



**ASSOCIATED STUDENTS
OF THE
UNIVERSITY OF CALIFORNIA SAN DIEGO**

STANDING RULES

[Rat. 5.27.20, Am. 10.7.20; 10.28.20; 12.2.20; 1.13.21, 3.3.21, 3.31.21, 5.11.22, 5.3.23]

Table of Contents

Title I Establishment
Title II Executive Branch
Title III The Senate
Title IV Association Procedures & Policies
Title V Compensation Policies
Title VI Auxiliaries, Boards, and Commissions
Title VII Career Staff and Student Staff
Title VIII Facilities, Documentation, and Recordkeeping

TITLE I

ESTABLISHMENT

Section 1 | General Provisions

The purpose of the Standing Rules is to exercise the authority of the Associated Students of UC San Diego, hereinafter referred to as the “ASUCSD”, vested in the Constitution of the ASUCSD.

- A. The Constitution shall ultimately serve as the authoritative governing document of the ASUCSD.
- B. The Standing Rules shall outline the operations, policies, procedures, membership, and additional items of governance relevant to the Association.

TITLE II

EXECUTIVE BRANCH

Section 1 | The Executive Branch

The purpose of the Executive Branch of the ASUCSD is to advocate for student interests before administration and campus partners of the University of California; to coordinate local and statewide community work; and to coordinate and support the work of the Association and its units.

The Executive Branch shall consist of:

- A. The Executive Officers.
- B. The Cabinet and their respective office staff.
- C. The Auxiliaries, Services, and Commissions.

Section 2 | Executive Officers

2.1 | Executive Powers

Collectively, the Executive Officers serve to direct the Association, and thus shall have the following duties, powers, and responsibilities:

- A. Execute and coordinate efforts to fulfill the advocacy priorities established by the Association, and with consideration of the needs of the student body.
- B. Consistently and collectively communicate with one another, the career staff, Association personnel, and the membership of the ASUCSD to ensure the health, sustainability, and efficiency of the Association.
- C. Have the authority to determine the staff composition of their office, in compliance with the Standing Rules.
- D. Oversee the Cabinet as outlined in the Constitution and in this document.
 - a. The Executive Officers, at the start of their term, may transfer supervision of a member of the Cabinet if they feel their advocacy priorities are better aligned with those of another Executive Officer.
 - i. This transfer may only occur if the originally prescribed supervising Executive Officer consents.

2.2 | Office of the President

- A. The Office of the President shall, in addition to the responsibilities outlined in the Constitution:
 - a. Advocate and amplify student voices and student issues to campus administration.
 - b. Develop and maintain relationships with campus partners and additional key partners, as needed.
 - c. Attend regularly scheduled meetings with the UC Office of the President (UCOP) along with members of the Council of Presidents.
 - d. Meet regularly with the:
 - i. Chancellor.
 - ii. Vice Chancellor of Student Affairs.
 - iii. Associate Vice Chancellor of Student Life.
 - iv. Any additional administrators and partners as it pertains to the priorities of the President.
 - e. Maintain responsible and timely communication with students and campus partners.

- f. If a situation arises that is not provided for in the Standing Rules, the President may make any decision that is consistent with the spirit of the Constitution and Standing Rules.

2.3 | Office of the Executive Vice President

- A. The Office of the Executive Vice President, in addition to the responsibilities outlined in the Constitution, shall:
 - a. Oversee and manage the internal operations of the ASUCSD, including but not limited to:
 - i. Project management.
 - ii. Revision and maintenance of the Association's governing documents.
 - iii. Additional internal affairs as deemed fit.
 - b. Develop and maintain records of campus committees, work groups, task forces, and similar groups and advocate for student representation in each available opportunity.
 - i. The Executive Vice President shall serve as the primary ASUCSD representative for all campus committees that lack an appointed representative.
 - ii. The Executive Vice President or designee, shall consistently communicate with members serving on campus committees to ensure consistent reporting and record keeping.
 - iii. No person shall appoint themselves to a campus committee without the consent of the Executive Vice President.
 - c. Serve as the Executive Advisor to the Senate and assist in the development and implementation of Senators' projects and advocacy work.
 - i. Shall consistently meet with Senators to review and support projects, provide general knowledge, and assist in outreach efforts.
 - d. Serve as the Speaker of the Senate and enforce Robert's Rules of Order and Special Rules of Order.

2.4 | Office of External Affairs

- A. The Office of External Affairs, in addition to the responsibilities outlined in the Constitution, shall:
 - a. Educate the ASUCSD on issues affecting the University of California on a local, state, and federal level.
 - b. Advocate for issues regarding higher education and lobby University of California officials and legislators on behalf of the ASUCSD.
 - c. Work alongside the University of California Student Association, hereinafter referred to as UCSA, to prioritize advocacy on issues facing the ASUCSD.
 - d. Develop relationships with local government officials, nonprofit organizations, and other interest groups to advance the advocacy priorities of the Association.
- B. The office staff composition of the Office of External Affairs shall be at the discretion of the Vice President of External Affairs, but must include a Legislative Director and Organizing Director, in compliance with the by-laws of the UCSA.

2.5 | Office of Academic Affairs

- A. The Office of Academic Affairs, in addition to the responsibilities outlined in the Constitution, shall:
 - a. Advocate for student involvement in academic governance as it pertains to academic policies, academic accommodations, degree requirements, and implementation of university policies.
 - b. Review academic policies and strive to participate in the process of rewriting the University academic policies affecting students which are outdated, unworkable, conflicting with other policies, or in violation of students' rights.

- c. Provide avenues for students to report professors with unfair conduct, possible violations of academic rights, and additional academic needs.
 - d. Actively promote and partner with campus resources intended to support students from underrepresented communities in pursuit of enhancing these communities' academic experiences.
 - i. The campus resources the Office of Academic Affairs is expected to consistently partner with includes but is not limited to SPACES, Community Centers, Student Success, Retention, Triton Transfer Hub, OASIS, and additional campus resources.
- B. The office staff composition of the Office of Academic Affairs shall be at the discretion of the Vice President of Academic Affairs, but must include a Director for each Academic Division of UC San Diego.

