

ASUCSD Standing Rules: [Am: 4.22.16; 5.6.16; 5.11.16; 10.19.16; 11.30.16; 1.18.17; 4.19.17]

Title I  
General Provisions

Authority for the “Standing Rules of the Associated Students,” hereinafter referred to as “the Standing Rules,” is vested in “The Constitution of the Associated Students of the University of California, San Diego”, hereinafter referred to as “the Constitution.”

The purpose of the Standing Rules is to exercise the authority delegated to the Associated Students government. The distributions of powers shall be reflected in the constitution

Title II Executive Branch

Executive Branch

Chapter 1 Office of the President

Chapter 2 Office of Campus Affairs

Chapter 3 Office of External Affairs

Chapter 4 Office of Financial Controller

Chapter 5 AS Offices

Executive branch

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

Membership

AS Council shall be composed of:

- AS Council Executive Board.
- AS Office AVPs
- Exofficio members of council

Chapter 1 Office of the President

1.1 Structure, Powers, and Responsibilities of the Office

(a) President

(1) If a situation arises that is not provided for in the rules of the Associated Students, the President has broad authority to make any decision that is consistent with the spirit of the rules. The Council may overrule the President in this regard by a majority vote.

(2) The President may appoint and dismiss staff positions within the Office of the President at his/her discretion.

(a) Chief of Staff for the Office of the President shall have a payroll categorization of Assistant I

## 1.2 Line of Succession

(a) In the event of a simultaneous vacancy in the offices of President and Vice-President Campus Affairs, the person highest in the following list that is eligible and willing to hold the office of President at the time of vacancy shall become President for the remainder of the President's term:

- (1) Financial Controller
- (2) Vice-President External Affairs
- (3) An Associate Vice-President elected by the Council

## Chapter 2 Campus Affairs

### 2.1 Office of Campus Affairs

(a) Vice-President Campus Affairs

- (1) In addition to the positions outlined in this section, the Vice-President Campus Affairs may establish and appoint other positions in the office.
- (2) Shall be in charge of planning retreats and leadership development events for the Council
- (3) Shall plan events to publicize the Council
- (4) Shall be responsible with the help of other officers in setting up mandatory transition meetings between AVP, senator, or officer with the senator-elect, officer-elect or appointed AVP.
- (5) Shall work with the Vice President Campus Affairs-Elect to plan a mandatory retreat with in the first two weeks of the term (or earlier) for all of elected council members to attend

(6) In the event of the resignation or removal of the Vice President of Campus Affairs the President shall convene a special committee within fifteen (15) days from when the vacancy occurs to fill the position.

(a) The committee shall be comprised of:

- (i) The President or designee, who shall chair the committee,
- (ii) The Vice President of External Affairs
- (iii) The Financial Controller, and
- (iv) Two (2) senators appointed by the President. Senators will apply for the selection committee via email
- (v) Two (2) Associate Vice-Presidents under the Office of Campus Affairs appointed by the President. Associate Vice-Presidents will apply for the selection committee via email

(b) The committee shall solicit applications for the positions, screen and interview candidates for the position, and make a recommendation to the President on the appointment of the Vice President of Campus Affairs. The type and manner of the recommendation shall be specified by the President at the first meeting of the committee

(c) The President shall consider the recommendation of the committee and submit a nominee for the position to the Senate.

(d) The Senate needs to approve the recommendation by simple majority

(e) The committee shall dissolve upon the approval of the appointment by

the Senate.

(b) Chief of Staff

- (1) The Vice-President Campus Affairs may appoint a Chief of Staff.
- (2) The Chief of Staff shall assist the Vice-President Campus Affairs.
- (3) The Chief of Staff shall chair staff meetings.

2.2 Campus Committees

(a) The Vice-President Campus Affairs shall serve as the ASUCSD on all campus committees when requested to do so or appoint a designated representative with the consent of AS Council, including but not limited to:

- (1) University Centers Advisory Board (UCAB)
- (2) Housing, Dining, and Hospitality Advisory Board (HDH)
- (3) Wellness Cluster Student Advisory Board
- (4) Student Transportation Advisory Committee (STAC)

(b) The Vice-President Campus Affairs shall appoint students to all campus committees when requested to do so with the consent of Council with the following exceptions.

The ASUCSD Representatives

to

- (1) the Chancellor's Campus Budget Committee shall be appointed by the President to a term of no more than two academic years;
- (2) any search committees for any staff not funded by the Associated Students shall be appointed by the President with the consent of the Council;
- (3) the Sports Facilities Advisory Board (SFAB) shall be appointed by the Vice-President Campus Affairs with the consent of the Council to a term of two academic years;
- (4) the Student Fee Advisory Committee (SFAC) shall be appointed by the President with the advice and consent of the Council to a term of two academic years;
- (5) the Committee on Instructional Improvement, the Summer Session Advisory Committee, the Course Materials Fee Committee, the Program Review Committee, and the Enrollment Planning Committee shall be appointed by the Associate Vice-President Academic Affairs;
- (6) the Student Revisions Regulations Committee (SRRC) shall be appointed by the Associate Vice-President Student Advocacy with the consent of the Council; and
- (7) Appointments and dismissals pertaining to the Advisory Committee on Sustainability, and the Light Rail Transit Work Group, shall be appointed by the Associate Vice-President Environmental Justice Affairs with the consent of the Council. Three, who will be advised by three Student Sustainability Collective Directors who will sit on the interview committee for these positions.

(b) A person may be appointed to a campus committee for a maximum of two academic years.

(c) All ASUCSD representatives to campus committees appointed by the VP of Campus Affairs shall submit a quarterly written report, and a report after every meeting to the VP Campus Affairs. The VP Campus Affairs shall then

- compile all reports and submit to the AS Council listserv.
- (d) A person may be dismissed as the ASUCSD representative to the campus committee by the person in the position that appointed the representative. If the appointment required the consent of the Council, the dismissal requires the consent of the Council.
  - (e) All ASUCSD representatives to campus committee shall represent the interests and opinions of the Council.
  - (f) No person shall appoint themselves to a campus committee without the consent of the Council.
  - (g) This section shall not apply to the appointment of any ASUCSD representative to Academic Senate committees.

## Chapter 3 External Affairs

### 3.1 Office of External Affairs

- (a) Purpose: The purpose of the ASUCSD External Affairs office shall be to educate the UCSD student body on issues affecting the University at a city, state, and national level; The ASUCSD External Affairs Office shall also advocate for issues regarding higher education and lobby system-wide University officials and local legislators on the UCSD student body's behalf. In addition, the ASUCSD External Affairs office shall facilitate community relations and educational outreach on behalf of ASUCSD.
- (b) Funding
  - (1) At least the minimum amount for membership, per student per year must be allocated to the UCSA Membership line item.
- (c) Vice-President External Affairs
  - (1) In addition to the positions outlined in this section, the Vice-President External Affairs may establish and appoint other positions in the office.
  - (2) Shall be the official ASUCSD representative to the University of California Student Association as stated thereby on the UCSA Letter of Representation.
    - (a) Every Summer, the official UCSA Letter of Representation shall be displayed to Council by the Vice-President External Affairs no later than seven days before the beginning of UCSA Congress.
  - (3) Shall be the official ASUCSD representative to the United States Student Association.
  - (4) Shall oversee the activities of the External Affairs Office.
  - (5) Shall select the membership of the External Affairs Office except as otherwise provided herein.
  - (6) Shall meet regularly with the members of the External Affairs Office to formulate policies, agendas and activities.
  - (7) Shall be responsible for all finances relating to the External Affairs Office.
  - (8) In the event of the resignation or removal of the Vice President of External Affairs the President shall convene a special committee within fifteen (15) days from when the vacancy occurs to fill the position.
    - (a) The committee shall be comprised of:
      - (i) The President or designee, who shall chair the committee,

- (ii) The Vice President of Campus Affairs
- (iii) The Financial Controller, and
- (iv) Three (3) senators appointed by the President. Senators will apply for the selection committee via email
- (v) Associate Vice-President of Local Affairs
- (b) The committee shall solicit applications for the positions, screen and interview candidates for the position, and make a recommendation to the President on the appointment of the Vice President of External Affairs. The type and manner of the recommendation shall be specified by the President at the first meeting of the committee
- (c) The President shall consider the recommendation of the committee and submit a nominee for the position to the Senate.
- (d) The Senate needs to approve the recommendation by simple majority
- (e) The committee shall dissolve upon the approval of the appointment by the Senate.

(d)Chief of Staff

- (1)The Chief of Staff shall assist the Vice-President External Affairs.
- (2)The Chief of Staff shall chair staff meetings.
- (3)Shall serve as the alternative board member to the University of California Student Association Board in the event that the Vice-President External Affairs, both Campus Organizing Directors, or Legislative Liaison cannot attend.
- (4)Shall assist the Vice-President External Affairs in communications with all University of California External Affairs Representatives, University of California Regents, selected members of the California Legislature, the Council, student body, faculty, and staff.
- (5)Shall maintain the External Affairs Office's archives.
- (6)Shall manage all logistical considerations of the External Affairs Office, including but not limited to:
  - (a)Travel accommodation for University of California Student Association and United States Student Association conferences, board meetings, as well as any other External Affairs travel; and
  - (b)Organization of any University of California Student Association and United States Student Association workshops, conferences, and meetings hosted by UCSD.
- (7)Appointed by the Vice-President External Affairs with the consent of the Council.
- (8)Payroll categorization shall be an Assistant II.

