

STANDING RULES OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, SAN DIEGO

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Title I

General Provisions

Authority for the “Standing Rules of the Associated Students,” hereinafter referred to as “the Standing Rules,” is vested in “The Constitution of the Associated Students of the University of California, San Diego”, hereinafter referred to as “the Constitution.” The purpose of the Standing Rules is to exercise the authority delegated to the Associated Students government. The distributions of powers shall be reflected in the constitution.

Title II

Executive Branch

The purpose of the Executive branch is to represent student interest before UC administration, the local and statewide community, to coordinate the work of ASUCSD and support all AS units and services.

Chapter 1 President

1.1 Office of the President

A. President

- a. The Office of the President shall, in addition to the responsibilities outlined in the AS Constitution
 - i. Represent and connect students and student issues to campus administration
 - ii. Develop and maintain relationships as needed with campus administrators
 - iii. Meet regularly with the following administrators
 1. Chancellor
 2. Vice Chancellor of Student Affairs
 3. Associate Vice Chancellor of Student Life
 4. Any additional administrators as it pertains to the priorities of the President
 - iv. Attend regularly scheduled meetings with the UC Office of the President (UCOP) along with members of the Council of Presidents
 - v. Actively participate in the systemwide Council of Presidents
 - vi. Maintain responsible and timely communication with students and campus partners
 - vii. Oversee the management of the AS Offices outlined in the AS Constitution
- b. The President may appoint and dismiss staff positions within the Office of the President at their discretion
- c. If a situation arises that is not provided for in the standing rules of the Associated Students, the President may make any decision that is consistent with the spirit of the rules. The Senate may overrule the President in this regard by a majority vote

1.2 Line of Succession

- A. In the event of a simultaneous vacancy in the offices of the President and Vice President of Campus Affairs, 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
 - a. Financial Controller
 - b. Vice President External Affairs
 - c. An Associate Vice President elected by the Assembly

Chapter 2 Campus Affairs

2.1 Office of Campus Affairs

A. Vice President of Campus Affairs

- a. The Office of Campus Affairs shall, in addition to the responsibilities outlined in the AS Constitution
 - i. Strive to build connections between the student body and the Associated Students
 - ii. Strive to create accessible avenues for the student body to connect with the resources offered by Associated Students
 1. Including consistent outreach efforts
 2. Creating and maintaining avenues to solicit student input
 3. Making AS Elections accessible to students whether or not they are affiliated to Student Government
 4. Creating signature and special events to connect to the Student Body
 - iii. Shall be responsible for planning AS awareness and recruitment efforts, especially during the first few weeks of Fall Quarter
 - iv. Shall be tasked with keeping track of all campus committees and workgroups and work together with campus partners to ensure student representation in each available opportunity
 1. The Vice President of Campus Affairs or their designee shall serve as the primary ASUCSD representative on all campus committees
 2. Designated representatives will be expected to keep in contact with the Associated Students, either to the VPCA or other appropriate bodies
 3. All ASUCSD representatives to campus committees shall represent the interests and opinions of the Assembly
 4. No person shall appoint themselves to a campus committee without the consent of the VPCA
 - v. Shall be the Executive officer tasked with maintaining the internal functions of the Associated Students
 1. Shall be the primary Executive officer that will plan and execute the trainings, retreats, and the professional development of the AS Assembly
 2. Shall serve as the Executive advisor to the Senate, for projects, general knowledge, and calling the selection committee to convene if there are unfilled Senate positions
 3. Shall serve as the Executive advisor for the First Year Fellowship Program

4. Will promote accountability and retention of all Associated Students members through reports and transition documents
- vi. Oversee the management of the AS Offices outlined in the AS Constitution
- b. In addition to the positions outlined in this section, the Vice President of Campus Affairs may establish and appoint other positions in the office
- c. In the event of the resignation or removal of the Vice President of Campus Affairs, applications shall begin to be solicited no later than 10 days after the vacancy occurs
- d. The President shall convene a special committee when the vacancy occurs to fill the position
 - i. The committee shall be comprised of
 1. The President or designee, who shall chair the committee
 2. The Vice President of External Affairs
 3. The Financial Controller
 4. Two senators appointed by the President. Senators will apply for the selection committee via email
 5. Two Associate Vice Presidents under the Office of Campus Affairs appointed by the President. Associate Vice Presidents will apply for the selection committee via email
 - ii. The committee shall solicit applications for the positions, screen and interview candidates for the position, and make a recommendation to the President on the appointment of the Vice President of Campus Affairs. The type and manner of the recommendation shall be specified by the President at the first meeting of the committee
 - iii. The President shall consider the recommendation of the committee and submit a nominee for the position to the Senate
 - iv. The Senate needs to approve the recommendation by simple majority
 - v. The committee shall dissolve upon the approval of the appointment by the Senate

Chapter 3 External Affairs

3.1 Office of External Affairs

A. Purpose

- a. To educate the UC San Diego student body on issues that affect the UC system on a local, state, and federal level
- b. The Office of External Affairs and its members shall advocate for issues regarding higher education and lobby UC system officials and legislators on the behalf of UC San Diego's student body

- c. In addition, the Office of External Affairs shall prioritize the issues facing the UC San Diego student body and work alongside UCSA in most statewide efforts
- B. ASUCSD Funding Commitment
- a. At minimum the External Office budget will include the UCSA membership dues at the basic level of membership in UCSA for that academic year
- C. Vice President of External Affairs
- a. The Office of External Affairs shall, in addition to the responsibilities outlined in the AS Constitution
 - i. The Vice President of External Affairs shall establish and appoint other positions within the office
 - ii. Shall serve as the office ASUCSD representative to the University of California Student Association (UCSA) Board of Directors
 - b. Shall oversee the activities of the Office of External Affairs
 - i. Shall select the membership of the Office of External Affairs except as otherwise provided herein with the advice of the senior staff members of this office
 - 1. All Office members that are outwardly facing as representatives of ASUCSD shall be appointed with the consent of Senate
 - ii. Shall set a time and place for the senior members of the Office of External Affairs to meet regularly to formulate policies and activities
 - iii. Shall be responsible for all financial expenditures that occur within the Office of External Affairs
 - iv. Shall designate all proxies to the University of California Student Association board meetings in the event that the Organizing Director, Legislative Director, or Chief of Staff cannot attend
 - v. Oversee the management of the AS Offices outlined in the AS Constitution
 - c. In addition to the positions outlined in this section, the Vice President of External Affairs may establish and appoint other positions in the office
 - d. In the event of the resignation or removal of the Vice President of External Affairs, applications shall begin to be solicited no later than 10 days after the vacancy occurs
 - e. The President shall convene a special committee to fill the position
 - i. The committee shall be comprised of
 - 1. The President or designee, who shall chair the committee
 - 2. The Vice President of Campus Affairs
 - 3. The Financial Controller
 - 4. Two senators appointed by the President. Senators will apply for the selection committee via email
 - 5. Associate Vice President of Local Affairs

- ii. The committee shall solicit applications for the positions, screen and interview candidates for the position, and make a recommendation to the President on the appointment of the Vice President of External Affairs. The type and manner of the recommendation shall be specified by the President at the first meeting of the committee
- iii. The President shall consider the recommendation of the committee and submit a nominee for the position to the Senate
- iv. The Senate needs to approve the recommendation by simple majority
- v. The committee shall dissolve upon the approval of the appointment by the Senate

D. Chief of Staff

- a. Shall assist the Vice President External Affairs in their duties
- b. Shall chair staff meetings
- c. Shall assist the Vice President External Affairs in communications with all University of California Representatives, University of California Regents, selected members of the California Legislature, the Senate, student body, faculty, and staff
- d. Shall maintain the archives of the Office of External Affairs
 - i. The archives of the Office of External Affairs shall be all documentation necessary for future members of the office to use in their respective positions
- e. Shall manage all logistical considerations of the Office of External Affairs , including but not limited to
 - i. Travel accommodation for University of California Student Association conferences, board meetings as well as any other External Affairs travel

E. Organizing Director

- a. Shall serve as a Board Member to the University of California Student Association
- b. Shall serve as an official member of the University of California Student Association Campus Action Committee
 - i. Shall discharge all duties assigned to them by the UCSA Campus Action Committee
- c. The Organizing Director shall attend UCSA board meetings as a representative of ASUCSD
- d. Shall oversee the organization and mobilization of the UC San Diego campus in all activities of the Office of External Affairs, including but not limited to
 - i. Execution of University of California Student Association Agenda Action Items
 - ii. University of California Student Association conferences
 - iii. UC Regents Meetings

- iv. Assist the Office of Civic Engagement in Voter Registration
- v. Educational forums on local, state, and system-wide level
- vi. Shall supervise the Campus Organizing Intern, if one is appointed

F. Legislative Director

- a. Shall serve as a Board Member to the University of California Student Association as stated thereby on the UCSA Letter of Representation
- b. Shall serve as a member of the University of California Student Association Government Relations Committee
 - i. Shall discharge all duties assigned to them by the UCSA Government Relations Committee
- c. Shall oversee the legislative initiatives of the Office of External Affairs, including but not limited to
 - i. In-district lobby visits with the California State Senate, the United States Congress, and the California State Assembly San Diego Representatives
 - ii. All advocacy efforts on behalf of UC San Diego students to the legislature
 - iii. Composition of resolutions directed to legislators and government officials, and University of California Regents in conjunction with the Vice President External Affairs
- d. Shall supervise Legislative Research Analyst Intern and Federal Legislative Intern, if they are appointed
- e. Shall supervise State Affairs and National Affairs Directors, if they are appointed

G. Labor Affairs Director

- a. Shall oversee the Commission on Labor Affairs
- b. Shall assist in their recruitment of the Commission on Labor Affairs
 - i. The Commission on Labor Affairs must possess membership from AFSCME, TFA, UAW, and Teamsters to improve student-worker labor relations
- c. Shall work alongside the Organizing Director to help mobilize the UC San Diego students on Labor issues and strengthen the relationship between students and workers
- d. Shall serve as the chief liaison between students and workers on campus in order to strengthen and broaden solidarity between the two groups
- e. Appointed by the Vice President External Affairs

H. Senior Staff Membership of the Office of External Affairs, upon the discretion of the Vice President of External Affairs, shall include

- a. Chief of Staff for the Office of External Affairs
- b. Legislative Director
- c. Organizing Director
- d. Triton Lobby Corps Director
- e. Office of Civic Engagement Executive Director

f. Associate Vice President of Local Affairs

Chapter 4 Finance and Resources

4.1 Appointment of Financial Controller

- A. The Financial Controller shall be an appointed position in order to ensure the independence and accountability of the finances of the Associated Students
- B. The application process for the Financial Controller shall open in close proximity after AS Elections
- C. In the application, any candidate for Financial Controller must demonstrate experience in finances, whether at UC San Diego organizations or at off campus, non affiliated organizations
- D. The current Financial Controller shall convene a special committee to appoint a successor. The committee shall solicit and screen the applicants for the Financial Controller
- E. The composition of the committee shall be as follows
 - a. Outgoing Financial Controller
 - b. Outgoing AS President
 - c. AS President-elect
 - d. Four senators-elect
 - i. The outgoing Financial Controller shall be the chair of the committee
 - ii. The four senators-elect shall be randomly selected
 - iii. Senators-elect will apply for the selection committee via email to the Chair within a 24-hour application period as determined by the Chair
 - iv. AVP from the Office of Student Organizations or Office of Enterprises and Services may also be invited
 - v. Any other individual(s) at the discretion of the committee
- F. The committee shall nominate a candidate by a 2/3 vote of the entire committee membership
 - a. The committee's nomination shall be confirmed by the AS Senate once new Officers (excluding the Financial Controller) and Senators have officially assumed their positions
 - i. If the nomination does not gain Senate approval, the application period will reopen and a new committee will be selected to choose a candidate
 - b. The committee shall dissolve once the appointment is approved by Senate

4.2 Office of Finance and Resources

- A. The Financial Controller may appoint and dismiss staff positions within the office of Finance and Resources at their discretion
- B. In addition to the expectations laid out by the Constitution the Financial Controller will
 - a. Create, build, and maintain the budget of Associated Students

- b. Ensure the financial sustainability of Associated Students by continually monitoring financial statements and projections
 - c. Work closely with the Sr. AVP of Student Organizations to ensure that student organizations can successfully complete all necessary funding requests
 - d. Write the funding guide on an annual basis
 - e. Work to create unique income options for Associated Students to further the mission of ASUCSD
 - f. Oversee the management of the AS Offices outlined in the AS Constitution
- C. The Financial Controller may appoint and dismiss staff positions within the Office of Finance and Resources at their discretion
- D. The Office of Finance and Resources may employ the following paid staff
- a. Chief of Staff
 - b. Finance Analysts
 - c. Project Director

4.3 Annual Budget

- A. The Financial Controller shall, in consultation with the President, prepare and submit a summer budget to the Senate for consideration by the ninth week of Spring Quarter
 - a. The budget can be submitted later than this date if there is a campus wide crisis
- B. The Senate must approve an annual budget, allocating funds appropriate for the Summer and first 5 weeks of the following Fall Quarter, before the beginning of the fiscal year
- C. The Senate shall annually allocate 50% of the unused funds from the year prior into a mandated reserve account
- D. The Financial Controller shall make a recommendation to the Senate as to the best use for the remaining 50% of unused funds from the year prior
- E. The Financial Controller, in consultation with the President, will submit a Fall Revision of the annual budget to the Senate by the fifth week of Fall Quarter

4.4 Assessment on the Financial Sustainability of the Associated Students (AFSAS)

- A. The Financial Controller shall publish a report to be known as the Assessment on the Financial Sustainability of the Associated Students when deemed necessary
- B. It shall be to the discretion of the Office of Finance and Resources as to the manner in which the Report is updated
- C. The Report must be considered by the Senate no later than week 5 of Spring quarter or the final meeting of the elected Senate, whichever date is later
- D. The Report shall be approved by a simple majority
- E. The Financial Controller should produce, at minimum, five hard copies to be distributed to the following entities
 - a. Associated Students, Office of Finance and Resources
 - b. Associated Students, Director
 - c. Associated Students, Assistant Director
 - d. Associated Students, Advisor

- e. Office of the Assistant Vice Chancellor for Student Life
- f. UCSD Student Life Business Office

4.5 Mandate Reserve

A. Purpose

- a. The Mandate Reserve shall serve as savings against any unforeseen costs in future

B. Criteria for using funds from the Mandate Reserve

- a. Permanent equipment (furniture, technology, etc.)
- b. One-time costs for Enterprises or Student Services
- c. One time costs for new initiatives or pilot programs
- d. One time funding for budget shortfalls that will significantly impact the basic funding obligations of the ASUCSD
- e. In the event of a budget shortfall created by unforeseen funding expenses or financial obligations
- f. Any unused money is automatically returned to the Reserve if the allocated amount is not fully spent

C. ASUCSD may spend from this mandatory reserve account by a majority vote of Senate and require at least 3/4ths of Senate to be present

D. Use of Mandate Reserve outside the outlined criteria shall require a 2/3rds vote and require that 3/4ths of the Senate to be present