Section 3 | Appointed Officers

3.1 | Office of Finance & Resources

- A. The Office of Finance & Resources, in addition to the responsibilities outlined in the Constitution, shall:
- a. Create, build, and maintain the budget of the Association.
 - b. Be responsible for the allocation, maintenance, and improvement of the Association's physical offices, space, and additional property and assets
 - c. Ensure the financial sustainability of the Association by continually monitoring financial statements and projections.
 - d. Work closely with the AVP of Student Organizations to ensure that student organizations can successfully complete all necessary funding requests.
 - e. Develop the AS Funding Guide on an annual basis.
 - f. Work to create unique income opportunities for the Association to further the mission of the ASUCSD.

3.2 | Office of Communications

- A. The Office of Communications, in addition to the responsibilities outlined in the Constitution, shall:
- a. Strive to build connections between the ASUCSD and the Association.
 - b. Strive to create accessible avenues for the ASUCSD to connect with resources offered by the Association, by:
 - i. Developing and implementing policies, programs, campaigns, and initiatives that facilitate communications, marketing, public relations, and branding consistent with the branding guide of the Association.
 - ii. Creating and maintaining avenues to solicit student input.
 - iii. Assisting in the marketing and outreach efforts for AS Elections, with an emphasis on communities unaffiliated with the Association.
 - iv. Coordinating consistent Association tabling and additional outreach programs aimed at educating the student body about the purpose and activities of the Association.
 - v. Creating signature and special events to connect to the ASUCSD.
 - c. Consistently meet with the marketing and outreach personnel of units within the Association to maximize efficiency, marketing, and facilitate potential areas of collaboration.
 - d. Consistently meet with the career staff of AS Graphic Studios for updates, communications, and advice.
 - e. Coordinate general outreach efforts of the Association to the student body including the promotion of interaction between members of the Association and the campus community.

- i. Coordinate Association participation in campus-wide promotional events, including but not limited to Triton Day, First Friday, Welcome Week, Orientation, and additional events as deemed fit.
- f. Consistently communicate with the AS Graphic Studios for all content and design for digital and physical marketing materials.
- g. Develop and implement monthly posting calendars in conjunction with AS Graphic Studios, and the needs of the membership of the Association.
- h. In recognition of his contribution to the Association's presence in the ASUCSD, Kiseki the Yorkie shall remain an honorary ex-officio member of the Association.

3.3 | Office of Personnel Affairs

- A. The Office of Personnel Affairs, in addition to the responsibilities outlined in the Constitution, shall:
 - a. Oversee and manage the personnel affairs of the ASUCSD, including but not limited to recruitment, professional development, social culture, roster, attendance, performance standards, performance evaluations, removal, and additional personnel-related matters.
 - b. Develop and execute the annual performance standard rating scale, rubric, and performance evaluation procedures, to be approved by the AS Senate.
 - c. Maintain and regularly review compensated members of the Association's attendance and performance, ensuring their compliance with the Association's governing documents.
 - d. Regularly develop and offer professional development, bonding, and social opportunities for members of the Association to enhance professionalism, interpersonal relationships, and member belonging.
 - i. The Chief Personnel Officer shall be responsible for developing an intensive summer training program intended to prepare the Association's membership for their term.
 - e. In conjunction with the Chief Communication Officer, develop and implement recruitment efforts, especially during the first few weeks of Fall Quarter.

Section 4 | Cabinet

All members of the Cabinet shall:

- A. Regularly communicate with and update their respective Executive Officers.
- B. Oversee their office activities, membership, and finances for their respective offices.
- C. Be able to create positions and hire staff for their office, in compliance with personnel policies and procedures.
- D. Have final approval on all projects and actions taken by their offices that do not come before the Senate.

4.1 | Office of College Affairs

- A. The Office of College Affairs shall develop programs and initiatives to unite the colleges, build community, and cultivate the relationship between the College Councils and the Association 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
- B. The Associate Vice President of College Affairs, in addition to the responsibilities outlined in the Constitution, shall:
 - a. Coordinate quarterly College Council visits.
 - b. Chair and coordinate weekly College Council Presidents (CCP) meetings which shall include the Chair or President of each College Council and the AS President.

- c. Meet with the Council of Deans of Student Affairs at least once per academic year to discuss student interests and voice any concerns.
- d. Collaborate with the Executive Vice President and College Senators to educate College Councils on relevant issues and legislation.

4.2 | Office of Food & Housing Resources

- A. The Office of Food & Housing Resources shall actively work to coordinate campus-wide efforts to provide accessible, affordable, and sustainable food and housing to all UC San Diego students.
- B. The Associate Vice President of Food & Housing Resources, in addition to the responsibilities outlined in the Constitution, shall:
 - a. Develop, coordinate, and collaborate on programs, initiatives, and advocacy work aimed at improving student basic needs.
 - b. Regularly meet with and maintain working relationships with on and off-campus partners and resources that alleviate basic need insecurity, including, but not limited to:
 - i. The Basic Needs team which includes the Triton Food Pantry, the HUB, and the Food Recovery Network, Housing, Dining, and Hospitality (HDH)
 - ii. Econauts, the Off-Campus Housing officer, and Basic Need Peer Educators
 - c. Serve as the primary AS representative on the Basic Needs Committee.
 - d. Serve as a liaison between the Triton Food Pantry and the Association.
 - e. Program events in conjunction with campus partners during Hunger and Homelessness Awareness Week.

4.3 | Office of Student Advocacy

- A. The Office of Student Advocacy shall inform, advise, and represent students experiencing academic or administrative conflicts with the University; Pursue broader issues of student rights affecting large classes of students; and 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
- B. The broad student rights concerns that the Office pursues include, but are not limited to, the following:
 - a. Policy review such as encouraging and participating in the rewriting of university policies affecting students which are outdated, unworkable, conflicting with other policies, or in violation of students' rights.
 - b. Policy enforcement and education such as ensuring that University employees, especially faculty and administration, understand and abide by university policies and the norms of due process as incorporated therein in their various dealings with students, and educating students as to their rights and responsibilities under university policies.
 - c. Student power by working to attain true student input in the formulation of campus policies and procedures.
- C. The Associate Vice President of Student Advocacy, in addition to the responsibilities outlined in the Constitution, shall:
 - a. Supervise the Student Advocates who are responsible for advising and representing students in university hearings.
 - b. The office staff composition of the Office of Student Advocacy shall be at the discretion of the AVP of Student Advocacy, but must include Student Advocates.