(e)Campus Organizing Directors

- (1)Shall serve as a Board Member to the University of California Student Association as stated thereby on the UCSA Letter of Representation.

- (2) Shall serve as an official member of the University of California Student Association Campus Action Committee
  - (3) The Campus Organizing Director shall attend UCSA board meetings as representatives of ASUCSD.
    - (a) In the case that one Campus Organizing Director be more readily available to attend every UCSA board meeting, their name shall stand as the official Campus Organizing Director to the University of California Student Association.
    - (b) In the case that both Campus Organizing Directors be available to attend every UCSA board meeting, the official Campus Organizing Director shall be determined by the Vice-President External Affairs with consent of the Council.
  - (4) Shall serve as an official member of the University of California Student Association Campus Organizing Committee.
  - (5) Shall participate on the University of California Student Association Campus Organizing Committee.
  - (6) Shall oversee the organization and mobilization of the UCSD campus in all activities of the External Affairs Office, including but not limited to:
    - (a) Execution of University of California Student Association and United States Student Association Action Agenda Items;
    - (b) University of California Student Association and United States Student Association conferences and annual Congress;
    - (c) UC Regents Meetings;
    - (d) Voter Registration; and
    - (e) Educational forums on local, state, and system-wide level.
  - (7) Shall supervise the Campus Organizing Intern.
  - (8) Appointed by the Vice-President External Affairs with the consent of the Council.
  - (9) Shall have a payroll categorization as an Office Specialist II.
- (f) Legislative Liaison
- (1) Shall serve as a Board Member to the University of California Student Association as stated thereby on the UCSA Letter of Representation.
  - (2) Shall serve as a member of the University of California Student Association Legislative Committee.
  - (3) Shall oversee the legislative initiatives of the External Affairs Office, including but not limited to:
    - (a) In-district lobby visits with the California State Senate and the United States Congress, and the California Assembly San Diego Representatives;
    - (b) All advocacy efforts on behalf of UCSD students to the legislature; and
    - (c) Composition of resolutions directed to legislators and government officials, and University of California Regents in conjunction with the Vice-President External Affairs.

- (4) Shall supervise Legislative Research Analyst Intern and Federal Legislative Intern.
- (5) Appointed by the Vice-President External Affairs with the consent of the Council.
- (6) Shall have a payroll categorization as an Office Specialist II.
- (g) State Affairs Director
  - (1) Shall oversee the execution of action agenda of the University of California Student Association, in conjunction with the Campus Organizing Directors.
  - (2) Shall recruit and organize student delegation for University of California Student Association conferences and annual Congress.
- (h) National Affairs Director
  - (1) Shall oversee the execution of action agenda of the United States Student Association, in conjunction with the Campus Organizing Director, including Action Days, Letter Writing Campaigns, Call-In Days, and Voter Registration.
  - (2) Shall recruit and organize student delegation for United States Student Association conferences and annual Congress.
- (i) Labor Commissioner
  1. Shall recruit and retain student or worker representatives from AFSCME, TFA, UAW, and Teamsters as well to lead a Commission dedicated to student-worker labor relations.
  2. Shall attend weekly Council meetings and help draft language to resolutions that will strengthen the relationship between students and workers.
  3. Shall serve as the liaison between students and workers on campus in order to strengthen and broaden solidarity between the two groups.

## Chapter 4 Finance and Resources

### 4.1 Appointment of Financial Controller

- (a) The Financial Controller shall be an appointed position in order to ensure the independence and accountability of the finances of the Associated Students.
- (b) The application process for the Financial Controller shall open on the Monday of the Finals Week of Winter Quarter and shall close on the Friday of week two during Spring Quarter.
- (c) In the application, any candidate for Financial Controller must demonstrate experience in finances, whether at UC San Diego organizations or at off campus, non-affiliated organizations.
- (d) The current Financial Controller shall convene a special committee to appoint a successor. The committee shall solicit and screen the applicants for the Financial Controller.
- (e) The composition of the committee shall be as follows:
  - (1) Outgoing Financial Controller, outgoing A.S. President, A.S. President-elect, one AVP from the Office of Student Organizations, and four senators-elect.
    - (a) The outgoing Financial Controller shall be the chair of the committee.
    - (b) The four senators-elect shall be randomly selected, in the conjunction with the Clerk, by the Chair of the committee.
    - (c) Senators-elect will apply for the selection committee via email to the Chair within a 24-hour application period as determined by the Chair.

- (f) The committee shall nominate a candidate by a 2/3 vote of the entire committee membership.
- (g) The committee's nomination shall be confirmed by the A.S. council once new Officers (excluding the Financial Controller and Senators have officially assumed their positions during Week 5 of Spring Quarter.
  - (a) If the nomination does not gain Council approval, the application period will reopen and a new committee will be selected to choose a candidate.
- (h) The committee shall dissolve once the appointment is approved by council.

#### 4.2 Office of Finance and Resources

- (a) The Financial Controller may appoint and dismiss staff positions within the office of Finance and Resources at their discretion.
- (b) The Office of Finance and Resources may employ the following paid staff:
  - (1) Chief of Staff
    - (a) Shall have a payroll categorization of Director III
  - (2) Finance Analysts
    - (a) Shall have a payroll categorization of Assistant III
  - (3) Project Director
    - (a) Shall have a payroll categorization of Director II

#### 4.3 Annual Budget

- (a) The Financial Controller shall, in consultation with the President, prepare and submit an annual budget to the Council for consideration by ninth week of Spring Quarter.
- (b) The Council must approve an annual budget, allocating funds appropriate for the Summer and first 5 weeks of the following Fall Quarter, before the beginning of the fiscal year.
- (c) The Council shall annually allocate 50% of the unused funds from the year prior into a mandated reserve account.
- (d) The Financial Controller shall make a recommendation to the Council as to the best use for the remaining 50% of unused funds from the year prior
- (e) The Financial Controller, in consultation with the President, will submit a Fall Revision of the annual budget to the Council by the fifth week of Fall Quarter.

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

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

#### 4.5 Mandate Reserve

(a) Purpose

(1) The Mandate Reserve shall serve as savings against any unforeseen costs in future, making investments to lessen the A.S. dependency on student fees and shall also serve as a fund that shall allow the ASUCSD to become an autonomous (501C-3 tax status) entity at some point in the future.

(b) Criteria for using funds from the Mandate Reserve

(1) Permanent equipment (furniture, technology, etc.)

(2) One-time costs for Enterprises or Student Services

(3) One time costs for new initiatives or pilot programs

(4) One time funding for budget shortfalls that will significantly impact the basic funding obligations of the ASUCSD

(5) In the event of a budget shortfall created by unforeseen funding obligations as a consequence of previous council decisions.

(6) Any unused money is automatically returned to the Reserve if the allocated amount is not fully spent.

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

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

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

(f) Mandate Reserve shall not dip below five percent of the total yearly income of ASUCSD.

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

#### 4.6 Enterprise Stability Reserve

(a) Purpose

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

(b) Operation

(1) An expected annual amount of enterprise-based revenue shall be determined.

(2) Variations from this expected amount are deducted or deposited into the Enterprise Stability Reserve at the end of the fiscal year.

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

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

#### 4.7 Income

(a) Campus Activity Fee Income

(1) Every member of the ASUCSD shall pay the Campus Activity Fee. (2) All income from the Campus Activity Fee shall be placed into a General Unallocated account. The Council may, by a majority vote, approve allocations from this General Unallocated account.

(3) Any member of the ASUCSD may request a pro-rata refund of a portion of the Campus Activity Fee for any allocation for political, religious, and ideological grounds. The Financial Controller has the authority to judge the veracity and to approve all such requests.

(b) Service and Enterprise Income

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

(c) Concerts and Events Income

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

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

- (1) Net revenue generated through the interest collected on all ASUCSD funds, including the mandate reserve and the enterprise stability reserve, shall be placed into S.T.I.P.
- (2) S.T.I.P. funds may only be allocated for the purpose of stipends unless the Council, by a three-fourths vote of the entire membership, agrees to allocate money from S.T.I.P. for another purpose
- (3) This account shall roll over annually and not be returned to the General Unallocated Account.

4.8 Interest-Free Programming Loans

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

4.9 Freezing of Accounts

- (a) If any entity within the ASUCSD, including student organizations, overspends or misappropriates any allocations or for any other purpose violates the Standing Rules, the Financial Controller, the President, or the Council may freeze the account.

- (b) If the Financial Controller or the President freezes an account, the freezing of an account must be reported to the Council at the next regular meeting. The Council may overrule the decision to freeze the account by a majority vote.
- (c) An account may be unfrozen by the Financial Controller, the President, or the Council. The account may be unfrozen pending repayment by the registered student organization's principal members or an agreed upon settlement between the Financial Controller and the registered student organization.