E. This account shall roll over annually and not be returned to the General Unallocated Account

F. Mandate Reserve shall not dip below five percent of the total yearly income of ASUCSD

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

4.6 Income

A. Campus Activity Fee Income

- a. Every member of the ASUCSD shall pay the Campus Activity Fee
- b. All income from the Campus Activity Fee shall be placed into a General Unallocated Account. The Senate may, by a majority vote, approve allocations from this General Unallocated Account
- c. Any member of the ASUCSD may request a pro-rata refund of a portion of the Campus Activity Fee for any allocation for political, religious, and ideological grounds. The Financial Controller has the authority to judge the veracity and to approve all such requests in consultation with campus leadership

B. Service and Enterprise Income

- a. Income from any ASUCSD business shall be placed into an Income Unallocated Account. The Senate may, by a majority vote, approve allocations from an Income Unallocated Account
- b. This account shall roll over annually and not be returned to the General Unallocated Account

C. Concerts and Events Income

- a. Net revenue generated through events coordinated by the Office of Concerts and Events shall be placed in a “Concerts and Events Income” account
- b. 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
- c. This account shall roll over annually and not be returned to the General Unallocated Account

4.7 Interest-Free Programming Loans

- A. IFPLs are interest-free loans granted to CSI-registered student organizations from the ASUCSD that must be paid back in full
- B. All IFPLs must be approved by a majority vote of the Senate
- C. In the event a student organization can not repay an underwrite within the allotted time, the Financial Controller reserves the right to request an extension of the payment deadline on behalf of the student organization to be approved by a majority vote of the Senate
- D. In the event that the IFPL is not repaid by the deadline, the Financial Controller may order a hold placed on the student organizations registration, and may sanction them from receiving further funding
- E. Funds for IFPLs shall come from Mandate Reserve

4.8 Freezing of Accounts

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

4.9 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 Student Life 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 Senate 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, mandate reserves allocations, services that have no staff, memberships, or funding that goes directly to College Councils
 - a. 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
 - b. The spending authority for all service and commission budgets shall be the cabinet member that the service or commission operates under as per the standing rules
 - c. An exception pertaining to commissions under AVP offices of EDI and Environmental Justice Affairs shall be made to allow commissions to have full control over their budgets in consultation with the office’s AVP
 - d. The spending authority for the Senators line item shall be the Financial Controller
 - e. The spending authority for all Administrative Supplies and Expenses and Marketing budgets shall be the Director of Associated Students Administration or an officer
 - f. The spending authority for all election line items shall be the Election Manager
- F. The allocation process for the Tournament and Competition Unallocated line item will be as follows
 - a. The AVP of Student Organizations shall initially review Tournament and Competition funding requests and shall make a funding recommendation to the Financial Controller
 - b. The Financial Controller must review any Tournament and Competition allocation recommendation made by the AVP of Student Organizations and approve, reject, or modify the recommendation in order to ensure compliance with Tournament and Competition Funding policies
 - c. The AVP of Student Organizations may appeal the decision made by the Financial Controller to the AS Finance Committee if it is believed the Financial Controller is incorrectly implementing a funding policy
 - d. The appeal will be heard by the AS Finance Committee, and the Finance Committee will issue the final allocation
 - e. Any newly approved Tournament and Competition Requests shall be documented by the AVP of Student Organizations in the form of a written report on the ASUCSD Order of Business

- G. The allocation process for the Student Organization Programming Unallocated line items will be as follows
- a. The Sr. AVP of Student Organizations shall initially review all programming funding requests on a weekly basis after 11:30AM on Fridays
 - b. The Financial Controller will review all funding applications approved by the Sr. AVP of Student Organizations and the SOFAB Committee and mark them for final approval
 - c. Any decision of the Financial Controller may be appealed by the Sr. AVP of Student Organizations by filing appeal to the Finance Committee through submission on the Order of Business
 - d. Under the written report section of the ASUCSD Order of Business, the Sr. AVP of Student Organizations must list which programming requests were reviewed each week. The Financial Controller will read any amended requests during the weekly senate meeting
 - e. The allocation process for student organization appeals will be as follows
 - i. Any student organization may appeal any decision made by AS regarding the funding they receive so long as the funding application has been set to the status of “Final Approval”
 - ii. Once appealed, the Financial Controller must send a list of appealed applications to the Order of Business
 - iii. The Finance Committee will review the appeal and decide whether or not to approve it based on the content neutral guidelines established in the funding guide
 - iv. The Financial Controller will then update the appeals by 11:59 PM on the day the Finance Committee meets
 - f. If the spending authority for a certain line item is unclear or does not exist, the President or Financial Controller shall be the spending authority

Chapter 5 AS Offices

5.1 Appointment of AVPs to AS Offices

A. General Appointment Process

- a. The President-elect shall convene a Special Committee(s) after the AS election to select the Associate Vice Presidents of the AS Offices
- b. The membership of the committee shall consist of
 - i. The President-elect, or designee, who shall chair the committee
 - ii. Vice President of Campus Affairs-elect
 - iii. Vice President of External Affairs-elect
 - iv. Any other individual(s) at the discretion of the committee
- c. The committee shall solicit applications, screen, and interview candidates for the position

- d. The committee shall assess each candidate in accordance to the Human Resource hiring policies
- e. The committee will give a recommendation to the executive officer overseeing that office, who will then submit their nomination to the Senate for confirmation
- f. This nomination and notification shall occur no later than Week 10 of Spring Quarter. Nominations for Assembly members shall only be confirmed by AS Senate once the Officers-elect and Senate have officially assumed their positions
- g. This subsection shall not apply to interim appointments, which the President may make for up to 25 academic days without the advice of a committee or the consent of the Senate

5.2 Structure of the AVP Offices

- A. All AVPs shall oversee their office activities, membership, and finances for their respective offices
 - a. AVPs can create positions and hire staff for their offices
- B. Shall have final approval on all projects and actions taken by their offices that do not come before the Senate

5.3 Removal from Office

- A. The Executive Board has the discretion of removing any AVP under the following criteria
 - a. Misuse of Funds
 - b. Failure to perform duties
 - c. Improper or unethical use of authority
 - d. Willful violation of ASUCSD rules, policies, or procedures
- B. AVP's will abide by the attendance section of the Standing Rules
- C. All AVP's will be offered no fewer than 2 written warnings from their supervising Executive Officer before they are eligible to be removed from office
 - a. All written warnings will include a performance improvement plan that the supervising Executive Officer will make and then send to both the AVP and the AS Advisor
- D. If a member has not improved in performance after the 2 written warnings, the Executive Board may remove that member from office after a simple majority vote that must include the supervising Executive Officer in the affirmative
- E. In the event that an AVP is to be removed from office, the Executive Board shall notify the AS Director in writing of their decision and provide all supporting material including the written warnings at which time the AVP is removed from office

5.4 Offices of the President

- A. Office of Academic Affairs
 - a. Purpose and Mission
 - i. Maximize student involvement in academic governance by strengthening student influence on the creation and implementation of University policy

- ii. 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
 - iii. 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
 - iv. Work to increase student awareness of relevant and important academic issues in addition to the processes whereby academic policy is formulated
 - v. Initiate and maintain programs and committees that benefit undergraduate students in the area of Academic Affairs
- b. Structure of the Office
- i. Associate Vice President of Academic Affairs
 - 1. Shall be the official representative of the ASUCSD on all matters pertaining to Academic Affairs
 - 2. Shall meet once a week with the Academic Senators
 - 3. 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
 - ii. Academic Senate Committees
 - 1. The Associate Vice President shall appoint members of ASUCSD to Academic Senate Committees with the consent of the Vice President of Campus Affairs subject to the following conditions
 - a. Unless otherwise assigned, the Associate Vice President Academic Affairs shall serve as the Undergraduate Representative to the Committee on Educational Policy, the Undergraduate Council, the and the Representative Assembly at minimum
 - b. The President shall serve as the second representative to Representative Assembly and the Undergraduate Council unless otherwise assigned
 - 2. All representatives to Academic Senate Committees will be required to submit the meeting agenda and materials to the Academic Affairs Chief of Staff within 48 hours of the meeting taking place, as allowed by the bylaws of the Academic Senate committee, and written reports of the meeting to the Academic Affairs Chief of Staff within 48 hours of the termination of the meeting

B. Office of College Affairs

- a. Purpose and Mission
 - i. Uphold the motto, “seven colleges, one great university” through programs that outreach to the campus-at-large to unite the colleges in their shared experiences and way of life
 - ii. Cultivate the relationship between the College Councils and the Associated Students Assembly in order to provide a strong and effective coalition that is better equipped to serve the student body and provide greater access for students to participate in shared governance
 - iii. Connect the student governments to other campus communities to encourage larger collaboration and communication
 - iv. Instill a sense of pride and spirit in each of the colleges and class levels
- b. Structure of the Office
 - i. Associate Vice President College Affairs
 - 1. Shall coordinate quarterly council visits
 - 2. Shall meet and coordinate weekly with the Chair or President of each College Council and Associated Students
 - 3. Shall oversee the following (or appoint a designee as needed): all staff meetings, the College Council Presidents meeting, and any other committees or meetings established by the AVP College Affairs that properly address the Office mission
 - 4. Shall meet with the Council of Deans of Student Affairs at least once per academic year to discuss student interests and voice any concerns
 - 5. Shall work with the College Senators to organize council presentations on campus issues

C. Office of Food and Housing Resources

- a. Purpose and Mission
 - i. Help coordinate the campus wide effort to provide accessible, affordable, sustainable food and housing to all UC San Diego students
 - ii. Work with AS Senators for efforts to provide accessible, affordable, sustainable food and housing to all UC San Diego students
 - iii. Maintain a working relationship with on and off campus partners
 - iv. Serve as the liaison between AS and campus basic needs efforts
- b. Structure of the Office
 - i. Associate Vice President of Food and Housing Resources
 - 1. Issue annual reports on the status of on-campus and off-campus housing at UC San Diego
 - 2. Advocate the needs and concerns of the student body to Administration

3. Create and promote workshops and services to help students transition to off-campus housing
 4. Maintain working relationships with cross-campus resources that alleviate basic need insecurity
 - a. The Basic Needs team which includes the Triton Food Pantry, the Hub, and the Food Recovery Network, Housing, Dining and Hospitality(HDH), Econauts, the Off-Campus Housing Officer, and Basic Need Peer Educators
 5. Be the primary AS representative on the Basic Needs Committee
 6. Serve as liaison between the Triton Food Pantry and ASUCSD Assembly
 7. Must create events during Hunger and Houselessness Awareness Week
- ii. Chief of Staff
1. Shall take co-leadership with outreach interns to assist the AVP
 2. Shall develop own projects and work with resources that take a focus in Food and Housing
 3. Will take place for the AVP at Basic Need Committee when the AVP is unavailable
 4. Shall develop a list of professional staff who are part of Basic Needs initiatives to have shared with students leaders
- iii. Outreach interns
1. Shall outreach to student orgs, College Council Basic Need Reps (CCBNR), and cross-campus resources to develop and understand what plans and projects involve food and housing
 2. Shall be the connection to the College Council Basic Need Representatives
 - a. Shall coordinate meetings with all CCBNR throughout the colleges
 - b. Shall take minutes and create programs to educate CCBNR about Basic Needs Issues on campus
 - c. Will update the Office of Food and Housing members on the projects of the
 - d. Will develop a google document that lies out what days the CCBNR will go to the Basic Needs Committee Meeting
 - e. Shall work with CCBNR on projects
- iv. Off-Campus housing interns
1. Work with Off-Campus Senators to program and advocate for off-campus residents
 2. Collect data about off-campus residents

3. Create programs to educate students on how to move off campus
4. Organize an Off-campus housing fair
5. Create partnerships with local student communities
6. Program off-campus events
7. Work with ACCB
8. Work with Commuter services events and program manager

D. Office of Student Advocacy

a. Purpose and Mission

- i. Inform, advise, and represent students experiencing academic or administrative conflicts with the University
- ii. Pursue broader issues of student rights affecting large classes of students
- iii. Advise and represent students including those accused of violating the UC San Diego Student Conduct Code and/or the UC San Diego Policy on Integrity of Scholarship
- iv. The broad student rights concerns that the Office pursues include, but are not limited to, the following
 1. 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
 2. 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
 3. Student power by working to attain true student input in the formulation of campus policies and procedures

b. Structure of the Office

- i. Senior (Sr.) Associate Vice-President of Student Advocacy
 1. The Sr. Associate Vice-President of Student Advocacy appoints all positions within the Office of Student Advocacy
- ii. Student Advocates
 1. Under the direction of the Sr. AVP Student Advocacy, the Student Advocates advise and represent students in University hearings
 - a. Student Advocates will be divided into two groups. The first will be given multiple office hours a week, while the rest will hold only one office hour a week and be appointed as Outreach Interns with extra outreach responsibilities throughout the quarter

- b. All the Student Advocates share the responsibility in the casework of the Office of Student Advocacy
 - c. Each Student Advocate shall treat every case with strict confidentiality and shall sign a confidentiality agreement with the Sr. AVP of Student Advocacy
 - d. Each Student Advocate shall commit a minimum of 5 hours per week to casework or outreach work for the Office of Student Advocacy at the direction of the Sr. AVP Student Advocacy
2. Selection of Student Advocates
- a. The Sr. AVP Student Advocacy shall solicit applications for the student advocates to either replace advocates or to fill vacancies. Applications shall be posted for a minimum of 10 days
 - b. The Sr. AVP Student Advocacy and staff shall select student advocates from the applications after an interview process

E. Office of Transportation and Transformation

a. Purpose and Mission

- i. Advocate for the interests of UC San Diego undergraduate students in the following areas
 - 1. Parking
 - 2. Public Transportation
 - 3. U-Pass Program
 - 4. Campus Planning and Construction
- ii. Advocate for students commuting to and from, or attempting to navigate within campus
- iii. Provide leadership to existing commuter representatives in the All-Campus Commuter Board, the college councils, and off-campus senators
- iv. Serve as the main student liaison from Associated Students to the Office of the Vice Chancellor-Resource Management & Planning, which includes, but is not limited to the following campus departments
 - 1. Transportation Services
 - 2. Campus Planning
 - 3. Capital Program Management
 - 4. University Centers Commuter Events and Programs
 - 5. Design & Development Services
 - 6. Fleet Services
 - 7. Environment, Health & Safety

b. Structure of the Office

- i. Associate Vice President of Transportation and Transformation
 - 1. Serve on, and/or chair, the Student Transportation Advisory Committee
- ii. Advocate for students who are employed by any department falling under the guidance of the Office of the Vice Chancellor-Resource Management & Planning
- iii. Plan and execute two events, that benefits students in regards to one of the subject areas listed above
- iv. Serve as the primary Associated Students representative on any committee related to the subject areas listed above, including, but not limited to, the following
 - 1. Transportation Advisory Committee
 - 2. Campus/Community Planning Committee
 - 3. Committee on Campus Community and Environment
 - 4. Committee on Planning & Budget
 - 5. San Diego Metropolitan Transit System (MTS) Community Advisory Committee
 - 6. University Community Planning Group
 - 7. Any Building Advisory Committee (BAC)

5.5 Offices of Campus Affairs

A. Office of Concerts and Events (ASCE)

a. Purpose and Mission

- i. Provide a variety of concerts and events for the enjoyment, education, and enrichment of the entire campus community
- ii. Produce a substantial number of diverse, quality programs including music, comedy, film, dance, speaker, and social events
- iii. Support the College Programming Boards on matters of booking and event management practices and shall offer student organizations the opportunity for involvement whenever possible

b. Structure of the Office

- i. Senior (Sr.) Associate Vice President of Concerts And Events
 - 1. Shall manage and provide curatorial direction to the Office of Concerts And Events
 - 2. Shall delegate responsibilities to the Directors and Coordinators in order to effectively plan and market all events
 - 3. Shall provide regular updates to the Assembly regarding events
- ii. Chief of Staff
 - 1. Shall maintain all relations with volunteers and lead all interns
 - 2. Shall manage all internal and external communications
 - 3. Shall manage all general body members and volunteers

