) Modifications to the application shall be approved by ¾ of the outgoing
        Steering Committee quorum.
    (3) Applicants may apply for up to 2 positions.
    (4) All applications are to be turned in to the SPACES Board of Directors.

(i) Multiple Terms
(1) SIAPS members may serve up to two terms. Intended returning SIAPS members
    must reapply according to appointment process outlined in Article V, Section 5.

(j) Impeachment
(1) Terms for Removal
    (a) Any SIAPS member may be removed if (s) he violates the SIAPS Constitution.
    (b) Removal must be approved by ¾ of SIAPSquorum and 2/3 of the Associated
        Students Council.

(k) Vacancies
(1) In the event of any vacancy, the steering committee shall be responsible for the
    reappointment of the position.

(l) Meeting and Quorum
(1) Regular Meetings
    (a) The SIAPS Steering Committee shall comprised of the CORE Component and
        the Steering Component, which shall meet every odd week of the quarter to vote
        on funding proposals and conduct regular businesses.
    (b) The Steering Component shall meet with the Access Council every even week
        of the quarter, excluding the summer quarter.
    (c) The Access Council shall be comprised of the SIAPS Steering Component,
        SIAPS CORE Component (SIAPS Representative), and an additional
        representative from each CORE Organization. A minimum of two
        representatives are required to be present at the Access Council.
    (d) The Steering Component shall meet with the Administrative Component outside
        of the regularly designated meeting time and place once a month.
(e) All meeting times and locations shall be scheduled by the Co-Directors, and agreed upon by all committee members.
(f) Meeting times shall be scheduled during the 1st and 10th weeks of each quarter.
(g) All meetings can be adjourned and reconvened at a different time with a simple majority vote of SIAPS members present at the meeting.

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 Co-Directors to notify members of the date, time, and location of the meeting.

3) Closed Meetings
(a) All regular committee meetings for Steering and CORE Components on SIAPS shall be open meeting, unless otherwise specified by SIAPS.
(b) Closed meetings can be designated and conducted by a unanimous vote of Steering and CORE SIAPS members.
(c) Closed meetings may be held to discuss financial and personnel matters only.

4) Quorum
(a) Quorum is defined as 50% plus one of the SIAPS 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.

5) Voting
(a) All decisions made by SIAPS, unless otherwise specified, shall be approved by a 50% + 1.
(b) The SIAPS Co-Directors shall receive one vote and the SIAPS Co-Finance Coordinators shall receive one vote and each CORE Component member shall have one vote.
(c) Organization may send proxy with notification to the Steering Committee.

6) Agenda
(a) The Co-Directors shall prepare agendas for SIAPS and SPACES meetings.
(b) Agenda shall be submitted via email by the scheduled co-chairs for committee modification at least one (1) day prior to committee meetings.
(c) The Archives Coordinator shall record all business and reports in minutes of designated meeting.
(d) The Archives Coordinator shall also collect all material designated for SIAPS archives submitted during meeting.
(e) Agenda items can be added or subtracted at the discretion of committee members.
(f) Final approval of the agenda shall be made at the beginning of each regular meeting.
(g) Appeals, hearings, removals, and reappointment shall be conducted as a part of regular meeting agendas.
(h) At the end of each meeting, the Steering Component shall select the co-chairs for the following meeting.

(7) Attendance
(a) Attendance is maintained by the Organizational Liaison at the beginning and end of each SIAPS Steering Committee and Access Council meeting.
(b) Attendance is defined as presence within the first ten minutes of the meeting and throughout the duration of the meeting.
(c) Attendance at SIAPS meetings is mandatory. If the CORE organization’s representative cannot make the meeting, it is the organization’s responsibility to find someone to represent the organization.
(d) In the event that any SIAPS member is absent from 2 SIAPS meetings within a quarter, the Organizational Liaison shall propose to SIAPS Steering Committee that the organization shall lose its’ voting right and potential 25% cut based off previous year’s budget if deemed appropriate by the SIAPS Steering Committee.
(e) In order to regain voting status, the organization must endure a 10 weeks evaluation procedure with the SIAPS Steering Committee in which the organization will attempt to prove its commitment to the mission of SIAPS.

(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.

(m) SIAPS Funding Guidelines
(1) SIAPS General Funding and Allocation Process for all organizations
(a) The application for SIAPS Fund shall be created with input from the incoming and outgoing SIAPS committee by the end of each Spring Quarter.
(b) The SIAPS application shall be made available for distribution of funding for the following quarter.
(c) After SIAPS applications are collected by the SIAPS Co-Finance Coordinators, the requesting organization shall do a presentation to the SIAPS Steering Committee and shall be notified at the next SIAPS Steering Committee meeting.
(d) All allocations shall be approved by a 50%+1 vote of the SIAPS Steering Committee. In the situation where a 50%+1 vote cannot be reached by the time limit specified, the allocation decision may be passed on a majority vote.
(e) Upon approval from the SIAPS Steering Committee, the UCSD SIAPS Budget Worksheet shall be submitted to the Associated Student Vice President Finance and Resource for final approval and allocation of fund to the requesting organization.
(f) Limited funding shall be allocated for the following:
(1) Scholarship  
(2) Salaries  
(3) T-shirts  

(2) SIAPS Additional Funding and Allocation Process for CORE organizations  
(a) The funding process for CORE organizations shall follow the General Funding Process in Article VI. Section I.  
(b) In addition, the requesting CORE organizations shall submit an annual proposal and budget for all three academic quarters, detailing the organizations’ yearlong programs by the fifth week of Fall Quarter.  
(c) Allocation of the funding shall be given on a quarterly basis.  
(d) A quarterly report must be submitted by the CORE organizations by the Friday of 9th week of each academic quarter. Failure to do so shall result in the organization losing $100 from their allocation each week the report is not submitted.  

(3) General Program Guidelines  
(a) The program, activity, or service shall be entirely student-initiated, student-run, and focus on increasing access to higher education to educationally disadvantaged students.  
(b) Activities must include academic preparation efforts that contribute to increasing the academic achievement of educationally and or economically disadvantaged students to encourage achieving eligibility for college and university admission.  
(c) Activities shall focus on the mentorship of junior high, high school, and community college students from underserved schools.  
(d) Applicants shall collaborate and maintain communication with the SIAPS Access Council to coordinate activities to optimize the value of student led efforts.  
(e) Activities shall include a framework for accountability, both financial and programmatic, that adheres to the University policies and procedures.  
(1) Program must include the following elements:  
   (i) A-G requirements  
   (ii) Study Skills  
   (iii) College Application Process  
   (iv) Choosing a College and Major  
   (v) Financial Aid  
   (vi) College Experience  
(2) Programs should utilize the resources of the following UCSD organizations:  
   (i) SPACES  
   (ii) Cross Cultural Center  
   (iii) LGBT Resource Center  
   (iv) Women’s Center  
   (v) OASIS  
   (vi) Office of Admission and Relations with Schools  
(f) Activities reports must include an evaluation, the results of which will be included in UC San Diego SIAPS annual report that is submitted to the
Associated Students UCSD, Vice Chancellor Student Affairs, UC Office of the President, and the State Legislature.

(g) 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 students
   (12) Are or will be non-traditional student (Veteran, Returning…)
   (13) Are disabled students

(h) Failure to abide by SIAPS General Program Guidelines shall result in a full refund of the originally allocated funding

(i) Things that should be taken into consideration by the requesting organization:
   (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.

(4) 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 Finance Coordinator at least two weeks prior to the event(s).

(n) SIAPS Monies
   (1) General Operating Budget
      (a) The annual operating budget of SIAPS 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.

(o) Amendments
   (1) A two-thirds (2/3) vote of the A.S. Council is necessary to ratify this Charter.
   (2) A two-thirds (2/3) vote of A.S. Council shall be necessary to amend this Charter.

§2.6. Academic Success Program (ASP)
(a) Mission: ASP is a student-initiated and student-run service that functions to increase the retention rates of University of California, San Diego undergraduates. In particular, we strive to serve educationally disadvantaged student populations. ASP is committed to providing free retention program and services that help undergraduates financially, socially, and academically.

(b) History: In Fall of 1997, a group of students at the University of California, San Diego created a student initiated and student-run retention program called the Academic Success Program (ASP). Through collective action and a fee referendum, these students were able to secure funding for ASP. However, this funding was not locked in and was continually cut throughout the years. Fortunately in Spring 2007, the member organization of the Student Affirmative Action Committee (SAAC), Student Initiated Access Programs and Services (formerly known as Student Initiated Outreach and Recruitment Commission) and the Academic Success Program, banded together to support student initiated retention and access to higher education. ASP was able to secure funding through the passage of the Promoting Understanding and Learning through Service and Education (PULSE) referendum. As the ASUCSD commission for retention, ASP was created to allocate these funds. Along with secured funding, through PULSE and generations of students who have dedicated their time, effort and love to the student movement, Student Promoted Access Center for Education and Service (SPACES) was created, which is the first and only student-initiated and student- recruitment and retention center at UCSD. Together with SIAPS, ASP carries out the mission statement of SPACES of encompassing equal access to higher education, undergraduateretention and graduation, and matriculation to graduate and professional schools.

(c) Membership
(1) The membership of the Academic Success Program (ASP) shall be comprised only of registered UCSD students.

(d) Terms of Office
(1) Terms of office shall begin sixth week of Spring quarter and end tenth week, Spring quarter of the following year.

(e) General Duties
(1) Each member shall produce an end-of-the-year report detailing his or her activity for the year.
(2) Each Steering Committee member shall share equal responsibility in the operation of ASP and its decisions.

(f) Composition
(1) Organizational Structure
(a) Steering Component
(b) CORE Component
(c) Affiliate Component
(d) Administrative Component
(d) Steering Committee
(f) Retention Council
(2) Steering Component
(a) (2) Co-Directors
(1) Shall coordinate meeting space and time for all meetings of ASP and SPACES, including regular meetings according to the guidelines as specified within this document.

(2) Shall coordinate the internal workings of the ASP Steering Committee and SPACES Board of Directors (BOD), by ensuring adequate and effective communication between members, and maintaining timelines of ASP and SPACES.

(3) Shall act as the contact person on all ASP and SPACES matters, with proper delegation of matters to appropriate members.

(4) Shall maintain attendance records at all meetings of ASP and SPACES and ensure that all ASP and SPACES meetings run accordingly.

(5) Shall serve as the liaison to the student-initiated retention efforts at the statewide level.

(6) Shall develop and maintain relationships with other existing UC committees allocating University of California Office of President (UCOP) money.

(7) Shall update ASP and SPACES on all changes and developments with student-initiated retention on a monthly basis.

(8) Shall act as the direct liaison to faculty, administration, and departments in all ASP and SPACES matters.

(9) Shall be responsible for the appointment and supervising of the ASP Steering Committee.

(b) (2) Co-Finance Coordinators

(1) Shall be responsible for the planning of the annual budget.

(2) Shall oversee and chair the funding and allocation process as outlined in Article VI, Section 1.

(3) Shall coordinate the meeting times for the funding and allocation process which, includes requesting organizations’ presentation as outlined in Article VI, Section 2.

(4) Shall act as the direct liaison with the Associated Students Business Office.

(5) Shall follow-up on the allocation of ASP funding once the program has been funded.

(6) Shall handle all necessary financial actions related to the tracking of ASP monies or requests by university officials, the University of California Office of the President (UCOP) and the Associated Students Business Office.

(7) Shall produce the end-of-the-year finance report on ASP allocations along with internal affairs – funding allocations.

(8) Shall oversee all appeals.

(9) Shall oversee the maintenance of ASP funding by researching opportunities to increase the overall budget.

(10) Shall work closely with Community/State Liaison to develop potential funding sources in the community and the university as well as aid in lobbying efforts to increase funds.

(11) Shall develop and maintain Alumni contacts to facilitate donations.

(c) Ourstorian
(1) Shall collect and compile archives from all funded recipients including but not limited to funding proposals and program evaluations.
(2) Shall implement an effective system for making archives accessible to student initiate retention groups.
(3) Shall record all business and reports in minutes of designated meetings.
(4) Shall collect all material designated for ASP archives submitted during all meetings.
(5) Shall oversee the office space for archives.
(6) Shall maintain an archive of all ASP activities.
(7) Shall research and maintain an archive of possible organizations within UCSD, the community, and the neighborhood schools which attempt to improve the retention and graduation rates of educationally disadvantage students in institutions of higher education.

(d) Organizational Liaison
(1) Shall maintain attendance of Steering and CORE Component members at all meetings.
(2) Shall ensure regular attendance by the CORE organizations and follow-up if necessary.
(3) Shall create and maintain an updated contact sheet of all members within each component of ASP’s organizational structure.
(4) Shall assist student organizations with the process of visualizing and constructing creative ideas or methods to retain underrepresented students within higher education.
(5) Shall advise student organizations with the strategies and the logistics to enhance the effectiveness of their retention projects.
(6) Shall serve as a liaison between student organizations and ASP affiliated communal programs or institutions, to maintain a healthy relationship between the above said parties.

(e) Project Interns
(1) Shall be responsible for the implementation and evaluation of ASP’s own retention projects.
(2) Shall recruit volunteers to help with the planning and organizing of ASP’s projects.
(3) Shall oversee the delegation of responsibilities and tasks to volunteers.

(3) CORE (Community Organizations for Retention and Empowerment) Component.
(a) The CORE Component shall consist of elected representatives from the following organizations that have exhibited a traditional interest and dedication to retention of educationally disadvantaged students:
(b) The following Student Affirmative Action Committee (SAAC) organizations
(1) Asian Pacific-Islander Student Alliance (APSA)
(2) Black Student Union (BSU)
(3) Kaibigang Pilipino (KP)
(4) Movimiento Estudiantil Chicana y Chicano de Aztlan (MEChA)
(5) Queer People of Color (QPOC)
(c) Other Campus Organizations
(1) Each representative shall act as a liaison between her/his organization and ASP. Failure to attend seventy-percent (70%) of ASP meetings for two quarters shall result in ‘CORE’ status being replaced with ‘Affiliate’ status. As a requirement of ‘CORE’ status, organizations must submit quarterly and yearly reports about their retention programs.

(4) Affiliate Component
(a) The Affiliate Component is open to elected representatives from:
(b) Any Center for Student Involvement (CSI) organization
(c) Any of the UCSD colleges
(d) Organizations requesting ‘Affiliate’ status shall submit an application and constitution. The ASP Steering Committee shall vote to award Affiliate status based on the organizations demonstrating an unmet need in their target community. Affiliates are non-voting members. The affiliate organization must endure a three quarter evaluation with the ASP Steering Committee in which the organization will attempt to prove its commitment to the mission of ASP. Affiliates must attend seventy-percent (70%) of ASP meetings for three consecutive quarters. At the end of the affiliate organization’s three quarter evaluation process, the ASP Steering Committee shall decide to either accept the organization as ‘CORE’ status or defer the organization for another three quarter evaluation process.

(5) Administrative Component
(a) This component shall be an ex-officio committee of appointees from administrative offices on-campus that will ensure that student-initiated retention services are targeted but not limited to educationally disadvantaged students (refer to Article VI, Section 3). The committee will make recommendations to ASP on how they can help these underserved populations and serve to avoid the overlapping of ASP funded retention programs with those administratively ran programs already in existence.
(b) Administrative Support – In support of student-initiated and student-run programs addressing student recruitment efforts, the UCSD administration will share information and data with ASP regarding applications, yield on effort, admissions, retention, and graduation rates. The administration will encourage coordination between programs housed under ASP and other on-campus retention services and programs.
(c) Composition – The Administrative Committee shall be comprised of administrators appointed from the following University bodies who will then update each of the departments on the current activities and programs working within the committee:
   (1) Office of Academic Support and Instructional Services (OASIS)
   (2) Office of Admissions and Relations with Schools
   (3) Office of the Vice Chancellor of Student Affairs
   (4) Academic Deans of the UCSD colleges
   (5) Any other interested University Bodies approved by ASP Co-Directors
(d) Responsibilities – The appointees from each administrative office:
   (1) Shall act as a liaison between ASP and administrative offices
   (2) Shall be responsible for attending monthly meetings with ASP
(3) Shall be responsible for submitting to their respective offices an update based on information obtained from monthly meetings.

(6) Steering Committee
   (a) The ASP Steering Committee shall be the governing body which conducts regular business of the commission. Members shall uphold accountability of all retention projects funded under ASP, while ensuring the missions of ASP and SPACES are carried out
      (1) ASP Steering Component
      (2) ASP CORE Component (ASP Representative)

(7) Retention Council
   (a) The Retention Council shall serve as a venue for planning, troubleshooting, and evaluating existing retention projects. Members shall work collaboratively to visualize and construct creative ideas and/or methods to retain educationally disadvantaged students within higher education.
      (1) ASP Steering Component
      (2) ASP CORE (ASP Representative)
      (3) An additional representative from each CORE organization

(g) Appointment of ASP Co-Directors
(1) Selection Committee
   (a) The ASP Selection Committee shall be chaired by the outgoing SPACES Board of Directors, each member having one vote, consisting of:
      (1) Asian Pacific-Islander Student Alliance (APSA) Chair;
      (2) Black Student Union (BSU) Chair;
      (3) Kaibigang Pilipino (KP) Chair;
      (4) Movimiento Estudiantil Chicana y Chicano de Aztlan (MEChA) Chair;
      (5) Queer People of Color (QPOC) Chair;
      (6) Associated Students Associate Vice President of Diversity Affairs;
      (7) Student Affirmative Action Committee (SAAC) Chair;
      (8) An Academic Success Program (ASP) Co-director;
      (9) An Student-Initiated Access Programs and Services (SIAPS) Co-chair;
      (10) Associated Students President (ex-officio/non-voting);

   (2) Appointment Rules
      (a) There shall be one regular appointment period each year.
      (b) The appointment process shall be completed by seventh week of Spring quarter.
      (c) All appointments shall be officially submitted for approval by the Associated Student Council no later than seventh week of Spring quarter.

(h) Appointment of ASP Steering Component Members
(1) The ASP Co-directors shall appoint the rest of the ASP Steering Committee no later than tenth week of Spring quarter.