#### 4.10 Accounting Procedures

- (a) All allocations shall be subject to normal ASUCSD and University of California business and accounting policy and procedures.
- (b) All ASUCSD funds shall be maintained by the ASUCSD Business Office. (c) The ASUCSD reserves the right to withdraw funding in the event that a student organization violates any ASUCSD policy. It is the responsibility of the principal members to become familiar with all policies regarding student organizations and activities.
- (d) Any funds allocated and not spent from a specific allocation shall automatically be returned to the General Unallocated account at fiscal close, unless the Council has authorized a specific allocation or account to roll over.
- (e) All reimbursements and expenditures must be authorized by the spending authority designated in this subsection. This section shall not apply to salaries or stipends, when there is a contract or valid written agreement already governing the line item, mandate reserves allocations, services that have no staff, memberships, or funding that goes directly to College Councils.
  - (1) The spending authority for all office budgets shall be the cabinet member in charge of that office, except the "Travel and Conferences" line item, for which the spending authority shall be the President or the Vice-President External.
  - (2) The spending authority for all service and commission budgets shall be the cabinet member that the service or commission operates under as per the standing rules.
  - (3) An exception pertaining to commissions under AVP offices Diversity Affairs and Environmental Justice Affairs shall be made to allow commissions to have full control over their budgets in consultation with the office's AVP.
  - (4) The spending authority for the Senators line item shall be the Financial Controller.
  - (5) The spending authority for all Administrative Supplies and Expenses and Marketing budgets shall be the Director of Associated Students Administration or an officer.
  - (6) The spending authority for all election line items shall be Advocate General.
  - (7) The allocation process for the Tournament and Competition Unallocated line item will be as follows:
    - The AVP of Student Organizations shall initially review Tournament and Competition funding requests and shall make a funding recommendation to the Financial Controller. The Financial Controller must review any Tournament and Competition allocation recommendation made by the AVP of Student Organizations and approve, reject, or modify the recommendation in order to ensure compliance with Tournament and Competition Funding policies. The AVP of Student Organizations may appeal the decision made by the Financial Controller to the A.S. Finance Committee

if it is believed the Financial Controller is incorrectly

implementing a funding policy. The appeal will be heard by the A.S. Finance Committee, and the Finance Committee will issue the final allocation. Any newly approved Tournament and Competition Requests shall be documented by the AVP of Student Organizations in the form of a written report on the A.S. Council Order of Business.

- (1) The allocation process for the Student Organization Programming Unallocated line items will be as follows:

The AVP of Student Organizations shall initially review all programming funding requests on a weekly basis after 11:30AM on Fridays. The Student Organization Funding Advisory Board (SOFAB) will review requests after the initial review by the AVP of Student Organizations. Each Wednesday prior to Finance Committee, the Financial Controller must approve, amend, or reject the funding decisions made by SOFAB. The AVP of Student Organizations may appeal the decision made by the Financial Controller to Finance Committee. Finance Committee will have the final say on any appealed programming requests.

Under the written report section of the A.S. Order of Business, the AVP of Student Organizations must list which programming requests were reviewed each week. The Financial Controller will read any amended requests during the weekly senate meeting.

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

## Chapter 5 AS Offices

### 5.1 Appointment of AVP of AS Offices

#### (a) General Appointment Process

- (1) The President-elect shall convene a Special Committee(s) after the A.S. election to select the Associate Vice President of the AS Offices.
- (2) The membership of the committee shall consist of
  - (a) The President-elect, or designee, who shall chair the committee;
  - (b) Vice President of Campus Affairs
  - (c) Vice President of External Affairs
  - (d) Financial Controller
  - (e) Previous office's AVP at the discretion of the committee
- (3) The committee shall solicit applications, screen, and interview candidates for the position
- (4) The Executive in charge of the office shall provide a brief description of their vision for the respective position to the committee prior to seeing any applicants.
- (5) The committee shall take a vote to determine which candidate they select. The vote shall be determined by simple majority.
- (6) Each executive shall have veto power over the committee when it relates to candidates of an AS Office that they oversee.
- (7) This nomination and notification shall occur no later than Tenth Week of Spring

Quarter. Nominations for Council members shall only be confirmed by AS Council once the new Officers and have officially assumed their positions during Week 5 of Spring Quarter.

- (8) 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 Council

## 5.2 Office of Academic Affairs

### (a) Purpose and Mission

- (1) The purpose of the Academic Affairs Office is to maximize student involvement in academic governance by strengthening student influence on the creation and implementation of University policy. The office shall work to initiate policy or other academics-related recommendations to the Academic Senate and to research academic policies and issues of concern to students at UC San Diego. The office shall also strive to coordinate student representation to faculty and administration on issues of academic policy, academic life, and the academic environment on campus, in order to enhance the value and quality of undergraduate education. Academic Affairs shall also work to increase student awareness of relevant and important academic issues in addition to the processes whereby academic policy is formulated. Finally, the office shall initiate and maintain programs and committees that benefit undergraduate students in the area of Academic Affairs.

### (b) Structure, Powers, and Responsibilities of the Office

#### (1) Associate Vice-President Academic Affairs

- (a) Shall oversee all activities within the Academic Affairs Office
- (b) Shall select the membership of the Academic Affairs Office
- (c) Shall be responsible for all finances relating to the Academic Affairs Office
- (d) Shall have final approval on all projects and actions taken by the Academic Affairs Office that do not come before the Council
- (e) Shall be the official representative of the ASUCSD on all matters pertaining to Academic Affairs
- (f) Shall review academic policies and participate in the rewriting of the University academic policies affecting students which are outdated, unworkable, conflicting with other policies, or in violation of students' rights
- (g) Shall chair the Student Academic Senate and report on behalf of this council to AS Council.

#### (2) Academic Affairs Chief of Staff

- (a) Shall share the responsibilities of the Associate Vice-President Academic Affairs as directed by the Associate Vice-President Academic Affairs
- (b) Shall serve as the alternate representative to all Academic Senate and campus wide committees as directed by the Associate Vice-President Academic Affairs
- (c) Shall review agendas for all Academic Senate meetings and further investigate issues that directly affect student interests
- (d) Shall appoint Assistant Researchers, if necessary, with the approval of

- the Associate Vice-President Academic Affairs
- (e) Shall maintain the Academic Affairs Office Archives
- (f) Shall regularly collect and compile reports from committee members
- (g) Shall perform any duties as directed by the Associate Vice-President Academic Affairs
- (h) Shall chair the Student Academic Senate in the absence of the Associate Vice-President Academic Affairs

(3) Academic Senate Committees

- (a) The Associate Vice-President shall appoint members of the Student Academic Senate to Academic Senate Committees with the consent of the Council to a term of up to two academic years with the following exceptions:
- (b) The Associate Vice-President Academic Affairs shall serve as the Undergraduate Representative to the Committee on Educational Policy.
- (c) The President and the Associate Vice-President Academic Affairs shall serve as the ASUCSD representatives to the Representative Assembly.
- (d) Representatives to Academic Senate Committees shall attend and represent the ASUCSD in all meetings of their committees and shall report to the Student Academic Senate to discuss topics brought up in their committees.
- (e) Representative to Academic Senate Committees shall submit all agenda and related documents to the Associate Vice-President Academic Affairs
- (f) Representatives to Academic Senate Committees shall submit a written report after each meeting to the Associate Vice-President Academic Affairs within a week of attendance. The Associate Vice-President Academic Affairs shall then compile all reports and submit to the AS Council listserve.
- (g) If a representative to an Academic Senate Committee cannot attend a meeting, the Associate Vice-President Academic Affairs shall appoint a temporary proxy to attend and report on that meeting.

(4) Associated Students Undergraduate Research Grants (A.S. Grants)

(a) Structure

(1) Director appointed by the Associate Vice-President Academic Affairs

(2) Purpose and Authority

- (a) Shall request and secure funds for grants
- (b) Shall accept applications for undergraduate grants for student academic projects and student travel
- (c) Shall award grants upon review and acceptance of undergraduate applications with the consent of the Student Academic Senate
- (d) Shall audit the spending process and publish a report of the sponsored projects
- (e) Shall maintain the records of the A.S. Grants Program
- (f) Shall plan the annual A.S. Grants Symposium
- (g) Shall attend Student Academic Senate meetings as necessary
- (h) Shall report to AVP Academic Affairs weekly on the

status of the A.S. Grants Program

(c) A.S. Grants Advisory Committee

(1) Structure

- (a) A.S. Grants Director, Co-Chair
- (b) AVP Academic Affairs, Co-Chair
- (c) All Academic Division Senators
- (d) Purpose

- (1) Shall meet monthly to review A.S. Grants application
- (2) Shall evaluate the budget and overall status of the A.S. Grants program
- (3) Shall propose recommendations for the A.S. Grants program
- (4) Shall serve as a resource for the A.S. Grants staff

5.3 Office of College Affairs

(a) Purpose and Mission.

- (1) The Office of College Affairs shall uphold the motto, "six colleges, one great university" through programs that outreach campus-wide to unite the colleges in shared experiences and determination. The Office should cultivate the relationship between the College Councils as well as with the Associated Students Council in order to provide a strong coalition of student governments that is better equipped to serve the student body and to provide greater access for students to participate in their governance structure. The Office shall also connect the student governments to other campus communities to encourage larger collaboration and communication. Lastly, the Office should instill a sense of pride and spirit for each of the colleges and class levels.