4. Shall plan and execute events for recruitment
 5. Shall plan and execute all social events and gatherings meant to boost staff morale and increase retention of staff
- iii. Festivals Director
1. Shall assist the Sr. Associate Vice President to coordinate Fall Y'all
 2. Shall coordinate all aspects of Horizon and the Sun God Festival
 3. Shall oversee the Sun God Festival committees, delegate committee responsibilities, and appoint committee leads
 4. Shall delegate responsibilities to the Festivals coordinators
 5. Shall assist in all ASCE event marketing campaigns
- iv. Festivals Coordinator(s)
1. Shall assist in coordination of all aspects of Horizon, and the Sun God Festival
 2. Shall assist in overseeing the Sun God Festival committees, delegating committee responsibilities, and appointing committee leads
 3. Shall report to the Festivals Director
 4. Shall assist in all ASCE event marketing campaigns
- v. Bear Garden Director
1. Shall help the Sr. Associate Vice President to coordinate Fall Y'all
 2. Shall coordinate all aspects of the Bear Garden event series
 3. Shall coordinate all logistical aspects of the Senior Sendoff
 4. Shall delegate responsibilities to the Bear Garden Coordinator and Intern
 5. Shall assist in all ASCE event marketing campaigns
- vi. Bear Garden Coordinator
1. Shall assist in coordinating all aspects of the Bear Garden event series
 2. Shall assist in coordinating all logistical aspects of the Senior Sendoff
 3. Shall oversee and delegate work to the Bear Garden Intern
 4. Shall assist in all ASCE event marketing campaigns
- vii. Bear Garden Intern
1. Shall assist in the coordination of the Bear Garden event series
 2. Shall assist in the coordination of the Senior Sendoff
 3. Shall report to the Bear Garden Coordinator
 4. Shall assist in any tasks the entire ASCE staff might need them to do
- viii. Special Events Director

1. Shall help the Sr. Associate Vice President to coordinate Fall Y'all
 2. Shall plan unique and diverse programming for the student body
 3. Shall communicate with interested individuals and organizations to plan collaborative events
 4. Shall oversee and delegate work to the Special Events Coordinator(s) and Intern(s)
 5. Shall assist in all ASCE event marketing campaigns
- ix. Special Events Coordinator(s)
1. Shall assist in the coordination of all Special Events curated by ASCE
 2. Shall assist in communicating with interested individuals and organizations to plan collaborative events
 3. Shall report to the Special Events Director
 4. Shall oversee and delegate work to the Special Events Intern(s)
 5. Shall assist in all ASCE event marketing campaigns
- x. Special Events Intern(s)
1. Shall assist the Special Events Coordinator(s) in the coordination of all Special Events curated by ASCE
 2. Shall report to the Special Events Coordinator(s)
 3. Shall assist in any tasks the entire ASCE staff might need them to do
- xi. Marketing Director
1. Shall help the Sr. Associate Vice President to coordinate Fall Y'all
 2. Shall be responsible for developing marketing plans for all events
 3. Shall supervise the creation and design of all graphics for publicity
 4. Shall oversee and delegate work to the Marketing Coordinator(s), Marketing Intern(s) and the Media Intern(s)
- xii. Marketing Coordinator(s)
1. Shall be responsible for the printing and distribution of all marketing materials
 2. Shall be responsible for releasing marketing content via all ASCE social media platforms
 3. Shall report to the Marketing Director
 4. Shall oversee and delegate work to the Marketing Intern(s) and the Media Intern(s)
- xiii. Marketing Intern(s)
1. Shall assist in the printing and distribution of all marketing materials
 2. Shall assist in releasing marketing content via all ASCE social media platforms

3. Shall report to the Marketing Coordinator(s)
 4. Shall assist in any tasks the entire ASCE staff might need them to do
- xiv. Media (Photography/Videography) Intern(s)
1. Shall obtain footage from events that can be utilized towards marketing ASCE
 2. Shall develop photos and videos that will be published by ASCE
 - a. These materials will be allowed to be used in the personal portfolio of the intern that has developed the footage or image
 3. Shall assist in any tasks the entire ASCE staff might need them to do
- xv. Sponsorship Director
1. Shall help the Sr. Associate Vice President to coordinate Fall Y'all
 2. Shall work to bring additional funds to ASCE through on- and off-campus sponsorship contributions
 3. Shall work the day-of events with any on-site sponsors
 4. Shall oversee and delegate work to the Sponsorship Intern(s)
 5. Shall assist in all ASCE event marketing campaigns
- xvi. Sponsorship Intern(s)
1. Shall assist in the solicitation of sponsorship contributions
 2. Shall assist in working the day-of events with any on-site sponsors
 3. Shall report to the Sponsorship Director
- xvii. Volunteers
1. The ASCE general body composed 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 Sr. AVP Concerts And Events
- c. Sun God Festival
- i. Mission and Purpose
 1. 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
 2. The festival is curated and coordinated primarily by undergraduate students, and strives to create opportunities for student involvement and participation wherever possible
 - ii. Sun God Festival Steering Committee

1. Membership
 - a. Sr. Associate Vice President Concerts and Events
 - b. Festivals Director
 - c. Vice President of Campus Affairs
 - d. UEO Campus Events Manager
 - e. UEO Director
 - f. UEO Production Manager
 - g. A Dean of Student Affairs appointed by the Council of Deans
 - h. A member of the Faculty appointed by the Council of Provosts
 - i. Chief of Police or designee
 - j. University Centers representative appointed by the Director of the University Centers
 2. Charge and Timeline
 - a. The Sun God Festival Steering Committee shall make recommendations to the Sr. Associate Vice President Concerts and Events on
 - i. Long-term goals and planning for the Sun God Festival
 - ii. Date, time, and location of the Sun God Festival
 - iii. Student safety and well-being
 - iv. Campus coordination
 - v. Enhanced programming and community building activities
 - vi. Identification of campus priorities
 - b. The committee shall meet at least once a quarter
 - c. The committee shall serve only an advisory role to the AS Concerts and Events Office
 3. The Sr. Associate Vice President of AS Concerts and Events has final authority over the planning and execution of the Sun God Festival
- d. Public Ticket Income And Sponsorship Revenue
 - i. 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
 - ii. Public tickets will go on sale under the discretion of the Sr. Associate Vice President of Concerts and Events, in accordance with the Health and Safety guidelines of the University
 - e. Public Ticket Sales

sustainable. Ensure that at least one event is in collaboration with an outside organization in San Diego focusing on social justice

2. Give an annual report on ASUCSD's sustainability practices and recommend changes.
3. Serve as a liaison between the SSC and ASUCSD Assembly
4. Serve at SRC board meetings
5. Meet quarterly with the Sustainable Programming Office's Sustainability Engagement Manager
6. Serve on the UCSD Earth Week Committee in Winter Quarter and put together a project during Earth Week on behalf of AS
7. Hold quarterly meetings with University Centers Sustainability Coordinator and with the Housing Dining and Hospitality Sustainability Manager
8. Attend quarterly meetings with the Open Space Committee and Advisory Committee on Sustainability

ii. Office Staff

1. Under the direction of the AVP Environmental Justice Affairs, the office shall do the following
 - a. Promote, adhere and enforce the AS Principles of Sustainability, UCSD Climate Action Plan and Zero Waste Initiative
 - b. Work closely with sustainability organizations to educate the student body about the effects and importance of the policies involving social justice
 - c. Work in conjunction with the SRC Programming Office to implement sustainable practices at large programming events (where feasible)
 - d. Advocate for environmental policies at the municipal and state levels when students are directly impacted by said policies
 - e. Hold quarterly meetings with campus community gardens, including but not limited to, Earl's Garden, Neighborhood Community Garden, Marshall Garden, and the Roger's Farmlab

C. Office of Equity, Diversity, and Inclusion

a. Purpose and Mission

- i. Increase the knowledge, appreciation, and presence of diversity on campus
- ii. Work to provide support for historically underrepresented groups on campus

- iii. Help to 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
 - iv. 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
 - v. Shall support student-initiated outreach and retention of students from historically underrepresented backgrounds at UC San Diego
 - vi. Shall maintain good working relations with the directors of the above-mentioned centers
 - vii. Shall work with Student Affirmative Action Committee (SAAC) core organizations through service projects and event coordination and supply funding to these initiatives
- b. Structure of the Office
- i. Associate Vice President Equity, Diversity, and Inclusion
 1. Shall organize and oversee the Office of Equity, Diversity, and Inclusion
 2. Shall serve on the Student Promoted Access Center for Education and Service (SPACES) Board of Directors
 3. Shall serve on the EDI Advisory Council, Workgroup on the DEI Requirement, and the Chancellor's Advisory Committee on Gender Identity and Sexual Orientation Issues
 4. Shall meet with the Director of Cross Cultural Center (CCC) quarterly
 5. Shall meet with the Directors of all other Resource Centers, including but not limited to, the Black Resource Center, the Raza Resource Centro, the LGBTRC, the Women's Center, etc.
 6. Shall schedule meetings for at least once per quarter with the Vice Chancellor for Equity, Diversity, & Inclusion
 7. Shall create, or cross-collaborate with other SAAC organizations, educational events surrounding social justice, underrepresented communities, the importance of EDI at UCSD, and other related topics at least once per quarter
 8. Shall further institutionalize an annual recurring event that will be an institutionally supported, AS hosted, educational platform that

plans to inform students about the DEI requirement and the greater EDI department at UC San Diego

- ii. Internal Relations Director
 1. Shall meet with Associated Students Women's Commission quarterly, unless decided otherwise
 2. Shall be responsible for working with all of the resource centers and serving as a point of contact for the AVP
 3. Shall stay up to date with campus affairs relating to Equity, Diversity, and Inclusion to assist the AVP

D. Office of Health and Wellness

a. Purpose and Mission

- i. Advocate for student health and wellbeing through initiatives, programs, and projects to create a healthier, happier student body
- ii. Raise awareness and use of student health resources at UC San Diego
- iii. Collect feedback on all student health resources and work to adapt the campus community in a way that reflects the current student health needs
- iv. Educate and advocate for holistic student health, which includes, but is not limited to, a focus on
 1. UC insurance plans and waivers
 2. Student health services
 3. Sexual assault and gender-based violence
 4. Mental and emotional health
 5. Drug and alcohol awareness, education, and outreach
 6. Other sectors of holistic health: physical, social, environmental, occupational, financial, spiritual, and intellectual

b. Structure of the Office

i. Associate Vice President of Health & Wellness

1. Serve as a liaison between the Wellness Cluster Student Advisory Board (WCSAB) and ASUCSD Assembly
2. Can serve as a liaison between WCSAB's UC SHIP subcommittee
3. Organize accurate and accessible programs, workshops, reports, and other projects that promote all sectors of holistic health
4. Actively collaborate and communicate with health entities
 - a. Health entities can include, but are not limited to, WCSAB, CARE, Clinical and Psychological Services (CAPS), College Mental Health, Health Promotion Services (HPS), Student Health Services (SHS), Office for the Prevention of Harassment and Discrimination (OPHD), The Zone, and Recreation

ii. Advocates

1. At the discretion of the Associate Vice President of Health & Wellness, Office staff will consist of the following advocates who are responsible for promoting and educating about their respective sector of health
 - a. Student Health Advocate
 - b. Mental Health Advocate
 - c. Sexual Health Advocate
 - d. Substance Use Awareness Advocate
 - e. Any additional advocates deemed appropriate or needed by the current AVP

E. Office of Spirit and Athletics

a. Purpose and Mission

- i. Provide a variety of events for the enjoyment, education, and enrichment of the entire campus community by promoting Triton Athletics and Triton Pride
- ii. Increase campus spirit and boost attendance at home athletic events
- iii. Improve the sense of community through athletics, improve athletic awareness on campus, and support the needs of UC San Diego athletes
- iv. Work with various departments/organizations (as appropriate) to foster a reputable atmosphere of Triton Pride

b. Structure of the Office

i. Associate Vice President of Spirit and Athletics

1. Shall work to promote Triton Pride at UC San Diego
2. Shall work to promote involvement in UC San Diego Athletics and Recreation departments
3. Shall work and collaborate with ASCE and other AS offices to enhance student life

5.6 Offices of External Affairs

A. Office of Local Affairs

a. Purpose and Mission

- i. Work to engage in local community outreach by initiating dialogue between members of the UC San Diego community and local stakeholders
- ii. Facilitate communication between students, administrators, local and regional legislators, and community members to sustain a productive relationship on local political, social, indigenous, and economic issues
- iii. Work to achieve the goal of engaging local community outreach through the initiation of programs, campaigns, and development projects and work to represent the UC San Diego community in local associations across the greater San Diego community

b. Structure of the Office

- i. Associate Vice President of Local Affairs
 - 1. Shall manage and provide policy direction to the Office of Local Affairs
 - 2. Shall plan and oversee multiple local engagement programs, campaigns, and development projects in response to impending local legislation and discussions taking place each quarter at the discretion of the External or Local Affairs Staff
 - 3. Shall act as the primary liaison between the ASUCSD numerous local agencies, legislators, and community groups as prescribed by the Office guidelines
 - 4. Shall attend all meetings of the Office of External Affairs
 - 5. Shall work closely with External and Local Affairs leadership to ensure an expanded presence of ASUCSD representation of students in the local community and attend meetings with such individuals
 - 6. Shall meet regularly with members of UC San Diego's Government Relations Staff
- ii. Chief of Staff
 - 1. Shall Maintain the Local Affairs Archives (meeting records, staff meeting minutes, financial records, office rosters, etc.)
 - 2. Shall oversee and aid the Directors and Interns in the Local Affairs Office
 - 3. Shall aid the Triton Lobby Corps, to lobby to local legislators about issues surrounding higher education and development of the UC San Diego Campus at the direction of the Associate Vice President through direct and indirect communication through the Government Affairs Director
 - 4. Shall aid in the communication with local San Diego universities, colleges and other institutions of higher education
 - 5. Shall coordinate and chair weekly staff meetings and coordinate larger Office of Local Affairs meetings (staff, committee representatives, External Affairs staffers, etc.)
 - 6. Shall attend Office of External Affairs meetings as requested by the AVP of Local Affairs and/or the External Vice President
- iii. Government Affairs Director
 - 1. Shall oversee any Local Affairs Interns working on legislative and political issues
 - 2. Shall aid in lobbying local legislators about issues surrounding high education and on-campus development through the Triton

Lobby Corps at the direction of the Associate Vice President and the Chief of Staff

3. Shall oversee the execution of an action agenda of the External and Local Affairs Offices for local legislators, in conjunction with the Office of External Affairs Campus Organizing Director and Campaign Coordinators
4. Shall recruit and organize student delegation visits with local legislators
5. Shall assist in developing town halls or other forms of engaging local legislators with students on-campus or in the nearby La Jolla community

iv. Community Affairs Director

1. Shall oversee and aid Local Community Committee Representatives and any Interns working on Community issues
2. Shall plan community engagement opportunities with the local San Diego community and support community events
3. Shall develop events in conjunction with community groups
4. Shall serve as the primary representative of ASUCSD at local community committees in which the Associate Vice President does not regularly attend
5. Shall ensure that agenda and related documents from local community committees are given to the Chief of Staff to be kept in the Local Affairs Archive