(2) Appointment Rules
   (a) Applications shall be available campus-wide beginning third week through seventh week of Spring quarter.
   (b) Modifications to the application shall be approved by three-fourths (3/4) of the outgoing Steering Committee quorum.
   (c) Applicants may apply for up to two positions.
   (d) All applications are to be turned in to the SPACES Board of Directors.
(i) Multiple Terms
(1) ASP members may serve up to two terms. Intended returning ASP members must reapply according to the appointment process as outlined in Article V, Sections 5-6.

(j) Impeachment
(1) Terms for Removal
(a) Any ASP member may be removed if (s)he violates the ASP Charter.
(b) Recommendations for removal of any ASP member may be submitted to the respective governing body overseeing the removal process.
(c) SPACES Board of Directors shall initiate and oversee the removal of ASP Co-Directors.
(d) ASP Co-Directors shall initiate and oversee the removal of ASP Steering Component members.
(e) Removal must be approved by three-fourths (3/4) of ASP quorum and two-thirds (2/3) of the Associated Students Council.

(k) Meetings and Quorum
(1) Regular Meetings
(a) The ASP Steering Component shall meet every odd week of the quarter, excluding the summer quarter, to vote on funding proposals and conduct regular business.
(b) The Retention Council shall meet every even week of the quarter, excluding the summer quarter. A minimum of two representatives from each CORE organization are required to be present at the Retention Council meetings.
(c) The Steering Committee shall meet with the Administrative Component outside of the regularly designated meeting time and take place once a month.
(d) All meeting times and location shall be scheduled by the ASP Co-Directors, and agreed upon by all committee members.
(e) Meeting times shall be scheduled during the first and tenth weeks of each quarter.
(f) All meetings can be adjourned and reconvened at a different time with a simple majority vote of ASP members present at one.

(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 ASP Co-Directors to notify members of the date, time, and location of the meeting.

(3) Closed Meetings
(a) All regular committee meetings for Steering and CORE Components on ASP shall be open meetings, unless otherwise specified by ASP.
(b) Closed meetings can be designated by a unanimous vote of the ASP Steering and CORE Component members.

(c) Closed meetings may be held to discuss financial and personnel matter only.

(4) Quorum
(a) Quorum is defined as fifty-percent plus one (50% + 1) of the ASP voting members (refer to Article V, Section 5) required to be at that meeting.
(b) Business may not be conducted without the presence of the quorum.
(c) The Organizational Liaison shall verify the presence or absence of quorum throughout the meeting.

(5) Voting
(a) All decisions made by ASP, unless otherwise specified, shall be approved by a fifty-percent plus one (50% + 1) vote.
(b) The ASP Co-Directors shall receive one vote and the ASP Co-Finance Coordinators shall receive one vote.
(c) Each CORE Component member shall have one vote.
(d) Organizations may send a proxy with notification to the Steering Committee.

(6) Agenda
(a) The ASP Co-Directors shall prepare agendas for ASP and SPACES meetings.
(b) Agenda shall be submitted via email by the scheduled co-chairs for committee modification at least one day prior to committee meetings.
(c) The Ourstorian shall record all business and reports in minutes of the ASP-related meetings, unless otherwise specified.
(d) The Ourstorian shall also collect all material designated for ASP archives submitted during the meeting.
(e) Agenda items can be added or subtracted at the discretion of committee members.
(f) Final approval of the agenda shall be made at the beginning of each regular meeting.
(g) Appeals, hearings, removals, and reappointment shall be conducted as a part of the regular meeting agenda.
(h) At the end of each meeting, the Steering Component shall select the co-chairs for the following meeting.

(7) Attendance
(a) Attendance is maintained by the Organizational Liaison at the beginning and end of each ASP Steering Committee and Retention Council meeting.
(b) Attendance is defined as presence within the first ten minutes of the meeting and throughout the duration of the meeting.
(c) Attendance to ASP meetings is mandatory. If the CORE organization’s representative cannot make the meeting, it is the organization’s responsibility to find an alternate to represent the organization.
(d) In the event that any ASP member is absent from 2 ASP meetings within a quarter, the Organizational Liaison shall propose to ASP Steering Committee that the organization shall lose its voting right and potential 25% cut based off previous year’s budget if deemed appropriate by the ASP Steering Committee.
(e) In extreme situations, absences shall be excused at the discretion of the ASP Co-Director.
(I) Funding Guidelines

(1) ASP General Funding and Allocation Process for All Organizations
   (a) The application for ASP Funding shall be created with input from the incoming and outgoing ASP committee by the end of each Spring quarter.
   (b) The ASP application shall always be made available for distribution each quarter for funding for the following quarter.
   (c) After ASP applications are collected by the ASP Co-Finance Coordinators, the requesting organization shall do a presentation to the ASP Steering Committee and shall be notified at the next ASP Steering Committee meeting.
   (d) All allocations shall be approved by a 50% + 1 vote of the ASP Steering Committee. In the situation where a 50% + 1 cannot be reached by the time limit specified, the allocation decision may be passed on a majority vote.
   (e) Upon approval from the ASP Steering Committee, the UCSD ASP Budget Worksheet shall be submitted to the Associated Student Vice President Finance and Resource for final approval and allocation of funding to the requesting organization.

(2) ASP Additional Funding and Allocation Process for CORE organizations
   (a) The funding process for CORE organizations shall follow the General Funding Process as outlined in Article VI, Section 1.
   (b) In addition, the requesting CORE organizations shall submit an annual proposal and budget for all three academic quarters, detailing the organizations’ yearlong programs by the fifth week of Fall Quarter.
   (c) Allocation of the funding shall be given on a quarterly basis.
   (d) A quarterly report must be submitted by the CORE organizations by the Friday of ninth week of each academic quarter. Failure to do shall result in the organization losing 10% of their allocated funds each week the report is not submitted.

(3) General Program Guidelines
   (a) The program, activity, or service shall be entirely student-initiated, student-run, and focus on increasing retention among educationally disadvantaged students in higher education.
   (b) Applicants shall collaborate and maintain communication with the ASP Retention Council to coordinate activities to optimize the value of student led efforts.
   (c) Activities shall include a framework for accountability, both financial and programmatic, that adheres to the University policies and procedures.
   (d) Programs should utilize the resources of the following UCSD organizations:
      1) SPACES
      2) Cross-Cultural Center
      3) LGBT Resource Center
      4) Women’s Center
      5) OASIS
   (e) Activities’ reports must include an evaluation, the results of which will be included in the UC San Diego ASP annual report that is submitted to the Associated Students UCSD, Vice Chancellor of Student Affairs, UC Office of the President, and the State Legislature.
(f) Educationally disadvantaged students include those who:
   (1) Lack materials
   (2) Lacked college preparedness
   (3) Attended schools with low per pupil expenditure
   (4) Attended schools who historically discriminate through tracking
   (5) Are Socio-economically disadvantaged
   (6) Lack cultural resources to provide multicultural curriculums
   (7) Are first-generation college students
   (8) Are non-traditional students (Veteran, Returning…)
   (9) Are disabled students

(g) Failure to abide by ASP General Program Guidelines shall result in a full refund of the originally allocated funding

(h) Things that should be taken into consideration by the requesting organization:
   (1) Perceived effectiveness of proposed program relative to existing student-initiated retention efforts.
   (2) Collaboration with other existing programs, but no duplication.
   (3) Potential efficiency and creative use of funds.
   (4) Likelihood that proposed programs will accomplish objectives if funded.

(4) Appeals
   (a) Appeals for more funding:
      (1) Request for additional funding shall not be accepted under any circumstances unless there is a technical error on the part of the committee.
   (b) Funds for the distribution 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 one of the Co-Finance Coordinators at least two weeks prior to the event(s).

(m) ASP Monies
   (1) General Operating Budget
      (a) The annual operating budget of ASP 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.

(n) Amendments
   (1) A two-thirds (2/3) vote of the A.S. Council is necessary to ratify this Charter.
   (2) A two-thirds (2/3) vote of the A.S. Council is necessary to amend this Charter.

Chapter 3. Athletic Relations
§3.1. Office of Athletic Relations
(a) Appointment of the Associate Vice-President Athletic Relations
   (1) Whenever the Vice-President Student Life desires to appoint the Associate Vice-President Athletic Relations, the Vice-President Student Life shall convene a Special Committee to Select the Associate Vice-President Athletic Relations.
   (2) The membership of the committee shall consist of
      (a) the Vice-President Student Life, or designee, who shall chair the committee;
      (b) the Associate Vice-President Athletic Relations at the Vice-President Student Life’s discretion; and
(c) three Senators appointed by the Vice-President Student Life.

(3) The committee shall solicit applications for the position, screen and interview candidates for the position, and make a recommendation to the Vice-President Student Life on the appointment of the Associate Vice-President Athletic Relations. The type and manner of the recommendation shall be specified by the Vice-President Student Life at the first meeting of the committee.

(4) The Vice-President Student Life shall consider the recommendation of the committee and submit a nominee for the position to the Council.

(5) The committee shall dissolve upon the approval of the appointment by the Council.

(6) The Vice-President Student Life is required to execute this appointment process every year during Seventh Week of Spring Quarter unless the incumbent Associate Vice-President Athletic Relations was appointed during or after First Week of that year’s Winter Quarter.

(7) This subsection shall not apply to interim appointments, which the Vice-President Student Life may make without the advice of a committee or the consent of the Council.

(b) Purpose and Mission. The purpose of the Athletics Office shall be to increase the role of Intercollegiate Athletics on campus. The Office shall work to increase on campus spirit, boost attendance at home athletic events, improve the sense of community through athletics, improve athletic awareness on campus and to support the needs of UCSD athletes.

(c) Structure, Powers, and Responsibilities

(1) Associate Vice-President Athletic Relations
   (a) Shall appoint the membership of the Office of Athletic Relations with the consent of the Council
   (b) Shall attend the meetings of the Triton Athletes Council (TAC) and maintain a relationship between TAC and the Council
   (c) Shall have final authority of the finances and decisions of the office
   (d) Shall promote spirit at UCSD through Triton Tide
   (e) Shall promote involvement in UCSD Athletics and Recreation departments

(2) Assistant to the Associate Vice-President Athletic Relations
   (a) Shall manage the office budget
   (b) Shall assist and serve as the representative for the Associate Vice-President Athletic Relations when so directed
   (c) Shall coordinate the staff of the office and arrange meetings

(3) Director of Triton Tide
   (a) The responsibilities of the Director of Triton Tide are described elsewhere in this Chapter.

(4) Director of Development
   (a) Shall work on incorporating athletics events into campus traditions
   (b) Shall develop new campus traditions that center around athletics or recreation

(5) Recreation Liaison
   (a) Shall meet regularly with the UCSD Director of Recreation to observe the status of and report any changes to IM sports, club sports, and recreation classes
   (b) Shall provide student input on these programs

(6) Sports Facilities Liaison
(a) Shall meet regularly with UCSD Director of Sports Facilities to observe the status of and give input on any major and minor projects involving Sports Facilities

§3.2. Triton Tide

(a) Director of Triton Tide

(1) Shall be appointed by the Associate Vice-President Athletic Relations with the consent of the Council

(2) Shall appoint the membership of the Triton Tide Executive Board, except as otherwise provided in this section

(2) Shall be responsible for increasing campus spirit through NCAA athletics

(3) Shall be in charge of Triton Tide and oversee all operations

(4) Shall be responsible for updating the ASUCSD council regarding the events of Triton Tide

(5) Shall be responsible for working with appropriate representatives from Intercollegiate Athletics and college spirit groups to pursue increased attendance at NCAA Athletic Events

(6) Shall work with the Associate Vice-President Athletic Relations to increase Intercollegiate Athletic awareness on campus

(b) Executive Board

(1) Director of Logistics

(a) Shall assist the Director of Triton Tide with the planning and coordination of meetings for Triton Tide

(2) Director of Promotions

(a) Shall develop promotions and giveaways for Triton Tide

(b) Shall work with the Associate Vice-President Athletic Relations and the Associated Students Business Office to order the promotions and giveaways

(3) Director of Advertising

(a) Shall be responsible for finding fellow students to promote athletic events on campus and direct them how to promote events.

(b) Promotion shall include but is not limited to flyer distribution, chalkboard updates, creation and hanging of signs, and updating UCSD athletics signs around campus

(c) Shall advertise Triton Tide events and meetings

(4) Director of Community Relations

(a) Shall develop community involvement with Triton Tide

(b) Shall promote Triton spirit throughout the La Jolla area

(5) College Representatives

(a) One representative from each College shall be appointed by the College Council thereof.

(b) It is strongly recommended that the college representative be a part of their respective college’s spirit crew.

(c) The College Representatives will be responsible for being a link between each individual college, college council, and Triton Tide.

(d) The College Representatives will be responsible for increasing awareness and membership in their respective college.
(e) Shall work with each individual college to promote a college and hold events on the individual college campus to promote athletic events.

(6) Pep Band Representative
   (a) The Pep Band Representative will serve as a liaison between the Pep Band and Triton Tide and will be responsible for getting the Pep Band at specific Triton Tide events.

(7) Cheer Squad Representative
   (a) The Cheer Representative will serve as a liaison between the Cheer Squad and Triton Tide and will be responsible for getting the Cheer Squad at specific Triton Tide events.

(8) At-Large Representative
   (a) Shall be appointed by the Director of Triton Tide

Chapter 4. Concerts And Events (ASCE)
§4.1 Office of Concerts And Events
(a) Appointment of the Associate Vice-President Concerts And Events
   (1) Whenever the Vice-President Student Life desires to appoint the Associate Vice-President Concerts And Events, the Vice-President Student Life shall convene a Special Committee to Select the Associate Vice-President Concerts And Events.
   (2) The membership of the committee shall consist of
      (a) the Vice-President Student Life, or designee, who shall chair the committee;
      (b) the Associate Vice-President Concerts And Events at the Vice-President Student Life’s discretion; and
      (c) three Senators appointed by the Vice-President Student Life.
   (3) The committee shall solicit applications for the position, screen and interview candidates for the position, and make a recommendation to the Vice-President Student Life on the appointment of the Associate Vice-President Concerts And Events. The type and manner of the recommendation shall be specified by the Vice-President Student Life at the first meeting of the committee.
   (4) The Vice-President Student Life shall consider the recommendation of the committee and submit a nominee for the position to the Council.
   (5) The committee shall dissolve upon the approval of the appointment by the Council.
   (6) The Vice-President Student Life is required to execute this appointment process every year during Seventh Week of Spring Quarter unless the incumbent Associate Vice-President Concerts And Events was appointed during or after First Week of that year’s Winter Quarter.
   (7) This subsection shall not apply to interim appointments, which the Vice-President Student Life may make without the advice of a committee or the consent of the Council.

(b) Purpose. The purpose of Associated Students Concerts And Events (ASCE) shall be to provide a variety of concerts and events for the enjoyment, education, and enrichment of the entire campus community. ASCE is dedicated to producing a substantial number of diverse, quality programs including music, comedy, film, dance, speaker, and social events. ASCE shall advise the College Programming Boards on matters of booking and event management practices and shall offer student organizations the opportunity for involvement whenever possible. ASCE creates a learning experience for its members
that aims to benefit the ASUCSD as well as the personal and professional growth of the students involved.

c) Student Staff

(1) Associate Vice-President Concerts And Events
   (a) Shall manage and provide curatorial direction to the Office of Concerts And Events
   (b) Shall appoint and oversee all ASCE staff positions.
   (c) Shall provide regular updates to the Council regarding events.
   (d) Shall have final authority over the finances and programming of the Office of Concerts And Events.

(2) Festivals Coordinator(s)
   (a) Shall coordinate all aspects of FallFest and the Sun God Festival.
   (b) Shall oversee the Sun God Festival committees, delegate committee responsibilities, and appoint committee leads.

(4) Bear Garden Coordinator
   (a) Shall coordinate all aspects of the Bear Garden event series.
   (b) Shall coordinate all logistical aspects of the Senior Sendoff.
   (c) Shall oversee and delegate work to the Bear Garden Assistant

(5) Bear Garden Assistant
   (a) Shall assist in the coordination of the Bear Garden event series.
   (b) Shall assist in the coordination of the Senior Sendoff.
   (c) Shall report to the Bear Garden Coordinator.

(6) Special Events Director
   (a) Shall work to bring additional funds to the Office of Concerts And Events through the coordination of Public Ticket Events.
   (b) Shall work in conjunction with interested individuals and organizations to plan new and diverse programming.
   (c) Shall oversee and delegate work to the Special Event Assistant(s).

(7) Special Events Assistant(s)
   (a) Shall coordinate all ASCE events at The Loft.
   (b) Shall coordinate all aspects of the Fall All Campus Dance.
   (c) Shall attend College Programming Board meetings on a monthly basis, or as needed.
   (d) Shall assist in the coordination, specifically booking, of College Festivals.
   (e) Shall report to the Special Events Director.

(9) Production Assistant(s)
   (a) Shall work with the ASCE Event Manager and ASCE Event Coordinator to assist in all event production.
   (b) Shall meet regularly with the ASCE Event Manager and/or the ASCE Event Coordinator.

(10) Marketing Director
    (a) Shall be responsible for developing marketing plans for all events.
    (b) Shall supervise the creation and design of all graphics for publicity.
    (c) Shall oversee and delegate work to the Marketing Assistant(s) and the Media Liaison.

(11) Marketing Assistant(s)
(a) Shall be responsible for the printing and distribution of all marketing materials.
(b) Shall coordinate “Street Team” efforts on- and off-campus.
(c) Shall report to the Marketing Director.

(12) Media Liaison
(a) Shall be responsible for placing advertising in print media as appropriate.
(b) Shall coordinate with radio stations as appropriate.
(c) Shall research, develop, and maintain relations with local media.
(d) Shall coordinate and solicit photographers for all events.
(e) Shall write and distribute press releases for all public ticket events.
(f) Shall report to the Marketing Director.

(13) Sponsorship Director
(a) Shall work to bring additional funds to ASCE through on- and off-campus sponsorship contributions.
(b) Shall oversee and delegate work to the Sponsorship Assistant(s).

(14) Sponsorship Assistant(s)
(a) Shall assist in the solicitation of sponsorship contributions.
(b) Shall report to the Sponsorship Director.