4.4 | Office of Transportation & Transformation

- A. The Office of Transportation & Transformation shall advocate for the interests of UC San Diego undergraduate students in the areas of parking, public transportation, U-pass program, campus planning, campus construction/development, and commuter issues.
- B. The Associate Vice President of Transportation & Transformation, in addition to the responsibilities outlined in the Constitution, shall:
 - a. Serve as the main liaison between Associated Students and the Office of the Vice Chancellor-Resource Management & Planning, which includes, but is not limited to the following campus departments
 - i. Transportation Services
 - ii. Campus Planning
 - iii. Capital Program Management
 - iv. University Centers Commuter Events and Programs
 - v. Design & Development Services
 - vi. Fleet Services
 - vii. Environment, Health & Safety
 - b. Serve on the following campus wide committees:
 - i. Student Transportation Advisory Committee
 - ii. Campus/Community Planning Committee
 - iii. Committee on Campus Community and Environment
 - iv. Committee on Planning & Budget
 - v. San Diego Metropolitan Transit System (MTS) Community Advisory Committee
 - vi. University Community Planning Group
 - vii. Any Building Advisory Committee (BAC)

4.5 | Office of Concerts & Events

- A. The Office of Concerts & Events shall provide a variety of concerts and events for the enjoyment, education, and enrichment of the entire campus community; Provide a variety of concerts and events for the enjoyment, education, and enrichment of the entire campus community.
- B. The Associate Vice President of Concerts & Events, in addition to the responsibilities outlined in the Constitution, shall:
 - a. Manage and provide curatorial direction to the Office of Concerts and Events.
 - b. Be the signatory authority for all talent contracts, and additional relevant documents utilizing office funds.
- C. The Sun God Festival shall exist 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.
 - a. The Sun God Festival Steering Committee shall exist to make recommendations to the AVP of Concerts & 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 Sun God Festival Steering Committee shall be composed of:
 - i. AVP of Concerts & Events, or designee, who shall chair the committee

- ii. Chief Communications Officer
 - iii. UEO Campus Events Manager
 - iv. UEO Director
 - v. UEO Production Manager
 - vi. A Dean of Student Affairs appointed by the Council of Deans
 - vii. A member of the faculty appointed by the Council of Provosts
 - viii. Chief of Police or designee
 - ix. University Centers representative appointed by the Director of the University Centers
- D. The University Entertainment Office (UEO) shall serve only an advisory role to the Office of Concerts & Events
- a. The AVP of Concerts and Events shall have final authority over the planning and execution of all Office of Concerts & Events events
 - b. All expenses made by UEO on behalf of the AS Concerts and Events Office must be approved by the AVP Concerts and Events in writing

4.6 | Office of Environmental Justice Affairs

- A. The Office of Environmental Justice Affairs shall exist to raise awareness and promote action towards addressing the intersections of environmental and social justice within the student body; focus on elements of environmental and social sustainability inherent in assembly decisions and at the university; and focus on addressing justice for marginalized groups.
- B. The Associate Vice President of Concerts & Events, in addition to the responsibilities outlined in the Constitution, shall:
 - a. Give an annual report on ASUCSD's sustainability practices and recommend changes.
 - b. Serve as a liaison between the SSC and ASUCSD Assembly
 - c. Serve at SRC board meetings
 - d. Meet quarterly with the Sustainable Programming Office's Sustainability Engagement Manager
 - e. Serve on the UCSD Earth Week Committee in Winter Quarter and put together a project during Earth Week on behalf of AS
 - f. Attend quarterly meetings with the Open Space Committee and Advisory Committee on Sustainability
 - g. Serve on the UCSD Earth Week Committee in Spring Quarter and put together a project during Earth Month on behalf of AS

4.7 | Office of Equity, Diversity & Inclusion

- A. The Office of Equity, Diversity & Inclusion shall exist to:
 - a. Increase the knowledge, appreciation, and presence of diversity on campus
 - b. Work to provide support for historically underrepresented groups on campus
 - c. 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
 - d. 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
 - e. Shall support student-initiated outreach and retention of students from historically underrepresented backgrounds at UC San Diego

- f. Shall maintain good working relations with the directors of the above-mentioned centers
 - g. Shall work with Student Affirmative Action Committee (SAAC) core organizations through service projects and event coordination and supply funding to these initiatives
- B. The Associate Vice President of Equity, Diversity & Inclusion, in addition to the responsibilities outlined in the Constitution, shall:
- a. Shall serve on the Student Promoted Access Center for Education and Service (SPACES) Board of Directors
 - b. Shall serve on the EDI Advisory Council, Workgroup on the EDI Requirement, and the Chancellor's Advisory Committee on Gender Identity and Sexual Orientation Issues
 - c. Shall meet with the Director of Cross-Cultural Center (CCC) quarterly
 - d. Shall meet with the Directors of all other Resource Centers, including but not limited to, the Black Resource Center, the Raza Resource Center, the LGBTRC, the Women's Center, etc.
 - e. 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.

4.8 | Office of Health & Well-Being

- A. The Office of Health & Well-Being shall strive create a happier and healthier campus community through advocacy, initiatives, and programs; Raise awareness and use of student health resources at UC San Diego; Collect feedback on all student health resources and work to adapt the campus community to reflect the current needs of students; and educate and advocate for holistic student health, which includes, but is not limited to, a focus on:
- a. UC insurance plans and waivers
 - b. Student health services
 - c. Sexual assault and gender-based violence
 - d. Mental, spiritual, and emotional health
 - e. Drug and alcohol awareness, education, and outreach
 - f. Physical, nutritional, and dietary health
 - g. Social and interpersonal connection
 - h. Disability justice and accommodations
 - i. Occupational, environmental, financial, intellectual, and other forms of health and well-being
- B. The Associate Vice President of Health & Well-Being, in addition to the responsibilities outlined in the Constitution, shall:
- a. Shall serve on the following committees, or appoint a designee:
 - i. Student Health & Well-Being Advisory Board (SHWAB)
 - ii. UC Student Health Insurance Plan (UC SHIP) Committee
 - iii. Student Mental Health Advisory Committee (SMHAC)
 - b. Actively collaborate and communicate with health entities
 - i. Health entities can include, but are not limited to, SHWAB, 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

4.9 | Office of Spirit & Athletics

- A. The Office of Spirit & Athletics shall exist to provide a variety of events for the enjoyment, education, and enrichment of the entire campus community by promoting Triton Athletics and Triton Pride.