5.7 Offices of Finance and Resources

A. Office of Enterprises and Services

a. Purpose and Mission

- i. To regularly look for new services that can benefit the student population or enterprises that provide funds for Associated Students

b. Structure of the Office

i. Associate Vice President of Enterprises and Services

1. AS Essentials Vending Machine

- a. The AVP will be responsible for restocking vending machines every two weeks (minimum) as well as before midterms and finals
- b. It is up to their discretion to determine what items are to be stocked in the vending machine and manage the ordering and shipping

2. Health and Wellness Machine

- a. The AVP will be responsible for restocking and managing the items in the Health and Wellness vending machine in Price Center
 - b. It is up to their discretion to determine what items are to be stocked in the vending machine and manage the ordering and shipping
3. KSDT Radio
 - a. The Associated Students shall charter a student run radio station as an AS service. This station shall be named KSDT Radio. KSDT will be governed by its constitution
 - b. The KSDT constitution can be found in the Auxiliary Board, Service, and Commission Constitution section of the AS website
4. Safe Rides
 - a. The AVP along with the Financial Controller must manage the Safe Rides partnership with Lyft with the goal of balancing between all the elements and its distribution in order to provide the most accessibility possible to students
5. Senior Memory Book
 - a. The AVP must work with the Senior Memory Book supervisor to negotiate a contract and book rooms for the provided dates in addition to receiving the Senior Memory Book check at the end of each year and sending an updated list of the marketing materials (provided by AS Graphic Studios)
6. Triton Outfitters
 - a. The AVP must assist with overseeing common Triton Outfitters functions to make sure it is properly running
 - b. Made to Order
 - i. The AVP must connect with the Made to Order manager to receive receipts of orders and submit those receipts using the AVP's express card
7. Triton Television
 - a. The Associated Students shall charter a student run television station as an AS service. This station shall be named Triton Television (TTV). TTV will be governed by its constitution
 - b. The TTV constitution can be found in the Auxiliary Board, Service, and Commission Constitution section of the AS website

- ii. Enterprise Stability Reserve
 - 1. Purpose
 - a. 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
 - 2. Operation
 - a. An expected annual amount of enterprise-based revenue shall be determined
 - i. Variations from this expected amount are deducted or deposited into the Enterprise Stability Reserve at the end of the fiscal year
 - b. The Enterprise Stability Reserve shall be able to absorb variances in enterprise performance of at least 10%
 - c. This account shall roll over annually and not be returned to the General Unallocated Account

B. Office of Student Organizations

- a. Purpose and Mission
 - i. The mission of the Office of Student Organizations is to provide the financial opportunity for UCSD undergraduate student orgs to get involved in campus matters
 - ii. Ensure that the allocations of funding is both sustainable and abides by all policies set forth by UCOP and the funding guide
- b. Structure of the Office
 - i. Senior (Sr.) Associate Vice President Student Organizations
 - 1. Shall make themselves available to the student organizations in office hours at least 3 hours a week
 - ii. Student Organizations Office Chief of Staff
 - 1. Shall coordinate the daily operations of the office
 - 2. Shall inform organizations receiving AS funding of attendance at their events
 - 3. Shall assign event schedules for the office Interns to attend
 - iii. Student Organizations Interns
 - 1. Shall attend and analyze events receiving AS Programming Funding
 - 2. Shall report findings to the Chief of Staff or Sr. AVP
 - 3. Shall work, at the discretion of the Special Projects Manager, on projects benefiting the student organizations of UCSD
 - iv. AS Commissions within the Office of Student Organizations

1. In an effort to better serve the needs of the All Campus Transfer Association (ACTA) and All Campus Commuter Board (ACCB), these commissions will fall under the purview of the Office of Student Organizations
- c. Student Organization Funding Process
 - i. The Sr. AVP of Student Organizations will be responsible for overseeing the funding process for registered student organizations in accordance to the funding guide
- d. Policies and Restrictions on Student Organization Funding
 - i. 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
 - ii. The yearly AS funding guide shall be the authoritative document on AS programming requests for policies and procedures not stipulated in these standing rules
- e. Student Organization Funding Advisory Board (SOFAB)
 - i. Membership
 - ii. The Financial Controller and the Sr. Associate Vice President of Student Organizations shall be the only AS members of SOFAB
 - iii. Full time staff on the this committee will be a representative from CSI and SLBO
 - f. Responsibilities
 - i. The committee shall meet once a week during the academic year
 - ii. The committee shall hear every programming request that is \$1,000 or greater submitted to the Sr. Associate Vice President of Student Organizations and recommend an allocation
 - iii. The Sr. AVP of Student Organizations will work with the FC to be responsible for pacing the student organization budget

Title III Senate

The Associated Students Senate is a group of elected representatives which serves as the policy-making body of Associated Students. As a governing body, they strive to open lines of communication between students, the administration, and our greater community. Members of the Senate seek to be proactive in addressing student needs and providing and facilitating services and resources that enhance the UCSD experience. All representatives should be self-identifying members of the community they are representing, but decisions will ultimately be left to the appointments committee.

Chapter 1 Responsibilities of Senators

1.1 Common Responsibilities

- A. Execute at least two projects in their term as a primary organizer, one of which must be completed and submitted to the VP Campus Affairs halfway through their term
 - a. One project must benefit their direct constituencies
- B. Attend all mandatory meetings: Joint Session, Senate, and one of two internal standing committees
 - a. For procedure regarding absences see Title IV Attendance Policies
- C. Dedicate a minimum of one hour to constituent engagement per week
 - a. Can include but is not limited to: office hours, online outreach, going into organization meetings relevant to the Senator's constituencies, etc.
 - b. Fulfillment of duties will be left to the discretion of the AS Judicial Board
- D. Fill out the Office of Campus Affairs' weekly report
- E. Serve on a minimum of one external committee relevant to their position
 - a. College Councils are to be counted as external committees
- F. Meeting with appropriate and relevant campus partners
- G. Expected to contribute approximately 6-10 hours per week towards the position

1.2 Individual Responsibilities

- A. Academic Senators
 - a. The Academic Senators shall be responsible for creating policy, programs, and initiatives for students in their academic divisions. They shall advocate for the needs of students of their divisions. Their responsibilities shall include
 - i. Distributing information between the ASUCSD Senate and their divisions and students
 - ii. Attending weekly meetings with AVP Academic Affairs
 - iii. Meeting quarterly with the Dean of their academic division
- B. Campus-Wide Senators
 - a. The Campus-Wide Senators shall be responsible for creating policy, programs, and initiatives that benefit the general student body. They shall advocate for the needs of all students. The focus of each senator will be determined by the current issues facing ASUCSD at any given year. Their responsibilities shall include:
 - i. Serve on at least two external committees
- C. College Senators
 - a. The College Senators shall be responsible for creating policy, programs, and initiatives for students of their respective colleges. They shall advocate for the needs of students of their colleges. Their responsibilities shall include:
 - i. Acting as a liaison between the colleges and the Senate, distributing information to their respective College Councils

- ii. Adhering to both their College Council standing rules and the AS Standing Rules

D. First Year Senators

- a. The First Year Senators shall be responsible for creating policy, programs, and initiatives for first year students. They shall advocate for increased resources and representation for first year students to highlight the first year experience at UCSD. Emphasis should be placed on the transition process, academic success, and student life. Their responsibilities shall include:

- i. Attending all First Year Fellowship meetings

E. International Senator

- a. The International Senator shall be responsible for creating policy, programs, and initiatives for international students. Emphasis should be placed on the transition process and student life. They shall advocate for the needs of international students to provide a quality college experience. Their responsibilities shall include:

- i. Coordinating resources and services for international students
- ii. Building and maintaining relationships with the Dean of Global Education and relevant campus partners such as the International Students and Programs Office

F. Off-Campus Senator

- a. The Off-Campus Senators are responsible for creating policy, programs, and initiatives for Students who live off campus or are planning to live off-campus. They will advocate for the needs of students to foster a quality off-campus experience. Their responsibilities shall include:

- i. Coordinating housing and commuting resources and services
- ii. Attending all required meetings of the All Campus Commuter Board (ACCB) and assisting with at least one ACCB event per quarter
 - 1. If ACCB has a total vacancy, an Off-Campus Senator shall notify the AVP of Transportation and Transformation and assist with recruitment efforts
- iii. Building and maintaining relationships with Commuter representatives of each College Council, administrators in transportation services and off-campus housing resources
- iv. Serving on boards or commissions that focus on off-campus student issues

G. Out-of-State Senator

- a. The Out-of-State Senator shall be responsible for creating policy, programs, and initiatives for out-of-state students. Emphasis should be placed on the transition process and student life. They shall advocate for the needs of out-of-state students to provide a quality college experience. Their responsibilities shall include:

- i. Attending all required meetings of the Board of Out-of-State Students (BOSS) and assisting with at least one BOSS event per quarter

H. Transfer Senators

- a. The Transfer Senators are responsible for creating policy, programs, and initiatives for transfer students. They shall advocate for increased resources and representation for transfer students to highlight the transfer experience at UCSD. Emphasis should be placed on the transfer transition process, academic success, and student life. Their responsibilities shall include:
 - i. Attending all required meetings of the All Campus Transfer Association (ACTA) and assisting with at least one ACTA event per quarter
 - 1. If ACTA has a total vacancy, a Transfer Senator shall notify the AVP of Student Organizations and assist with recruitment efforts
 - ii. Building and maintaining relationships with college transfer student organizations as well as the transfer student representatives of College Councils

Chapter 2 Appointments

2.1 Appointment of Senator(s)

- A. By Week 2 of Fall Quarter, the Vice President of Campus Affairs shall convene a Special Committee to select:
 - a. First Year Senators
 - b. Transfer Senator
 - c. Out-of-State Senator
 - d. International Senator
 - B. The membership of the committee shall consist of:
 - a. The President or designee
 - b. The Vice President of Campus Affairs
 - c. Senators, who will apply for the selection committee via email. After 24 hours, the application period will close and at least three senators will be chosen randomly from the applicants as determined by the chair of the committee
 - d. All members of ASUCSD are eligible to serve as ex-officio members
 - C. The committee shall solicit applications for the positions, screen and interview candidates for the position, and make a recommendation to the President on the appointment of the Senators, whose number is determined in the constitution. 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 Senate
 - E. The Senate needs to approve the recommendation by simple majority
 - F. The committee shall dissolve upon the approval of the appointment by the Senate
- #### 2.2 Vacancies in the Voting Membership of the Senate

- A. Within fifteen academic days of when a vacancy occurs, the President shall convene a special committee to fill the vacancy
 - a. The members of the committee shall consist of:
 - i. The President or designee
 - ii. The Vice President of Campus Affairs
 - iii. Three senators appointed by the President. Senators will apply for the selection committee via email. After 24 hours, the application period will close and at least three senators will be chosen randomly from the applicants as determined by the chair of the committee
 - b. 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
 - c. The President shall consider the recommendation of the committee and submit a nominee for the position to the Senate
 - d. The committee shall dissolve upon the approval of the appointment by the Senate
 - e. This section shall not apply to interim appointments of Officers, which the President may make for up to 25 academic days without the advice of a committee or the approval of the Senate, provided that this power has only been used once per vacancy
- B. College Senators
 - a. Within five academic days of when a 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 notify the Clerk naming the new Senator
 - i. The person appointed by the College Council may not take office until procedures outlined in this section have been properly completed

Chapter 3 Senate Projects

3.1 Requirements for Senate Projects

- A. Senators must communicate their project idea with the Assistant Director no later than 10 weeks into their term
- B. A Senate Project Proposal must be submitted to the VP Campus Affairs no later than half way through their term with the following information:
 - a. The name of the project
 - b. The membership of the project or the manner in which the membership is selected
 - c. The purpose and responsibility of the project
 - d. An estimated time of completion for the project

- C. One Proposal is needed per project. Senators collaborating on one project may submit one proposal
- D. At the last meeting of the Quarter for Fall and Winter each senator must provide accountability reports that they have completed or are on track to complete a project that follows the stipulations for project timelines
 - a. If the Senators decide, by their own metrics decided on a week before, that the report does not exemplify adequate progress they may file a resolution for impeachment
- E. A senate project may dissolve either by a majority vote of the Senate project membership or by a majority vote of the Senate

Chapter 4 Committees

4.1 Membership

- A. All members of Committees are voting members except the Chair
- B. The Vice President of Campus Affairs is responsible for assigning senators to the standing committees
- C. The Financial Controller shall serve as the Chair of Finance Committee
 - a. The Committee Shall elect a Vice Chair from its membership in the first meeting of the Senate term
- D. The Vice President of Campus Affairs shall serve as the Chair of the Legislative Committee
 - a. The Committee Shall elect a Vice Chair from its membership in the First meeting of the Senate term
- E. The President shall serve as an Ex-Officio member of all standing committees

4.2 Finance Committee Duties

- A. Consider any financial bill referred to it by the Senate or the Speaker and report any findings or desired action to the Senate in a timely manner
- B. Regularly review and adjust the finance committee duties and student organization funding rules as necessary
- C. Has the option to review and audit the finances of the ASUCSD
- D. Present to Senate on a quarterly basis a report of the status of the ASUCSD accounts, finance guidelines, and committee progress
- E. Present to Senate on a quarterly basis a report on the progress of goals, projects, and future plans of action

4.3 Legislative Committee Duties

- A. Consider any bill referred to it by the Senate and report any findings or desired action to the Senate in a timely manner. All bills referred to Senate floor shall pass through this committee, with the exception of Finance bills
- B. Draft and review referenda, appointments, impeachments, MOUs, resolutions, contracts, constitutional amendments, and changes to the standing rules as necessary

- C. Regularly review the rules of ASUCSD and its subsidiary bodies
- D. Draft and approve an agenda to be approved by the Senate at the start of each quarter on goals and initiatives that the committee will undertake

4.4 Procedures

- A. There shall be four actions that a committee can take on a bill
 - a. Motion to approve
 - b. Motion to discharge to Senate
 - c. Motion to table for (a set amount of time to committee)
 - d. Motion to table indefinitely
- B. Additionally committee may allow the bill to die if no motion is taken
- C. Actions of committee must be presented to Senate by the chair or acting chair of the committee
- D. If motion is discharged to Senate the Chair or Vice-chair must provide context to the Senate
- E. Committee may not discharge with a recommendation
- F. Items can be overturned in Senate from the committees with a $\frac{3}{5}$ majority vote

4.5 Meetings

- A. Finance Committee will only convene when the Speaker or AS Senate refers business to the committee
- B. Legislative Committee must convene prior to any Senate meetings in which business has been referred to them on the OOB

4.6 Establishment of Special Committees by Charter

- A. The Senate may establish a special committee by approving a charter
- B. Any member of AS Assembly may establish a special committee by writing a charge letter to the membership of the committee. The member of AS Assembly should determine the membership before writing the charge letter. This charge letter should be copied to the Clerk for recordkeeping and sent to the Senate for approval
- C. Charter should include
 - a. The name of the committee
 - b. The membership of the committee or the manner in which the membership is to be selected
 - c. The purpose and responsibility of the committee, including if and when the committee is to report back to the Senate
- D. When the special committee will dissolve:
 - a. If the Senate does not specify when a special committee is to dissolve, it shall automatically dissolve at the end of the session of Associated Students Senate
 - b. The committee shall elect a Chair if there is a vacancy in the position