(15) Treasurer
(a) Shall maintain an office budget including final audits of all events.
(b) Shall coordinate all merchandise sales.
(c) Shall act as a liaison to and meet regularly with the VP Finance and Resources.
(d) Shall act as a liaison to the Fund Manager.

(d) Volunteers
(1) The ASCE general body of both student staff and volunteer base shall meet on a weekly basis to discuss and coordinate upcoming events.
(2) Volunteers shall be provided opportunities for professional development, as well as the chance to lead a Sun God Festival committee, under the oversight of the Festivals Coordinator(s) and AVP Concerts And Events.

(e) Career Staff
(1) ASCE Event Manager
(a) Shall lead event coordination for all larger-scale events.
(b) Shall provide professional development related to the concerts/events industry for ASCE Student Staff and Volunteers.
(c) Shall serve as the primary liaison with campus administration.
(d) Shall provide work direction to the Production Assistant(s).
(e) Shall supervise and provide work direction to the ASCE Event Coordinator.

(2) ASCE Event Coordinator
(a) Shall lead event coordination for small-scale/low-impact events.
(b) Shall provide work direction to the Production Assistant(s).
(c) Shall report to the ASCE Events Manager.

§4.2 Sun God Festival
(a) Mission. The mission of the Sun God Festival is to enhance campus spirit and build community, particularly amongst the UC San Diego undergraduate student body, through an annual, high-quality, large-scale, music and arts festival. The festival is curated and coordinated primarily by undergraduate students, and strives to create opportunities for student involvement and participation wherever possible. This long-
term tradition established in 1983 has existed for the majority of the University’s history, and is widely considered the highlight of student life at UC San Diego.

§4.3 Public Ticket Income And Sponsorship Revenue

(a) ASCE will strive to expand and diversify its programs without further dependence on student fees through public ticket sales and sponsorship income whenever possible and appropriate. Additionally, public tickets offer students the opportunity to invite friends and family to large-scale tradition events such as FallFest and Sun God Festival.

(b) Public Ticket Sales

(1) Tradition Events. The number of public tickets sold for large-scale tradition events shall be determined based on financial need, student demand, and venue capacity. Undergraduate student attendance shall be prioritized whenever possible.

(2) Subsidized Events. Undergraduate student tickets for events that are partially funded from the Campus Activity Fee shall always be offered at a discounted rate or for free.

(3) Unsubsidized Events. Undergraduate student tickets for events that are funded solely by ticket sales with no funding from the Campus Activity Fee shall be offered free of facility charges. Any additional discount will be at the sole discretion of ASCE.

(c) Public Ticket Income and Sponsorship Revenue shall be subject to the rules outlined in Title V, Section 1.4c.

§4.4 University Events Office (UEO)

(a) Role of UEO in Associated Students Concerts and events

(1) UEO shall serve only an advisory role to the AS Concerts and events Office. The Associate Vice-President Concerts and events shall have final authority over the planning and execution of all AS Concerts and events Office events.

(2) All expenses made by UEO on behalf of the AS Concerts and events Office must be approved by the Associate Vice-President Concerts and events in writing.

(b) AS Concerts and events Advisor

(1) Shall provide assistance to the AS Concerts and events Office, especially in regards to artist booking, contracts, University policy, and best event management practices

(2) Shall serve only an advisory role to the AS Concerts and events office; any decisions made by the Advisor must be approved by the Associate Vice-President Concerts and events

(c) AS/UEO Event Coordinator

(1) Shall provide assistance to the Concerts and events Office, especially in regards to production and budgets

(2) Shall coordinate all meetings with campus partners and departments

(3) Shall oversee the Production Coordinator(s) and delegate appropriate tasks.

(4) Shall serve only an advisory role to the Concerts and events office; any decisions made by the AS/UEO Event Coordinator must be approved by the Associate Vice-President Concerts and events

(d) Working Relationship MOU

(1) An MOU detailing the working relationship between UEO and the Concerts and events Office shall be created, revised, and/or renewed on a yearly basis.

(2) The MOU must be agreed upon in writing by the Associate Vice-President Concerts and events, Associated Students President, and UEO Director.
§4.5 Sun God Festival Steering Committee
(a) Membership
   (1) Associate Vice-President Concerts and events, Chair
   (2) Festivals Coordinator(s)
   (3) Vice-President Student Life
   (4) AS Concerts and events Advisor
   (5) AS/UEO Event Coordinator
   (6) UEO Director
   (7) UEO Production Manager
   (8) A Dean of Student Affairs appointed by the Council of Deans
   (9) A member of the Faculty appointed by the Council of Provosts
   (10) Chief of Police or designee
   (11) University Centers representative appointed by the Director of the University Centers
(b) Charge and Timeline
   (1) The Sun God Festival Steering Committee shall make recommendations to the Associate Vice-President Concerts and events on
      (a) long-term goals and planning for the Sun God Festival;
      (b) date, time, and location of the Sun God Festival;
      (c) student safety and well-being;
      (d) campus coordination;
      (e) enhanced programming and community building activities; and
      (f) identification of campus priorities
   (2) The committee shall meet at least once a quarter.
   (3) The committee shall serve only an advisory role to the Concerts and Events Office. The Associate Vice-President Concerts and Events has final authority over the planning and execution of the Sun God Festival.

Chapter 5. All Campus Transfer Association (ACTA)
§5.1. ACTA is a commission of the Associated Students with the following purpose and principles:
(a) To plan and coordinate all campus events geared toward transfer students including assistance with but not exclusively Transfer Admit Day, Preview Day, Transfer Orientations, and Welcome Week Festivities for transfers
(b) To assist transfer students with the transition to UCSD both socially and academically
(c) To increase and initiate programming for transfer students at UCSD
(d) To increase representation and advocacy for transfer students in student
(e) 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
(f) To create and maintain a web page to inform transfer students of events both on and off campus geared directly toward their needs and interests
§5.2. Membership
(a) The ACTA adheres to an open membership policy for transfer students.
(b) Members should agree to the above principles though not necessarily to the individual platforms of the ACTA.
(c) New members of the ACTA may vote on items upon attendance at their third subsequent meeting.

§5.3. Officers
(a) President, hereinafter referred to as ACTA President
   (1) Shall set the agenda and chair ACTA general body meetings
   (2) Shall possess a general knowledge of the duties of each office and provide guidance accordingly
   (3) Shall be the official spokesperson of the ACTA
   (4) Shall assume the duties of recruitment and retention of ACTA members
   (5) Shall facilitate the election of ACTA officers
   (6) Shall act as a liaison to UCSD Transfer Services Committee
(b) Vice-President
   (1) Shall oversee committees
   (2) Shall oversee and compile an events calendar
   (3) Shall fill in for the President in case of absence
(c) Secretary
   (1) Shall take the minutes
   (2) Shall monitor attendance at general body meetings
   (3) Shall maintain official ACTA records and correspondence
   (4) Shall create a membership roster with contact information of those actively involved
(d) Treasurer
   (1) Shall draft the ACTA’s Annual Budget for the following year by Spring Quarter
   (2) Shall facilitate membership reimbursements
   (3) Shall oversee and initiate fundraising for ACTA events, programs, campaigns and efforts
(e) Public Relations Coordinator
   (1) Shall promote meetings and other events
   (2) Shall outreach to current University, College and community groups to foster increased communication and collaboration
(f) Outreach Coordinator
   (1) Shall organize outreach groups with Transfer Student Services
(g) College Representatives
   (1) Shall be a representative from each of the college transfer organizations
(h) Web Administrator
   (1) Shall oversee internal communication through the list-serve
   (2) Shall work with the Associated Students Webmaster on web page development and update
(i) Activities Coordinator
   (1) Shall oversee planning of campus wide events, on and off campus
(j) ASUCSD Council Representative
   (1) Shall attend all meetings of the Council
   (2) Shall provide the rest of the ACTA board with a review of the Council meetings
   (3) Shall organize and maintain a journal of all involved activities and procedures as a reference
(k) Historian
(1) Shall take photographs of transfer students at events and any social gathering
(2) Shall give the photographs taken to the web administrator to put on the website
(3) Shall organize and maintain a journal of all involved activities and procedures as a reference

§5.4. Elections
(a) Elections for the office of ACTA President, Vice-President, and Outreach Coordinator shall take place by week five of Spring Quarter each year.
(b) All other officer positions, excluding college representatives, shall be elected by week 3 of the Fall quarter.
(c) College representatives shall be appointed by their respective colleges.
(d) Members eligible to vote shall elect officers by a simple majority on paper ballots.
(e) Elected members shall take office upon notification of the Clerk of the election results.

§5.5. Removal of Officers
(a) Should any officer of the ACTA fail to fulfill their duties or willfully violate any rules of the ASUCSD, any voting member of the commission can call for a vote to remove the officer.
(b) 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.
(c) 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.
(d) In the event of an removal of an officer, the members of the ACTA shall hold new elections following the procedures set forth in this Chapter.

Chapter 6. All Campus Commuter Board
§6.1. ACCB is a commission of the Associated Students with the following purpose and principles:
(a) To assist students who reside off-campus in creating a community within UCSD
(b) To increase and initiate programming for commuter students at UCSD
(c) To increase representation and advocacy for commuter students within the college councils, Associated Students Council, and Commuter Advisory Board
(d) To increase student participation and awareness
(e) To advocate commuters’ opinions of college, campus, and community issues
(f) To give administrative committees suggestions on matters of policy concerning the commuter community
(g) To work in conjunction with student boards and organizations of UCSD

§6.2. Membership
(a) two representatives from each College, appointed by the college council or college commuter organization
(b) the Associated Students President, or designee, who shall be a non-voting member
(c) the ACTA President, or designee, who shall be a non-voting member

§6.3. Officers
(a) Chairperson
   (1) Shall determine the time and location of the weekly ACCB meetings on a quarter-by-quarter basis
   (2) Shall Chair the weekly ACCB meetings
   (3) Shall set the ACCB meeting agenda
(4) Shall hold and chair bi-quarterly ACCB general body meetings open to all commuter students
(5) Shall possess a general knowledge of the duties of each ACCB officer and provide guidance accordingly
(6) Shall require and compile quarterly reports from each ACCB officer which shall be used for future officers
(7) Shall help transition ACCB officers into their respective positions
(8) Shall serve as the official spokesperson of the ACCB
(9) Shall serve as the ACCB representative to the Commuter Advisory Board
(10) Shall develop an annual budget with the Director of Finance and presented to the Vice-President Finance and Resources for approval

(b) Director of Programming
   (1) Shall serve as the Chairperson of ACCB in case of an absence of the Chairperson
   (2) Shall collaborate with ASUCSD, college councils, college commuter associations, and other student organizations to provide unique events and activities for commuter students
   (3) Shall select a Programming Committee at the beginning of his or her term
   (4) Shall chair and oversee the ACCB Programming committee
   (5) Shall prepare a quarterly events calendar in collaboration with the ASUCSD, college councils, college commuter associations, and other student organizations

(c) Director of Advocacy
   (1) Shall work with the UCSD Parking and Transportation Committee
   (2) Shall work in conjunction with the office of Off-Campus Housing
   (3) Shall hold quarterly ACCB town-forums to garner their opinions and ideas of commuter students
   (4) Shall address and work on concerns from UCSD and the greater UCSD community

(d) Director of Public Relations
   (1) Shall work in collaboration with the other officers and college representatives to publicize events
   (2) 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
   (3) Shall create and maintain the ACCB web page with the ASUCSD to inform commuter students of events both on and off campus
   (4) Shall work with the Associate Vice-President Local Affairs to maintain relations with the greater UCSD and San Diego community

(e) Director of Finance
   (1) Shall oversee all financial matters within the ACCB
   (2) Shall advise the Chairperson and the ACCB on financial matters

(f) Director of Communications
   (1) Shall take minutes for each meeting and distribute them to the ACCB
   (2) Shall maintain all official records of the ACCB
   (3) Shall create and maintain an electronic mailing list serve of the constituents of the ACCB; This list serve shall be used for publicity reasons
   (4) Shall keep an updated roster and contact list of the ACCB; This information shall be available via the ACCB website
§6.4. Elections
(a) Elections for the office of ACCB Chairperson shall take place by week five of Spring Quarter each year.
(b) All other officer positions, excluding college representatives, shall be elected by week 3 of the Fall quarter.
(c) College representatives shall be appointed by their respective colleges.
(d) Members eligible to vote shall elect officers by a simple majority on paper ballots.
(e) Elected members shall take office upon notification of the Clerk of the election results.

§6.5. Removal of Officers
(a) 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.
(b) 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.
(c) 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.
(d) In the event of an removal of an officer, the ACCB shall hold new elections following the procedures set forth in this Chapter.
Chapter 1. External Affairs
§1.1. Office of External Affairs
(a) Purpose. The purpose of the ASUCSD External Affairs office shall be to educate the UCSD student body on issues affecting the University at a city, state, and national level; The ASUCSD External Affairs Office shall also advocate for issues regarding higher education and lobby system-wide University officials and local legislators on the UCSD student body’s behalf. In addition, the ASUCSD External Affairs office shall facilitate community relations and educational outreach on behalf of ASUCSD.
(b) Funding
(1) At least $2.25 per student per year must be allocated to the UCSA Membership line item.
(c) Vice-President External Affairs
(1) In addition to the positions outlined in this section, the Vice-President External Affairs may establish and appoint other positions in the office.
(2) Shall be the official ASUCSD representative to the University of California Student Association and the United States Student Association
(3) Shall oversee the activities of the External Affairs Office
(4) Shall select the membership of the External Affairs Office except as otherwise provided herein
(5) Shall meet regularly with the members of the External Affairs Office to formulate policies, agendas and activities
(6) Shall be responsible for all finances relating to the External Affairs Office
(c) Chief of Staff
(1) The Chief of Staff shall assist the Vice-President External Affairs.
(2) The Chief of Staff shall chair staff meetings.
(3) Shall serve as the alternative board member to the University of California Student Association Board in the event that the Vice-President External Affairs, External Affairs Campus Organizing Director, or External Affairs Legislative Liaison cannot attend
(4) Shall assist the Vice-President External Affairs in communications with all University of California External Affairs Representatives, University of California Regents, selected members of the California Legislature, the Council, student body, faculty, and staff
(5) Shall maintain the External Affairs Office’s archives
(6) Shall manage all logistical considerations of the External Affairs Office, including but not limited to
   (a) Travel accommodation for University of California Student Association and United States Student Association conferences, board meetings, as well as any other External Affairs travel; and
   (b) Organization of any University of California Student Association and United States Student Association workshops, conferences, and meetings hosted by UCSD.
(7) Appointed by the Vice-President External Affairs with the consent of the Council
(d) Campus Organizing Director
(1) Shall serve as a Board Member to the University of California Student Association
(2) Shall serve as a member of the University of California Student Association Campus Organizing Committee
(3) Shall oversee the organization and mobilization of the UCSD campus in all activities of the External Affairs Office, including but not limited to:
   (a) Execution of University of California Student Association and United States Student Association Action Agenda Items;
   (b) University of California Student Association and United States Student Association conferences and annual Congress;
   (c) UC Regents Meetings;
   (d) Voter Registration; and
   (e) Educational forums on local, state, and system-wide level.
(4) Shall supervise the Campus Organizing Intern
(5) Appointed by the Vice-President External Affairs with the consent of the Council

(e) Legislative Liaison
(1) Shall serve as a Board Member to the University of California Student Association
(2) Shall serve as a member of the University of California Student Association Legislative Committee
(3) Shall oversee the legislative initiatives of the External Affairs Office, including but not limited to:
    (a) In-district lobby visits with the California State Senate and the United States Congress, and the California Assembly San Diego Representatives;
    (b) All advocacy efforts on behalf of UCSD students to the legislature; and
    (c) Composition of resolutions directed to legislators and government officials, and University of California Regents in conjunction with the Vice-President External Affairs.
(4) Shall supervise Legislative Research Analyst Intern and Federal Legislative Intern
(5) Appointed by the Vice-President External Affairs with the consent of the Council

(f) National Affairs Director
(1) Shall oversee the execution of action agenda of the United States Student Association, in conjunction with the Campus Organizing Director, including Action Days, Letter Writing Campaigns, Call-In Days, and Voter Registration
(2) Shall supervise the Assistant National Affairs Director and the National Affairs Intern
(3) Shall recruit and organize student delegation for United States Student Association conferences and annual Congress

(g) State Affairs Director
(1) Shall oversee the execution of action agenda of the University of California Student Association, in conjunction with the Campus Organizing Director
(2) Shall supervise the Assistant State Affairs Director and the State Affairs Intern
(3) Shall recruit and organize student delegation for University of California Student Association conferences and annual Congress

Chapter 2. Local Affairs
§2.1. Office of Local Affairs
(a) Appointment of the Associate Vice-President Local Affairs
Whenever the Vice-President External Affairs desires to appoint the Associate Vice-President Local Affairs, the Vice-President External Affairs shall convene a Special Committee to Select the Associate Vice-President Local Affairs.

The membership of the committee shall consist of:
(a) the Vice-President External Affairs, or designee, who shall chair the committee;
(b) the Associate Vice-President Local Affairs at the Vice-President External Affairs’s discretion; and
(c) three Senators appointed by the Vice-President External Affairs.

The committee shall solicit applications for the position, screen and interview candidates for the position, and make a recommendation to the Vice-President External Affairs on the appointment of the Associate Vice-President Local Affairs. The type and manner of the recommendation shall be specified by the Vice-President External Affairs at the first meeting of the committee.

The Vice-President External Affairs shall consider the recommendation of the committee and submit a nominee for the position to the Council.

The committee shall dissolve upon the approval of the appointment by the Council.

The Vice-President External Affairs is required to execute this appointment process every year during Seventh Week of Spring Quarter unless the incumbent Associate Vice-President Local Affairs was appointed during or after First Week of that year’s Winter Quarter.

This subsection shall not apply to interim appointments, which the Vice-President External Affairs may make without the advice of a committee or the consent of the Council.

Purpose: the Office of Local Affairs works to engage in community outreach by initiating programs, campaigns, and development projects that bring together members of the UCSD and greater San Diego communities. The Office shall facilitate communication between students, administrators, local legislators, and community members to enact and sustain programs and projects that work to address local: political, social, indigenous, and economic issues.