(b) Structure, Powers, and Responsibilities of the Office

(1) Associate Vice President College Affairs

- (a) Shall oversee all activities within the College Affairs Office
- (b) Shall select the membership of the Office and create new positions as needed
- (c) Shall coordinate quarterly council visits
- (d) Shall meet and coordinate weekly with the Chair or President of each College Council and AS Council
- (e) Shall oversee the following (or appoint a designee as needed): all staff meetings, meetings of the class councils, meetings of the Campus Leadership Council, and any other committees or meetings established by the AVP College Affairs that properly address the Office mission
- (f) Shall meet with the Council of Deans of Student Affairs at least once per academic year to discuss student interests and voice any concerns
- (g) Shall advise and meet with the First Year Senators at least once per quarter
- (h) Shall work with the College Senators to organize council presentations on campus issues

(2) Chief of Staff

- (a) Shall coordinate the projects and staff of the Office of College Affairs
- (b) Shall assist the AVP College Affairs in executing projects and expanding the scope of the Office
- (c) Shall meet with the AVP College Affairs and Office staff members

weekly

(d) Shall attend and take minutes for the Campus Leadership Council

(e) Shall attend First Year Council meetings as necessary

(f) Shall preside over meetings and assume any other responsibilities in the absence of the AVP

(3) Finance Director

(a) Shall maintain an office budget, including final audits of all events and reimbursements

(b) Shall work to bring additional funds to the Office of College Affairs (OCA) from other organizations

(c) Shall ensure fiscal responsibility of the Office

(d) Shall act as a liaison to the Finance positions from all seven councils

(e) Shall attend weekly OCA meetings

(4) Marketing Director

(a) Shall be responsible for the development and distribution of all marketing materials.

(b) Shall supervise the creation and design of all graphics for publicity.

(c) Shall work with the Publicity/Visibility positions from all seven

councils.

(d) Shall attend weekly OCA meetings.

(5) Events Director

(a) Shall plan and execute quarterly projects aimed to increase visibility and accessibility of all councils and improve relationships between them

(b) Shall oversee the planning of the yearly All Council Retreat and Transition Banquet

(c) Shall plan and execute projects that promote spirit for the six colleges

(d) Shall research and develop new cross-council events

(e) Shall attend weekly OCA meetings

(6) Policy Director

(a) Shall be informed on all council, UCSD, and UC-wide policies and initiatives.

(b) Shall create campaigns in conjunction with the college senators and councils to increase awareness and student engagement.

(c) Shall help organize visits and presentations to all councils in regard to major campus-wide issues.

(d) Shall attend weekly OCA meetings.

(7) First Year Council Director

(a) Shall serve as the advisor to the First Year Council

(b) Shall solicit applications, interview candidates, and select the Executive Committee membership of the First Year Council

(c) Shall assist all First Year Council initiatives

(d) Shall preside over and call all meetings of the First Year Council

(e) Shall attend weekly OCA

meetings First Year Council

## 5.4 Office of Student

### Advocacy (a) Purpose of the Office

- (1) The Office of Student Advocacy exists to inform, advise and represent individual students experiencing academic or administrative conflicts with the University, as well as to pursue broader issues of student rights affecting large classes of students.
- (2) The Office of the Student Advocacy advises and represents students include, accused of violating the UCSD Student Conduct Code and/or the UCSD Policy on Integrity of Scholarship
- (3) The broad student rights concerns that the Office pursues include, but are not limited to, the following:
  - (a) Policy review such as encouraging and participating in the rewriting of University policies, specifically the Student Conduct Code, affecting students which are outdated, unworkable, conflicting with other policies, or in violation of students' rights;
  - (b) Policy enforcement and education such as ensuring that University employees, especially faculty and administration, understand and abide by University policies and the norms of due process as incorporated therein in their various dealings with students, and educating students as to their rights and responsibilities under University policies; and
  - (c) Student power by working to attain true student input in the formulation of campus policies and procedures and a real measure of student control over student fee-funded facilities.

### (b) Structure of the Office

- (1) Senior (Sr.) Associate Vice-President Student Advocacy
  - (a) The Sr. Associate Vice-President Student Advocacy shall oversee all operations and shall delegate the management of the Office of Student Advocacy.
  - (b) The Sr. Associate Vice-President Student Advocacy appoints the Student Advocates.
- (2) Student Advocates
  - (a) Under the direction of the Sr. Associate Vice-President Student Advocacy, the Student Advocates advise and represent students in University hearings.
    - (1) The Student Advocates share the responsibility in the casework and staffing of the Office of Student Advocacy.
    - (2) Each Student Advocate shall treat every case with strict confidentiality and shall sign a confidentiality agreement with the Sr. AVP of Student Advocacy.
    - (3) Each Student Advocate shall commit a minimum of 5 hours per week to casework or outreach work for the Office Student Advocacy at the direction of the Sr. AVP Student Advocacy and the Advocacy Chief of Staff.
  - (b) Selection of Student Advocates
    - (1) 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.

- (2)The Sr. AVP Student Advocacy shall select student advocates from the applications after an interview process.
- (3)Staff of the Office of Student Advocacy
  - (a)The Sr. AVP Student Advocacy shall designate the Senior Student Advocate with consent of the Council.
    - (1)The Senior Student Advocate shall serve as a resource is assisting other student advocates with casework.
    - (2)The Senior Student Advocate shall represent the Office of Student Advocacy in the absence of the Sr. AVP in all committees and meetings at the discretion of the Sr. AVP Student Advocacy
  - (b)The Sr. AVP shall designate the Advocacy Chief of Staff with consent of the Council.
    - (1)The Advocacy Chief of Staff shall assist the Sr. AVP in coordinating the operations of the Office of Student Advocacy, including but not limited to: Management of the Office of Student Advocacy Interns, Coordination of the casework of the Office of Student Advocacy, Management of the Staff of the Office of Student Advocacy at the direction of the Sr. AVP Student Advocacy
    - (2)The Chief of Staff shall represent the Office of Student Advocacy in the absence of the Sr. AVP in all committees and meetings at the discretion of the Sr. AVP Student Advocacy.
  - (c)The Sr. AVP shall designate the Advocacy Communications Director with the consent of the Council.
    - (1)The Advocacy Communications Director shall manage the Office of Student Advocacy's outreach in working with the AS Graphic Studio, updating the Office of Student Advocacy website and manage the office's social media presence
    - (2)The Advocacy Communications Director shall coordinate with relevant members of the UCSD Administration – including but not limited to the Academic Integrity Coordinator, Student Legal Services, and the Office of Student Conduct – to ensure that the Office of Student Advocacy is made available to students.
  - (d)Outreach Coordinator
    - (1)Shall be categorized as an Assistant II
  - (e)The Staff of the Office of Student Advocacy will agree to the same confidentiality requirements as Student Advocates
  - (f)Each staff member shall serve for a term of once academic year or until appointment of successor
- (4)Selection Process for the Staff of Student Advocacy
  - (a)The Sr. AVP of Student Advocacy shall place applications online, which shall be posted for a minimum of 10 days.
  - (b)The Sr. AVP shall select a minimum of two candidates from the applications for each position to be interviewed
  - (c)The Sr. AVP shall select staff for each position based on criteria set by the Sr. AVP

## Equity, Diversity, and Inclusion

### 5.5 Office of Equity, Diversity, and Inclusion

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

#### (b)Structure, Powers, and Responsibilities

##### (1)Associate Vice-President Equity, Diversity, and Inclusion

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

##### (2)Assistant to the Associate Vice-President Equity, Diversity, and Inclusion

(a)Shall help the Associate Vice-President Equity, Diversity, and Inclusion coordinate activities and facilitate contact between the above mentioned organizations and entities

(b)Shall help coordinate interns within the Office of Equity, Diversity, and Inclusion

##### (3)Internal Relations Intern

- (a)Shall meet with Associated Students Women's Commission quarterly, unless decided otherwise.
- (b)Shall be responsible for working with the Lesbian Gay Bisexual Transgender Queer/Questioning Intersex Association (LGBTQIA)

- (c) Shall be responsible for working with the Associated Students Alliance Commission
- (d) Shall be responsible for working with the organizations of the Cross Cultural Center
- (e) Shall be responsible for working with the Student Affirmative Action Committee (SAAC) and attending all meetings
- (4) Initiated Outreach Intern
  - (a) Shall be responsible for working with Preuss ASB on parliamentary procedure and diversity training
  - (b) Shall be responsible to maintain a relationship between ASUCSD and Preuss
  - (c) Shall be responsible for setting up events between ASUCSD and Preuss
    - (d) Shall be responsible for working with the High School Conferences of student organizations hosted at UCSD.
    - (e) Shall be responsible for working with the Academic Success Program (ASP) and attending all meetings
    - (f) Shall be responsible for working with the Student Initiated Access Programs and Services (SIAPS) and attending all meetings
- (5) Cultural Unity Month of Awareness (C.U.M.A.) Intern
  - (a) Shall be responsible for maintaining weekly meetings for C.U.M.A.
  - (b) Shall be responsible for maintaining communication between the Associate Vice-President Equity, Diversity, and Inclusion and C.U.M.A. Advisory Board