4.7 Calling of Special Meetings

- A. Called by the President

- a. The President may call a special meeting of the Senate 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
 - b. The Clerk will arrange the meeting and notify the membership of the Senate 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
 - c. 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 Senate
- a. If a majority of the voting membership of the Senate 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
 - b. Upon receipt of a petition, the Speaker shall notify the Clerk in writing of the information on the petition
 - c. The Clerk will arrange the meeting and notify the membership of the Senate 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
 - d. Only the topics specified by the petition may be considered during the special meeting

Chapter 5 Advocate General

5.1 Appointment of the Advocate General

- A. Whenever the President desires to appoint the Advocate General, the President shall convene a Special Committee to select the Advocate General. The membership of the committee shall consist of
 - a. The President, or designee, who shall chair the committee
 - b. Four Senators
 - c. The outgoing Advocate General; at the discretion of the Chair, who may serve as an ex-officio member to the committee
- B. The Special Committee shall make a recommendation to the President on the appointment of the Advocate General
- C. The President shall consider the recommendation of the Special Committee and submit a nomination for the position to the Senate
- D. The Advocate General shall be appointed by the eighth week of Spring Quarter
- E. The Special Committee shall dissolve upon the approval of the appointment by the Senate
- F. This subsection shall not apply to interim appointments, which the President may make without the advice of a committee or the consent of the Senate

- G. Once the Advocate General has been appointed, only the Judicial Board shall have the authority to remove the Advocate General

5.2 Duties of the Advocate General

- A. 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 Senate
- B. The Advocate General shall review the attendance of the members of the Senate as detailed in Title IV of this document on a biweekly basis and, when appropriate, bring impeachment charges
- C. Whenever a member of the Assembly earns an unexcused absence, the Advocate General shall notify them about the absence without undue delay
 - a. The Advocate General shall be apolitical in the execution of their duties with regard to the attendance policy, arbitration in front of the AS Judicial Board, and AS Senate Meetings
 - i. Under the circumstances where the Advocate-General also holds appointments to Cabinet, Senate, and other Committees by virtue of holding another office, this clause shall not apply for the purposes of these aforementioned meetings. The advocate general shall abstain from all voting in the aforementioned meeting with the exception of special committees and ad hoc committees
 - b. The Advocate General shall work to ensure accountability, transparency, and openness of the Associated Students
 - c. The Advocate General shall make publicly accessible the real time attendance record they keep
 - d. The Advocate General shall be the Speaker of the Senate
 - i. In the event that they must act as a partial party they shall appoint a temporary replacement as Speaker

Title IV Attendance Policies

Chapter 1 Attendance Policy

1.1 Required Meetings

- A. As per the job descriptions provided in Title II for Cabinet, Title III for Senate and Title VI for Auxiliaries, Boards, and Commissions all voting members are required to attend their respective meetings with the allowance of 3.5 unexcused absences and 15.5 excused absences per term per mandatory meeting type
- B. For all meetings in which attendance is recorded once, absent members will receive an absence, for all meetings in which attendance is recorded twice, each absence during a

roll call will count for half of an absence. The attendance of each member of the Assembly is recorded by the Clerk, even if that member is not required to attend. The keeping of attendance records start when members are appointed to their position up until the appointment of their successor

1.2 Mandatory Events

- A. With 72 hours notice, the President may make an event related to the Assembly or Senate development mandatory and compel the attendance of the members of the respective body
- B. The body, by a majority vote, may reverse the decision of the President
- C. At the event, the President shall designate an attending member, if the Advocate General is not present, with the authority to excuse members and record the attendance. That person shall transmit that record of attendance to the Clerk for record-keeping

1.3 Excusing Absences

- A. The Advocate General shall be charged with collecting the excuses of absences for all Assembly functions
- B. The criteria for excused absences shall include: Conflict with class schedule, sickness, doctor's appointment, out of town, family emergency or another mandatory engagement that conflicts with a function of Assembly
 - a. Midterms or Finals prior to 11 AM the following day may be used as an excuse to leave a mandatory function at 9 PM
 - b. Further reasons may be allowed at the discretion of the Advocate General. The Assembly may, by a majority vote, override the decision of the Advocate General
 - c. In order for an absence to be excused due to a class conflict, a copy of the class schedule must be submitted to the Advocate General before the add deadline for classes each quarter and again if any changes are made
- C. If a member of Assembly is excused due to the criteria listed above, then they are only excused for that time period with a sufficient time for travel
 - a. Excuses must be submitted to the Advocate General via email no later than 3 hours before required meetings, and 24 hours before other mandatory events, and the AS Clerk must be copied on this email

1.4 Retroactive Excuses

- A. Retroactive excuses may be issued by the Advocate General in situations where a member of Assembly has a legitimate reason for an excused absence but was not able to submit their excuse in time (such as medical emergencies, death of a family member, etc.). Retroactive excuses may be approved in circumstances in which it was clearly impossible for the member to notify the Advocate General of their absence on time
 - a. Further reasons may be allowed at the discretion of the Advocate General. The Assembly may, by a majority vote, override the decision of the Advocate General

1.5 Unsatisfactory Attendance

- A. The attendance of a member shall be considered unsatisfactory for the purposes of removal from office when a member has accrued more than three and a half unexcused absences or fifteen and a half excused absences during their term
- B. Upon receiving an absence that puts a member of Assembly at one or less total absences away from being impeachable, the Advocate General shall notify that member of the possibility of impeachment if more absences are accrued. Once notice has been received, the member is required to confirm their absence count with the Advocate General and is given the opportunity to resign from their position by emailing the President
- C. In the case that the absence limit is exceeded the Advocate General shall send a notice of impeachment to the Assembly email distribution list notifying all members of the impeachment
- D. The impeached member will then have the opportunity to appeal to the Senate to overturn the decision by emailing the Clerk with a Sponsor to place the item on the Order of Business, where it shall be automatically discharged to Senate if not passed by Committee. All impeachments, being matters of personnel and sensitive in nature, shall take place in executive session and be recorded on closed ballot votes and require a $\frac{2}{3}$ vote

Title V

Compensation Policies

Chapter 1 Policy on Compensation

1.1 Miscellaneous Stipend Policies

- A. Stipends will be paid in accordance with applicable UC San Diego payroll timelines and policies. Non-academic weeks will be paid for at the FC's discretion, if the stipulated number is greater than thirty weeks, the Financial Controller has discretion to determine the number additional weeks should be paid for
- B. When a person is appointed that collects a stipend, the Financial Controller must sign the "Appointment Form" authorizing the allocation of the stipend from the appropriate pool of money

1.2 AS Executive and AS Officer Stipend Structure

- A. The base stipend rate will be \$100 per week
 - a. The AS President shall receive a weekly stipend of three times the base rate. The AS President shall receive compensation for forty (40) weeks
 - b. All other AS Executives shall receive a weekly stipend of two times the base rate. All other AS Executives shall receive compensation for thirty-five (35) weeks
 - c. Senior Associate Vice presidents shall receive a weekly stipend of one and a half time the base rate. Senior Associate Vice Presidents shall receive compensation for thirty-five (35) weeks

- d. Associate Vice Presidents shall receive a weekly stipend of the base rate.
Associate Vice Presidents shall receive compensation for a (minimum of) thirty-two (32) weeks

1.3 AS Senate Stipend Structure

- A. Senators will receive a weekly stipend of \$20. Senators shall receive compensation for a total of thirty (30) weeks

1.4 AS Office Staff and Administrative Student Staff Stipends

- A. Student employees tasked with various duties within the AS Offices or Commissions, AVP's and Executive Officers can assign their office staff to the various stipend levels based on the following criteria

- a. Stipend Level 1

- i. Compensation will be a weekly stipend of \$20
- ii. Works approximately 5 hours per week
- iii. May oversee unpaid staff
- iv. Primarily serves with regards to internal office operations

- b. Stipend Level 2

- i. Compensation shall be a weekly stipend of \$30
- ii. Works approximately 5 hours per week
- iii. Oversees unpaid staff and may oversee paid staff
- iv. Primarily serves with regards to internal office operations

- c. Stipend Level 3

- i. Compensation will be a weekly stipend of \$40
- ii. Works approximately 5-10 hours per week
- iii. Oversees unpaid and paid staff
- iv. Serves with regards to internal and external office operations

- d. Stipend Level 4

- i. Compensation will be a weekly stipend of \$45
- ii. Works approximately 10-12 hours per week
- iii. Oversees unpaid and paid staff
- iv. Serves with regards to internal and external office operations

- e. Stipend Level 5

- i. Compensation will be a weekly stipend of \$50
- ii. Works approximately 10-15 hours per week
- iii. Oversees paid staff
- iv. Serves with regards to internal and external office operations

- f. Stipend Level 6

- i. Compensation will be a weekly stipend of \$55
- ii. Works approximately 12-15 hours
- iii. Oversees unpaid and paid staff
- iv. Serves with regards to internal and external office operations

- g. Stipend Level 7
 - i. Compensation will be a weekly stipend of \$60
 - ii. Works approximately 15-20 hours per week
 - iii. Oversees unpaid and paid staff
 - iv. Serves with regards to internal and external office operations
 - v. Works in an office with an annual budget greater than \$1,000,000
- h. Stipend Level 8
 - i. Compensation will be a weekly stipend of \$70
 - ii. Works approximately 15-20 hours per week
 - iii. Oversees unpaid and paid staff
 - iv. Serves with regards to internal and external office operations
 - v. Works in an office with an annual budget greater than \$1,000,000
- i. Stipend Level 9
 - i. Compensation will be a weekly stipend of \$80
 - ii. Works approximately 15-20 hours per week
 - iii. Oversees unpaid and paid staff
 - iv. Serves with regards to internal and external office operations
 - v. Works in an office with an annual budget greater than \$1,000,000
- j. Stipend Level 10
 - i. Compensation will be a weekly stipend of \$100
 - ii. Works approximately 15-20 hours per week
 - iii. Oversees unpaid and paid staff
 - iv. Serves with regards to internal and external office operations
 - v. Works in an office with an annual budget greater than \$1,000,000

Chapter 2 Pay Reductions

1.1 Pay Reductions

- A. Any wage decreases shall not exceed the original stipend amount and will be in factors of 0.25, 0.50, 0.75, or 1.0 increments
- B. Pay Reductions for Associate Vice Presidents
 - a. Pay can be withheld at the discretion of their Executive Officer, who will be responsible for reporting the deductions to the Clerk
 - b. Executive Officers and AVP's will set performance standards together no later than 20 business days after the respective AVP is appointed to office
 - c. The performance standards will be sent to Senate for approval as a legislative item
 - d. If the performance of an AVP does not appear to meet the performance standards, an Executive officer, AVP, or Senator may send a Resolution to the Senate, dictating the proposed pay reduction citing the Performance standards, time frame and justification upon which Senate will consider

- e. If the AVP does not agree with the pay reduction, they may file an appeal to the Judicial Board who would then convene and determine the appropriate actions
- C. Pay Reductions for Office Staff
 - a. Pay can be withheld at the discretion of their AVP's, who will be responsible for reporting the deductions to the Clerk
 - b. AVP's and office staff will set performance standards together no later than 4 weeks after their respective appointments
- D. Pay Reductions for Executive Officers
 - a. Executive Officers will set their own performance standards no later than 20 business days into their term, Executive Officers should set standards with advisement from their AVP's and Senators, Judicial Board will be responsible for reporting the reductions to the Clerk
 - b. The performance standards will be sent to Senate for approval as a legislative item
 - c. If the performance of an Executive Officer does not appear to meet the performance standards, an Executive Officer, AVP or Senator may send a Resolution to the Senate, dictating the proposed pay reduction citing the performance standards, time frame and justification upon which Senate will consider
 - d. If the Executive Officer does not agree with the Pay Reduction, they may file an appeal to the Judicial Board who would then convene and determine the appropriate actions
- E. Any amendments to performance standards will be sent to Senate for approval

Title VI

Auxiliaries, Boards, and Commissions

Chapter 1 Auxiliaries

1.1 Student Promoted Access Center for Education and Service (SPACES)

- A. The SPACES constitution can be found in the Auxiliary Board, Service, and Commission Constitution section of the AS website

1.2 The Sustainability Resource Center

A. Purpose

- a. The UC San Diego Sustainability Resource Center (hereafter referred to as the SRC) is an open space that is dedicated to serving the university community in the area of sustainability by providing resources, support, and space to foster an active culture of responsibility for sustainability on campus and in the community

B. Historical Context

- a. The Sustainability Resource Center was founded on the principles of community, service, collaboration, and empowerment under the belief that engaging and

providing resources to the campus community on issues of sustainability will lead to a more sustainable future. Accordingly, the SRC stresses a high importance in service to students, staff, and faculty. Recognizing the value of social justice and peace, environmentalism, and responsible business policies in view of the challenges posed by inequality, climate change, and other issues, the SRC is committed to the triple bottom line of sustainability as a foundational principle in daily operations, interactions, decisions, and purchasing practices. In this light, the SRC seeks to be a positive influence in university life and the community that surrounds us

- C. The SRC will be guided and developed by the Sustainability Resource Center Board/Advisory Committee on Sustainability
 - a. Membership shall consist of
 - i. Undergraduate students
 - ii. Associate Vice President Local Affairs
 - iii. GSA representative
 - iv. Graduate students
 - v. Facilities Management representative
 - vi. Parking & Transportation representative
 - vii. Auxiliary Plant and Services representative
 - viii. Faculty representatives
 - b. The committee is charged with guiding and making decisions on the development and the evolution of the Sustainability Resource Center, ratifying the annual budget, and making programming recommendations, making appointments to the board, confirming the hiring of student interns
 - c. Board members will not be compensated and will be appointed for two years with staggered terms
- D. Sustainability Resource Center Board or Advisory Committee on Sustainability
 - a. The Advisory Committee on Sustainability and/or Sustainability Resource Center Board will guide and make recommendations on the duties of the SRC staff
 - b. The committee shall consist of students, staff, and faculty
 - c. Decisions will be made by majority vote, with 1/3 board present for a quorum
- E. The SRC will be staffed by students and staff
 - a. Steering Component
 - i. Sustainability Coordinator
 - 1. To prepare for and participate in staff meetings
 - 2. To attend regular board meetings
 - 3. To assist in the daily operations of the SRC such as program implementation
 - ii. Assistant to the Sustainability Coordinator
 - 1. To provide guidance to and welcome visitors

2. To provide administrative support such as scheduling
 3. To assist in the daily operations of the SRC such as program implementation
- iii. Four student interns
 1. Shall implement programs of the SRC
 2. Shall provides support for administrative needs of the center
 3. Shall attend staff meetings and board meetings
 4. Shall assist in the daily operations of the SRC
 5. Shall maintain the SRC
 - iv. The Sustainability Coordinator and the assistant hold their first duty to their occupations and maintain autonomy over these duties. Second to these are the responsibilities of the SRC
 - v. The staff will hold staff meetings as determined by the Sustainability Coordinator and accommodating to the entire SRC staff
- b. Internship Program
 - i. Job Description
 1. Work with SRC staff to develop, implement, and assess Center programs and events as well as assist in daily operations, outreach and communications
 2. The following duties are assigned on an as needed basis by the Director
 - a. Assist in the research and collection of information on possible speakers and programs
 - b. Responsibility for program planning, logistics, marketing, and implementation related to monthly sustainability events
 - c. Work with other campus organizations and departments, creating, co-sponsoring, and implementing events
 - d. Other duties include: maintenance of sustainability events documentation, assisting with the activist peer mentoring program, setting up, attending, and cleaning certain SRC programs and events, administering leadership workshops, staying informed about campus and community events and represent the SRC at campus and community functions, plan and implement a sustainability related project, participate in weekly staff development meetings, participate in ongoing in-service trainings, assist with maintaining Sustainability Resource Center space in order to create a welcoming environment for all members of the community, and other duties assigned