Structure of the Office
(1) Associate Vice-President Local Affairs
(2) Chief of Staff
   (a) Shall be appointed by the Associate Vice-President Local Affairs with the consent of council
   (b) Shall Maintain the Local Affairs Archives
   (c) Shall oversee and aid the directors and interns in the Local Affairs Office
   (d) Shall aid in maintenance of Student Lobby Corps, to lobby to local legislatures about issues surrounding higher education.
   (e) Shall aid in the maintenance of the relationships between the UCSD and San Diego community based organizations.
(3) Intercollegiate/City Council Affairs Director
   (a) Shall be appointed by the Associate Vice-President Local Affairs with the consent of council
   (b) Shall aid in maintaining contact with the other San Diego colleges, universities, and centers for higher education.
(c) Shall aid in communications with San Diego City Council, and local elected officials, leaders, and legislatures
(d) Shall aid in lobby visits, and maintain records of visits.

(4) Native American Affairs Director

(a) Shall be appointed by the Associate Vice-President Local Affairs with the consent of council
(b) Shall share the responsibility of connecting the UCSD to all the 18 Native American Reservations in San Diego County
(c) Shall regularly meet with the Native American access intern of SPACES, Student Promoted Access Center for Education and Service, and aid in any projects
(d) Shall aid in communications with the Southern California Tribal Chairmen's Association (SCTCA), and maintain records of visits

(5) Local Affairs Office Interns

(a) Shall be appointed by the Associate Vice-President Local Affairs with the consent of council

§2.2 ASUCSD Student Lobby Corps Chapter

(a) Purpose:
The University of California Student Association (UCSA) Lobby Corps is a campus-based entity of students who help organize student advocacy on legislation regarding students and higher education. Through in-district and Capitol lobby visits, letter writing, media tactics, and call in days, the UCSA Lobby Corps organizes students to educate lawmakers about how issues impact students and demonstrate the large numbers of students that care about these issues; all while gaining real world political and organizing experience.

(b) Meeting:
The office of Local Affairs and legislative liaison shall establish Lobby Corps meetings. These meetings shall consist of, but not limited to, lobby training, local legislative contacting and appointment making.

§2.3 ASUCSD American Indian Recruitment Program Chapter

(a) Purpose:
The American Indian Recruitment (AIR) Program has been established with the ideals of success in academics and promoting higher education within the community. To successfully achieve such an ideal the AIR Program is dedicated towards the successful completion of high school for the student participants. The AIR Program, therefore, offers supplemental educational instruction through tutoring, mentoring, and various activities designed to achieve success within high school and higher education. The program provides high school students an opportunity to adjust to campus and academic life before attending the university.

(b) Meeting:
The office of Local Affairs shall coordinate AIR Program initiatives in conjunction with the other San Diego universities, colleges, and centers for higher education. In particular but not limited to San Diego State University, University of San Diego, and California State University San Marcos.
TITLE V
Finance and Resources

Chapter 1. Finance and Resources
§1.1. Office of Finance and Resources
(a) Vice-President Finance and Resources
(1) In addition to the positions outlined in this section, the Vice-President Finance and Resources may establish and appoint other positions in the office.
(b) Chief of Staff
(1) The Vice-President Finance and Resources shall appoint a Chief of Staff.
(2) The Chief of Staff shall assist the Vice-President Finance and Resources.
(3) The Chief of Staff shall chair staff meetings.

Chapter 1. Finance and Resources
§1.2. Annual Budget
(a) The President shall, in consultation with the Vice-President Finance and Resources, 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 before the beginning of the fiscal year.
(c) The Council shall annually allocate unused funds from the year prior into a mandated reserve account.
(d) The President, in consultation with Vice-President Finance & Resources, may submit a Fall Revise of the annual budget to the Council by the third week of Fall Quarter.

§1.3. 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
(4) Any unused money is automatically returned to the Reserve if the allocated amount is not fully spent.
(c) The Council may spend from this mandatory reserve account by a two-thirds vote.
(d) Use of Mandate Reserve outside the outlined criteria shall require a ¾ vote.
(e) This account shall roll over annually and not be returned to the General Unallocated Account.

§1.4. 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.

§1.5. Income
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 Vice-President Finance and Resources 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.
(2) The Council may, by a majority vote, approve allocations from an income unallocated account.
(3) 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.
   This account shall roll over annually and not be returned to the General Unallocated Account.
§1.6. Underwrites
(a) Underwrites are interest-free loans from the ASUCSD that must be paid back in full.
(b) All underwrites must be approved by a majority vote of the Council.
(c) An entity with an underwrite must pay it back in full within thirty calendar days.
(d) In the event that the underwrite is not repaid by the deadline, the Vice-President Finance and Resources may order a hold placed on the principal members’ academic registration until the underwrite is repaid.
(e) 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.
(f) Funds for underwrites shall come from Mandate Reserve.

§1.7. 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 Vice President Finance and Resources, the President, or the Council may freeze the account.
(b) If the Vice-President Finance and Resources 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 Vice President Finance and Resources, 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 Vice-President Finance and Resources and the registered student organization.

§1.8. 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 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 General Manager, Executive Director, or equivalent of the service or commission.
(3) The spending authority for the Senators line item shall be the Vice-President Finance and Resources.
(4) The spending authority for all Administrative Supplies and Expenses and Marketing budgets shall be the Director of Associated Students Administration or an officer.
(5) The spending authority for all election line items shall be the Election Manager.
(6) If the spending authority for a certain line item is unclear or does not exist, the President or Vice-President Finance shall be the spending authority.

Chapter 2. Student Organizations
§2.1. Office of Student Organizations
(a) Appointment of the Associate Vice-President Student Organizations
(1) Whenever the Vice-President Finance and Resources desires to appoint the Associate Vice-President Student Organizations, the Vice-President Finance and Resources shall convene a Special Committee to Select the Associate Vice-President Student Organizations.
(2) The membership of the committee shall consist of
(a) the Vice-President Finance and Resources, or designee, who shall chair the committee;
(b) the Associate Vice-President Student Organizations at the Vice-President Finance and Resources’s discretion;
(c) a member of the ASUCSD appointed by the SOLO Director; and
(d) three Senators appointed by the Vice-President Finance and Resources.
(3) The committee shall solicit applications for the position, screen and interview candidates for the position, and make a recommendation to the Vice-President Finance and Resources on the appointment of the Associate Vice-President Student Organizations. The type and manner of the recommendation shall be specified by the Vice-President Finance and Resources at the first meeting of the committee.
(4) The Vice-President Finance and Resources shall consider the recommendation of the committee and submit a nominee for the position to the Council.
(5) The committee shall dissolve upon the approval of the appointment by the Council.
(6) The Vice-President Finance and Resources is required to execute this appointment process every year during Seventh Week of Spring Quarter unless the incumbent Associate Vice-President Student Organizations was appointed during or after First Week of that year’s Winter Quarter.
(7) This subsection shall not apply to interim appointments, which the Vice-President Finance and Resources may make without the advice of a committee or the consent of the Council.

(b) Structure of the Office
(1) Associate Vice-President Student Organizations
(2) Assistant to the Associate Vice-President Student Organizations appointed by the Associate Vice-President Student Organizations

§2.2. Student Organization Funding Process
(a) Operating Funding Process
(1) A student organization may request funding for operating costs by submitting a request to the Associate Vice-President Student Organizations.
(2) Operating expenses can only be requested once each academic year and will provide for the general operations and functioning of the student organization including retreats, regular meetings, and travel expenses for organization related conferences, competition, or community service for the remainder of the academic year.
(3) The Student Organization Funding Advisory Board may approve up to $400.00 per student organization annually for operating costs.
(4) No student organization may receive operating funds if they charge mandatory membership dues.

(b) Programming Funding Process
(1) Student Organizations may request funding for programming by submitting a funding request to the AVP Student Orgs at least two weeks prior to the date of their event.
(2) The Student Organization Funding Advisory Board will review the request and make a recommendation to the AS council
(3) Programming funds cannot be allocated for
   i. alcohol
   ii. Stamps and postage
   iii. food and refreshments
   iv. Any permanent equipment or maintenance of equipment
   v. clothing (t-shirts, uniforms, etc.).
   vi. parking spaces
   vii. scholarships
   viii. any association or membership fees
   ix. payment of fines
   x. services provided by any members from their student organization
   xi. the purchase or rental of firearms, ammunition and it’s parts
   xii. raffle tickets and prizes
(4) Programming funds shall be allocated to events open to all students.
(5) No event that charges admission for undergraduate students shall receive A.S. funding with the only possible exceptions made by the SOFAB or the Finance Committee under the condition that the money being collected will be donated to a philanthropic cause.

(c) Emergency Funding Process
(1) The Vice-President Finance and Resources may allocate up to $300.00 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 Student Organizations may request funding for a publication for the upcoming quarter on or before noon on Friday of the seventh week of the current quarter. Appointments for a media hearing with the Associate Vice-President Student Organizations may be made at the time of the request submission.
(2) 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. Student organizations will be notified of these recommendations by Monday of ninth week.

(3) A student organization may appeal the 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 make a recommendation to the Council.

(4) The Council shall approve the final quarterly media student organization funding no later than tenth week.

§2.3. 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) Student organization funding shall be made as a general allocation to a specific event or purpose. A student organization shall be able to apply its allocation towards any expenses incurred from that event or purpose, except that the following expenditures will not be reimbursed:

(1) scholarships;
(2) fines; and
(3) services provided by any member of the student organization.

(e) Funds shall not be allocated for personal financial gain or for any event that is not open to all members of the ASUCSD with the exception of Travel Funding.

(f) All reimbursement requests with all receipts and vouchers must be submitted to the Business Manager within thirty days of the expenditure or end of the event, whichever is later.

(g) 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.

(h) 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.

(i) Student organizations shall not spend activity fee allocations for events taking place or publications published during the summer term, with the exception of summer conferences and competitions.

(j) 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 or reallocate the funds to a different event or use the funds for a different purpose.

(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 Associate Vice-President Student Organizations for archiving before the issue is distributed.

(4) Student Media are required to follow any additional guidelines established by the Associate Vice-President Student Organizations in the “Media Funding Guide.”

2.4 Student Organization Funding Advisory Board

(a) Membership

(1) During the spring quarter, the finance committee shall select seven senators to sit on the Student Organization Funding Advisory Board
(2) The Student Organization Funding Advisory Board will consist of the seven senators and the AVP Student Organizations and VP Finance.
(3) The voting membership will solely consist of the seven senators.
(4) The AVP Student Organizations will chair the Student Organization Funding Advisory Board
(5) The VP Finance will serve as an ex-officio member
(6) The Student Organization Funding Advisory Board will appoint a Vice Chair.
(7) The senators on this committee will receive stipends of $10 a week for thirty weeks a year.

(b) Responsibilities of the Committee

(1) The committee will meet once a week during the academic year.
(2) The committee will hear every funding request that is submitted to the AVP Student Organizations and recommend an allocation to the AS council.

(c) Responsibilities of the Committee Chair

(1) The committee chair will present the recommendations of the committee to the AS Finance committee.
(2) The committee chair will be responsible for pacing the student organization budget (i.e. not spending the money too quickly or too slowly)

(d) Responsibilities of the Vice Chair
(1) The committee vice chair will present the recommendations of the committee to the AS Finance committee with the AVP student organizations
(2) The vice chair will chair the committee meeting if the AVP student organizations is absent.

Chapter 3. Enterprise Operations
§3.1 (a) Purpose of the Office
(1) The Office of Enterprise Operations functions as a service to the Associated Students in the area of business management, expansion, and development. It exists to improve both the service and efficacy of current Associated Students’ Enterprises, while simultaneously building foundations for future A.S. enterprises. Additionally, the office shall work towards the procurement of future enterprise locations by taking an active role in cooperation with A.S. representatives to all pertinent and applicable committees, through their appointment process and term of office.

(b) Structure of Office
(2) Director of Dining Operations
(a) Shall monitor and oversee dining and food related operations, including, but not limited to, The Grove Caffe
(b) Shall work with the AVP Enterprise Operations to institute new programs and opportunities for these enterprises
(c) Shall be in charge of marketing the enterprises to the UCSD community
(d) Shall meet with the managers of each enterprise on a consistent basis throughout the year

(3) Director of Recreational Operations/Senior Operations
(a) Shall monitor and oversee recreational related operations, including, but not limited to, the UCSD Challenge Course
(b) Shall monitor and oversee senior related operations, including, but not limited to, Senior Memory Book
(c) Shall work with the AVP Enterprise Operations to institute new programs and opportunities for these enterprises
(d) Shall be in charge of marketing the enterprises to the UCSD community
(e) Shall meet with the managers of each enterprise on a consistent basis throughout the year

(4) Director of Academic Operations
(a) Shall monitor and oversee academic related operations, including, but not limited to, Soft Reserves and Lecture Notes
(b) Shall work with the Director of Enterprise Development to institute new programs and opportunities for these enterprises
(c) Shall work through AVP Academic Affairs for opportunities to reach out to UCSD faculty
(d) Shall be in charge of marketing the enterprises to the UCSD community
(e) Shall meet with the managers of each enterprise on a consistent basis throughout the year
§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 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) UCSD Challenge Course
(4) Senior Memory Book
§3.3 The Grove Caffe Advisory Committee
(a) Membership
(1) Associate Vice President Enterprise Operations
(2) Vice President Finance and Resources
(3) Director of the Associated Students Administration
(4) Representative from the Business Office
(5) Manager of the Grove Caffe
(6) Student Employee from the Grove Caffe
(b) Charge and Timeline
(1) The purpose of The Grove Caffe Advisory Committee is to discuss and address any
problems or concerns that develop within the enterprise
(2) The committee shall meet at least five a quarter
(3) The Committee shall only dissolve in the vent that the Grove Caffe is dissolved.
§3.5 Grove Co-Manager
(a) Shall be appointed by the AVP Enterprises, subject to the approval of council
(b) Shall have all authorities of the Grove Manager
(c) Shall be accountable to ensure product quality, consistency, and speedy preparation.
(d) Shall foster a culture of exemplary customer service
(e) Shall ensure the timely completion of accounting procedures (cash drops, etc)
(f) Shall work alongside Grove employees and report on relevant internal problems
(g) Shall work with the Director of Dining Operations to provide weekly sales reports
(h) Shall work to meet revenue goals set by the AVP Enterprise and Council
(i) Shall attend all Enterprise office meetings
(j) Shall be prepared to testify to Council on matters pertaining to the Grove.
(k) Shall be paid wages as a regular Grove employee based on hours worked.

Chapter 4. Student Services
§4.1. Office of Student Services
(a) Appointment of the Associate Vice-President Student Services
   (1) Whenever the Vice-President Finance and Resources desires to appoint the Associate Vice-President Student Services, the Vice-President Finance and Resources shall convene a Special Committee to Select the Associate Vice-President Student Services.
   (2) The members of the committee shall consist of
      (a) the Vice-President Finance and Resources, or designee, who shall chair the committee;
      (b) the Associate Vice-President Student Services at the Vice-President Finance and Resources’s discretion; and
      (c) three Senators appointed by the Vice-President Finance and Resources.
   (3) The committee shall solicit applications for the position, screen and interview candidates for the position, and make a recommendation to the Vice-President Finance and Resources on the appointment of the Associate Vice-President Student Services. The type and manner of the recommendation shall be specified by the Vice-President Finance and Resources at the first meeting of the committee.
   (4) The Vice-President Finance and Resources shall consider the recommendation of the committee and submit a nominee for the position to the Council.
   (5) The committee shall dissolve upon the approval of the appointment by the Council.
   (6) The Vice-President Finance and Resources is required to execute this appointment process every year during Seventh Week of Spring Quarter unless the incumbent Associate Vice-President Student Services was appointed during or after First Week of that year’s Winter Quarter.
   (7) This subsection shall not apply to interim appointments, which the Vice-President Finance and Resources may make without the advice of a committee or the consent of the Council.
(b) 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, and Holiday Shuttle. 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, Holiday Shuttle, Volunteer Connection, KSDT, SRTV, the Challenge Course and AS Graphic Studio, and the A.S. Events Line. 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 whose primary purpose is to provide the technical and programmatic 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.

Section b(iv)(1) change "freeze" the charter to "suspend" the charter (or temporarily suspend?) the charter.

b. Structure and Management
   i. Station (Co-)Managers
      1. Both appointed by the Associate Vice-President Student Services with the consent of the Council after consultation with TTV management.
         a. must have been a Producer or Officer of TTV for at least one quarter.
         2. Report to and act under the direction of the Associate Vice-President Student Services.
         3. 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.
         4. Responsible for ensuring compliance with the TTV rules.
         5. Shall oversee and approve access to the studio and the studio's resources.
         6. Shall allocate the work study initiative.
         7. Shall approve shows concepts.
         8. Shall be a member of the ASUCSD.
         9. 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.
   
   ii. TTV Officers
      1. Appointed by the Station Managers
         b. Must be a member of TTV for at least one quarter.
         c. Title and responsibilities are assigned by the Station Managers to meet the needs of the station.
         d. Shall sign a statement agreeing to abide by this section and all TTV rules and regulations.
         e. Must have satisfactorily completed required training (as needed per available equipment).
         2. The primary goal of any officer is to maintain the station and organize TTV's Producers and Members.
         3. Are granted access to the Studio.
         4. When there are changes to the officer roster Associate Vice-President Student Services must be notified within 48 hours.
iii. Producers
1. Promotion approved by the Station Managers
   b. Must have been a member of TTV for at least one quarter
   c. Must have satisfactorily completed required training (as needed per available equipment).
   d. Shall sign a statement agreeing to abide by this section and all TTV rules and regulations.
2. TTV Producers are responsible for the creation of content
   a. Are responsible for approving the specific content of each episode and making sure it abides by Broadcast Rules and Regulations.
   b. TTV Producers are responsible and liable for the content they produce
3. Are eligible for access to the Studio
4. Are eligible to check out equipment
5. If a Station Manager or Officer produces content they are considered to be Producers in relation to that content.

iv. Members
1. Any member of ASUCSD that expresses interest in getting involved with TTV may serve as a Member.
2. Members shall not be producers, but may participate in the production activities of a producer.
3. Shall complete no less than ten weeks of TTV training before being considered for promotion to Producer.
4. Shall sign a statement agreeing to abide by this section and all TTV rules and regulations.

v. The Associated Students is the overall governing body of the station.
1. 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.
2. 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
   i. Access to the Station
      1. The Station Managers shall authorize and assign OmniLock access codes.
      2. 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.
      3. The Station Managers, Officers, and Producers shall have individual access codes.
      4. Sharing of OmniLock access codes is prohibited.
      5. Anyone with access to the station shall sign a statement agreeing to abide by this section and all TTV rules and regulations.
      6. 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.
7. The Associate Vice-President Student Services or a delegate authorized in writing has access to the TTV station at any time.