## Chapter 6 Triton Spirit and Athletics

### 6.1 Triton Spirit and Athletics

#### Chapter 1.1 Triton Spirit and Athletics Commission

- (a) The purpose of the Triton Spirit and Athletics Commission shall be to provide a variety of events for the enjoyment, education, and enrichment of the entire campus community by promoting Triton Athletics and Triton Pride. The Commission shall work to increase on campus spirit, boost attendance at home athletic events, improve the sense of community through athletics, improve athletic awareness on campus, and to support the needs of UCSD athletes. The Commission shall work with various departments/organizations (indicated below) to foster a reputable atmosphere of Triton Pride.
- (b) Structure and Responsibilities
  - (1) Associate Vice President of Triton Spirit and Athletics
    - (a) Shall manage and provide curatorial direction to the Commission Triton Spirit and Athletics
    - (b) Shall appoint and oversee all staff positions
    - (c) Shall hold weekly staff meetings
    - (d) Shall provide regular updates to the Council regarding events.
    - (e) Shall have final authority over the finances and decisions of the Commission of Triton Spirit and Athletics
    - (f) Shall work to promote Triton Pride at

## UCSD

- (g) Shall work to promote involvement in UCSD Athletics and Recreation departments
  - (h) Shall work and collaborate with ASCE and Office of Equity, Diversity, and Inclusion to enhance student life
  - (i) Shall work and collaborate with the following departments/organizations to execute such responsibilities:
    - (1) College Spirit Groups (Revelle, Muir, Warren, Marshall, Roosevelt, and Sixth)
    - (2) Athletics Department
    - (3) Intercollegiate Athletics
    - (4) Recreation Department
    - (5) Sports Facilities (ARSFAB)
    - (6) Triton Athletes Council (TAC)
    - (7) Alumni Association
    - (8) Center for Student Involvement
    - (9) College ResLives
    - (10) College Councils
    - (11) Inter-College Resident's Association (ICRA)
    - (12) All-Campus Transfer Association (ACTA)
    - (13) Vice Chancellor of Student Affairs
    - (14) College Coordinators of Student Activities/Programming Assistants
- (2) The AVP of Triton Spirit and Athletics may appoint and dismiss staff positions within the Triton Spirit and Athletics Commission at their discretion.

## Chapter 7 Concerts And Events (ASCE)

### 7.1 Office of Concerts And Events

- (a) Purpose. The purpose of Associated Students Concerts And Events (ASCE) shall be to provide a variety of concerts and events for the enjoyment, education, and enrichment of the entire campus community. ASCE is dedicated to producing a substantial number of diverse, quality programs including music, comedy, film, dance, speaker, and social events. ASCE shall advise the College Programming Boards on matters of booking and event management practices and shall offer student organizations the opportunity for involvement whenever possible. ASCE creates a learning experience for its members that aims to benefit the ASUCSD as well as the personal and professional growth of the students involved.
- (b) Student Staff
  - (1) Senior (Sr.) Associate Vice-President Concerts And Events
    - (a) Shall manage and provide curatorial direction to the Office of Concerts And Events
    - (b) Shall appoint and oversee all ASCE staff positions.
    - (c) Shall provide regular updates to the Council regarding events.
    - (d) Shall have final authority over the finances and programming of the Office of Concerts And Events.
  - (2) Festivals Coordinator(s)
    - (a) Shall coordinate all aspects of FallFest and the Sun God Festival.

- (b) Shall oversee the Sun God Festival committees, delegate committee responsibilities, and appoint committee leads.
  - (c) Shall have a payroll classification of a Director III
- (3) Bear Garden Coordinator
  - (a) Shall coordinate all aspects of the Bear Garden event series.
  - (b) Shall coordinate all logistical aspects of the Senior Sendoff.
  - (c) Shall oversee and delegate work to the Bear Garden Assistant
  - (d) Shall have a payroll classification of a Director II
- (4) Bear Garden Assistant
  - (a) Shall assist in the coordination of the Bear Garden event series.
  - (b) Shall assist in the coordination of the Senior Sendoff.
  - (c) Shall report to the Bear Garden Coordinator.
- (5) Special Events Director
  - (a) Shall work to bring additional funds to the Office of Concerts And Events through the coordination of Public Ticket Events.
  - (b) Shall work in conjunction with interested individuals and organizations to plan new and diverse programming
  - (c) Shall oversee and delegate work to the Special Event Assistant(s).
  - (d) Shall have a payroll classification of a Director III
- (6) Special Events Assistant(s)
  - (a) Shall coordinate all ASCE events at The Loft.
  - (b) Shall coordinate all aspects of the Fall All Campus Dance.
  - (c) Shall attend College Programming Board meetings on a monthly basis, or as needed.
  - (d) Shall assist in the coordination, specifically booking, of College Festivals.
  - (e) Shall report to the Special Events Director.
- (7) Production Assistant(s)
  - (a) Shall work with the ASCE Event Manager and ASCE Event Coordinator to assist in all event production.
  - (b) Shall meet regularly with the ASCE Event Manager and/or the ASCE Event Coordinator.
- (8) Marketing Director
  - (a) Shall be responsible for developing marketing plans for all events.
  - (b) Shall supervise the creation and design of all graphics for publicity.
  - (c) Shall oversee and delegate work to the Marketing Assistant(s) and the Media Liason.
  - (d) Shall have a payroll classification of a Director III
- (9) Marketing Assistant(s)
  - (a) Shall be responsible for the printing and distribution of all marketing materials.
  - (b) Shall coordinate "Street Team" efforts on- and off-campus.
  - (c) Shall report to the Marketing Director.
- (10) Media Liaison
  - (a) Shall be responsible for placing advertising in print media as appropriate.
  - (b) Shall coordinate with radio stations as appropriate.
  - (c) Shall research, develop, and maintain relations with local media.
  - (d) Shall coordinate and solicit photographers for all events.

- (e) Shall write and distribute press releases for all public ticket events.
- (f) Shall report to the Marketing Director.
- (g) Shall have a payroll classification of a Director II
- (11) Sponsorship Director
  - (a) Shall work to bring additional funds to ASCE through on- and off-campus sponsorship contributions.
  - (b) Shall oversee and delegate work to the Sponsorship Assistant(s).
- (12) Sponsorship Assistant(s)
  - (a) Shall assist in the solicitation of sponsorship contributions.
  - (b) Shall report to the Sponsorship Director.
- (13) Treasurer
  - (a) Shall maintain an office budget including final audits of all events.
  - (b) Shall coordinate all merchandise sales.
  - (c) Shall act as a liaison to and meet regularly with the Financial Controller.
  - (d) Shall act as a liaison to the Fund Manager.
- (14) Festivals Director
  - (a) Shall have a payroll classification of a Director IV
- (15) Chief of Staff
  - (a) Shall have a payroll classification of Assistant IV
- (16) Bear Garden Director
  - (a) Shall have a payroll classification of a Director III
- (17) Special Events Coordinator
  - (a) Shall have a payroll classification of a Director II
- (c) Volunteers
  - (1) The ASCE general body of both student staff and volunteer base shall meet on a weekly basis to discuss and coordinate upcoming events.
  - (2) Volunteers shall be provided opportunities for professional development, as well as the chance to lead a Sun God Festival committee, under the oversight of the Festivals Coordinator(s) and Sr. AVP Concerts And Events.
- (d) Career Staff
  - (1) ASCE Event Manager
    - (a) Shall lead event coordination for all larger-scale events.
    - (b) Shall provide professional development related to the concerts/events industry for ASCE Student Staff and Volunteers.
    - (c) Shall serve as the primary liaison with campus administration.
    - (d) Shall provide work direction to the Production Assistant(s).
    - (e) Shall supervise and provide work direction to the ASCE Event Coordinator.
  - (2) ASCE Event Coordinator
    - (a) Shall lead event coordination for small-scale/low-impact events.
    - (b) Shall provide work direction to the Production Assistant(s).
    - (c) Shall report to the ASCE Events Manager.

## 7.2 Sun God Festival

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

history, and is widely considered the highlight of student life at UC San Diego.

### 7.3 Public Ticket Income And Sponsorship Revenue

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

#### (b) Public Ticket Sales

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

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

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

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

### 7.4 University Events Office (UEO)

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

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

(2) 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) AS Concerts and events Advisor

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

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

#### (c) AS/UEO Event Coordinator

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

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

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

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

#### (d) Working Relationship MOU

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

(2) The MOU must be agreed upon in writing by the Associate Vice-President Concerts and events, Associated Students President, and UEO Director.

## 7.5 Sun God Festival Steering Committee

### (a) Membership

- (1) Sr. Associate Vice-President Concerts and events, Chair
- (2) Festivals Coordinator(s)
- (3) Vice-President Campus Affairs
- (4) AS Concerts and events Advisor
- (5) AS/UEO Event Coordinator
- (6) UEO Director
- (7) UEO Production Manager
- (8) A Dean of Student Affairs appointed by the Council of Deans
- (9) A member of the Faculty appointed by the Council of Provosts
- (10) Chief of Police or designee
- (11) University Centers representative appointed by the Director of the University Centers

### (b) Charge and Timeline

- (1) The Sun God Festival Steering Committee shall make recommendations to the Sr. Associate Vice-President Concerts and events on
  - (a) long-term goals and planning for the Sun God Festival;
  - (b) date, time, and location of the Sun God Festival;
  - (c) student safety and well-being;
  - (d) campus coordination;
  - (e) enhanced programming and community building activities;
  - (f) identification of campus priorities
- (2) The committee shall meet at least once a quarter.
- (3) The committee shall serve only an advisory role to the Concerts and Events Office. The Sr. Associate Vice-President Concerts and Events has final authority over the planning and execution of the Sun God Festival.