F. Accountability

- a. The SRC shall be accountable and transparent to the student body, and therefore shall
 - i. Make all its records available to the public via website. This shall be the responsibility of the Grant Making Committee
 - ii. Issue an annual report of its activities to the AS, GSA, Social and Environmental Sustainability Committee, Facilities Management, the Environment and Sustainability Initiative and the Chancellor's Office
 - iii. Submit periodic reports to all members of the Associated Students in conjunction with the Financial Committee
 - iv. Submit a year-end evaluation report for approval by the AS
- b. The SRC resources, space, and funding shall be used responsibly
 - i. If upon review of reports, the SRC Board determines that the project's funds are being used irresponsibly or the goals of the project are not being met, the committee may choose to put the projects on "probation," meaning the funding that has been allotted to a project or program will have an allotted time period to make adjustments in order to fulfill the committee's expectations. If after this time period the committee's expectations are not met, the committee may require all unspent funds to be returned to the SRC general budget

G. Records and Reports

- a. The SRC must keep on record
 - i. Minutes of all meetings of the SRC Board meetings indicating the time and place of holding such meetings, the names of those present, and the proceedings thereof
 - ii. Complete books and records of account, including accounts of its properties and business transactions and accounts of its assets, receipts, disbursements, gains and losses
 - iii. Record of programming and intern projects
 - iv. Copies of all annual reports that have been issued

1.3 The TGIF Fund

A. Purpose

- a. The Green Initiative Fund (TGIF) provides funding for projects that reduce UC San Diego's negative impact on the environment and make UC San Diego more sustainable in both the social and environmental sense
- b. The goal is to enable and empower students to take an active role in making UC San Diego a leader in sustainability, providing much needed funding for such projects

B. Grant Making Committee

- a. Powers and Voting

- i. The Grant-making Committee has authority over TGIF. A simple majority of the committee's present members is required to make funding and any other official decisions, except as provided for elsewhere in these guidelines. Apart from his/her normal function as a part of this committee, a member has no individual authority
 - ii. A quorum of five members must be present to vote on official matters
 - b. Duties of the Grant Making Committee
 - i. It shall be the duty of the Committee members to
 - 1. Review project applications and determine allocation of funds
 - 2. Supervise and prescribe the duties of all staff and interns of The Green Initiative Fund
 - c. The Grant-making Committee shall consist of six student, four non-student voting members as follows, and one non-student voting members
 - i. Two undergraduate students appointed by the Associated Students via application process (The student selected must have a proven record of environmental advocacy or research)
 - ii. One student appointed by the Advisory Committee on Sustainability
 - iii. Two graduate student appointed by the Graduate Students Association (GSA) President via application process (The student selected must have a proven record of environmental advocacy or research)
 - iv. One student appointed by the Social and Environmental Sustainability Committee (This student will be the CSC representative and will report back to the CSC the grant-making council's decisions)
 - v. The AS AVP of Environmental Justice Affairs will be an ex-officio non-voting member
 - vi. One Faculty member selected by the Academic Senate
 - vii. One Staff member from UCSD's Environment and Sustainability Initiative (ESI) selected by the Director of ESI
 - viii. The Sustainability Coordinator will be an ex-officio non-voting member
 - 1. One Staff member from Facilities Management selected by the Director of Facilities Management
 - d. Officers
 - i. The Grant-making Committee shall have two officers: a Chair and a Vice Chair
 - 1. The Chair shall preside at all meetings of the Grant-making Committee, acting as facilitator and holding meetings to the agenda in a timely fashion. The Chair shall also coordinate and approve meeting agendas. The Chair must be a student member of the Grant-making Committee. The Chair will arrange a method for quarterly evaluations and conduct them in the absence of the Grant

Coordinator. The Chair will discuss these evaluations with both the Grant Coordinator and its hiring body

2. The Vice Chair will assist the Chair with his or her duties. In the absence of the Chair, the Vice Chair shall assume all duties of the Chair. The Vice Chair may be a student, faculty, or staff member of the Grant-making Committee
3. At the beginning of each term of office, the Grant-making Committee will take nominations and volunteers for Chair and Vice Chair. Candidates for Chair will be selected first by majority vote of the Committee. After the Chair has been selected, the Committee shall select the Vice Chair by majority vote. Defeated candidates for Chair are eligible to run for Vice Chair, and candidates for both positions are eligible to vote in these elections
4. Each member of the Grant-making Committee shall be appointed for one year. Student terms will begin on June 1 and end on May 31 of the following year. Faculty terms will run from January 1 to December 31 of the term year. The staggering of committee terms is intended to preserve institutional memory. The Chair and Vice Chair shall hold office for one year. Committee members may serve no more than two consecutive terms but the total number of terms they may serve is not limited

e. Member Qualifications

- i. All Student members of the Grant-making Committee must be registered (full or part-time) UCSD students during their term of office. Students must have at least a 2.0 GPA to serve on the committee, and must remain above a 2.0 GPA during their term in office

f. Member Removal and Appointments

- i. A Committee member may be removed by unanimous vote of the other Committee members for unjustifiable absence, conflict of interest or other appropriate reasons
- ii. In the event that a Committee member is removed or resigns, the original appointing body will select a replacement. The new Committee member will serve the remainder of the original member's term

g. Conflict of Interest

- i. The Grant-making Committee shall conduct itself in such a way that conflicts of interest are minimized and all potential conflicts of interest are made public
- ii. For example, each Committee member must make public all campus groups of which he or she is a member and their level of involvement in each group. Where appropriate, the Committee member should recuse

himself or herself from voting on grant allocations for projects proposed by such groups. For such votes, the “full Committee membership” as defined for voting majority purposes shall be decreased to account for the Committee member's recusal

- h. Allocation of Funds and Project Selection
 - i. The Grant-making Committee shall decide to allocate funds to submitted projects by a simple majority vote of the Committee. The Committee may elect to fund only a portion of a proposal
- C. General Requirements for projects
- a. All projects to be considered for TGIF funding must meet the following criteria
 - i. Projects must promote environmental sustainability on UC San Diego’s campus, including off-campus activities which influence sustainability on campus
 - ii. Projects must have a clearly-defined, measurable outcome
 - iii. Project proposals may be submitted by UC San Diego students or on behalf of student organizations. Outside organizations may not apply. Students are encouraged to apply with faculty and/or staff advisors to help with project implementation
 - b. Projects shall have received all necessary written approval by appropriate campus officials prior to consideration
 - c. TGIF funding will not support projects already mandated by law or UC San Diego policy directive (e.g., standards for new building construction), since UCSD is already obliged to allocate funds for such projects. TGIF will fund projects which go above and beyond minimum requirements
 - d. All projects shall have a mechanism for evaluation and follow-up after funding has been dispersed. At minimum, a project plan must include a report made to the Grant-making Committee after successful (or unsuccessful) implementation. If a project is expected to have on-going benefits such as annual cost savings, the project plan must include a mechanism for tracking, recording, and reporting these benefits back to the Grant-making Committee on an (at least) annual basis.
 - e. Projects must have undergraduate student involvement.
 - f. Funds will be appropriated two times a year during the Fall and Winter quarter between weeks 2-5
 - g. Funds will not be appropriated between the final Committee meeting of Spring Quarter and the first meeting of Fall quarter
 - h. All groups which have requested programming funds shall sign up for a hearing date and time when they turn in their funding proposals. This shall be their formal notification. This will ensure that all groups have the opportunity for equal representation before the Committee

- D. Many projects may result in cost savings or revenues to the person or group submitting the project proposal to the TGIF Grant-making Committee. Where reasonable and at its discretion, the Committee may require that all or part of the project funding be dispersed as a loan (instead of a grant) to be repaid to TGIF over a reasonable time period. This time period will be negotiated by the Grant-making Committee and the person or group proposing the project, before funds are awarded. In exceptional cases, the Committee also has the authority to negotiate that a portion of all subsequent revenues (after the loan has been repaid) shall go into TGIF. Detailed income and expense reports are required from recipients and are subject to audit by the Grant-making Committee
- E. The Grant-Making Committee may determine additional requirements or preferences for each year's funding cycle, provided that these additional criteria are
 - a. Consistent with the overall mission of TGIF
 - b. Consistent with the requirements and preferences outlined in these guidelines
- F. Unallocated Funds
 - a. Any funds not allocated in a given year shall remain in TGIF account for future use
 - b. Funds allocated to a project that are not spent within the project time frame shall be returned to TGIF for reallocation
 - c. Standing funds should be invested in a socially and environmentally responsible manner
 - d. TGIF funds are not to be used or reallocated for purposes other than those described in this document
 - e. TGIF shall continue to operate even after student fees are no longer collected into the Fund, as long as sufficient money remains in TGIF account
- G. Accountability
 - a. TGIF shall be accountable and transparent to the student body, and therefore shall
 - i. Make all its records available to the public via website. This shall be the responsibility of the Grant Making Committee
 - ii. Issue an annual report of its activities to the AS, GSA, Social and Environmental Sustainability Committee, Facilities Management, the Environment and Sustainability Initiative and the Chancellor's Office
 - iii. Submit periodic reports to all members of the Associated Students in conjunction with the Financial Committee
 - iv. Submit a year-end evaluation report for approval by the AS
 - b. TGIF shall be used responsibly
 - i. If upon review of project reports, the Grant-making committee determines that the project's funds are being used irresponsibly or the goals of the project are not being met, the committee may choose to put the projects on "probation," meaning the project leaders have an allotted time period to make adjustments in order to fulfill the committee's expectations. If after

this time period the committee's expectations are not met, the committee may require all unspent funds to be returned to TGIF

H. Records and Reports

- a. TGIF must keep on record
 - i. Minutes of all meetings of the Grant-making Committee indicating the time and place of holding such meetings, the names of those present, and the proceedings thereof
 - ii. Complete books and records of account, including accounts of its properties and business transactions and accounts of its assets, receipts, disbursements, gains and losses
 - iii. Record of projects selected each year and the funds allocated to each
 - iv. Project progress reports from recipients of TGIF monies
 - v. Copies of all annual reports which TGIF has issued

I. Formation of the Grant-Making Committee

- a. The Social and Environmental Sustainability Committee appointee shall act as interim chair and will be responsible for instigating and overseeing the formation of the Grant-making committee

J. Amendments

- a. Any changes to this document will follow all regulations regarding amending guidelines to the funds. The AS should work in conjunction with the Grant-making Committee when amending these bylaws

Chapter 2 Boards

2.1 All Campus Commuter Board (ACCB)

- A. The Associated Students shall charter a student-run commuter board as an AS service. This service shall be named the All Campus Commuter Board (ACCB). ACCB will be governed by its constitution
- B. The ACCB constitution can be found in the Auxiliary Board, Service, and Commission Constitution section of the AS website
- C. ACCB is within the AS Office of Student Organizations

2.2 All Campus Transfer Association (ACTA)

- D. The Associated Students shall charter a student-run transfer association as an AS service. This service shall be named the All Campus Transfer Association (ACTA). ACTA will be governed by its constitution
- E. The ACTA constitution can be found in the Auxiliary Board, Service, and Commission Constitution section of the AS website
- F. ACTA is within the AS Office of Student Organizations

Chapter 3 Commissions

3.1 AS Fellowship Program

A. Purpose

- a. The AS Fellowship aims to help incoming first-year and first-year transfer students cultivate their leadership, professional, and interpersonal skills by participating in campus-wide advocacy and service-oriented efforts
- b. Individuals who engage in this program will gain a comprehensive understanding of the functionality of the AS offices, develop the skills necessary to interact with peers and administrators, and gain insight into key issues that impact UC San Diego students

B. AS Fellowship Director

- a. Shall assist the VP of Campus Affairs and the AS Fellowship Advisor with the interview and selection process of AS Fellowship candidates
- b. Shall run weekly AS Fellowship meetings
- c. Shall design the program curriculum and coordinate additional trainings/workshops as they see fit with guidance from the VP of Campus Affairs and the AS Fellowship Advisor
- d. Shall arrange brief check-ins with Fellows at least once a quarter
- e. Shall organize quarterly networking/social events for Fellows
- f. Shall communicate with AS Fellowship mentors regularly regarding the progress of their respective mentors and efficacy of the program
- g. The AS Fellowship Director shall be responsible for posting applications online no later than Week 1 of Fall Quarter, in order to promote the program
- h. Meetings shall be held beginning Week 5 of Fall Quarter, or at the discretion of the AS Fellowship Director
- i. The program shall involve at least one opportunity for the cohort of fellows to execute a large-scale event

C. AS Fellows

- a. Shall attend at least 3/4 of weekly meetings. Must be an engaged participant, with attention focused on the meeting. If a fellow must miss a meeting, they shall email the Fellowship Directors
- b. Each quarter the Fellowship Directors will send out their schedules for the quarter. From there, each fellow is responsible for reaching out to the Fellowship Director they are assigned to schedule the one-on-one meeting
- c. Throughout the year, fellows will be assigned meet-up groups. The group will have two weeks (up to the second meeting from the date received the assignment) to meet up. When meeting up, the group must meet up for at least 20 minutes and take a photo and send it to the group. The frequency of these meet-ups is up to the discretion of the Fellowship Directors
- d. Shall attend a senate meeting. The fellow must provide photographic evidence of attendance and send it to the Fellowship Director

- e. Fellows will have at least one opportunity to plan an event in a small group. Each fellow must actively participate in their group, taking on and completing tasks
- f. Each fellow at the end of the quarter must complete a reflection of the past quarter, discussing any new skills, experiences, suggestions for fellowship, etc
- g. Fellows must attend office events and meetings, as well as maintain communication with their office on a continuous basis

3.2 Civic Engagement Office

A. Purpose

- a. The purpose of this office is to ensure every student is offered the tools they need to advocate for the interests of themselves and those around them
- b. Voter registration efforts conducted by the office must be neutral, unbiased, inclusive, and non- partisan
- c. Non-partisanship demands that CEO activities shall not be influenced by, affiliated with, or in support of the interest of policies of any political party, candidate, or ballot initiative, whether it be local, state, federal, UC system-wide or campus-wide
 - i. This includes campaigns the Vice President of External Affairs decides to initiate on campus
- d. The office is committed to providing unbiased information to all students, and will neutrally facilitate respectful political discourse amongst students
- e. To increase voter registration and engagement, elevate student involvement in civic participation, educate students to be politically and civically informed, and empower students to be involved and proactive in the political, humanitarian, and social realms
 - i. Participating individuals and affiliates cannot make any statements in support or in opposition to any particular party, candidate, or ballot initiative while engaging in voter registration
 - ii. This includes, but is not limited to: clothing or displaying buttons, stickers, flyers, posters, bumper stickers, or any other partisan literature or political propaganda displaying names of candidates, political parties, ballot initiatives or propositions