8. Unauthorized access to the station is a violation of this section.

9. 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.
   a. It is the responsibility of the Station Manager who authorized the use of the equipment to see it returned.
   b. The person who checks out the equipment is liable for any possible damages.

ii. Content Approval Process
1. Both Station Managers must approve the show concept and are responsible to verify that the concept follows the Broadcast Rules and Regulations.
   a. This approval is in the form of a standardized document authorized by the Station managers and the Associate Vice-President Student Services
   b. The Station Managers retain the right to prevent a show from broadcasting at any time.
   c. For any reason, the Station Manager may defer their right to approval to the Program Review Panel.
   d. If a show is planning on airing indecent material it must also be approved by the Program Review Panel.

2. 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.
   a. This approval is in the form of a standardized document authorized by the Station Managers and the Associate Vice-President Student Services.

iii. Broadcast Rules and Regulations
1. All content on TTV must follow Triton Cable Use Guidelines.
   a. Any violation of the policy will make members will result in possible sanctions from the University and from Associated Students.

2. No live content may air on TTV.
   a. All content aired by TTV must be kept on record.

3. Unauthorized copyrighted material is prohibited at all times.

4. Obscene material is prohibited at all times. A broadcast can only be considered obscene if it satisfies all three of the following criteria:
   a. An average person, applying contemporary community standards, must find that the material, as a whole, appeals to the prurient interest;
   b. The material must depict or describe, in a patently offensive way, sexual conduct specifically defined by applicable law; and
   c. The material, taken as a whole, must lack serious literary, artistic, political, or scientific value.

5. Indecent material is prohibited between 6:00am and 10:00pm. Indecency is defined as language or material that, in context, depicts or describes, in terms patently offensive as measured by contemporary community broadcast standards for the broadcast medium, sexual or excretory organs or activities. Indecent programming contains patently offensive, sexual, or excretory material that does not rise to the level of obscenity.

6. All shows must contain credits.
a. All show credits must contain the names of the producers and members who worked on the production.
b. All show credits must end with the following phrase: "The views expressed by this program are not necessarily those of the the ASUCSD or TTV."
c. All show credits must include the ASUCSD logo and TTV logo.

d. Complaints and Content Review
   i. Program Review Panel (PRP)
      1. Station Managers, Co-Chairs
      2. Associate Vice-President Student Services
      3. President, ex-officio
      4. Two TTV Officers and One Producer not affiliated with the show, appointed by the Station Managers
      5. Two ASUCSD Senators, appointed by the AVP Student Services
   ii. Content Review Procedure
      1. For any reason the TTV Managers may defer the decision of a show's concept for approval to the PRP
      3. After a presentation by the Producer, the PRP may decide by majority vote to approve or disapprove the show.
      4. The decision of the PRP may be appealed to the next regular Council meeting.
      5. If a show is planning on airing indecent material it must also be approved by the Program Review Panel.
   iii. Complaint Procedure
      1. The complaint must be filed with the Clerk within fourteen days of the incident.
      2. The complaint must contain the date and approximate time of airing on TTV.
      3. When the complaint is about content of a program the complainant must address how the Broadcast Rules and Regulation were violated.
      4. 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).
      5. If the complainant or the producer disagrees with the findings of the Station Manager, that person may appeal once to the PRP.

e. Finances
   i. Purchases
      1. All purchases must be approved by both of the Station Managers.
   ii. Revenue
      1. TTV may charge for services.
      2. TTV may charge for advertisements.
      3. Revenue generated shall return to the TTV account and shall be used towards the TTV station.
         a. Shall not roll over into the general AS account at the end of the year.
   iii. Work Study Initiative
      1. The TTV Station Managers may allocate the Work Study Initiative with approval of the Associate Vice-President Student Services.
2. The Work Study Initiative shall be used as a resource to encourage content generation for use by TTV.
3. The maximum weekly stipend amount shall be $50.00.

f. Non-compliance
   i. 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.
   ii. 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.
   iii. 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 Vice President Finance and Resources 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 Vice-President Finance and Resources 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 Holiday Shuttle
(a) Holiday Shuttle shall serve the students of the university by providing free transportation to and from the San Diego Airport in times of extended breaks and/or vacation during the various holiday seasons.

§4.6 The A.S. Events Line (ASEL)
(a) Purpose. The A.S. Events Line shall be a phone line and text message service that will provide updated listings of events open to the public happening on campus and within the San Diego area.
(b) ASEL Coordinator
(1) Shall be responsible for updating the ASEL broadcast line daily throughout the academic year.
(2) Shall be responsible for sending ASEL text message updates on a weekly basis throughout the academic year.
(3) Shall maintain a list of student subscribers to the ASEL text message service.
(4) Shall handle all marketing and promotions for the ASEL.
(5) Appointment
(a) The ASEL Coordinator shall be appointed by the current Associate Vice-President Student Services by no later than Week 6 of Spring Quarter each academic year.
(b) If at any time the position of ASEL Coordinator remains vacant, the duties of the position must be fulfilled by either the Associate Vice-President Student Services or a temporary designate of the Associate Vice-President Student Services.
(c) The ASEL Coordinator shall serve until removal or appointment of a successor.
(6) Removal
In the event that the work performed by the ASEL Coordinator is deemed unsatisfactory, on the grounds that the appointee is abusing the power of the position or is not fulfilling the duties of

§4.7 Services
(a) Definition. Student Services are non revenue generating services provided by the Associated Students with the goal of promoting student involvement and enhancing the quality of student life. All expenses in the procurement and/or expansion of student services shall be the responsibility of the ASUCSD.
(b) Current Services
1. SRTV
2. KSDT
3. Volunteer Connection
4. Safe Rides
5. Holiday Shuttle
6. The A.S. Events Line (ASEL)

Chapter 5. Policies Relating to Use of Facilities and Equipment
§5.1. Office Space
(a) Allocation of Office Space
(1) The Vice-President Finance and Resources shall allocate office space assigned to the Associated Students in a manner consistent with this section.
(2) Each Officer 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.
(5) Subsections (2) and (3) shall apply starting January 2008.

(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 Vice-President Finance and Resources 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 Administrative Assistant. Reservations may be made in person 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) Election Manager;
      (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 Vice-President Finance and Resources 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 Vice-President Finance and Resources 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, Vice-President Finance and Resources, or Director of Associated Students Administration may authorize use of the faculty club membership.

§5.5. Email Listserv
(a) The official email listserver for the Council shall be ascouncil@ucsd.edu.
(b) The listserver shall be closed and maintained by the Clerk; only members of the listserver 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 Vice-President Finance and Resources.
(b) When a person is appointed that collects a stipend, the Vice-President Finance and Resources 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.
Chapter 1. Meetings of the Council
§1.1. Time and Location of Regular Meetings
(a) The Council shall meet every Wednesday at 6:00pm during the ten academic weeks of the Fall, Winter, and Spring Quarters, except that the Council may, by a majority vote, cancel a regular meeting.
(b) The location of the regular meetings shall be the Price Center Ballroom A. The President may, with a good cause, change the location before the start of the regular meeting to any place on the UCSD campus by notifying the Clerk and the members of the Council at least half an hour before the start of the meeting. The Clerk shall make a reasonable effort to notify members of the public interested in attending the meeting of the change in location.

§1.2. Calling of Special Meetings
(a) Call By the President
(1) The President may call a special meeting of the Council by notifying the Clerk in writing of the time of, location of, and the topics that will be considered during the special meeting at least forty-eight hours in advance of the special meeting.
(2) The Clerk will arrange the meeting and notify the membership of the Council that the special meeting is to take place. This notification must take place at least twenty-four hours before the start of the special meeting.
(3) Only the topics specified by the President in the President’s notification to the Clerk may be considered during the special meeting.
(b) Call by a Majority of the Voting Membership of the Council
(1) If a majority of the voting membership of the Council desires to call a special meeting, they may sign their names on a petition that contains the time of, location of, and topics to be considered during the proposed special meeting. This petition must be delivered to the Speaker at least forty-eight hours in advance of the special meeting.
(2) Upon receipt of a petition, the Speaker shall notify the Clerk in writing of the information on the petition.
(3) The Clerk will arrange the meeting and notify the membership of the Council that the special meeting is to take place. This notification must take place at least twenty-four hours before the start of the special meeting.
(4) Only the topics specified by the petition may be considered during the special meeting.

§1.3. Order of Business and Processing of Bills
(a) Submission of Bills
(1) Any member of the Council may sponsor a bill for consideration and action. Any number of members of the Council may sponsor a bill.
(2) To submit any bill other than an appointment, the member shall email the Clerk with the text of the bill.
(3) To submit an appointment that requires the consent of the Council and therefore must be processed as a bill, the sponsor must follow the process for appointments outlined in Title VIII.
(4) The deadline for submission of bills for regular meetings is 12pm on the Friday preceding the meeting. The deadline for submission of bills for special meetings is thirty hours before the start of the special meeting. If the Council, by a majority vote, suspends the time requirements described in this Chapter and allows a bill to be submitted late, the Clerk shall treat the bill as if it were submitted on time.
(5) For all bills other than appointments, the Clerk shall respond by email confirming receipt of the bill.

(b) Submission of Member Reports.
(1) To submit a written member report, the member shall email the Clerk with the report.
(2) The Clerk shall respond by email confirming receipt of the member’s written report.
(3) The deadline for submission of written reports shall be the same as the deadline for submission of bills.

(c) Publication of Order of Business and Referral of Bills to Committee
(1) The Order of Business shall be published and distributed to the members of the Council no later than the Friday preceding a regular meeting and no later than twenty-four hours before a special meeting.
(2) The Speaker shall review the submitted bills and refer them to the appropriate committee or the Council Floor for consideration before the Order of Business is published.
(3) The published order of business shall include the Order of Business for the Council and the text of all bills being considered by the Council or by any committee that meeting.

(d) Expiration of Bills in Committee
(1) If a committee does not report on a bill referred to it at the following meeting of the Council, the bill shall expire unless the committee reports that they will be considering the bill at a future date, in which case the bill shall expire when that date has passed if the committee has not reported on it at that time.
(2) A bill that has expired in committee shall not appear on the published order of business and shall not be subject to further consideration by the committee.

(e) Sponsor Withdrawal or Amendment of a Bill
(1) The sponsor of the bill may withdraw the bill until it has been considered by a committee.
(2) The sponsor of the bill may amend the bill until the Order of Business has been published.

(f) Any bill adopted by the Council shall become an Act and be properly executed by the Clerk.

(g) All copies of the order of business shall be shared and distributed electronically. There will be no printing of the attachments to the order of business for any member of the Associated Students council. If a member of the council does not have access to a laptop in which they can access the order of business, only then will a copy of the order of business be printed out for them. If a council member would like a hard copy of the order of business, they are to notify the Executive Assistant prior to the day of the scheduled meeting of council.
Chapter 2. Standing Committees

§2.1. Membership in Standing Committees

(a) Membership shall be decided by a joint consultation between the Speaker of the Council, the Vice-President Finance and Resources, and the Vice-President Student Life, with the exception of College Senator membership.

(b) Each standing committee shall include one College Senator from each College; College Senator pairs must decide at the beginning of their term which committee each College Senator shall serve on.

(c) All Senators and Associate Vice-Presidents must serve on one standing committee.

§2.2. Finance Committee

(a) Membership

a. All members of Finance Committee are voting members except the Vice-President Finance and Resources.

b. The Vice-President Finance and Resources shall serve as Chair of the committee.

c. A Vice-Chair shall be elected by majority vote of the committee.

d. The Vice-Chair shall take notes and attendance at Finance meetings serve as Chair when the Finance Chair is absent.

e. The President shall be an ex-officio member of the committee.

(b) Duties

a. Consider any bill referred to it by the Council or the Speaker and report any findings or desired action to the Council in a timely manner.

b. Determine the rules and procedures for the committee.

c. Regularly review and audit the finances of the ASUCSD.

d. No event that charges admission for undergraduate students shall receive A.S. funding with the only possible exceptions made by the SOFAB or the Finance Committee in light of the fact that money being collected will be donated to a philanthropic cause.

§2.3. Campus Affairs Committee

(a) Membership

a. All members of Campus Affairs Committee are voting members except the Vice-President Student Life.

b. The Vice-President Student Life shall serve as Chair of the committee.

c. A Vice-Chair shall be elected by majority vote of the committee.

d. The Vice-Chair shall take notes and attendance at Campus Affairs meetings serve as Chair when the Campus Affairs Chair is absent.

e. The President and Vice-President External Affairs shall be ex-officio members of the committee.

(b) Duties

a. Consider any bill referred to it by the Council or the Speaker and report any findings or desired action to the Council in a timely manner.

b. Determine the rules and procedures for the committee.

c. Regularly review the existing rules and contracts of the ASUCSD.

Chapter 3. Special Committees
§3.1. Establishment of Special Committees by Charter
(a) The Council may establish a special committee by approving a charter for the committee that should contain:
   (1) the name of the committee;
   (2) the membership of the committee or the manner in which the membership is to be selected;
   (3) the purpose and responsibility of the committee, including if and when the committee is to report back to the Council; and
   (4) when the special committee will dissolve.
(b) If the Council does not specify when a special committee is to dissolve, it shall automatically dissolve one academic year from the date of its creation.

§3.2. Establishment of Special Committees by a member of Cabinet
(a) Any member of Cabinet may establish a special committee by writing a charge letter to the membership of the committee. The member of Cabinet should determine the membership before writing the charge letter. This charge letter should be copied to the Clerk for recordkeeping. The charge letter should contain:
   (1) the name of the committee;
   (2) the membership of the committee;
   (3) the charge to the committee, including the purpose and responsibility of the committee and if, when, and to whom the committee is to report back to; and
   (4) when the special committee will dissolve.
(b) If the member of Cabinet does not specify when a special committee is to dissolve, it shall automatically dissolve one academic year from the date of its creation.

§3.3. Establishment of Special Committees by Standing Rule
(a) The Council may, through the Standing Rules, establish that special committees automatically come into existence at specified times for specified purposes. The language in the Standing Rules should specify:
   (1) the name of the committee;
   (2) the membership of the committee or the manner in which the membership is to be selected;
   (3) the purpose and responsibility of the committee, including if and when the committee is to report back to the Council; and
   (4) when the special committee will come into existence, and when the special committee will dissolve.
(b) If the language in the Standing Rules does not specify when the special committee is to dissolve, it shall automatically dissolve one academic quarter after it comes into existence.

Chapter 4. Attendance
§4.1. Requirement
(a) Council Meetings. The voting members of the Council and the members of the Cabinet are required to attend all regular and special meetings of the Council. If a member that is required to attend is not present during a roll call, it is counted against the member as half an absence. The Speaker or a majority vote of the Council may excuse a member required to attend. The attendance of each member of the Council is recorded by the Clerk even if that member is not required to attend.
(b) Members of Cabinet are required to submit at least 5 oral or written reports each quarter during their term as a measure of their attendance.

(c) Committee Meetings. The members of a committee are required to attend all meetings of the committee. If a member is not present during a roll call, it is counted against the member as half an absence. The chair of the committee or a majority vote of the Council may excuse a member.

(d) Mandatory Events. The President may make an event related to Council development mandatory and compel the attendance of the members of the Council, except that the Council, by a majority vote, may reverse the decision of the President. The President shall designate someone with the authority to excuse members and record the attendance. That person should transmit that record of attendance to the Clerk for recordkeeping.

§4.2. Unsatisfactory Attendance. The attendance of a member shall be considered unsatisfactory for the purposes of removal from office when a member has accrued more than three unexcused absences.

(a) The advocate General shall submit legislation calling for impeachment of said member as prescribed by F Chapter 1.1 of this document.

(b) Attendance will be reviewed by the Committee on Appointments and Accountability as prescribed by Title VI Chapter 2.3 of this document.

Chapter 5. Council Projects

§5.1. Requirements for Council Projects

(a) A council project may be charged given:
   (1) the establishment of a long-term goal or vision, at least exceeding an estimated timeline for completion of one (1) academic quarter; and
   (2) a membership made up of members from both Cabinet and Senate.

(b) A council project shall provide a written report to the Council twice monthly.

(c) Council Project Meetings. The members of a council project are required to attend all meetings of the council project. If a member is not present during a roll call, it is counted against the member as half an absence.

   i. Roll call must be regularly taken by the council project chair in order for absences to be counted against the member.
   ii. A roll call sheet must be turned into the A.S. Advocate General after every council project meeting. If no Advocate General is appointed at that time, the roll call sheet shall be given to the Associated Students Clerk.
   iii. In the case of an absence, the council project chair must notify the member and the A.S. Advocate General of the member’s absence no later than 24 hours of the meeting.
   iv. The chair of the project may excuse a member of the council project of any absences within a week of each missed project meeting.
   v. The Associated Students Council may by majority vote excuse a member of the council project of any absences by the next council meeting.

§5.2. Establishment of Council Projects
(a) Any member of council, in consultation with the Senate Chair, may establish a council project pending Council approval by writing a charge letter that should contain:
   (1) the name of the project;
   (2) the membership of the project or the manner in which the membership is selected;
   (3) the purpose and responsibility of the project; and
   (4) an estimated time of completion for the project.
(b) A council project may dissolve either by the following means:
   (1) majority vote of the council project membership; or
   (2) vote of the Council.