## Chapter 8 Environmental Justice Affairs

### 8.1 Office of Environmental Justice

#### Affairs (a) Purpose and Mission

- (1) The purpose of the Environmental Justice Affairs Office shall be to raise awareness and promote action towards addressing the intersections of environmental and social justice within the student body. The Office of Environmental Justice Affairs will focus on elements of environmental and social sustainability inherent in council decisions and at the university. It is expected that the officer to fill this position will contribute additional knowledge and foresight on matters regarding sustainability will hence have a direct positive effect on the impact ASUCSD has on campus, around San Diego, and in the international community.

#### (b) Structure, Powers, and Responsibilities of the Office

- (1) Associate Vice President of Environmental Justice Affairs

- (a) Shall oversee the organization and all operations within the office
- (b) Shall conduct three programs per year (one per quarter) that either support sustainability efforts on campus or make ASUCSD more sustainable. Shall coordinate these programs with corresponding environmental positions on the college councils.

- (c) Give an annual report on ASUCSD's sustainability practices and

recommend changes.

- (d) Provide weekly report of campus sustainability efforts to Council
- (e) Serve as a liaison between the SSC and ASUCSD council.
- (f) Serve as an ex-officio member of The Green Initiative Fund (TGIF) and SRC board meetings.
- (g) Attend four UCSD sustainability organizations meetings per quarter, including but not limited to: Engineers for a Sustainable World (ESW), Biofuels Action and Awareness Network (BAAN), and Green Campus.
- (h) Meet monthly with the Sustainable Programming Office's Sustainability Program Manager.
- (i) Serve on the UCSD Earth Week Committee in Winter Quarter and put together a project during Earth Week on behalf of AS.
- (j) Hold quarterly meetings with University Centers Sustainability Coordinator.
- (k) Hold quarterly meetings with the Housing Dining and Hospitality Sustainability Manager.
- (l) Shall include College Environmental Justice positions as office liaison positions.
- (m) Shall appoint and oversee all Environmental Justice Affairs staff positions
- (n) Shall appoint and oversee the appointment of ASUCSD MOVES Director with the consent of the Council.

## (2) Student Staff

- (a) Under the direction of the AVP Environmental Justice Affairs, the office shall do the following:
  - (1) Promote, adhere and enforce the AS Principles of Sustainability and UCSD Climate Action Plan
  - (2) Inform Council of supporting roles that council can play to make sustainability projects a reality.
  - (3) Work closely with sustainability organizations to educate the student body about the effects and importance of the policies being pursued by the SSC.
  - (4) Work to raise campus awareness about ASUCSD's own sustainability efforts.
  - (5) Work in conjunction with the SRC Programming Office to implement sustainable practices at large programming events (where feasible).
  - (6) Work in conjunction with Enterprise Office and Business Services Office to implement sustainable practices (where feasible).
  - (7) Serve as an ambassador to other campuses, municipalities and governments regarding the success of ASUCSD sustainability efforts.
  - (8) Advocate for environmental policies at municipal and state level when students are directly impacted by said policies.
  - (9) Maintain communications with the California Student Sustainability Coalition, in collaboration with the Student Sustainability Collective, and organize delegates to each biannual retreat and convergence.

- (10) Organize delegates, in collaboration with the Student Sustainability Collective, to the biennial Power Shift Convergence in Washington D.C.
- (11) Hold quarterly meetings with the SSC Food director and campus community gardens, including but not limited to, Earl's Garden, Neighborhood Community Garden, Marshall Garden, and the Urban Farm

## Chapter 9 Health and Wellness

### 9.1 Office of Health and Wellness

#### (a) Purpose and Mission.

(1) The purpose of the Office of Health and Wellness is to raise awareness of student health resources at UCSD and increase the use and knowledge of these resources to create a healthier student body. The AVP Health and Wellness will collect feedback on all student health resources and work to adapt the campus community in a way that reflects the current student health needs. The office will focus on general student health through UC insurance plans, UC insurance waivers, reduced access fees, and student health services; sexual assault and gender based violence through the Campus Advocacy, Resources, and Education (CARE) program and the campus community centers; mental health through all Counseling and Psychological Services (CAPS) offices; and drug and alcohol awareness, education, and outreach to campus spaces and student organizations as well as training through the Floatie program.

#### (b) Structure, Powers, and Responsibilities

##### (1) Associate Vice-President of Health and Wellness

- (a) Shall direct the office of Health and Wellness and work with each of the interns on their projects and goals
- (b) Appoint and oversee all Health and Wellness staff positions
- (c) Issue a quarterly report on the status of all UCSD student health resources and student feedback, as well as any projects benefitting student health that were completed
- (d) Serve as a liaison between the Wellness Cluster Student Advisory Board (WCSAB) and ASUCSD
- (e) Serve as a liaison between CARE and ASUCSD
- (f) Report weekly health events, opportunities, and changes regarding the UCSD campus to ASUCSD at weekly meetings
- (g) Promote accurate and accessible sexual, physical, and mental health through programs, workshops, and reports with the Office of Health and Wellness.
- (h) Actively collaborate and communicate with the Office for the

- Prevention of Harassment and Discrimination (OPHD) as dictated by the current AVP Health and Wellness and OPHD staff
- (i) Actively collaborate and communicate with The Zone as dictated by the current AVP Health and Wellness and The Zone staff
- (2) Student Health Intern
- (a) Research UCSHIP and RAFT policies and compare to UC and other University campuses
  - (b) Collaborate with WCSAB to garner awareness and education about current student health initiatives on campus
  - (c) Create surveys that collect feedback on student health services and resources on campus
  - (d) Work with the LGBT Resource Center regarding UCSHIP and transgender care services in order to grow and adapt to the community needs.
  - (e) Actively collaborate and communicate with the Student Health Advocate (SHA) program as dictated by the current AVP Health and Wellness and the SHA program director
- (3) Sexual Assault and Gender-Based Violence Intern
- (a) Collect data on UCSD sexual assault resources
  - (b) Find ways to make sexual assault resources easily accessible and readily available for all students
  - (c) Put on programs regarding sexual assault awareness, education, and prevention
  - (d) Research Title IX and UCSD compliance to Title IX
  - (e) Serve as a liaison between the Women's Commission and Office of Health and Wellness
- (4) Mental Health Intern
- (a) Find ways to make mental health resources easily accessible and readily available for all students
  - (b) Put on programs regarding mental health, self-care, peer-wellness, and stigma
  - (c) Research UCSD CAPS and how the six colleges utilize their CAPS resources
  - (d) Reach out to campus community centers and organizations to establish culturally-competent mental health reviews and reports
  - (e) Actively collaborate and communicate with the CAPS Wellness Peer Educators (WPE) program as dictated by the current AVP Health and Wellness the CAPS WPE program staff
- (5) Drug & Alcohol Awareness Intern
- (a) Work with ASUCSD and the Office of Health and Wellness to head the Floatie project
  - (b) Collaborate with ASUCSD Stay With Me to raise awareness and educate the student body on drug- and alcohol-based issues
  - (c) Put on programs regarding that proactively educate and bring awareness to drug- and alcohol-based issues at UCSD

- (d) Research UCSD drug and alcohol policies, especially in relation to festivals and on-campus housing, and make the information easily accessible and readily available for all students
- (6) Outreach Interns (10)
  - (a) Will work with the guidance of the AVP Health and Wellness and the Drug and Alcohol Awareness Intern to train student organizations and spaces on campus regarding the Floatie Program
  - (b) Act as a liaison between the Office of Health and Wellness and designated spaces and student organizations on campus to facilitate free-flowing channels regarding drug and alcohol policies and the Floatie program.