B. Appointment of Executive Director

- a. The outgoing CEO Executive Board and the Vice President of External Affairs will open the application period for CEO Executive Director in Spring Quarter
- b. The Vice President of External Affairs will convene a committee, serving as chair
 - i. The outgoing CEO Executive Board may sit on the committee if they so choose
 - ii. This committee will submit a recommendation for the Executive Director's replacement to the Senate

- c. If the outgoing Executive Director of CEO seeks re-appointment, they will be excluded from the recommendation process, and the outgoing CEO Chief of Staff will take their place until the appointment of a successor

C. Appointment of the Executive Board

- a. Candidates for the CEO Executive Board shall submit their applications to the newly appointed CEO Executive Director, the outgoing Executive Board, and the Vice President of External Affairs through applications on the Website
- b. The newly appointed CEO Executive Director and the outgoing CEO Executive Board will recommend an CEO Executive Board candidate for a position on the Board
- c. The newly appointed CEO Executive Director and the outgoing CEO Executive Board will appoint candidates for CEO Executive Board positions with a simple majority vote
- d. If an outgoing CEO Executive Board member is seeking re-appointment, they may not be present during their respective reappointment process
- e. If the newly appointed CEO Executive Director and outgoing CEO Executive Board fail to reach a majority while selecting a candidate for an CEO Executive Board position, the Vice President of External Affairs may cast a vote to produce a majority
 - i. Further, the Vice President of External Affairs will also oversee the conduct of the CEO Executive Board
- f. In order to fill any position on the CEO Executive Board, a majority of all eligible outgoing CEO Executive Board members must be present

D. Executive Board

- a. Voting shall be done by the director positions, items shall be passed with a majority vote
- b. CEO Executive Director
 - i. Shall oversee the conduct of CEO Executive Board members and Associates
 - ii. Shall report to the Assembly and the Vice President of External Affairs upon request
 - iii. Shall implement and conduct various initiatives throughout the year
 - iv. Shall determine and allocate resources, as needed, for each project that OCE conducts
 - v. Shall be a Stipend Level 4
- c. CEO Chief of Staff
 - i. Shall consult the CEO Executive Director on all civic engagement activities
 - ii. Shall act as the CEO Executive Director when they are not able to perform duties

- iii. Shall perform any CEO duties that the Executive Director or Vice President of External Affairs designates with the approval of the Executive Director first
- iv. Shall be responsible for the internal documents of CEO
- v. Shall organize social activities that enhance group cohesion
- vi. Shall oversee along with the CEO Executive Director, all internal CEO meetings and the organization and planning of all CEO related events
- vii. Shall work alongside the CEO Executive Director in all brainstorming, outreach, and task force efforts
- viii. Shall remain in contact with clubs and resource centers on campus and notify the CEO Tritons Vote Director of potential partnership opportunities
- ix. Shall oversee the publicity of all CEO projects and events
- d. CEO Tritons Vote Director
 - i. Shall assign and implement voter registration efforts
 - ii. Shall report to the Assembly and the Vice President of External Affairs upon request
 - iii. Shall organize a presentation for Assembly by Week 10 of Spring Quarter detailing goals and strategy for the summer and fall
 - iv. Shall oversee and maintain the voter registration tools
 - v. Shall divvy up task force efforts amongst Tritons Vote interns and assist them at events
 - vi. Shall schedule, organize, and spearhead tabling at on-campus events
 - vii. Shall oversee all off-campus voter registration and voter workshop efforts
 - viii. Shall ensure voter registration forms are available at college campus events
 - ix. Shall be in frequent communication with the CEO Director and Chief of Staff especially during election season to plan for and organize election day events
 - x. Shall remain in contact with clubs and resource centers on campus to share information with them and partner with them at any relevant events
 - xi. Shall make sure CEO Tritons Vote Interns are properly trained to register students to vote
- e. CEO Community Outreach Director
 - i. Shall oversee CEO community networking efforts
 - ii. Shall run community service events for the benefit of students on-campus and for the San Diego community as a whole
 - iii. Outreach to local external governments and managing external civic engagement programs, including but not limited to internship and high school programs

E. Ex-Officio Executive Board Members

- a. Individuals who are critical to the fulfillment of CEO's Charter, but do not possess a vote on the Executive Board, shall be designated Ex-Officio Executive Board Members. These members will be appointed by the CEO Executive Board
 - i. CEO Tritons Vote Interns
 1. Shall act as liaisons between College Council Representatives and Tritons Vote
 2. Shall meet regularly with the Tritons Vote Director to plan for and conduct election season tasks and events
 3. Shall perform any CEO duties that the CEO Tritons Vote Director designates
 - ii. College Council Representatives
 1. Are appointed by their respective College Councils
 2. Shall maintain contact between their respective College Councils and CEO
 3. Shall perform any CEO duties that the CEO Tritons Vote Director designates
 - iii. Civic Education and Participation Interns
 1. Shall educate students on civic engagement topics
 2. Shall coordinate student efforts to advocate for themselves at a local level
 3. Shall facilitate opportunities for students to take part in civic participation
 4. Shall assist with making presentations and providing relevant data
 5. Shall work under the supervision of the Chief of Staff
 - iv. Volunteer Recruitment Interns
 1. Shall recruit volunteers for the office's initiatives
 2. Shall train volunteers for the initiatives they are working on
 3. Shall work under the supervision of the Chief of Staff
 - v. Social Media Intern
 1. Shall run the social media of the office
 2. Shall run the office's website
 3. Shall coordinate with the other interns to distribute information to the UC San Diego community
 4. Shall work under the supervision of the Chief of Staff on all publicity efforts in coordination with the other interns
 - vi. Community Outreach Interns
 1. Shall assist with CEO community networking efforts under the Community Outreach Director

2. Shall assist community service events for the benefit of the San Diego community
3. Shall help facilitate outreach to local external governments and managing external civic engagement programs, including but not limited to internship and high school programs

F. Impeachment of an CEO Executive Board Member

- a. If a member of the CEO Executive Board is not fulfilling their official duties, the Vice President of External Affairs or a member of the CEO Executive Board may file a complaint to the remainder of the CEO Executive Board
- b. The impeachment committee shall be chaired by the Advocate General
- c. The member may be removed from the CEO Executive Board with a majority vote
 - i. All CEO Executive Board members must vote for the impeachment process to be valid
 - ii. The vote must be held within one work week of the complaint being filed
- d. The Executive Officers may override the decision of the CEO Executive Board within two weeks of the removal of the CEO Executive Board member if there is an appeal filed with the Vice President of External Affairs
 - i. The Executive Officers may refer the case to the Judicial Board
- e. The new CEO Executive Board member will be appointed exactly two weeks (fourteen days) after the expiration of Senate's ability to override the CEO Executive Board's decision at the recommendation of the Vice President of External Affairs

G. Activities

- a. CEO will reach as many UC San Diego students as possible through a number of efforts including, but not limited to
 - i. Annual move-in weekend voter registration campaign
 - ii. Tabling for visibility and promotion of any CEO efforts and projects
 - iii. Non-partisan affiliation with various organizations on campus
 - iv. CEO shall serve as a resource for other student organizations looking to participate in voter registration and the democratic process on campus

H. Meetings

- a. The CEO Executive Director shall attend External Office meetings by request of the Vice President of External Affairs

3.3 AS Triton Food Pantry

A. Mission

- a. The AS Triton Food Pantry is a food pantry with the primary objective of addressing food insecurity among UC San Diego students through establishing and maintaining a supplemental food source for students

- b. The AS Triton Food Pantry intends to meet this mission by providing the UC San Diego community with on campus access to non-perishable food items and fresh produce
- B. Structure and Management
- b. The AS Triton Food Pantry will be a part of the AS Office of Food and Housing Resources
 - c. The Triton Food Pantry shall hire four part time students as Managers of the Triton Food Pantry at a maximum of 12 hours each per week
 - i. Lead Student Manager
 - 1. The Lead Student Manager shall coordinate and oversee the other student managers
 - 2. This manager shall serve as the bookkeeper for the Triton Food Pantry by maintaining a ledger of all accounts, income, and expenses
 - 3. This manager will work on maintaining all documents pertaining to the Triton Food Pantry
 - 4. This manager will maintain the current inventory and operations to ensure the shelves are stocked
 - 5. This manager will have keys to the Triton Food Pantry cart
 - 6. This manager shall coordinate the demographics and satisfaction survey
 - 7. This manager shall stay in constant communication with partners and collaborators
 - 8. This manager shall coordinate emails, tours, and meetings that pertain to the Triton Food Pantry
 - ii. Volunteer & Outreach Manager
 - 1. This manager shall serve as the trainer, manager, and disciplinarian for all interns and volunteers
 - 2. This student manager shall hire Food Pantry Volunteers to run the pantry
 - 3. At least 1 student manager must be present during the hours of operation of the pantry
 - 4. This manager shall serve as the projects manager for interns and volunteers
 - 5. This manager shall plan and attend the quarterly training for volunteers and the annual retreat for interns
 - 6. This manager shall put the volunteer application on the AS website
 - 7. This manager shall organize food service days, food drives, tabling events, and organization volunteering

8. This manager shall be in charge of marketing including the email, Facebook, and Twitter.
- iii. Marketing/Outreach Manager
 1. Responsible for coordinating messaging and marketing surrounding the Triton Food Pantry and Basic Needs services. This individual shall maintain and oversee all social media accounts and promote the Triton Food Pantry on said services
 2. This manager will work closely with the AS Office of Food & Housing Resources on CalFresh Informational Workshops and Food Insecurity Educational Sessions
 3. This manager will be responsible for meeting and partnering with organizations that would like to program with the Triton Food Pantry
 - iv. Triton Food Pantry Pop-Up Manager
 1. Will be responsible for coordinating and overseeing all pop-up pantries throughout the year
 2. Duties include, but are not limited to, scheduling pop-up pantries, including location and time, preparing pop-up pantries, ensuring adequate supplies and staffing for pop-up pantries, and prioritizing the formation of partnerships with on campus colleges and organizations via pop-up pantry events
 - v. Role of Interns and Volunteers
 1. Interns
 - a. Shall be assigned to work under a single manager
 - b. Interns assigned to Volunteer, Marketing, and Volunteer Manager, with quantities per manager at the discretion of each manager
 - c. Shall serve in the food pantry at least every week
 - d. Shall fulfill duties as assigned by the managers or the lead intern
 - e. Shall be required to attend a yearly retreat and quarterly training
 2. Volunteers
 - a. Shall be assigned to work in the Food Pantry at least once a week
 - b. Shall ensure that no extra food is being taken by those using the pantry
 - c. Shall help unload food when an order is delivered
 - d. Volunteers may be promoted to an intern if they are deemed to be exceeding expectations

- e. If volunteers are promoted, they must still attend their assigned shift in the Food Pantry
- vi. Private Staff Access
 - 1. Volunteers may be granted limited access to the computer and to the phone
 - 2. Interns will have unlimited access to the computer and limited access to the phone and facebook
 - 3. Managers will have access to the computer, phone, facebook, email, and twitter
- vii. Scheduling and Hours of Operation
 - 1. Quarterly hours of operations must be chosen by week 6 of the previous quarter
 - 2. The volunteer application must be up by the end of week 7
 - 3. The scheduling of all volunteers and interns will be done by the Volunteer & Outreach Manager by the end of Finals Week
 - 4. The Hours of Operation will be posted by Week 10 on the Facebook page
- viii. TimeSheets
 - 1. Volunteers and Interns will be required to fill out weekly timesheets which will be used as corroboration of the unpaid hours that help the Food Pantry run
 - 2. Timesheets may be turned in online and will be collected bi-weekly
- ix. Budget
 - 1. The Triton Food Pantry will manage accounts with which the allocations to the Triton Food Pantry shall be applied to
 - a. The first account shall be used for the spending authority of funds provided by the Associated Students in their Executive Budget
 - b. The second account shall be used for the spending authority of funds provided not by Associated Students student fees
 - c. The third account shall be for miscellaneous income such as Grants from UCOP and other campus partners who do not derive their funding from student fees
 - d. The Triton Food Pantry Lead Manager shall prepare a budget for the Financial Controller by Week 2 of Fall Quarter and Week 8 of Spring Quarter
 - e. The Volunteer & Outreach Manager will work on bringing in more revenue from campus partners

A. Purpose

- a. The Triton Lobby Corps works to represent the interests of the UC San Diego undergraduate student body in public policy matters at the local, state, and federal levels
- b. The Triton Lobby Corps will strive to enact tangible, legislative change each year that best represents the student body and addresses its policy concerns
- c. Shall conduct active outreach to students and representative organizations within UC San Diego in order to identify current policy issues facing the student community
- d. Shall conduct internal research as well as coordinate with ASUCSD offices and the UC Student Association to identify relevant policy solutions
- e. Shall pursue these policy solutions by maintaining communications and relationships with the offices of elected officials and disseminating information relevant to the UC San Diego student body's policy interests

B. Structure of Office

- a. Executive Director
 - i. Shall manage the agenda and operation of the Triton Lobby Corps
 - ii. Responsible for planning and initiating the Triton Lobby Corps' pursuit of at least two policy solutions relevant to the UC San Diego undergraduate student body per academic year
 - iii. Responsible for maintaining the Triton Lobby Corps' commitment to conducting active outreach to the UC San Diego student body
 - iv. Shall appoint and oversee all Triton Lobby Corps staff
 - v. Shall act as the primary liaison between the Triton Lobby Corps and all elected or appointed government officials
 - vi. Shall oversee the finances of the Triton Lobby Corps
 - vii. Will receive Stipend Level 3
- b. Chief of Staff
 - i. Shall be appointed by the Executive Director
 - ii. Shall report to the Executive Director
 - iii. Shall be oversee the day-to-day operations of all staff within the Triton Lobby Corps
 - iv. Shall oversee the operations of the Triton Lobby Corps in the absence of the Executive Director
 - v. Shall be responsible for the Triton Lobby Corp's travel planning and logistics
 - vi. Shall ensure that staff deadlines are being met
 - vii. Shall be responsible for maintaining consistent and clear communication between all members of the Triton Lobby Corps
 - viii. Shall aid in overseeing the finances of the Triton Lobby Corps

- c. Project Manager
 - i. May be appointed for the exclusive purpose of overseeing the pursuit of a specific policy interest or managing an individual project team, at the Executive Director's discretion
 - ii. Shall report to the Executive Director or to the Chief of Staff, at the Executive Director's discretion
 - iii. Shall direct a portion of the Triton Lobby Corps' staff, at the Executive Director's discretion
 - d. Student Lobbyist(s)
 - i. Shall be appointed by the Executive Director
 - ii. Shall report to the Executive Director and/or to the appointed Project Manager/Chief of Staff
 - iii. Shall be involved in maintaining communications with elected and appointed government officials on behalf of the Triton Lobby Corps
 - iv. Shall be involved in conducting outreach to the UC San Diego student body and identifying policy concerns
 - v. Shall be involved in internal research pertaining to the identification and development of policy solutions
 - vi. Responsible for committing a minimum of 4-5 hours per week to activities related to operation of the Triton Lobby Corps
- C. Dismissal of Members
- a. The Triton Lobby Corps may dismiss members on the basis of consistently failing to uphold minimum responsibilities, contributing to a hostile work environment, or egregiously misrepresenting the interests of the UC San Diego student body
 - b. The Executive Director may dismiss a member of the Triton Lobby Corps if they meet the criteria stated above; the Vice President of External Affairs reserves the right to veto a dismissal
 - c. In the case that the Executive Director is themselves being dismissed, the issue will be determined by a simple majority vote amongst the Vice President of External Affairs, Legislative Director, and the sitting Triton Lobby Corps Chief of Staff (or Project Manager in the absence of a Chief of Staff)
- D. Appointment of Executive Director
- a. The Executive Director shall be an appointed position in order to ensure continuity in the multi-year operations of the Triton Lobby Corps
 - b. The application process for the Executive Director shall open on the Monday of Spring Quarter Week 1, and close on the Friday of Spring Quarter Week 4
 - c. In the application, any candidate for Executive Director must demonstrate experience in project management and policy analysis, whether at UC San Diego organizations or at off campus, non-affiliated organizations