§5.3. Committee on Student Activities and Relations (CoSAR)
(a) Membership
   (1) The VP Student Life will chair the committee
   (2) Three senators, of which at least one is an all-campus senator and one is a college senator
   (3) Two at-large student representatives
   (4) The President will serve as an ex-officio non-voting member
   (5) The Senate Chair will serve as an ex-officio non-voting member
   (6) The AVP Student Organizations will serve as an ex-officio non-voting member
   (7) The AVP Concerts & Events will serve as an ex-officio non-voting member
   (8) The VP Finance will serve as an ex-officio non-voting member
   (9) All senators and at-large student representatives serving on the committee shall be selected by the VP Student Life and approved by a majority vote of Council
   (10) The voting membership shall consist of the three senators and two at-large student representatives
(b) Responsibilities of the Committee
   (1) The committee will meet once a week during the academic year
   (2) Projects
      (a) The committee shall design and implement no less than three (3) projects per quarter during the academic year that seek to improve student life on campus for all undergraduate students
      (b) Funding for projects shall be requested from the General Initiatives fund
      (c) Approval of funds shall be granted by Council following a recommendation by the Finance Committee
   (3) Annual Survey
      (a) The committee shall be responsible for creating an online student opinion survey, and making it accessible to the student body by Week 8 of Fall Quarter
      (b) The survey will aim to assess the effectiveness of Council and gather student input on salient issues directly affecting the undergraduate student population
      (c) The results of the survey will be collected and published in a presentation to Council during Week 2 of Winter Quarter.
      (d) The committee shall handle all marketing and promotions for the survey
   (4) Partnerships with Student Organizations
      (a) Should the committee identify an event being organized by a student organization that promises a direct benefit to all undergraduate students, the committee may use its discretion to sponsor the event with funding from the General Initiatives fund
(b) To sponsor an event, the committee must submit a recommendation to the Finance Committee, and the allocation must be approved by a majority vote of Council.
(c) Members of the committee may not be affiliated with a partnering student organization.

(c) Removal of Members
(1) Should the contributions of any member of the committee be deemed unsatisfactory, or should any member fail to fulfill the responsibilities of the position, that member may be removed by a majority vote of Council.
(2) The VP Student Life shall be responsible for appointing a replacement to any member of the committee that is discharged.

Chapter 6. Attendance
§6.1 Requirement
(a) Council Project Meetings. The members of a council project are required to attend all meetings of the council project. If a member is not present during a roll call, it is counted against the member as half an absence. The chair of the project or a majority vote of the Council may excuse a member.
(b) Mandatory Events.

Chapter 7. Non-voting Membership
§7.1. Members of the Cabinet, except the Officers
§7.2. Advocate General
§7.3. Election Manager if any is currently appointed
§7.4. College Council Chairs or equivalent
§7.5. Alumni Association President
§7.6. Graduate Student Association (GSA) Representative appointed by GSA
§7.7. Student Affirmative Action Committee (SAAC) Representative appointed by SAAC
§7.8. Interfraternity Council (IFC) Representative appointed by IFC
§7.9. Panhellenic Representative appointed by the Panhellenic Council
§7.10. Multicultural Greek Council (MGC) Representative appointed by MGC
§7.11. Intercollege Residents Association (ICRA) Representative appointed by ICRA
§7.12. Triton Athletes Council (TAC) Representative appointed by TAC
§7.13. University Centers Advisory board (UCAB) Chair, elected by UCAB

Chapter 8. Advisor
§8.1. The Director of Associated Student Administration shall serve as the advisor to the Council.
§8.2. The Advisor shall have all the rights and privileges of membership on the Council, except that of voting.

Chapter 9. Clerk
§9.1. The Associated Students Executive Assistant shall serve as the Clerk of the Council, herein referred to as the “Clerk.”
§9.2. Responsibilities
(a) Properly assemble and distribute the agenda for meetings of the Council and Standing Committees
(b) Take, distribute, and maintain the minutes for the Council meetings
(c) Keep an updated roster of the membership of the Council
(d) Maintain the integrity of the documents containing the rules of the Association
(e) Check and report the eligibility of the members of the Council
(f) Any other duties applicable to the position as assigned by the Council

Chapter 10. Minutes of Council Meetings
§10.1. In addition to what is required by the parliamentary authority, the minutes of the Council meeting shall include:
   (a) the list of attendance for both roll calls.
§10.2. The minutes of a meeting of the Council shall be distributed to the members of the Council no later than four academic days after the meeting.
§10.3. After the minutes have been approved by the Council, they shall be signed by the Clerk and the President and made available to the public.

Chapter 11. Responsibilities of Senators
§11.1. §10.1. Common Responsibilities
   (a) Participate in at least two projects every year, one of which must be a council project.
   (b) Serve on one standing committee.

§11.2 College Senators
   (a) Must attend all required meetings of their respective College Council.
   (b) One project must benefit the students of their respective College.

§11.3. Academic Division Senators
   (a) Serve on at least one Academic Senate Standing committee with the option to continue to serve for a second year on that committee even after their term has ended.
   (b) Must meet regularly with the dean of their academic division.
   (c) Must publicize and host a quarterly student forum to discuss issues regarding their academic division.
   (d) One project must benefit the students of their respective academic division.

§11.4. All-Campus Senators
   (a) Serve on at least two campus-wide committees.
   (b) One project must benefit the campus as a whole.

§11.5. Freshman Senators
   (a) Must attend all required meetings of the Freshman Council.
   (b) One project must benefit freshman students.
   (c) Serve on at least one campus-wide committee.

§11.6. Transfer Senator
   (a) Must attend all required meetings of the All Campus Transfer Association.
   (b) One project must benefit transfer students.
(c) Serve on at least one campus-wide committee.

Chapter 12. The Senate
§12.1. Time and Location of Regular Meetings
(a) The Senate shall meet every Wednesday at 4:00pm during the ten academic weeks of the Fall, Winter, and Spring Quarters, except that the Senate may, by a majority vote, cancel a regular meeting.

§12.2. Senate Chair
(a) Eligibility and Election
1. The Senate Chair must currently be an ASUCSD Senator who has completed one full term as Senator, unless no one with such qualifications is a member of Council, in which case any ASUCSD Senator is eligible.
2. The Senate Chair shall be elected by majority vote of the Senate the first meeting after a vacancy arises.
3. The Senate Chair shall serve until the end of his/her term as Senator.
4. The Senate Chair shall be removed from the position of Senate Chair by a majority vote.

(b) Duties
1. Shall plan Senate meetings designed to educate Senators and provide resources for Senators’ projects.
2. Shall give weekly oral or written reports to the Council concerning Senate’s progress and accomplishments, including a regularly updated list of Senators’ projects to be published in the Order of Business.
3. Shall meet individually with each Senator at least once per quarter to discuss his/her projects.
4. Service as Senate Chair may be considered as one of the senator’s required projects.

§12.3. Senate Vice-Chair
(a) The Senate Vice-Chair must currently be an ASUCSD Senator and shall be elected by majority vote of the Senate.
(b) The Senate Vice-Chair shall serve until the end of his/her term as Senator.
(c) The Senate Vice-Chair shall take attendance at Senate meetings and serve as Chair when the Senate Chair is absent.
(d) The Senate Vice-Chair shall take minutes at Senate meetings if the Chair deems such notes necessary and complete any other tasks assigned by the Senate Chair.

Chapter 11. Vacancies in the Voting Membership of the Council
§11.1. Officers and UCSD Senators
(a) Within fifteen academic days of when the vacancy occurs, the President shall convene a special committee to fill the vacancy.
(b) The members of the committee shall consist of
   (1) the President or designee, who shall chair the committee; and
   (2) four members of the Council appointed by the President.
(c) The committee shall solicit applications for the position, screen and interview candidates for the position, and make a recommendation to the President on the appointment. The type and manner of the recommendation shall be specified by the President at the first meeting of the committee.
(d) The President shall consider the recommendation of the committee and submit a nominee for the position to the Council.
(e) The committee shall dissolve upon the approval of the appointment by the Council.
(f) This section shall not apply to interim appointments of Officers, which the President may make without the advice of a committee or the approval of the Council.

§11.2 Academic Division Senators

(a) Within fifteen academic days of when the vacancy occurs, the President shall convene a special committee to fill the vacancy.
(b) The members of the committee shall consist of
(1) the President or designee, who shall chair the committee;
(2) four members of the Council appointed by the President; and
(3) representative from the appropriate Academic Division Council, if one exists, appointed by the Associate Vice-President Academic Affairs.
(c) The committee shall solicit applications for the position, screen and interview candidates for the position, and make a recommendation to the President on the appointment. The type and manner of the recommendation shall be specified by the President at the first meeting of the committee.
(d) The President shall consider the recommendation of the committee and submit a nominee for the position to the Council.
(e) The committee shall dissolve upon the approval of the appointment by the Council.

§11.3 College Senators

(a) Within five academic days of when the vacancy occurs, the President shall notify the appropriate College Council of the vacancy and request a permanent replacement.
(b) Upon the appointment of a permanent replacement by the College Council, the College Council Chair shall properly file an “A.S. Appointment Form” naming the new Senator.
(c) The person appointed by the College Council may not take the Oath of Office until procedures outlined in this section have been properly completed.

§11.4 Freshmen and Transfer Senators

(a) Within fifteen academic days of when the vacancy occurs, the President shall convene a special committee to fill the vacancy.
(b) The composition of the committee shall be the same as the appropriate selection committee described in the previous Chapter.
(c) The committee shall solicit applications for the position, screen and interview candidates for the position, and make a recommendation to the President on the appointment. The type and manner of the recommendation shall be specified by the President at the first meeting of the committee.
(d) The President shall consider the recommendation of the committee and submit a nominee for the position to the Council.
(e) The committee shall dissolve upon the approval of the appointment by the Council.
TITLE VII
Career and Student Staff

Chapter 1. Director of Associated Students Administration
§1.1. Funds
(a) The funds for the Director of Associated Students Administration, hereinafter referred to as “the Director,” shall be provided by registration fees.
(b) The salary and benefits for the Director of Associated Students Administration shall be appropriately set and adjusted by the Office of the Vice-Chancellor Student Affairs.
§1.2. Vacancy and Hiring
(a) Whenever the position of the Director becomes vacant, a student appointed by the President and a staff member appointed by the Assistant Vice-Chancellor Student Life, shall co-chair a search committee to fill the vacancy. In addition, the Student Life UCSD Human Resources specialist shall also serve on the search committee.
(b) A majority of the search committee will be made up of students. The President shall appoint the student membership of the search committee.
(c) The search committee shall forward to the Assistant Vice-Chancellor Student Life the names of one or more candidates unranked that in the estimation of the committee are suitable for hiring. If the Assistant Vice-Chancellor finds that none of the candidates are suitable for hiring or that none of the candidates offered the position have accepted the job, then the Assistant Vice Chancellor will consult with the President, and the search committee will be reconvened.
(d) The Assistant Vice-Chancellor Student Life may only appoint an Interim Director of Associated Students Administration in consultation with the President.
§1.3. Job Card, Working Title, and Supervisor
(a) Any amendments to a job card for the Director will be done in consultation with the President.
(b) Any changes to the working title for the Director will be done in consultation with the President.
(c) The Director shall report to the Assistant Vice-Chancellor Student Life.
§1.4. Review
(a) The Assistant Vice-Chancellor Student Life will provide the President an opportunity to comment on the performance of the Director prior to the completion of the Director’s annual performance appraisal.

Chapter 2. Career Staff Funded Greater Than 50% by the Associated Students
§2.1. Established Positions
(a) Admin Assistant II
   (1) Working Title: Administrative Assistant
   (2) FTE Provided: 0.90 FTE
   (3) Supervisor: the Director
(b) Admin Assistant III
   (1) Working Title: Executive Assistant
   (2) FTE Provided: 1.00 FTE
   (3) Supervisor: the Director
(c) Programmer/Analyst II
§2.3. Funds
(a) The funds for all career staff funded greater than 50% by the Associated Students shall be allocated from the Campus Activity Fee revenue in the annual budget.
(b) The salary and benefits for all such positions shall be appropriately set and adjusted by the Office of the Vice-Chancellor Student Affairs.

§2.4. Vacancy and Hiring
(a) Whenever any position in this chapter becomes vacant, the President, or designee, and the Director’s designee, shall co-chair a search committee to fill the vacancy. In addition, the Student Life UCSD Human Resources specialist shall also serve on the search committee.
(b) A majority of the search committee will be made up of students. The President shall appoint the student membership of the search committee. The Director shall appoint the remainder of the membership with the consent of the President.
(c) The search committee shall forward to the Director the names of one or more candidates unranked that in the estimation of the committee are suitable for hiring. If the Director finds that none of candidates are suitable for hiring or that none of the candidates offered the position will accept the job, then the Director will consult with the President, and the search committee will be reconvened.

§2.5. Job Card, Working Title, Classification, Supervisor, and Funding Changes
(a) The President and the AS Director will mutually agree on the job card for all newly created positions in this chapter.
(b) The President and the AS Director will mutually agree on any amendments to a job card for any position in this chapter.
(c) Any changes to the working title, classification, supervisor, or FTE funding for a position in this chapter will be approved by the Council by an amendment to this chapter. Unless the change is mandated by UCSD Human Resources. However, if this
change is mandated by UCSD Human Resources, the AS President will be given time to review the changes and comment.

Chapter 3. Career Staff Funded Less Than or Equal to 50% by the Associated Students

§3.1. Established Positions
(a) Admin Specialist
   (1) Working Title: Human Resources Specialist
   (2) FTE Provided: 0.50 FTE
(b) Admin Specialist
   (1) Working Title: Bookkeeper
   (2) FTE Provided: 0.30 FTE

§3.2. Funds
(a) The funds for all career staff funded less than or equal to 50% by the Associated Students shall be allocated from the Campus Activity Fee revenue in the annual budget.
(b) The salary and benefits for all such positions shall be appropriately set and adjusted by the Office of the Vice-Chancellor Student Affairs.

§3.3. Vacancy and Hiring
(a) Whenever any position in this chapter becomes vacant, there will be a search committee to fill the vacancy.
(b) At least the fraction of the membership of the search committee that is equal to the fraction of the position funded by the Associated Students shall be appointed by the President.

§3.4. Job Card, Working Title, Classification, and Funding Changes
(a) The job card for all newly created positions in this chapter will be reviewed and commented on by the President.
(b) Any amendments to a job card for any position in this chapter will be reviewed and commented on by the President.
(c) Any changes to the working title, classification, or FTE funding for a position in this chapter will be approved by the Council by an amendment to this chapter. Unless the change is mandated by UCSD Human Resources. However, if this change is mandated by UCSD Human Resources, the AS President will be given time to review the changes and comment.

§3.5. Review
(a) The supervisor should consult the President for input at least one month prior to the “Performance Appraisal Process” for every position in this chapter.

Chapter 4. Student General Staff

§4.1. Established Positions
(a) Graphic Artists (2)
(b) Webmaster
(c) Office Assistant – AS
(d) Office Assistant – SPBO
(e) Public Relations Assistant

§4.2. Funds
(a) The funds for all student general staff shall be allocated from the Campus Activity Fee revenue in the annual budget.

(b) The salary for all such positions shall be appropriately set and adjusted by the Director in consultation with and with the consent of the President.

§4.3. Vacancy and Hiring
(a) Whenever any position in this chapter becomes vacant, the Director in consultation with the President shall establish an appropriate selection process.

(b) If the Council determines a need for a new student position exists, the President will consult with the Director prior to submitting the item to the Council for approval.

§4.4. Job Card, Supervisor, and Working Title
(a) The job card for all student general staff may be established or modified by the Director. The AS Director and President must mutually agree on the job card.

(b) The supervisor for all student general staff shall be a career staff position determined by the Director and President.

(c) Any changes to the working title for a position in this chapter will be approved by the Council by an amendment to this chapter. Unless the change is mandated by UCSD Human Resources. However, if this change is mandated by UCSD Human Resources, the AS President will be given time to review the changes and comment.

§4.5. Review
(a) The supervisor will consult the President for input at least one month prior to the performance appraisal process for every position in this chapter.

Chapter 5. Student Office Interns
§5.1. Established Positions
(a) President’s Office Intern
(b) Student Life Intern
(c) External Affairs Intern
(d) Finance and Resources Intern

§5.2. Funds
(a) The funds for all student office interns shall be allocated from the Campus Activity Fee revenue in the annual budget.

(b) The salary for all such positions shall be appropriately set and adjusted by the Director in consultation with and with the consent of the appropriate member of the Cabinet.

§5.3. Vacancy and Hiring
(a) Whenever any position in this chapter becomes vacant, the appropriate member of the Cabinet shall, in consultation with the Director, establish an appropriate selection process.

§5.4. Job Card, Supervisor, and Working Title
(a) The job card for all student office interns may be established or modified by the appropriate member of the Cabinet in consultation with the Director and with the consent of the President.

(b) The supervisor for all student general staff shall be the Director.

(c) Any changes to the working title for a position in this chapter will be approved by the Council by an amendment to this chapter. However, if this change is mandated by UCSD Human Resources, the AS President will be given time to review the changes and comment.
§5.5. Review  
(a) The supervisor will consult the appropriate member of the Cabinet for input at least one month prior to the performance appraisal process for every position in this chapter.

Chapter 6. Date of Effectiveness  
§6.1. This title shall become effective on July 1, 2007.
Chapter 1. Processing of Appointments
§1.1. A person authorized to make the appointment should properly complete an “A.S. Appointment Form” and file the form with the Clerk. If it is a group or a committee making the appointment, the authorized representative of the group or committee shall complete and file the form.
§1.2. Stipended Appointments. If the appointment carries a stipend, the Clerk shall present the form to the Vice-President Finance and Resources for a signature approving the stipend.
§1.3. Appointments Requiring the Consent of the Council. If the appointment requires the consent of the Council, the Clerk shall process the appointment as a bill. The appointment form must be filed with the Clerk by the deadline for a bill to be considered at that meeting. If the bill is approved by the Council, the Speaker shall sign the form with the date the appointment was approved by the Council and the appointment becomes effective on that date unless a later date is specified on the form.
§1.4. Appointments Not Requiring the Consent of the Council. If the appointment does not require the consent of the Council, the appointment becomes effective when the form is received by the Clerk unless a later date is specified on the form. An appointment not requiring the consent of the Council may be dismissed by written notification to the Clerk. The Clerk shall report to the Council all appointments or dismissals made that do not require the consent of the Council.
§1.5. Contradiction of Term Beginning and Ending Dates. If an appointment is made with term beginning or ending dates that contradict the rules of the Associated Students, the appropriate date specified in the rules shall take precedence.