Proviso: This office will go into effect at the beginning of the '16-'17 Council

## Term Chapter 10 Local Affairs

### 10.1 Office of Local Affairs

- (a) Purpose: the Office of Local Affairs works to engage in community outreach by initiating programs, campaigns, and development projects that bring together members of the UCSD and greater San Diego communities. The Office shall facilitate communication between students, administrators, local legislators, and community members to enact and sustain programs and projects that work to address local: political, social, indigenous, and economic issues. The Office of Local Affairs shall work to achieve the goal of engaging local community outreach by initiating programs, campaigns, and development projects that bring together members of the UCSD and greater San Diego communities.
- (b) Structure of the Office
  - (1) Associate Vice-President Local Affairs
    - (a) Shall manage and provide curatorial direction to the Office of Local Affairs
    - (b) Shall appoint and oversee all Local Affairs staff positions.
    - (c) Shall plan and pursue two local campaigns per academic year, preferably complementing the campaigns of the University of California Student Association
    - (d) Shall act as the primary liaison between the ASUCSD and the San Diego City Council, and its representatives
    - (e) Shall act as the primary liaison between the ASUCSD and the several mayors, legislatures, and leaders of the greater San Diego community
    - (f) Shall act as the primary liaison between the ASUCSD and the San Diego County Board of Supervisors
    - (g) Shall act as the primary liaison between the ASUCSD and the other San Diego universities, colleges, and other institutions of higher education
    - (h) Shall act as the primary liaison between the ASUCSD and San Diego community based organizations
    - (i) Shall select and appoint Local Community Committee representatives

- and oversee these representatives
  - (j) Shall have the power to dismiss staff members within the Office of Local Affairs
- (2) Chief of Staff
- (a) Shall be appointed by the Associate Vice-President Local Affairs with the consent of council
  - (b) Shall Maintain the Local Affairs Archives
  - (c) Shall oversee and aid the directors and interns in the Local Affairs Office
  - (d) Shall aid in maintenance of Student Lobby Corps, to lobby to local legislators about issues surrounding higher education
  - (e) Shall aid in the maintenance of the relationships between the UCSD and San Diego community based organizations.
  - (f) Shall maintain record of the funds in the Local Affairs Office
  - (g) Shall aid in the communication with Local San Diego universities, college and other institutions of higher education
  - (h) Shall aid in communication with San Diego City Council, and local elected officials, leaders, and legislatures
- (3) Local Legislative Affairs Director
- (a) Shall be appointed by the Associate Vice-President Local Affairs with the consent of council
  - (b) Shall aid in lobby visits, and maintain records of visits.
  - (c) Shall work on creating opportunities for students to interact with local policies or legislators
  - (d) Shall assist in developing town halls or other forms of engaging local legislators
- (4) Community Affairs Director
- (a) Shall be appointed by the Associate Vice-President Local Affairs with the consent of council
  - (b) Shall work to establish relationships with local community groups
  - (c) Shall plan community engagement opportunities with the local San Diego community and support community events
  - (d) Shall establish and maintain relationship with local community center such as but not limited to; Center for Community Solutions, Center for Policy Initiatives, Malcolm X Library, and other relevant centers
  - (e) Shall develop events in conjunction with community groups or San Diego resources
- (5) County Affairs Director
- (a) Shall act as a liaison to the San Diego County Board of Supervisors and other institutions of San Diego County's Government
  - (b) Shall maintain records of the meetings, legislative agenda, and actions of the San Diego County Board of Supervisors
  - (c) Shall coordinate with the Local Legislative Affairs Director and the Legislative Liaison in developing and promoting policies at the county level

(d) Shall facilitate communication with the Supervisors on behalf of the Office of Local Affairs

(e) Shall assist the Associate Vice-President of Local Affairs in expanding campaigns to reach the San Diego County Government

(6) Local Affairs Office Interns

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

(b) Shall provide support for the Office of Local Affairs

## 10.2 Local Community Committees

(a) The Associate Vice-President shall appoint all ASUCSD representatives to Local Community Committees with the advice of any appropriate cabinet member and the consent of the Council to a term of up to two academic years with the following exceptions:

(1) The Associate Vice-President Local Affairs shall serve as the Undergraduate Representative to the La Jolla Town Council.

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

(1) Committees shall include the following but not limited to; La Jolla Community Planning Association, La Jolla Parks and Beach's, and La Jolla Shores Association

(c) Representative to Local Community Committees shall submit all agenda and related documents to the Associate Vice-President Local Affairs

(d) Representatives to Local Community Committees shall submit a written report after each meeting to the Associate Vice-President Local Affairs within a week of attendance. The Associate Vice-President Local Affairs shall then compile all reports and create a newsletter for ASUCSD to present as a state of local issues

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

(f) If a representative should fail to submit more than one report after each meeting or miss a meeting without proper excuse to the Associate Vice-President Local Affairs, the Associate Vice-President Local Affairs shall have the right to replace the representative

## Student Organization

### 10.3 Office of Student Organizations

(a) Structure of the Office

(1) Senior (Sr.) Associate Vice-President Student Organizations

(2) Any staff as designated by the AVP of Student Organizations including, but not limited to:

(3) Student Organizations Office Chief of Staff

(a) Shall coordinate the daily operations of the office

(b) Shall inform organizations receiving AS funding of attendance at their events

(c) Shall assign event schedules for the office Interns to attend

(d) Shall be paid as an Assistant II

- (4) Student Organizations Special Projects Manager
  - (a) Shall complete any special projects as assigned by the Sr. AVP
  - (b) Shall coordinate projects to benefit the student organizations of UCSD
  - (c) Shall head the team of Interns when projects require a team
  - (d) Shall be paid as an Assistant I
- (5) Student Organizations Interns
  - (a) Shall attend and analyze events receiving AS Programming Funding
  - (b) Shall report findings to the Chief of Staff or Sr. AVP
  - (c) Shall work, at the discretion of the Special Projects Manager, on projects benefitting the student organizations of UCSD

(b)A.S. Commissions within the Office of Student Organizations

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

10.4 Student Organization Funding Process

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

(b) Programming Funding Process

- (1) The yearly Associated Students Funding Guide shall contain the specific requirements and regulations pertaining to programming funding requests.
- (2) Student Organizations may request funding for programming by submitting a funding request to the Sr. AVP Student Orgs at least five weeks prior to the date of their event.
- (3) Programming funds cannot be allocated for
  - (a) alcohol
  - (b) Stamps and postage
  - (c) The purchase of any permanent equipment or maintenance of equipment
  - (d) clothing (t-shirts, uniforms, etc.).
  - (e) Parking permits and reserved spaces
  - (f) scholarships or direct monetary donations
  - (g) any association or membership fees
  - (h) payment of fines, violations, or late fees
  - (i) services or labor provided by any UCSD Student
  - (j) the purchase or rental of firearms, ammunition and its parts
  - (k) raffle tickets and prizes
  - (l) Items deemed hazardous by UCSD Risk Management
  - (m) Events that charge admission fees to UCSD undergraduate students
  - (n) Off-campus events
  - (o) Any non-listed item that violate university policy (p) any other items listed in the yearly A.S. Funding Guide

(4) Programming funds shall be allocated to events open to all students. (5) The Student Organization Funding Advisory Board will not fund any items when a price estimate is not attached to the programming request for the requested items.

(c) Emergency Funding Process

(1) The Financial Controller may allocate up to \$500.00 to a student organization

from the student organization unallocated account for emergency situations.

(2) All emergency allocations must be reported to the Council at the next regular meeting.

- (d) The Standing Rules supersede the Funding Guide with respect to media funding. AS does not fund printed media

#### 10.5 Policies and Restrictions on Student Organization Funding

- (a) A student organization must be a registered student organization to request funding through a student organization funding process.
- (b) The person making the request or collecting a reimbursement from an allocation to the student organization must be a principal member of the student organization.
- (c) It is recommended, but not required, that the student organization's advisor sign any request for funding.
- (d) 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.
- (e) Any publicity such as print, media, flyers, advertising, or public notice for any event, activity, service, program, or media which is sponsored in part or full by the ASUCSD must mention and display the ASUCSD as its financial sponsor in a fully visible or audible manner.
- (f) If a student organization has received funding for an event on a specific date, the student organization must obtain prior approval from the Associate Vice-President Student Organizations to change the date.
- (g) Any funds granted to student organizations by A.S. may not be utilized for a different event than the one specified on the funding request.
- (h) If a student organization exceeds its allocated budget, the principal members of the student organization are responsible for reimbursing the exceeded amount.
- (i) The yearly A.S. funding guide shall be the authoritative document on A.S. programming requests for policies and procedures not stipulated in these standing rules.

#### 10.6 Tournament and Competition

##### Funding (a) Funding Policies

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

#### 10.7 Student Organization Funding Advisory Board (SOFAB)

##### (a) Membership

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

##### (b) Responsibilities

- (1) The committee shall meet once a week during the academic year.
- (2) The committee shall hear every programming request that is submitted to the Sr. Associate Vice President of Student Organizations and recommend an allocation.
- (3) The Sr. AVP of Student Organizations will be responsible for pacing the student organization budget.

## Chapter 11 Enterprises and Student Services

### 11.1 Office of Enterprise Operations and Student Services

#### i. Structure of Office

##### (1) AVP Enterprise Operations and Student Services

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

##### (b) Chief of Staff

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

##### (c) Director of Marketing

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

##### (d) Director of Finances

- (1) Shall be responsible for tracking the fiscal state of all AS Enterprises
- (2) Shall act as the financial liaison between staff managers and the AVP of Enterprise Operations and Student Services
- (3) Shall prepare reports on the fiscal state of all enterprises for the AVP Enterprise Operations and Student Services and AS Council
- (4) Shall help analyze, the fiscal state of all AS Enterprises (e) Director of Sustainability
  - (1) Shall obtain recommendations from the AVP EJA to ensure that sustainable business practices are demonstrated in all A.S. Enterprises
  - (2) Shall report to the AVP Enterprises and Student Services on the current state of business practices in all AS Enterprises and provide recommendations to the A.S. council as to where improvements can be made
- (f) Enterprise Operations Intern
  - (1) Shall provide assistance to the AVP Enterprise Operations and Student Services in whatever capacity is designated
- (g) Any other staff designated by the AVP of Enterprise Operations and Student Services.