- B. The Associate Vice President of Spirit & Athletics, in addition to the responsibilities outlined in the Constitution, shall:
 - a. Serve as the primary liaison for Associated Students' involvement in Spirit Night.
 - b. Serve as the primary liaison between Associated Students and Triton Tide.

4.10 | Office of Local Affairs

- A. The Office of Local Affairs shall exist to develop and maintain relationships with local government officials, non-profits, government agencies, and additional partners in the larger San Diego community to advance and promote student interests and needs.
- B. The Associate Vice President of Local Affairs, in addition to the responsibilities outlined in the Constitution, shall:
 - a. Shall manage and provide policy direction to the Office of Local Affairs
 - b. 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
 - c. Shall act as the primary liaison between the ASUCSD numerous local agencies, legislators, and community groups as prescribed by the Office guidelines

4.11 | Office of Civic Engagement

- A. The Office of Civic Engagement shall exist to actively involve students in local and federal election processes, and ensure voter awareness and engagement.
- B. The Associate Vice President of Civic Engagement, in addition to the responsibilities outlined in the Constitution, shall:
 - a. Develop campaigns to educate students on ballot measures, elections, and other topics that directly impact students.
 - b. Encourage voter turnout during midterm, primary, and federal elections.
 - c. Serve on the Free Speech & Expression Committee.

4.12 | Office of Enterprise & Services

- A. The Office of Enterprises & Services shall exist to regularly look for new services that can benefit the student population or enterprises that provide funds for Associated Students.
- B. The Associate Vice President of Enterprises & Services, in addition to the responsibilities outlined in the Constitution, shall:
 - a. Oversee the following enterprises and services:
 - i. KSDT Radio, a student run radio station.
 - ii. Triton Television, a student run television station.
 - iii. Safe Rides, a 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.
 - b. 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).
 - c. Assist with overseeing common Triton Outfitters functions to make sure it is properly running and connect with the Made to Order manager to receive receipts of orders and submit those receipts using the AVP's express card.

- C. The Enterprise Stability Reserve shall be used to provide stability of expected ASUCSD enterprise-based revenue from short-term variances in enterprise performance. The size of the Enterprise Stability Reserve may be used as a metric to evaluate overall enterprise performance.
 - a. Operation
 - i. An expected annual amount of enterprise-based revenue shall be determined
 - 1. Variations from this expected amount are deducted or deposited into the Enterprise Stability Reserve at the end of the fiscal year
 - 2. The Enterprise Stability Reserve shall be able to absorb variances in enterprise performance of at least 10%
 - 3. This account shall roll over annually and not be returned to the General Unallocated Account

4.13 | Office of Student Organizations

- A. The Office of Student Organizations shall exist to provide the financial opportunity for UCSD undergraduate student orgs to get involved in campus matters and ensure that the allocations of funding is both sustainable and abides by all policies set forth by UCOP and the funding guide
- B. The Associate Vice President of Student Organizations in addition to the responsibilities outlined in the Constitution, shall:
 - a. Make themselves available to student organizations in office hours at least 3 hours a week.
 - b. Oversee the funding process for registered student organizations in accordance with the funding guide.
 - c. Shall serve on the Student Organization Funding Advisory Board.

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 shall hold a public interview panel for the top candidates
 - i. All undergraduate students shall be eligible to attend, submit questions, and provide input to the committee via a closed vote
 - ii. The input provided by the public shall account for 50% of the decision making
 - f. The committee will give a recommendation to the executive officer overseeing that office, who will then submit their nomination to the Senate for confirmation
 - g. 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
 - h. 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
- i. Tradition Events
 1. Undergraduate student attendance shall be prioritized whenever possible
 2. The number of public tickets sold for large-scale tradition events shall be determined based on financial need, student demand, and venue capacity
 3. Public tickets will not be sold for the Sun God Festival unless given approval by the Sun God Steering Committee
 - ii. Subsidized Events

1. Undergraduate student tickets for events that are partially funded from the Campus Activity Fee shall always be offered at a discounted rate or for free
 - iii. Unsubsidized Events
 1. Undergraduate student tickets for events that are funded solely by ticket sales with no funding from the Campus Activity Fee shall be offered free of facility charges
 2. Any additional discount will be at the sole discretion of ASCE
 3. Public Ticket Income and Sponsorship Revenue shall be subject to the rules outlined in Title II, Chapter 4.6, C
 - f. University Events Office (UEO)
 - i. Role of UEO in Associated Students Concerts and Events
 1. UEO shall serve only an advisory role to the AS Concerts and Events Office
 2. The Sr. Associate Vice President of Concerts and Events shall have final authority over the planning and execution of all AS Concerts and Events Office events
 3. All expenses made by UEO on behalf of the AS Concerts and Events Office must be approved by the Sr. Associate Vice President Concerts and Events in writing
- B. Office of Environmental Justice Affairs
- a. Purpose and Mission
 - i. Raise awareness and promote action towards addressing the intersections of environmental and social justice within the student body
 - ii. Focus on elements of environmental and social sustainability inherent in assembly decisions and at the university
 - iii. Focus on addressing justice for marginalized groups
 - iv. Have a direct positive effect on the impact ASUCSD has on campus, around San Diego, and in the international community
 - b. Structure of the Office
 - i. Associate Vice President of Environmental Justice Affairs
 1. Shall conduct three programs per year (one per quarter) that either support sustainability efforts on campus or make ASUCSD more 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. Attend quarterly meetings with the Open Space Committee and Advisory Committee on Sustainability
 8. Serve on the UCSD Earth Week Committee in Spring Quarter and put together a project during Earth Month on behalf of AS
 - 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
 - b. Sustainability, UCSD Climate Action Plan and Zero Waste Initiative
 - c. Work closely with sustainability organizations to educate the student body about the effects and importance of the policies involving social justice