- d. The Vice President of External Affairs shall convene a special committee to appoint a successor; the committee shall solicit and screen the applicants for the Executive Director
- e. Any individual seeking the appointment themselves is ineligible to serve on the committee
- f. The composition of the committee shall be as follows
 - i. Sitting Vice President of External Affairs
 - 1. The ASUCSD Vice President of External Affairs shall serve as committee chair
 - 2. The committee chair is responsible for organizing the meetings and proceedings of the appointment committee
 - 3. The committee chair does not hold special voting privileges, and is allocated one vote in committee proceedings
 - ii. Sitting Legislative Director
 - iii. A minimum of three active members of the Triton Lobby Corps
 - 1. In the event that the Triton Lobby Corps lacks a sizeable enough active roster to fulfill this requirement in any form, this minimum is reduced to one or waived
 - 2. The three active members must be chosen at random by the Vice President of External Affairs from the pool of eligible Triton Lobby Corps members
- g. The committee shall nominate a candidate by a simple majority vote of the entire committee membership by Spring Quarter Week 6
- h. The committee's nomination shall be confirmed by the AS Senate within a week of Senators officially terming into their roles
- i. If the nomination does not gain Senate approval, the application period will reopen, and a new committee will be selected to choose a candidate
- j. The committee shall dissolve once the appointment is approved by Senate

3.5 Women's Commission (ASWC)

A. Purpose

- a. To be a dynamic force in the fight for gender equity on this campus
- b. To serve as a source of empowerment for the women of UCSD
- c. To be a voice for womxn's issues and to educate the campus community
- d. To pursue goals through direct action organizing
- e. 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
- f. To create a community that fosters support and open discussion and to improve the safety and general welfare of women on this campus

B. Membership

- a. All members of the ASUCSD that attend the meetings of the ASWC are members of the ASWC
- b. Members may vote on items after they have attended three meetings of the ASWC

C. Officers

- a. Co-Chairs (2)
 - i. Shall set the agenda and chair ASWC general body meetings
 - ii. Shall possess a general knowledge of the duties of each office and provide guidance accordingly
 - iii. Shall be the official spokesperson of the ASWC
 - iv. Shall act as a liaison to UCSD Women's Center
 - v. Shall assume the duties of recruitment and retention of ASWC members
 - vi. Shall facilitate the election of ASWC officers
- b. Secretary
 - i. Shall take the minutes
 - ii. Shall monitor attendance at general body meetings
 - iii. Shall maintain official ASWC records and correspondence
 - iv. Shall oversee internal communication through the list-serve
 - v. Shall create a membership roster with contact information
- c. Treasurer
 - i. Shall draft the ASWC's Annual Budget for Spring Quarter
 - ii. Shall facilitate membership reimbursements
 - iii. Shall fundraise for ASWC events, programs, campaigns and efforts
- d. Community Outreach Coordinator
 - i. Shall update the ASWC on external efforts pertaining to our organizational principles
 - ii. Shall outreach to University, College and community groups to foster increased communication and collaboration
- e. Election of Officers
 - i. Elections for officer positions shall take place by Fifth Week of Spring Quarter each year
 - ii. Members shall elect officers by a simple majority on paper ballots
 - iii. The results of the election must be reported to the Clerk of the Council before the officers may take office

D. Removal from Office

- a. 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
- b. The vote will occur at the following meeting and removal will require two-thirds of members present and eligible to vote 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 the removal of an officer, the members of the ASWC shall hold new elections following the procedures set forth in this section of the AS website

Title VII

Career Staff 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
- B. A majority of the search committee will be made up of students. The President shall appoint the student membership of the search committee. In addition, a Student Life Business Office (SLBO) Human Resources (HR) specialist shall also serve on 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 and the working title for the Director will be done in consultation with the President
- B. 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 Equal to or Greater Than 50% by the Campus Activity Fee

2.1 Established Positions

- A. Admin Assistant II
 - a. Working Title: Executive Assistant
 - b. Full-Time Employee (FTE) Provided: 0.90 FTE
 - c. Supervisor: the Director
- B. Student Life and Development Specialist III
 - a. Working Title: Assistant Director, AS Administration
 - b. FTE Provided: 1.00 FTE
 - c. Supervisor: the Director
- C. Student Life and Development Specialist II
 - a. Working Title: SPACES Retention Advisor
 - b. FTE Provided: 1.00 FTE
 - c. Supervisor: The Assistant Director
- D. Student Life and Development Specialist II
 - a. Working Title: SPACES Access Advisor
 - b. FTE Provided: 1.00 FTE
 - c. Supervisor: the Director
- E. Student Life and Development Specialist II
 - a. Working Title: SPACES Community Programs Advisor
 - b. FTE Provided: 1.00 FTE
 - c. Supervisor: the Assistant Director
- F. Student Life and Development Specialist II
 - a. Working Title: AS Advisor
 - b. FTE Provided: 1.00 FTE
 - c. Supervisor: the Assistant Director
- G. Programmer/Analyst II
 - a. Working Title: Software Developer
 - b. FTE Provided: 1.00 FTE
 - c. Supervisor: the Director
- H. Public Events Manager Principal
 - a. Working Title: Event Manager
 - b. FTE Provided: 0.7 FTE
 - c. Supervisor: the Assistant Vice Chancellor Student Life
- I. Public Events Manager
 - a. Working Title: Event Coordinator
 - b. FTE Provided: 2.00 FTE
 - c. Supervisor: the Event Manager
- J. Senior Graphic Artist
 - a. Working Title: Graphic Enterprise Manager

- b. FTE Provided: 1.00 FTE
 - c. Supervisor: the Director
- K. Senior Graphic Designer
 - a. Working Title: Senior Graphic Designer
 - b. FTE Provided: 1.00 FTE
 - c. Supervisor: the Director
- L. Graphic Designer
 - a. Working Title: Graphic Designer
 - b. FTE Provided: 1.00 FTE
 - c. Supervisor: the Director
- M. Blank Assistant III
 - a. Working Title: SLBO Human Resources
 - b. FTE Provided: 0.50 FTE
 - c. Supervisor: SLBO HR Analyst, Supervisor
- N. Blank Assistant III
 - a. Working Title: Student Organization Fund Manager
 - b. FTE Provided: 1.00 FTE
 - c. Supervisor: SLBO Financial Analyst Supervisor
- O. Administrative Specialist
 - a. Working Title: Student Government Specialist
 - b. FTE Provided: 1.00 FTE
 - c. Supervisor: SLBO Financial Analyst Supervisor
- P. Blank Assistant III
 - a. Working Title: Student Government Fund Manager
 - b. FTE Provided: 0.50 FTE
 - c. Supervisor: SLBO Financial Analyst Supervisor

2.2 Funds

- A. The funds for all career staff funded equal to or greater than 50% by AS 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
- C. The Financial Controller shall meet with the Business Officer of the SLBO in order to obtain accurate salary and benefit information

2.3 Vacancy and Hiring

- A. Whenever any position in this title becomes vacant, the President, or designee, and the Director's designee, shall co-chair a search committee to fill the vacancy. In addition, a Student Life HR 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 are in the estimation of the committee that are suitable for hiring. If the Director finds that none of the 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

2.4 Job Card, Working Title, Classification, Supervisor, and Funding Changes

- A. The President, Financial Controller, and the AS Director will mutually agree on the job card for all newly created positions in this title, as well as any amendments to existing job cards
- B. Any changes to the working title, classification, supervisor, or FTE funding for a position in this title will be approved by the Senate by an amendment to this title, unless the change is mandated by HR. However, if this change is mandated by HR, the AS President will be given time to review the changes and then comment

2.5 Review

- A. The supervisor shall consult the President for input at least one month prior to the performance appraisal process for every position in this chapter

Chapter 3 Career Staff Funded Less Than 50% by the Campus Activity Fee

3.1 Established Positions

- A. Admin Analyst Supervisor
 - a. Working Title: SLBO Financial Analyst Supervisor
 - b. FTE Provided: 0.30 FTE
- B. Desktop Support
 - a. Working Title: Desktop Support
 - b. FTE Provided: 0.30 FTE

3.2 Funds

- A. The funds for all career staff funded less 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

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. The fraction of the position funded by AS shall equal that of the President-appointed membership of the search committee

3.4 Job Card, Working Title, Classification, and Funding Changes

- A. The job card for all newly created positions, as well as any amendments to existing job cards, in this chapter will be reviewed and commented on by the President and Financial Controller

- B. Any amendments to a job card for any position in this chapter will be reviewed and commented on by the President and Financial Controller
- C. Any changes to the working title, classification, or FTE funding for a position in this chapter will be approved by the Senate by an amendment to this chapter. Unless the change is mandated by Human Resources. However, if this change is mandated by Human Resources, the AS President will be given time to review the changes and then comment

Chapter 4 Student General Staff

4.1 Established Positions

- A. Graphic Artists
- B. Senior Graphic Artists
- C. Webmaster
- D. Office Assistant – AS
- E. Office Assistant – SLBO
- F. President’s Assistant
- G. Triton Food Pantry Managers
- H. 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 Assembly determines that a need exists for a new student position, the President will consult with the Director and Financial Controller prior to submitting the item to the Senate 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; however, the Director, Financial Controller, and President must mutually agree on the job card
- B. The supervisor for each student general staff shall be a career staff position determined by the Director, Financial Controller, and President
- C. Any changes to the working title for a position in this chapter will be approved by the Senate by an amendment to this chapter, unless the change is mandated by HR. However, if this change is mandated by HR, the AS President will be given time to review the changes and then comment

4.5 Review

- A. Each supervisor will consult with the President for input at least one month prior to the performance appraisal process for every position in this chapter

Title VIII

Facilities, Documentation, and Recordkeeping

Chapter 1 Policies Relating to Use of Facilities and Equipment

1.1 Office Space

A. Allocation of Office Space

- a. The Financial Controller shall allocate office space assigned to the Associated Students in a manner consistent with this section
- b. Each Executive Officer shall have their own closed office space
- c. The Sr. Associate Vice President of Concerts and Events and the Sr. Associate Vice President of Student Advocacy shall each have their own closed office space
- d. The person or people to whom the office space is allocated shall have the authority to determine who has access to the office space

B. Alcohol and Drugs

- a. The presence of alcoholic beverages or illicit drugs in any office space shall be prohibited
- b. 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 Judicial Board

C. Copy and Printer Machines

- a. The copy machines and the printers shall only be used for official Associated Students business

1.2 Neighborhood Electric Vehicle ('Cart' or 'Golf Cart')

- A. The following people may reserve the cart for use by any person by notifying the AS Graphic Studio Manager of the date and time of use, and the person who will be checking out and driving the cart

- a. Members of Assembly
- b. Professional Staff

B. Terms of Use

- a. Associated Students-owned vehicles may be used for official Associated Students business only
- b. The person checking the cart out must have a valid Driver License and have completed the University Vehicle Operator Training including the addendum pertaining to the operation of Neighborhood Electric Vehicles, also known as 'golf carts'

- c. The person checking the cart out for use must sign the “Cart Use Waiver”. The person checking the cart out will receive the key to the cart at the time of checkout
 - d. If the person is a UC San Diego student, the person checking the cart out must leave their UC San Diego student ID card until the cart is checked back in and the cart key is returned
 - e. The only person who may drive the cart is the person who checked out the cart and signed the “Cart Use Waiver”
 - f. Only one passenger is allowed in the cart in addition to the driver
 - g. The person checking out the cart is responsible for properly unplugging and plugging in the cart before and after use
 - h. The person checking out the cart is liable for and must report any accidents or damages to the cart at the time of return.
- C. Violation of the Terms of Use
- a. If the terms of use of the golf cart are violated, the President or the Financial Controller may terminate any person’s privilege to check out and drive the cart by informing the Associated Students Administrative Assistant. The Assembly may reinstate these privileges by a majority vote
- D. Vehicle operators will not be liable for damage caused to vehicles owned by Associated Students, unless found to be operating the vehicle in a legally negligent manner by a Court

1.3 Faculty Club Membership

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

1.4 Electronic Mailing List

- A. The official electronic mailing list for Associated Students shall be ascouncil-1@ucsd.edu
- B. The electronic mailing list shall be closed and maintained by the Clerk; only members of the electronic mailing list can receive or send emails to it
- C. Any person with an email address ending with “ucsd.edu” may be a member of the electronic mailing list by contacting the Clerk and asking to be added

Chapter 2 Processing of Appointments

2.1 Appointments

- A. A person authorized to make the appointment should properly initiate an appointment via the AS Appointment System for processing through the clerk
- B. If it is a group or a committee making the appointment, the authorized representative of the group or committee shall initiate the appointment
- C. If the appointment carries a stipend, it shall require the consent of the Senate

2.2 Appointments Requiring the Consent of the Senate

- A. If the appointment requires the consent of the Senate, the Clerk shall process the appointment as a bill
- B. The hiring Assemblymember must submit the appointment to the Clerk as a bill to the Order of Business to be considered in the Senate
- C. If the bill is approved by the Senate, the Clerk will advance the appointment to HR for hiring

2.3 Appointments Not Requiring the Consent of the Senate

- A. If the appointment does not require the consent of the Senate, the appointment becomes effective when the form is received by the Clerk unless a later date is specified on the form; the appointment may be dismissed by the hiring authority through a written notification to the Clerk
- B. The Clerk shall report to the Senate all appointments or dismissals made that do not require the consent of the Senate

2.4 Contradiction of Term Beginning and Ending Dates

- A. 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 3 Maintenance of the Rules Documents

3.1 Accessibility of Rules

- A. 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 on the Associated Students website
- B. All changes to the Standing Rules, once approved by the Senate, must be sent to former VPCA Melina for her records, she will be an ex-officio member of all Standing Rules Committees

3.2 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

3.3 Organization and Formatting of the Standing Rules

- A. The Standing Rules shall be organized in the following hierarchy of descending order:
 - a. Title, designated by a roman numeral
 - b. Chapter, designated by a number
 - c. Section, designated by two numbers
 - i. The first number shall be the number of the Chapter it is under. The second number shall begin at 1 and numerate
 - d. Subsections designated by an uppercase letter

- e. Clauses designated by lowercase letter
 - f. Subsequent clauses will be alternated between lowercase roman numerals, numbers, and lowercase letters respectively
- B. Formatting and Numbers of the Standing Rules
- a. Two Line break between Titles
 - b. One line break between Chapters
 - c. No line break between Sections or Subsections
 - d. One inch margins on each side
 - e. Sections will be indented
 - f. Subsections should be tabbed with the tab stop set to the first letter of the parent Section or Subsection
 - g. The hanging indent should be set to always align with the first letter of the Chapter, Section or Subsection
 - h. All phrases are capitalized