Chapter 2. Maintenance of the Rules Documents
§2.1. Accessibility of Rules. All adopted, active rules of the Associated Students, including the Constitution, the Standing Rules, the Special Rules of Order, Judicial Board Rules and Procedures, and any special committee charters shall be available in PDF format on the Associated Students website.
§2.2. Clerk’s Authority to Properly Maintain Rules
   (a) The Clerk shall maintain the approval and amendment dates of every rules document on the first page of the document and update it accordingly.
   (b) The Clerk shall have the authority to modify any document except the Constitution to ensure proper and consistent formatting provided that any modifications do not affect the meaning or substance of the document.
§2.3. Organization and Formatting of the Standing Rules
   (a) The Standing Rules shall be organized in the following hierarchy of descending order:
      (1) Title, designated by a roman numeral
      (2) Chapter, designated by a number
      (3) Section, designated by § followed by two numbers separated by a period. The first number shall be the number of the Chapter it is under. The second number shall begin at 1 and describe the Section number within that Chapter.
      (4) Subsections designated by either a lowercase letter or a number surrounded by parentheses. The first Subsection under a Section shall be a lowercase letter, the
Subsection under that Subsection shall be a number. For each further nested Subsection, it shall alternate between lowercase letter and number.

(b) Formatting and Numbers of the Standing Rules
(1) Page breaks between Titles
(2) Two line breaks between Chapters
(3) One line break between Sections or Subsections
(4) One inch margins on each side
(5) No tab for Chapter or Section
(6) Subsections should be tabbed with the tab stop set to the first letter of the parent Section or Subsection
(7) The hanging indent should be set to always align with the first letter of the Chapter, Section or Subsection.
(8) All phrases are capitalized

Chapter 3. Correspondence
§3.1. All correspondence out of any office of the Associated Students shall be copied to the Clerk for filing unless the correspondence is confidential.
Section 1. General Elections

§1.1. Election Manager

(a) The President shall appoint the Election Manager with the consent of the Council no later than third week of Winter Quarter to a term that expires when the new Council takes office.

(b) Once the Election Manager has been appointed, only the Judicial Board shall have the authority to remove the Election Manager. The Judicial Board shall remove the Election Manager if the Election Manager cannot or has not faithfully performed the duties of the office.

(c) The Election Manager shall not be a candidate for elected office or publicly support or oppose any candidate, slate or referendum in that year's election.

(d) Responsibilities

1. Publicize the upcoming election in order to solicit candidates, inform the ASUCSD of relevant information concerning the dates, times, and locations of voting, and increase voter turnout to the maximum number possible.

2. Secure the college representatives to the Election Committee from the College Councils.

3. Publish the complete list of candidates and referenda for public viewing.

4. Publicize and advertise any fee referenda on the ballot and increase voter turnout to the maximum number possible.

5. Schedule, coordinate and publicize candidate debates, speeches and forums, including at least one Presidential debate.


7. Work with the Clerk to ensure the proper maintenance of all election financial records, complaints, violations and other documents pertaining to the election.

8. Ensure the overall success of the election.

9. If a situation arises that is not provided for in the election rules, the Election Manager has broad authority to make any decision that is consistent with the spirit of the election rules. The Election Committee may overrule the Election Manager in this regard with good cause.

10. Any other duty or responsibility assigned to the Election Manager by the election rules.

§1.2. Election Committee

(a) Membership

1. The Election Manager will serve as chair of the committee.

2. One student appointed by the Vice-President Student Life with the consent of the Council by fourth week of Winter Quarter.

3. One student appointed by each College Council by fourth week of Winter Quarter. If a College Council does not appoint their representative by the deadline, the Election Manager shall appoint a student from that college.

4. The Election Manager shall appoint an Assistant Election Manager to serve in the absence of the Election Manager. Only members of the Election Committee are
eligible to serve as the Assistant Election Manager. The Assistant Election Manager shall serve as vice-chair of the committee.

(5) The members of the Election Committee shall not be candidates for elected offices or publicly support or oppose any candidate, slate or referendum in that year's election.

(6) The Election Committee shall dissolve when the new Council takes office.

(7) Once the members of the Election Committee have been appointed, only the Judicial Board shall have the authority to remove any of the members. The Judicial Board shall remove members of the Election Committee if they cannot or have not faithfully performed their duties.

(8) The President shall not be a member of the Election Committee.

(b) Responsibilities

(1) Assist the Election Manager with the planning and execution of the election.

(2) Serve at least 10 hours at the main polling location as determined by the Election Manager.

(3) Each member shall distribute promotional materials within each member’s respective college. The A.S. Representatives shall distribute promotional materials within the Price Center.

(4) Any other duty or responsibility assigned to the Election Committee by the election rules.

§1.3. Filing for Candidacy

(a) Filing Period. The filing period for candidates shall begin at noon on Monday of seventh week Winter Quarter and end at noon on Wednesday of ninth week Winter Quarter. If either of these days are a holiday, the deadline shall be the next business day.

(b) Eligibility. A candidate must meet the eligibility requirements articulated in the Constitution for that office in order to be a candidate in the election. The Clerk will verify eligibility of all candidates twice: once at the end of the filing period and once the week before voting begins. If a candidate is found to be ineligible for office, that person will be immediately so notified by the Election Manager.

(c) Single Office Restriction. Because the Constitution requires that no person may hold more than one voting position, no person is permitted to file for candidacy for more than one voting position on the Council.

(d) Candidate Forms. Candidates must submit the forms listed below in this subsection by the end of the filing period. Candidates may not falsify any information on the forms.

(1) Candidate Intent Form

(a) The intent form must include a signed statement that the candidate will adhere to the election rules and any information provided in the mandatory candidates meeting. The Election Manager may waive this requirement with good cause, including but not limited to if the individual is abroad; however, even if the Election Manager waives the requirement, the candidate shall still be bound by the election rules and any information provided in the mandatory candidates meeting.

(e) Withdrawal as a Candidate. A candidate may withdraw from the election by informing the Election Manager in writing. The Clerk and the AS Programmer shall be copied on the correspondence for recording and processing. If a candidate withdraws
from the election, none of the votes the candidate receives will be counted towards the candidate and every effort will be made to remove the candidate’s name from the ballot. Candidate withdrawals are effective as soon as they are submitted to the Election Manager and shall remain effective for the duration of the election.

(2) Voluntary Spending Limit Contract

(3) Candidate Endorsement Petition. Candidates for an Officer position must collect 150 signatures of members of the ASUCSD. Candidates for Senator positions are not required to collect signatures.
(a) To be considered valid, a signature on the petition must contain a printed name, signature, and last four digits of the student’s UCSD PID number.
(b) The Clerk will validate the petition, and if after validation a candidate does not have enough signatures, the Election Committee may disqualify the candidate.

(4) Candidate Statement
(a) The candidate statement should be submitted online at http://as.ucsd.edu/elections/statements by noon on Friday of eighth week.
(b) Candidates for Officer positions are allowed up to 1500 non-white space typographical characters and candidates for Senator positions are allowed up to 500 non-white space typographical characters.

(5) Candidate Affiliation
(a) The candidate affiliation may be submitted online at the Associated Students website. If a candidate does not submit a candidate affiliation, the candidate affiliation shall be the slate name of the candidate, unless the candidate is not on a slate, in which case the candidate affiliation shall read “Independent.”
(b) Candidate affiliation shall be a maximum of 40 non-white space typographical characters; any additional characters shall be truncated.

(e) Withdrawal as a Candidate. A candidate may withdraw from the election by informing the Election Manager and the Clerk in writing. If a candidate withdraws from the election, none of the votes the candidate receives will be counted towards the candidate and every effort will be made to remove the candidate’s name from the ballot.

(f) Slates, Slate Authorization Form, Withdrawal from a Slate
(1) If two candidates for ASUCSD offices wish to run a joint campaign or run under a common group name, they must properly file a Slate Authorization Form.
(2) Each member of the slate is accountable for the actions, conduct, and expenditures of any member of the slate and the slate as a whole.
(3) The first person listed on the Slate Authorization Form shall be considered the authorized representative of the slate and empowered to act on behalf of the slate.
(4) A candidate may withdraw from a slate without withdrawing from the election until the end of the filing period by informing the Election Manager and the Clerk.

(g) Mandatory Candidates Meeting
(1) A meeting of all the candidates shall be held ninth week of Winter Quarter after the end of the filing period and conducted by the Election Manager.
(2) The meeting is mandatory for all candidates to attend and candidates are responsible for all information given during the meeting. If a candidate is unable to attend the meeting, the candidate must have a proxy attend in the candidate’s place. A person may serve as a proxy for only one candidate.
(3) During the meeting, the candidates will be introduced to the Election Committee, and informed of the administrative and logistical details of the election, including the election calendar.
(4) The order in which the candidates will appear on the ballot will be decided during this meeting by a random alphabetical selection process.
(5) Pictures for the ballot of the candidates will be taken at the meeting. If a candidate is not present, they may have their picture taken in a location determined by the Election Manager by a deadline determined by the Election Manager to have it appear on the ballot.

§1.4. Campaign Procedures for Candidates
(a) Conduct of the Campaign for Candidates
(1) The campaign period for candidates begins at the conclusion of the Mandatory Candidates Meeting ninth week of Winter Quarter and ends when the polls close on the final day of voting. Candidates and any person acting on behalf of a candidate may only campaign during the campaign period.
(2) All campaign materials must include a clearly discernible phrase which shall be composed of “VOTE”, followed by either “ON” or “AT” or “USING” or “VIA” or “THROUGH” or “THRU”, followed finally by either “TRITONLINK” or “TRITONLINK.UCSD.EDU” or “HTTP://TRITONLINK.UCSD.EDU”.
(3) Candidates or someone acting on behalf of any candidate may not post any campaign materials in violation of applicable University posting policies.
(4) Candidates or someone acting on behalf of any candidate may not willfully destroy, deface, move, or remove from their places posters, signs, flyers, banners, or campaign materials of any other candidate or slate.
(5) False information may not be written on any campaign material.
(6) Candidates or someone acting on behalf of a candidate may not libel or slander another candidate.
(7) Candidates or someone acting on behalf of a candidate may not tamper with or improperly influence the distribution, collection, tabulation, or storage of the election ballots.
(8) There shall be no campaigning within 50 feet of official polling locations as measured by the Election Manager when voting is taking place. Notwithstanding, wearing clothing or accessories that advertise any candidate or slate while walking by the polls is permitted so long as the individual does not loiter.
(9) Use of equipment that amplifies sound is prohibited within 150 feet of official polling locations when voting is taking place.
(10) Use of ASUCSD offices, services, enterprises or equipment to campaign is prohibited.
(11) Door to door solicitation (aka. Doormstoming) is prohibited within residence halls and all other areas prohibited by campus policy.
(12) Campaigning in any classroom or lab is prohibited except during student organization meetings. Notwithstanding, wearing clothing or accessories that advertise any candidate or slate in classrooms or labs is permitted.
(13) Candidates and any person acting on behalf of a candidate must abide by any decision, order, or penalty of the Election Committee while campaigning.
(b) Campaign Finance Rules for Candidates
(1) No University or ASUCSD allocated funds may be used in support of or against a candidate or slate, except that this restriction does not apply to any print or electronic media editorial funded by ASUCSD allocated funds.

(2) Campaign contributions may not be accepted from any source not affiliated with UCSD, with the exception of the personal funds of the immediate family of a candidate.

(3) Voluntary Spending Limits
(a) Candidates Not on Slates. If any candidate has accepted voluntary spending limits and is not on a slate, the candidate may not spend more than $500 if running for an Officer position or $200 if running for Senator. Each candidate not on a slate that accepts voluntary spending limits must submit a campaign financial report as described below to the Clerk.

(b) Candidates on Slates. If any candidate on a slate accepts voluntary spending limits, the slate and all candidates on it are bound by the voluntary spending limits. In this case, the total expenditures for the slate may not exceed the sum of $250 for every candidate running for an Officer position on the slate plus $100 for every Senator running on the slate. A slate must file a campaign financial report as described below with the Clerk for the whole slate.

(c) If a candidate withdraws from the race more than two weeks before the final day of voting, the slate may not use any of the withdrawn candidate’s actual or potential funds towards the calculation of the slate’s spending limit. If a candidate withdraws more than one week before the final day of voting, the slate may use ½ of the withdrawn candidate’s actual or potential funds towards the calculation of the slate’s spending limits. If a candidate withdraws less than one week before the final week of voting, the slate may use all of the withdrawn candidate’s actual or potential funds towards the calculation of the slate’s spending limits. This section is intended to ensure that slates will not be adversely affected by the untimely withdrawal of a candidate. However, abuses of this provision will be taken seriously by the Election Committee and if a slate is found responsible for attempting to postpone the timely filing of a withdrawal for the sole purpose of retaining a portion of the withdrawn candidate’s funds, the Election Committee may impose any appropriate sanction, up to and including disqualification of the slate.

(d) Campaign Financial Report. This subsection shall only apply if the candidate or slate has accepted voluntary spending limits.

(1) An original receipt, one sample of each piece of all campaign materials produced, and an itemized Campaign Expense Record form must be submitted at the weekly campaign finance meeting as determined by the Election Manager. Campaign materials posted after the weekly campaign finance meeting must be submitted at the next scheduled weekly campaign finance meeting.

(2) Prior to being worn by any person to campaign, an original receipt for all clothing produced and an itemized Campaign Expense Record must be submitted.

(3) All items used in the campaign must be included in the itemized Campaign Expense Record. The use of residences, personal phone, staples, staple
guns, tape, and tacks are exempt from this requirement and do not have to be reported.
(4) The fair market estimated value of donated items, supplies, or services by a person other than a candidate must be itemized on the Campaign Expense Record, and this fair market estimated value shall be applied against the voluntary spending limits as if it were an expenditure. The Election Manager will determine the fair market value. In determining the fair market value, the Election Manager shall depreciate any items that were not purchased new during the current election. This shall include, but is not limited to, old campaign materials used in previous year’s elections.

§1.5. Mechanics of the Election

(a) Voting Period. Voting shall begin at 10am Monday of second week Spring Quarter and continue through 4pm on Friday of second week Spring Quarter.

(b) Manner of Voting. Voters shall cast their vote on TritonLink.

(c) Official Ballot. Both referenda questions and candidate elections for office may appear in a general election. The ballot rules regarding elections for office appear below in this subsection. The ballot rules for referenda appear elsewhere in the election rules.

(1) Immediately prior to the first candidate, the ballot should detail what it means to accept or decline voluntary spending limits, including the amounts of the spending limits.

(2) Candidates shall appear grouped by office in the order assigned at the Mandatory Candidates meeting.

(3) Next to each candidate’s name, the following shall appear:

(a) A hyperlink to a new window with the Candidate Statement;
(b) Candidate Affiliation;
(c) The phrase “Accepted Voluntary Spending Limits” if the candidate has accepted voluntary spending limits or the phrase “Declined Voluntary Spending Limits” if the candidate has declined voluntary spending limits; and
(d) Candidate picture if available.

(4) For the Academic Division Senators and the Officers

(a) Voters shall rank the candidates for an office. The number of ranks available to the voter will be equal to the number of candidates running for that office. A voter does not have to use all of the ranks. A voter’s candidate selections are not recorded until the voter completes the entire voting process.

(b) In the case of a single person election, the number of ranks available to the voters will be equal to two, thereby allowing the voter to mark ‘abstain.’

(5) For All-Campus Senators and College Senators

(a) To vote for a candidate, voters should select the checkbox next to the name of the candidate. The number of candidates a voter may cast a vote for in a race is equal to the number of seats in that race. A voter’s candidate selections are not recorded until the voter completes the entire voting process.

(d) Polls

(1) The Election Manager shall determine the official polling locations and hours of operation. These official polling locations and hours of operation shall be well
publicized by the Election Committee. Once decided, the official polling locations and hours of operation may not be changed except with good reason.

(2) The official polling locations shall contain several laptops for voters to use to cast their vote. However, voters do not have to go to the official polling locations to cast a vote; they may use any internet-enabled computer to cast their vote at any time during the voting period.

(3) A 50 foot area around the official polling locations will be clearly marked by the Election Manager.

(4) At the time designated for the close of the official polling locations, those already in the process of voting shall be allowed to complete the voting process.

Chapter 2. Special Elections
§2.1. Calling of a Special Election
(a) The President has the authority to call a special election and set the dates for the election.

(b) The President may call a special election by delivering a call letter in writing to the Clerk and to the Council at least four weeks before the first day of voting. This call letter must include the following:
   (1) the dates voting will take place; and
   (2) the primary purpose for which the special election is being called.

(c) Once a special election has been called, the President may cancel the election with the consent of the Council.

§2.2. Special Election Manager
(a) The President shall appoint the Special Election Manager with the consent of the Council no later than three weeks prior to the first day of voting of the special election to a term that expires when the results of the special election are certified and when there are no pending grievances. However, if an Election Manager for the general election has already been appointed, that person may serve as the Special Election Manager at the President’s discretion.

(b) Once the Special Election Manager has been appointed, only the Judicial Board shall have the authority to remove the Special Election Manager. The Judicial Board shall remove the Special Election Manager if the Special Election Manager cannot or has not faithfully performed the duties of the office.

(c) The Special Election Manager shall not publicly support or oppose any referendum in that special election.

(d) The Special Election Manager shall have all applicable powers, responsibilities, and restrictions of an Election Manager as described in these election rules.

§2.3. Special Election Committee
(a) Membership
   (1) The Special Election Manager will serve as chair of the committee.
   (2) One student appointed by the Vice-President Student Life with the consent of the Council at least one week before the first day of voting in the special election.
   (3) One student appointed by each College Council at least one week before the first day of voting in the special election. If a College Council does not appoint their representative by the deadline, the Special Election Manager shall appoint the student from that college.
(4) The Special Election Manager shall appoint an Assistant Special Election Manager to serve in the absence of the Special Election Manager. Only members of the Special Election Committee are eligible to serve as the Assistant Special Election Manager. The Assistant Special Election Manager shall serve as vice-chair of the committee.