- d. Work in conjunction with the SRC Programming Office to implement sustainable practices at large programming events (where feasible)

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 & Well-Being

a. Purpose and Mission

- i. The Associated Students Office of Health & Well-Being strives to create a happier and healthier campus community through advocacy, initiatives, and programs
 - 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 to reflect the current needs of students
 - 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, spiritual, and emotional health
 5. Drug and alcohol awareness, education, and outreach
 6. Physical, nutritional, and dietary health
 7. Social and interpersonal connection
 8. Occupational, environmental, financial, intellectual, and other forms of health and well-being
- b. Structure of the Office
- i. Associate Vice President of Health & Well-Being
 1. Directs and oversees the Office of Health & Well-Being
 2. Shall serve on the following committees, or appoint a designee:
 - a. Student Health & Well-Being Advisory Board (SHWAB)
 - b. UC Student Health Insurance Plan (UC SHIP) Committee
 - c. Student Mental Health Advisory Committee (SMHAC)
 3. Organize and develop accurate and accessible programs, workshops, reports, initiatives and other projects that promote holistic health and well-being
 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. Chief of Staff
 1. Represents the Office of Health & Well-Being in the case of the AVP's absence
 2. Assists the AVP in the administrative and internal affairs of the office
 3. Responsible for actively developing opportunities for staff bonding and professional development
 - iii. Directors and Advocates
 1. At the discretion of the Associate Vice President of Health & Well-Being, the following Directors and/or Advocates may be hired to promote and engage with their specialized sector of health:
 - a. Student Health Advocate
 - b. Mental Health Advocate
 - c. Sexual Health Advocate
 - d. Additional dimensions of health and well-being deemed appropriate or necessary by the current Associate Vice President
 2. Directors Responsibilities
 - a. Curating and developing initiative(s) and program(s) dedicated to their area of focus
 - b. Regularly communicate and attend all meetings as directed by the 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

THE SENATE

Section 1 | The Senate

The Associated Students Senate, hereinafter referred to as “Senate” is a group of elected student advocates which serves as the policymaking 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 Senators should be self-identifying members of the community they are representing, but decisions will ultimately be left to the appointments committee.

Section 2 | Senator Responsibilities

2.1 | Common Responsibilities

- A. All Senators, in addition to the responsibilities outlined in the Constitution, shall:
 - a. Be responsible for two advocacy areas, projects, initiatives, and/or programs to be included in the Advocacy Agenda by the Executive Vice President
 - i. One advocacy area, projects, initiatives, and/or program should directly benefit the communities they advocate on behalf of.
 - b. Attend all mandatory meetings: Joint Session, Senate, and one of two internal standing committees
 - c. Dedicate a minimum of two hours for community engagement per week.
 - i. One hour shall be dedicated to office hours for their direct constituency to attend.
 - ii. One hour may be dedicated to generally reaching out to their constituents. including but not limited to: office hours, online outreach, going into organization meetings relevant to the Senator’s constituencies, etc.
 - d. Complete a weekly report to be published by the Office of Communications
 - e. Serve on a minimum of one external committee relevant to their position.
 - i. College Councils are to be counted as external committees.
 - f. Expected to contribute approximately 10-12 hours per week towards the position

2.2 | Individual Responsibilities

- A. 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.
- B. 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

C. 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

D. 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. Building and maintaining relationships with Commuter representatives of each College Council, administrators in transportation services and off campus housing resources
 - iii. Serving on boards or commissions that focus on off-campus student issues

E. 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.

F. 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. Building and maintaining relationships with college transfer student organizations as well as the transfer student representatives of College Councils.
 - ii. Regularly meet with the Triton Transfer Hub.

G. Senate Pro Tempore

- a. The Senate Pro Tempore shall serve as the chairperson and presiding officer of the Senate when called on by the Executive Vice President and in the absence of the Executive Vice President. They shall be nominated and elected by the Senate at the start of the campus wide terms. Their responsibilities shall include:
 - i. The duties outlined above in their respective elected or appointed Senator role.
 - ii. Voting to break a tie vote of the Senate, when the Senate is equally divided, in absence of the Executive Vice President
 - iii. Succeeding the role of the Executive Vice President in contradiction to the active order of succession, in the case that the Executive President is removed, or resigned.

2.3 | Appointment of Senators

- A. By Week 2 of Fall Quarter, the Executive Vice President shall convene a Special Committee to select:
 - a. First Year Senators
 - b. Transfer Senator
 - c. Out-of-State Senator
 - d. International Senator
- B. During the first Senate Meeting of Fall Quarter, the Senate shall nominate and elect
 - a. Senate Pro Tempore

- C. The composition and process of the hiring committee may be found in the AS Constitution for Senate Vacancies

Section 3 | Senate Procedures

3.1 | Senate Meetings

- A. The Senate shall hold regularly occurring meetings weekly during the academic year on Wednesdays, starting at 6 PM PST.
 - a. If preferred, voting members of the Senate may decide an alternative time, by majority vote, so long as quorum is unaffected by the new time.
 - i. Quorum shall be considered a majority of the voting membership of the Senate.
 - b. The Senate may, by a majority vote, cancel a meeting, so long as it is cancelled at least 24 hours prior to the meeting.
 - c. Special meetings may be called by the President or Executive Vice President or by a petition presented to the Executive Vice President containing the signatures of a majority of the voting membership of the Senate.

3.2 | Senate Procedure

- A. The Senate shall abide by the most up to date Robert's Rules of Order.
 - a. Deviation from the Robert's Rules of Order shall be detailed in the Special Rules of Order

Section 4 | Standing Committees

- A. The Senate shall have two standing committees:
 - a. Finance Committee shall be responsible for considering financial items, allocations, and additional financial matters.
 - b. Legislative Committee shall be responsible for considering legislative items, constitutional amendments, standing rules amendments, and appointments for members of the Assembly.

TITLE IV

ASSOCIATION PROCEDURES & POLICIES

Section 1 | Appointments & Vacancies

A.1 | Standardized Appointment Protocol

- A. At the very minimum, hiring procedures shall:
 - a. Require applications for all paid and unpaid positions within the Association be open for at least 10 business days prior to nominating a candidate.
 - b. Require hiring units to provide the Personnel Office a job description which includes:
 - i. A general description of the purpose of the position.
 - ii. Expected hours per week, duties, and areas of performance to be evaluated in the future
 - c. Include a detailed rubric to be utilized by hiring units to evaluate all candidates.
 - d. Require all applications be published to the AS Website, or alternative form if the former is unavailable.
 - e. Require active outreach and promotion for all involvement opportunities.
- B. Prior to appointing, the hiring unit must provide the Chief Personnel Officer with all candidates' rubric evaluation, as well as a justification for appointing that candidate.
 - a. Upon receiving a request, the Chief Personnel Officer must review the appointment and provide a decision by no later than 72 hours after the request.
 - i. Upon receiving approval from the Chief Personnel Officer, the hiring unit may submit the hiring decision to the Clerk to handle HR procedures.
 - ii. The Chief Personnel Officer may reject an appointment if they believe that hiring procedures were unethical, unfair, or otherwise in violation of this Constitution and the By-Laws
 - 1. The hiring unit may contest the rejection by written request to the Judicial Board. The Judicial Board shall consider the request and make the final decision on the appointment.

1.2 | Appointment of Appointed Executive Officers

- A. The Chief Financial Officer, Chief Communications Officer, and Chief Personnel Officer shall be appointed by the elected Executive Officers.
- B. Upon election, the Executive Officer-elects shall prepare the application and interview procedure for the Appointed Officers.
 - a. Applications for Appointed Officers and AVPs shall be created and posted no later than two weeks following the Executive Officer-elects election.
- C. Upon their election, the elected Executive Officers shall convene a hiring committee for each appointed officer.
 - a. The Chief Financial Officer Hiring Committee shall be composed of:
 - i. The elected Executive Officers.
 - ii. The outgoing President.
 - iii. The outgoing Chief Financial Officer.
 - b. The Chief Communications Officer Hiring Committee shall be composed of:
 - i. The elected Executive Officers.
 - ii. The outgoing President.
 - iii. The outgoing Executive Vice President.
 - iv. The outgoing Chief Financial Officer.

- c. The Chief Personnel Officer Hiring Committee shall be composed of:
 - i. The elected Executive Officers.
 - ii. The outgoing President.
 - iii. The outgoing Executive Vice President.
 - iv. The outgoing Chief Personnel Officer.
- D. Prior to nomination, each final applicant for Appointed Officers shall be subject to a public interview.
- E. The Executive Officers shall submit their nomination for Appointed Officers to the Order of Business, no later than the end of the Spring Quarter.

1.3 | Appointment of Cabinet Members

- A. Upon election, the Executive Officer-elects shall prepare the application and interview procedure for the Associate Vice Presidents.
 - a. Applications for Appointed Officers and AVPs shall be created and posted no later than two weeks following the Executive Officer-elects election.
- B. Prior to nomination, each final applicant for Associate Vice Presidents shall be subject to a public interview.
- C. The supervising Executive Officer shall submit their nomination for AVPs to the Order of Business, no later than the end of the Spring Quarter.

1.4 | Appointment of Office Staff

- A. Hiring units shall be authorized to appoint individuals to a personnel role without the approval of the Senate.
 - a. Members of the Assembly shall be required to be approved by the Senate.
 - b. Office staff shall be required to be approved by the Chief Personnel Officer.
 - i. To initiate hiring, the hiring unit shall submit to the CPO a request for hiring that includes the detailed evaluation of the candidate.
- B. For compensated positions, hiring units must propose to the CPO and CFO a job description detailing the following:
 - a. General description of the role
 - b. List of expected duties and responsibilities
 - c. Desired pay rate

Section 2 | Meetings & Attendance

2.1 | 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 Chief Personnel Officer 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

2.2 | Absences

- 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 10.5 excused absences per term per mandatory meeting type.

2.3 | Excused Absences

- A. The Chief Personnel Officer shall be 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 Chief Personnel Officer. The Assembly may, by a majority vote, override the decision of the Chief Personnel Officer.
 - 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 Chief Personnel Officer before the add deadline for classes each quarter and again if any changes are made.
- C. If a member of the Assembly is excused due to the criteria listed above, then they are only excused for that time period with 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.
- D. 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

Section 3 | Project Management

3.1 | Advocacy Agenda

- A. The Executive Vice President shall develop and propose the Advocacy Agenda which shall detail the advocacy priorities, projects, initiatives, and programs members of the Association shall dedicate their term to.
 - a. Within one month of their term, Senators shall submit for consideration the project(s), initiative(s), project(s), and/or program(s) they would like to take on for their term.
 - b. The Executive Vice President shall advise on the Senator's development and be responsible for integrating their submission into the Advocacy Agenda.
- B. The first draft of the Advocacy Agenda shall be considered section by section and submitted for approval by the Senate no later than Week 2 of Fall Quarter
- C. The final draft of the Advocacy Agenda shall be considered section by section and submitted for approval by the Senate no later than Week 8 of Fall Quarter

3.2 | Reports

- A. The Executive Vice President and Chief Communications Officer shall determine the modality of member reports.
 - a. Members of Assembly are responsible for submitting a weekly report detailing progress in their projects, initiatives, or advocacy work; external committee updates; and any relevant additional information.
 - b. The Chief Communications Officer shall provide members of the Assembly a template for their report.

Section 4 | Performance & Requirements

4.1 | Performance Standards

- A. The Chief Personnel Officer shall be responsible for collecting, preparing, and submitting the performance standards for members of the Assembly to the Senate no later than 20 business days after the beginning of their term.
 - a. The President shall, in conjunction with their fellow Executive Officers and subordinate bodies of the Association, develop performance standards for the Executive Officers.
 - b. The President shall work with the Cabinet to develop performance standards for the AVPs
 - c. The Chief Personnel Officer shall work with the Cabinet to develop performance standards for personnel within the AS Offices.
 - d. Senators shall work with the Executive Vice President to develop performance standards for Senators.
 - e. If not specified, other entities and units within the Association that are monetarily compensated shall work with the Chief Personnel Officer to develop performance standards for themselves.