(5) The members of the Special Election Committee shall not publicly support or oppose any referendum in that special election.

(6) The Special Election Committee shall dissolve when the results of the Special Election have been certified and there are no pending grievances.

(7) Once the members of the Special Election Committee have been appointed, only the Judicial Board shall have the authority to remove any of the members. The Judicial Board shall remove members of the Special Election Committee if they cannot or have not faithfully performed their duties.

(8) The President shall not be a member of the Special Election Committee.

(b) The Special Election Committee shall have all applicable powers, responsibilities, and restrictions of an Election Committee as described in these election rules.

§2.4. Mechanics of the Election

(a) Voting Period. Voting shall begin at 10am on the first day of voting as set by the President and continue through 4pm on the last day of voting as set by the President.

(b) Manner of Voting. Voters shall cast their vote on TritonLink.

(c) Official Ballot. Only referenda questions may appear in a special election. The ballot rules regarding referenda appear elsewhere in these election rules.

(d) Polls

(1) The Special Election Manager shall determine the official polling locations and hours of operation. These official polling locations and hours of operation shall be well publicized by the Special Election Committee. Once decided, the official polling locations and hours of operation may not be changed except with good reason such as inclement weather.

(2) The official polling locations shall contain several laptops for voters to use to cast their vote. However, voters do not have to go to the official polling locations to cast a vote; they may use any internet-enabled computer to cast their vote at any time during the voting period.

(3) A 50 foot area around the official polling locations will be clearly marked by the Special Election Manager.

(4) At the time designated for the close of the official polling locations, those already in the process of voting shall be allowed to complete the voting process.

Chapter 3. Referenda in a General or Special Election

§3.1. Reference to Election Managers and Election Committees

(a) In this chapter, any reference to an Election Manager is defined as the Election Manager if the context is a general election; likewise, Election Manager is defined as the Special Election Manager if the context is a special election.

(b) In this chapter, any reference to an Election Committee is defined as the Election Committee if the context is a general election; likewise, Election Committee is defined as the Special Election Committee if the context is a special election.

§3.2. Approval and Eligibility of Referenda for an Election
(a) Fee Referenda
(1) Any referendum question that proposes to establish, increase, reduce, or eliminate any campus-based student fee is considered a fee referendum question and must be approved by a two-thirds vote of the Council. Once approved, the fee referendum question will appear in the next election in which it is eligible.
(2) Within five academic days after the fee referendum question has been approved by the Council, the President shall transmit a formal request for approval of the fee referendum to the administration. If the fee referendum is disapproved by the administration, the Council may, by a majority vote, remove the fee referendum question from the ballot.
(3) A fee referendum question is eligible to appear in a general election if it approved by the Council no later than the end of the filing period for candidates.
(4) A fee referendum question is eligible to appear in a special election if it is approved by the Council no later than six weeks before the first day of voting.

(b) Review Referendum Petitions
(1) Upon submission to the President a valid review referendum petition as described in the Constitution, separate referendum questions for each action of the Council petitioned for review shall appear in the next election in which it is eligible.
(2) A review referendum question is eligible to appear in a general election if the review referendum petition is submitted to the President before the end of the filing period for candidates.
(3) A review referendum question is eligible to appear in a special election if the review referendum petition is submitted to the President at least two weeks before the first day of voting.
(4) If the review referendum question is not eligible to appear in an election within the timeframe required by the Constitution, the President must call a special election to take place within the timeframe required by the Constitution and in which the review referendum question would be eligible.
(5) Every member of the ASUCSD is eligible to vote in review referendum questions.

(c) Other Referenda
(1) Any referendum question that is neither a fee referendum question nor a review referendum question must be approved by a majority vote of the Council. Once approved, the referendum question will appear in the next election in which it is eligible.
(2) The Council must approve the options that will be available for voters to select when voting and how many of those options a voter may select in the referendum question.
(3) The referendum question is eligible to appear in a general election if it approved by the Council no later than the end of the filing period for candidates.
(4) The referendum question is eligible to appear in a special election if it is approved by the Council no later than two weeks before the first day of voting.
(5) Every member of the ASUCSD is eligible to vote in such referendum questions.

§3.3. Official Ballot
(a) Referenda shall appear after any candidate elections for office in an order randomly generated for each voter
(b) Fee Referenda
(1) For each fee referendum question, only the options “yes”, “no”, and “abstain” shall appear after the language of the referendum approved by the Council. A voter must select exactly one of the options.

(2) Pro and Con statements for each fee referendum question shall be presented to the voter. The maximum length for the pro and con statements shall each be 2000 non-white space typographical characters. The Election Manager shall assign the submitters of the pro and con statements, except that the Election Committee may override the decision of the Election Manager with good cause.

(3) A vote in any fee referendum question is not recorded until the voter completes the entire voting process.

(c) Review Referenda

(1) When a review referendum petition is submitted, each action of the Council that is being petitioned for review shall be on the ballot as a separate review referendum question.

(2) Each review referendum question shall be phrased as “Do you approve the following action of the Associated Students Council?” with the text of the action of the Council following.

(3) Only the options “yes”, “no”, and “abstain” shall appear after the language of each review referendum question. A voter must select exactly one of the options.

(4) Pro and Con statements for each review referendum question shall be presented to the voter. The maximum length for the pro and con statements shall each be 2000 non-white space typographical characters. The Election Manager shall assign the submitters of the pro and con statements, except that the Election Committee may override the decision of the Election Manager with good cause.

(5) A vote in any review referendum question is not recorded until the voter completes the entire voting process.

(d) Other Referenda

(1) For referendum questions that are neither fee referendum questions nor review referendum questions, only the options approved by the Council shall appear after the language of the referendum approved by the Council. The number of options a voter may select shall be determined by the Council.

(2) The President shall determine if pro and con statements are to appear with each such referendum question. If pro and con statements are to be presented to voters with the referendum question, the maximum length for the pro and con statements shall each be 2000 non-white space typographical characters. The Election Manager shall assign the submitters of the pro and con statements, except that the Election Committee may override the decision of the Election Manager with good cause.

(3) A vote in any such referendum question is not recorded until the voter completes the entire voting process.

§3.4. Campaign Procedures for Referenda

(a) Conduct of the Campaign for Referenda

(1) Campaigning may begin when the Council approves the referendum question or when the review referendum petition is submitted.

(2) All campaign materials must include a clearly discernible phrase which shall be composed of “VOTE”, followed by either “ON” or “AT” or “USING” or “VIA”
or “THROUGH” or “THRU”, followed finally by either “TRITONLINK” or “TRITONLINK.UCSD.EDU” or “HTTP://TRITONLINK.UCSD.EDU”.

(3) There shall be no campaigning within 50 feet of official polling locations as measured by the Election Manager when voting is taking place. Notwithstanding, wearing clothing or accessories that have campaign material on them while walking by the polls is permitted so long as the individual does not loiter.

(4) Use of equipment that amplifies sound is prohibited within 150 feet of official polling locations when voting is taking place.

(5) Campaigning in any classroom or lab is prohibited except during student organization meetings. Notwithstanding, wearing clothing or accessories that have campaign material on them in classrooms or labs is permitted.

(6) Anyone campaigning must abide by any decision, order, or penalty of the Election Committee while campaigning.

(7) Campaigns or someone acting on behalf of campaigns may not willfully destroy, deface, move, or remove from their place posters, signs, flyers, banners, or campaign materials of any other campaigns.

(8) False information may be written on any campaign material.

(9) Campaigns or someone acting on behalf of campaigns may not tamper with or improperly influence the distribution, collection, tabulation, or storage of the election ballots.

(b) Campaign Finance Rules for Referenda

(1) No University or ASUCSD allocated funds shall be spent on a referendum except in a neutral manner, such as providing educational information including both sides of the issue.

(2) Campaign contributions for referenda may not be accepted from any source not affiliated with UCSD.

Chapter 4. Violations of the Election Code

§4.1. Reference to Election Managers and Election Committees

(a) In this chapter, any reference to an Election Manager is defined as the Election Manager if the context is a general election; likewise, Election Manager is defined as the Special Election Manager if the context is a special election.

(b) In this chapter, any reference to an Election Committee is defined as the Election Committee if the context is a general election; likewise, Election Committee is defined as the Special Election Committee if the context is a special election.

§4.2. Violation Grievances

(a) Filing Grievances

(1) Any member of the ASUCSD may file with the Clerk a Violation Grievance Form alleging that a candidate, slate, referendum proponent, or referendum opponent has violated the election rules.

(2) The signed Violation Grievance Form must detail as much information about the alleged violation as possible, including the date, time, and location of the violation.

(3) The Violation Grievance Form must be submitted no later than the close of the polls on the final day of voting.

(b) Hearing
(1) Both the complainant and the accused may assign a representative to act on their behalf.

(2) The Election Committee shall conduct the hearing on the grievance within seventy-two hours of the filing of a Violation Grievance Form unless a later time is agreed upon by both parties and the Election Manager.

(3) A date and time for the hearing must be announced and all parties notified at least twenty-four hours before the start of the hearing via an email to all parties’ official UCSD email addresses. This requirement may be waived if both parties and the Election Manager agree. If the alleged grievous action occurred within 24 hours of the close of voting, all parties shall be notified as soon as the grievance is filed and the grievance will be heard as soon as voting has closed. All candidates should check their official UCSD email addresses immediately following the close of voting to see if a grievance has been filed against them. Failure to check a candidate’s email for a grievance notice shall not suffice for a postponement or rehearing of the grievance. Parties wishing to file a grievance within 24 hours of the close of voting must submit their grievance as soon as possible after the grievance has occurred. Grievances submitted in an untimely manner may be thrown out by the Election Committee if there is substantial proof that the grievance could have been filed in a timelier manner.

(4) The accused shall be provided with a copy of the Violation Grievance Form at least twenty-four hours before the start of the hearing. The accused may waive this right.

(5) The procedures for the hearing shall follow the “Formal Hearing Procedure” outlined in the Judicial Board Rules and Procedures, except that the Election Committee shall serve as the hearing board and the Election Manager shall chair the hearing.

(6) Candidates must appear before the Election Committee when so requested and candidates must speak the truth when speaking before the Election Committee. If a candidate fails to do so, either party to the hearing may petition the Election Committee for sanctions against the candidate within one academic day of the hearing.

(7) The Office of Student Advocacy shall not represent or provide support to either party.

(c) Decision
(1) The decision on the grievance will be based on the preponderance of the evidence that was presented at the hearing only.

(2) All deliberations shall be open only to the membership of the Election Committee.

(3) The decision shall be made by a majority vote of the Election Committee.

(4) If a candidate or slate is found responsible of violating the election rules, the Election Committee may impose any appropriate sanction, up to and including disqualification as a candidate; however, for disqualification to be considered as a penalty, the complainant must demonstrate
(a) willful or repeated violations on the part of the accused; or
(b) that the violation was so significant that it likely changed the outcome of the election in favor of the accused.
(5) If a referendum proponent is found responsible of violating the election rules, the Election Committee may impose any appropriate sanction, up to and including disqualifying the referendum question; however, for disqualification to be considered as a penalty, the complainant must demonstrate
(a) willful or repeated violations on the part of the accused; or
(b) that the violation was so significant that it likely changed the outcome of the election in favor of the accused.

(6) If a referendum opponent is found responsible of violating the election rules, the Election Committee may impose any appropriate sanction, up to and including referring the accused to Student Policies and Judicial Affairs for disciplinary action.

(7) The decision of the election committee shall be prepared in writing and published within one academic day of the conclusion of the hearing.

(8) Any minority decision shall be published with the decision of the election committee but shall not be binding.

(d) Appeal

(1) The decision of the election committee may be appealed to the Judicial Board by either party within forty-eight hours of the publication of the decision of the election committee.

§4.3. Protest of the Procedures of an Election

(a) Within one academic day following the final day of voting, any candidate may file a protest of the election with the Judicial Board. The protest must be based on a mechanical difficulty with the election that prejudiced the result.

(b) The Judicial Board shall review the case and submit its findings to the Council and the Election Committee. If the Judicial Board finds that the election results have been substantially affected, the Judicial Board may void the elections. The Judicial Board may not void an election on any other grounds or by any other procedures. The Council may not void an election.

Chapter 5. Tabulation, Announcement and Certification of Results

§5.1. Reference to Election Managers and Election Committees

(a) In this chapter, any reference to an Election Manager is defined as the Election Manager if the context is a general election; likewise, Election Manager is defined as the Special Election Manager if the context is a special election.

(b) In this chapter, any reference to an Election Committee is defined as the Election Committee if the context is a general election; likewise, Election Committee is defined as the Special Election Committee if the context is a special election.

§5.2. Tabulation

(a) TritonLink shall tabulate the results immediately after the close of the polls on the last day of voting.

(b) For the Academic Division Senators and the Officers, the winner of each candidate election shall be determined by Single Transferable Voting using the Droop quota with fractional vote transfer. For All-Campus Senators and College Senators, the number of candidates as there are seats who have the greatest number of votes are the winners. For fee referenda and review referenda questions, the option receiving the greatest number of votes is the prevailing option. For other referenda questions, the Council shall interpret and properly apply the results.
(c) In races determined by Single Transferable Voting, if the election results in a first place tie, the Election Manager shall declare the position vacant and call for a run-off election.
(d) In races determined by Single Transferable Voting, if two candidates are tied for last place, TritonLink election software will randomly eliminate one of the candidates.
(e) Any mathematically unviable candidates will be eliminated.
(f) TritonLink shall deliver the election results to the Election Manager in the presence of a representative of UCSD Student Affairs.

§5.3. Certification
(a) The election results become official upon certification of the results by the Election Manager. The Election Manager shall certify the election results by signing the official copy of the election results and delivering them to the President.
(b) The Election Manager may not certify the election results until there are no pending election violation grievances before the Election Committee. If an appeal to the Judicial Board from a decision of the Election Committee is sustained after the Election Manager has certified the results, the Election Manager shall recertify the results incorporating the decision of the Judicial Board.
(c) The Election Manager may not certify the election results until the Election Manager believes that enough campaign materials have been removed.
(d) The Election Manager shall prepare and sign a “Certificate of Election” for all elected candidates.

§5.4. Announcement and Publication
(a) The election results shall be announced in a location determined by the Election Manager immediately following the certification of the results.
(b) The Election Manager shall notify the President of the results of the election.
(c) The election results shall be posted in the ASUCSD office space and at EDNA.

Chapter 6. College Council Participation in an Associated Students Election

§6.1. Reference to Election Managers and Election Committees
(a) In this chapter, any reference to an Election Manager is defined as the Election Manager if the context is a general election; likewise, Election Manager is defined as the Special Election Manager if the context is a special election.
(b) In this chapter, any reference to an Election Committee is defined as the Election Committee if the context is a general election; likewise, Election Committee is defined as the Special Election Committee if the context is a special election.

§6.2. Any College Council may run an election on the Associated Students ballot in either a General Election or a Special Election, provided that the college meet all deadlines prescribed by the Election Manager and within these election rules.

§6.3. Submission of College Election Data and Reconciling Conflict of Election Rules
(a) For General Elections, the College representative to the Election Committee shall submit to the Election Manager a complete list of positions, candidates, and referendum questions for that College at the end of the filing period for candidates.
(b) For Special Elections, the College representative to the Election Committee shall submit to the Election Manager a complete list of positions, candidates, and referendum questions for that College no later than two weeks before the first day of voting.
(c) All candidates running in College Council elections must submit candidate statements in the same manner as candidates for Associated Students elections in order for their candidate statement to appear on the ballot. Candidates for College Council elections are allowed up to 400 non-white space typographical characters in their candidate statements.

(d) All candidates running in College Council elections may submit their Candidate Affiliation in the same manner as candidates for the Associated Students. If a candidate running in a College Council election does not submit their Candidate Affiliation, the Candidate Affiliation shall be blank.

(e) To have their picture appear on the ballot, all candidates running in College Council elections must have their pictures taken in the same manner as candidates for Associated Students elections.

(f) The College shall establish its own election rules, and if there is a change in the status of any of the College ballot questions after the deadline, for example if a candidate for College Council office is disqualified by the college, the College representative to the Election Committee shall inform the Election Manager to make the appropriate changes to the ballot.

(g) If the election rules of any College and these election rules should come into conflict, these election rules shall be superior. Accordingly, a college may not disqualify any candidate for any Associated Students office even if such an office is also an office on the College Council.

§6.4. Eligibility of Voters. The only voters eligible to vote in a College election shall be the students thereof.

§6.5. Choice of Voting System, Ballot, and Tabulation

(a) The College representative to the Election Committee shall inform the Election Manager whether the College Council election for candidates will use a plurality system for its races or the Single Transferable Voting system, and the ballots shall be constructed and tabulated accordingly.

(b) If the College Council election is using the same voting system as the Associated Students Election, the ballot, voting and tabulation for the College Council election shall be conducted in the same manner as the Associated Students Election.

(c) If the College Council election is using a plurality system, to vote for a candidate, voters should select the checkbox next to the name of the candidate. The number of candidates a voter may cast a vote for in any race is equal to the number of seats in that race. A voter’s candidate selections are not recorded until the voter completes the entire voting process. The number of candidates as there are seats that have the greatest number of votes is the winner.

Chapter 7. Amendments to the Election Code

§6.1 Amendments to the Elections Code shall not be made after the end of the filing period until the end of the Spring Quarter election.
APPENDIX A

Glossary

This glossary provides references to the current edition of *Robert’s Rules of Order Newly Revised* to the definitions of various terms used in the rules. Nothing in this appendix substantively creates any rule or definition.

*ex-officio members*: “persons who are members...by virtue of some [other] office...” (RONR 10th ed., p. 466, l. 22). Members designated as ex-officio are not required to attend, but have all the rights of membership, including the right to vote, unless explicitly stated otherwise.

*executive session*: “any meeting...or a portion of a meeting, at which the proceedings are secret” (RONR 10th ed., p. 92, l. 25-26)