4.2 | Performance Evaluations

- A. At least once a quarter the Chief Personnel Officer shall conduct a performance evaluation, during which all compensated personnel shall be evaluated and reviewed.
 - a. The evaluation shall consider the priorities members committed to by the Advocacy Agenda, as well as the level of performance in certain areas, as specified in the approved Performance Standards.
 - b. The Standing Rules shall specify the responsible parties for conducting evaluations for each category of compensated personnel.
- B. If the performance of a compensated member appears to significantly not meet performance standards, then the Chief Personnel Officer may place the member on probation or freeze their compensation for a specified amount of time. This amount of time may not exceed 21 business days.
 - a. The personnel subject to probation or their compensation being frozen may submit an appeal to the Judicial Board, who upon receiving the appeal, must review the case and provide a decision within 7 business days.
 - b. Probation may specify additional responsibilities or duties the member is expected to maintain for a particular amount of time. In the case that the member fails to comply with probation, the Chief Personnel Officer shall submit a notice of impeachment no later than 2 business days following the violation to the Judicial Board for consideration of removal.

4.3 | Training

- A. Before or at the time of hiring all Associated Students, Assembly members must complete Title IX and Conduct training.
 - a. Failure to complete these training requirements shall result in removal from office/position
 - b. Failure to comply with these standards shall result in removal from office/position

Section 5 | Facilities

- A. The Chief Financial Officer shall be responsible for the allocation and maintenance of the physical office space, property, and assets of the Association.

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 shall receive a weekly stipend of \$45. Senators shall receive compensation for a total of at least 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 Chapter 2 Performance Standards

2.1 | Performance Standards

- A. Performance standards shall be defined as the acceptable level of performance, as it pertains to requirements, expectations, and core competencies, based on the Constitution, Standing Rules and the needs of the student body.
- B. Executive Officers, AVP's, Senators, and Commission Members shall set performance standards no later than 20 business days after the beginning of their term.
 - a. Executive Officers shall propose their own performance standards, in consultation with their Associate Vice Presidents and the Senate.
 - b. Executive Officers shall work with their respective AVP's to propose a performance standard to the Senate.
 - c. AVPs shall work with their Office Staff to propose a performance standard to the Senate.
 - d. Senators shall work with the Vice President of Campus Affairs to propose a performance standard to the Senate.
 - e. Commission Members shall work with their respective AVP's to propose a performance standard to the Senate
- C. Performance Standards shall be treated as legislation, and subject to a majority vote approval of the Senate in order to go into effect.
- D. Any amendments to a Performance Standard shall be sent to the Senate for approval.

2.2 | Quarterly Reviews

- A. At least once a quarter, Executive Officers, AVPs, Senators, and Commission Members shall conduct a performance standard review, in which the appropriate supervisor shall evaluate the individual's performance on an appraisal scale.
 - a. Executive Officers are responsible for evaluating and reporting on the performance standards of their AVPs
 - b. AVPs are responsible for evaluating and reporting on the performance standards of their Office Staff
 - c. The Vice President of Campus Affairs is responsible for evaluating and reporting on the performance standards of members of the Senate
 - d. The AVP Enterprises & Services is responsible for evaluating and reporting on the performance standards of Commission Members, excluding the Student Sustainability Collective, Women's Commission, ACCB, and ACTA
 - i. The AVP Environmental Justice Affairs is responsible for evaluating and reporting on the performance standards of Commission Members of Student Sustainability Commission
 - ii. The AVP Equity, Diversity & Inclusion is responsible for evaluating and reporting on the performance standards of Commission Members of Women's Commission
 - iii. The AVP Student Organizations is responsible for evaluating and reporting on the performance standards of Commission Members of ACCB and ACTA

2.3 | Probation

- A. If the performance of an Executive Officer, AVP, Senator, or Commission Member appears to not meet the Performance Standard, then an Executive Officer, AVP, Senator, or Commission Member may send a Resolution for Investigation and Probation, citing the performance standards, time frame and justification upon which the Advocate General will consider.

- a. Once notified, the Advocate General shall conduct an investigation within five business days. After which the Advocate General shall bring the case to the Judicial Board.
- b. The Judicial Board shall rule if the individual is in violation of the performance standards, and establish the conditions for probation which may include, but is not limited to:
 - i. The amount of time the individual shall be under probation is to be set by the Judicial Board
 - ii. Mandatory written and/or vocal reports to the appropriate supervisor
 - iii. Mandatory check-ins with AS Advisors and/or appropriate supervisor
- c. If the individual fails to comply with the conditions of probation set, the Advocate General shall submit a notice of impeachment no later than 3 business days after the violation.

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 provide 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 students 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 ongoing 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)

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

- a. The AS Triton Food Pantry will be a part of the AS Office of Food and Housing Resources
- b. 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

3.4 | Triton Student Lobby Corps

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. The sitting Legislative Director for the AS Office of External Affairs will serve as the de facto Executive Director of Triton Lobby Corps.
- ii. The Executive Director shall manage the agenda and operations of Triton Lobby Corps
- iii. Responsible for maintaining the Triton Lobby Corps' commitment to conducting active outreach and legislative research 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

b. Student Lobbyist – Policy Analyst

- i. Shall conduct Bill Analysis and tracking
- ii. Shall conduct Surveys and Polling
- iii. Shall Serve as a voting member of the Triton Lobby Corps policy board

c. Student Lobbyist – Outreach Liaison

- i. Shall draft Public Statements of Support/Opposition on legislation Triton Lobby Corps is looking to take on for their legislative portfolio.
- ii. Shall be responsible for connecting Student Organizations other external stakeholders to relevant Legislation
- iii. Shall Serve as a voting member of the Triton Lobby Corps policy board

d. General Membership

- i. Undergraduate students within UC San Diego are permitted to join Triton Lobby Corps as a general member. General Members may:
 - 1. Attend biweekly general body meetings
 - 2. Participate in in special projects offered by Triton Lobby Corps
 - 3. Attend lobbying meetings at the discretion of the Executive Director

e. Triton Lobby Corps Policy Board

- i. Shall serve as a formal space to decide Triton Lobby Corps' legislative portfolio that aims to represent the interests of the UC San Diego student body by deciding on state and federal legislation TLC will take a stance on behalf of ASUCSD.
- ii. The Policy Board will meet on a bi-weekly basis.
- iii. Stipended Policy Analysts and Outreach Liaisons will serve as voting members of the Triton Lobby Corps policy board.

C. Dismissal of Members

- a. The Executive Director 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.

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

3.5 | Disability Justice Commission

A. Purpose

- a. The purpose of this commission is to create a permanent, long-standing institution for disabled students that can ensure that disability justice is always a priority, not just an issue to tackle out of convenience.
 - i. This commission should be focused on improving accommodations, accessibility and the progress towards universal design, etc. to increase the respect and dignity of the disabled community at UCSD and throughout the UC System as a whole.
- b. This commission will also serve to ensure disabled student input is taken into consideration, not just with disability-specific issues but any general campus-related issues as well.
 - i. This can be achieved through consistent communication with OSD, UCSD administrators, UC Office of the President, and the UC Board of Regents.
- c. This commission shall focus on activism and advocacy, which can be achieved through championing necessary legislation, developing coalitions and organizing efforts, educating Tritons about disability justice, delivering public comments, strategizing with the UC Student Association, and more.

- i. This commission should strive to lead and/or partake in the ad-hoc committee focused on disability rights in the UC Student Association. If it is ever removed, full effort should be made to revive it.
 - d. This commission shall ensure the inclusive advocacy of ALL forms of disabilities, whether physical, mental, invisible, etc., that recognizes intersectionality with historically marginalized communities
- B. Appointment of Executive Director
 - a. The outgoing Disability Justice Commission Executive Board and the outgoing Vice President of External Affairs will open the application period for Disability Justice Commission Executive Director in Spring Quarter
 - b. The Vice President of External Affairs elect will convene a committee, serving as chair
 - i. The outgoing Disability Justice Commission 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 Disability Justice Commission seeks re-appointment, they will be excluded from the recommendation process, and the outgoing Disability Justice Commission Chief of Staff may take their place until the appointment of a successor
- C. Appointment of the Executive Board
 - a. Candidates for the Disability Justice Commission Executive Board shall submit their applications to the newly appointed Disability Justice Commission Executive Director, the outgoing Executive Board, and the Vice President of External Affairs through applications on the Website
 - b. The newly appointed Disability Justice Commission Executive Director and the outgoing Disability Justice Commission Executive Board will recommend an Disability Justice Commission Executive Board candidate for a position on the Board
 - c. The newly appointed Disability Justice Commission Executive Director and the outgoing Disability Justice Commission Executive Board will appoint candidates for Disability Justice Commission Executive Board positions with a simple majority vote
 - d. If an outgoing Disability Justice Commission Executive Board member is seeking re-appointment, they may not be present during their respective reappointment process
 - e. If the newly appointed Disability Justice Commission Executive Director and outgoing Disability Justice Commission Executive Board fail to reach a majority while selecting a candidate for an Disability Justice Commission 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 Disability Justice Commission Executive Board
- D. Executive Board
 - a. Voting shall be done by the director positions, items shall be passed with a majority vote
 - b. Disability Justice Commission Executive Director
 - i. Shall oversee the conduct of Disability Justice Commission 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 related to developing community for disabled students and conducting advocacy work, such as hosting events featuring keynote speakers, cooperating with existing initiatives to bolster advocacy efforts, host forums to understand the needs of disabled students, and conduct meetings to determine the implementation of proposed solutions

- iv. Shall determine and allocate resources, as needed, for each project that Disability Justice Commission conducts
 - c. Disability Justice Commission Chief of Staff
 - i. Shall consult the Disability Justice Commission Executive Director on all civic engagement activities
 - ii. Shall act as the Disability Justice Commission Executive Director when they are not able to perform duties
 - iii. Shall perform any Disability Justice Commission 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 Disability Justice Commission
 - v. Shall organize social activities that enhance group cohesion
 - vi. Shall oversee along with the Disability Justice Commission Executive Director, all internal Disability Justice Commission meetings and the organization and planning of all Disability Justice Commission related events
 - vii. Shall work alongside the Disability Justice Commission 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 Disability Justice Commission Community Relations Director of potential partnership opportunities
 - ix. Shall oversee the publicity of all Disability Justice Commission projects and events
 - d. Disability Justice Commission Community Outreach Director
 - i. Shall oversee Disability Justice Commission community networking efforts
 - ii. Shall develop relationships with on-campus communities, organizations, and institutions, along with off-campus organizations, in order to further disability rights
 - iii. Shall execute organizing campaigns that mobilize Tritons, and UC students in general, for causes related to disability rights
 - e. Ex-Officio Executive Board Members
 - i. Individuals who are critical to the fulfillment of the Disability Justice Commission'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 Disability Justice Commission Executive Board
 - ii. Disability Justice Commission Programming Interns
 - 1. Shall assist with Disability Justice Commission community networking efforts under the Community Outreach Director
 - 2. Shall offer input on the development of events that would prove useful to the student body, the disabled community, etc.
 - iii. Social Media Interns
 - 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
- E. Impeachment of an Disability Justice Commission Executive Board Member
- a. If a member of the Disability Justice Commission Executive Board is not fulfilling their official duties, the Vice President of External Affairs or a member of the Disability Justice Commission Executive Board may file a complaint to the AS Judicial Board
 - b. The impeachment committee shall be chaired by the Advocate General

- c. The member may be removed from the Disability Justice Commission Executive Board with a majority vote
 - i. All Disability Justice Commission Executive Board members must vote for the impeachment process to be valid
 - ii. The vote must be held within one academic week of the complaint being filed
- d. The Executive Officers may override the decision of the Disability Justice Commission Executive Board within two weeks of the removal of the Disability Justice Commission 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 Disability Justice Commission Executive Board member will be appointed exactly two weeks (fourteen days) after the expiration of Senate's ability to override the Disability Justice Commission Executive Board's decision at the recommendation of the Vice President of External Affairs

F. Meetings

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

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-@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