## 11.2

### E

#### Enterprises

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

## 11.3 Student Services

### (a) Definition.

- (1) Student Services are services to the Associated Students in providing unique opportunities for students to become involved with creative outlets and volunteer opportunities. This office also serves the purpose of offering the

transit of students to and from areas of the greater San Diego area by means of the Safe Rides service. It exists to act as an overarching entity meant to oversee the management of the services, here defined as fully funded or partially subsidized ASUCSD entities that provide valuable services and opportunities to undergraduate students of the university. Student Services includes the following services: Safe Rides, KSDT, TTV, and the AS Graphic Studio. The office shall seek to expand the number of services available to the students of the university in order to better improve the quality of student life and work in collaboration with the outside community to acquire sponsorships in order to secure new services, as well as expand existing services.

#### Ex-officio

College Council Chairs or equivalent

Alumni Association President

Graduate Student Association (GSA) Representative appointed by GSA

Student Affirmative Action Committee (SAAC) Representative appointed by SAAC

Interfraternity Council (IFC) Representative appointed by IFC

Panhellenic Representative appointed by the Panhellenic Council

Multicultural Greek Council (MGC) Representative appointed by MGC

Intercollege Residents Association (ICRA) Representative appointed by ICRA

Triton Athletes Council (TAC) Representative appointed by TAC

University Centers Advisory board (UCAB) Chair, elected by UCAB

Cooperative Representative, appointed by Coop Union

Student Promoted Access Center for Education and Service (SPACES) Representative, appointed by SPACES

Women's Commission Representative (ASWC), appointed by ASWC

Alliance Commission Representative, appointed by Alliance

All-Campus Transfer Association (ACTA) Representative, appointed by ACTA

All-Campus Commuter Board (ACCB) Representative, appointed by ACCB

KSDT Radio representative, appointed by KSDT

Triton Television (TTV) representative, appointed by TTV

Tritons for Equity, Diversity, and Inclusion Commission (TEDI) representative, appointed by TEDI

Labor Commissioner representative, appointed by the Vice President of External Affairs

#### Removal from office

The Executive board has sole discretion of removing any member from AS Council under the following criteria:

- Misuse of Funds
- Unsatisfactory attendance
- Failure to perform duties
- Improper or unethical use of authority
- Willful violation of ASUCSD rules, policies, or procedures

All members of AS council will be offered no less than 2 written warnings of before they are eligible to be removed from office.

If a member has not improved in performance after the 2 written warnings, the Executive board may remove that member from office.

In the event that an AS Council member 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 2 written warnings.

That member shall then be excused from AS Council

## Council Attendance

### §4.1 Requirement

#### (a) Council Meetings

(1) The voting members of the Council are required to attend all regular and special meetings of the Council. If a member that is required to attend is not present during a roll call, it is counted against the member as half an absence. The attendance of each member of the Council is recorded by the Clerk, even if that member is not required to attend. The keeping of attendance records start when members are appointed to Council up until the appointment of his/her successor

(b) Members of Cabinet are required to submit at least two written reports to the Order of Business during their term. Senators are required to submit at least one written report during their term.

(c) Associate Vice Presidents, Sr. Associate Vice Presidents, and Directors must make a quarterly presentation to the Council as a measure of their attendance. If they cannot attend any meetings in a given quarter, submit a written report to their Executive Officer. Their Executive Officer will then report to Council on behalf of the Associate Vice President, Sr. Associate Vice President, or Director. AVPs, Sr. AVPs and Directors must attend all Council and joint sessions meetings per quarter, with the allowance of 3 unexcused absences and 15 excused absences per year.

#### (d) Attendance at Senate and Committee Meetings

(1) A roll call shall be taken at the beginning of each senate meeting and at the end of each committee meeting. Each missed roll call will count as half an absence. The records of each roll call shall be sent to the Advocate General with the Clerk copied via email.

#### (e) Mandatory Events

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

#### (f) Excusing Absences

(1)The Advocate General shall be charged with collecting the excuses of absences for all council functions. 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 Council. Midterms prior to 11 AM the following day may be used as an excuse to leave a council function after 9 PM. Further reasons may be allowed at the discretion of the Advocate General. The Council may, by a majority vote, override the decision of the Advocate General. Excuses must be submitted to the Advocate General via email no later than noon on the day of the council function being missed, and the AS Clerk must be copied on this email. In order for an absence to be excused due to a class conflict, a copy of the class schedule must be submitted to the Advocate General before the add deadline for classes each quarter.

(2)If a member of council is excused due to the criteria listed above, then they are only excused for that time period with a sufficient time for commute.

(a)Retroactive Excuses

(1)In situations where a member of council has a legitimate reason for an excused absence but was not able to submit their excuse to the Advocate General in time (such as medical emergencies, death of a family member, etc.), Council may, by a majority vote, excuse the absence retroactively. Retroactive excuses may only be approved in circumstances in which it was clearly impossible for the member to notify the Advocate General of their absence. Absences due to a reason listed in 4.1.e shall not be retroactively excused if the member had the means to inform the Advocate General on time.

(a)Note: Excused absences prior to the passage of this legislation shall not be counted toward the limit. This sentence shall be removed from the standing rules by the Clerk at the beginning of the next council’s term.

(b)Upon taking office, every member of council shall be notified by the Advocate General of their attendance requirements.

§4.2 Unsatisfactory Attendance

(a)The attendance of a member shall be considered unsatisfactory for the purposes of removal from office when a member has accrued more than three unexcused absences or fifteen excused absences during their term.

(b)The attendance of an Associate Vice President or Director shall be considered unsatisfactory for the purposes of removal from office when a member has failed to make a presentation or submit a report to the President for one quarter.

(c)Upon receiving an unexcused absence that puts a member of Council at one or less total unexcused absences away from being impeachable, the Advocate General shall notify that member of the possibility of impeachment if more absences are accrued. Once notice has been received, the member is required to confirm their absence count with the Advocate General.

(d)The attendance of an Associate Vice President or Director shall be considered unsatisfactory for the purposes of removal from office when a member has failed to make a presentation or submit a report to the President for one quarter.

- (e) The Advocate General shall send a notice of impeachment to the council listserv and place the item on the Order of Business, from whence it shall be automatically discharged to Council if not passed by Committee. All impeachments, being matters of personnel and sensitive in nature, shall take place in executive session and be recorded on closed ballot votes.
- (f) In the event that council does not approve a resolution of impeachment for a member, the Advocate General may only bring back resolutions of impeachment in the event of additional accrued absences or newly discovered information about the previous absences.

#### Council Work Hours

- (a) Each Associate Vice President must commit to a minimum of 5 “working hours” to be completed in their allocated office space each week
  - (1) The purpose of such hours shall be used specifically to complete office work, to collaborate on office work with other members of A.S., and to conduct any necessary meetings related to office business.
  - (2) Completion of less than three hours will result in an unexcused absence.
  - (3) Completion of greater or equal to 3 hours but less than 5 hours will result in half an unexcused absence.
  - (4) Excused working hours will not count towards overall absences.
  - (5) Associate Vice Presidents are permitted up to 8 excused working hours per quarter.
  - (6) The Executive officers shall, at the start of each new Council, adopt a standard policy on enforcement of these working hours, including but not limited to matters related to excused absences, reporting of hours, and reporting of work completed.
  - (7) This rule shall apply only during A.S. working weeks defined as weeks during the academic quarter less finals week. University breaks are not A.S. working weeks.

#### Chapter 1 Meetings of the Council

##### Time and Location of Regular Meetings

- (a) The Council shall meet every Wednesday at 3:00pm during the ten academic weeks of the Fall, Winter, and Spring Quarters, except that the Council may, by a majority vote, cancel a regular meeting.
- (b) The location of the regular meetings shall be the Price Center Forum. The President may, with a good cause, change the location before the start of the regular meeting to any place on the UCSD campus by notifying the Clerk and the members of the Council at least half an hour before the start of the meeting.

##### Calling of Special

##### Meetings (c) Call By the President

- (1) The President may call a special meeting of the Council by notifying the Clerk in writing of the time of, location of, and the topics that will be considered during the special meeting at least forty-eight hours in advance of the special meeting.

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

## Chapter 12 Policies Relating to Use of Facilities and Equipment

### 12.1 Office Space

#### (a)Allocation of Office Space

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

#### (b)Alcohol and Drugs

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

#### (c)Copy and Printer Machines

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

## UCSD Student ID card programmed as a copy card

### 12.2 Conference Room Space

#### (a) Reservation

##### Procedures

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

#### (b) Room Setup

- (1) Normal room setup shall be conference room style. The Price Center staff will provide special room setups.
- (2) All set-ups must be scheduled in advance with the University Center Reservations Department. Please refer to the University Center Room Rental Rates flyer for standard setups.

#### (c) Charges

- (1) Charges for conference rooms shall not be assessed to university recognized student organizations, academic and administrative departments, or for university related meetings and events unless admission is charged.
- (2) Cancellations. All reservations placed for conference space should be cancelled at least 24 hours in advance of the scheduled meeting or event.

#### (d) Audio/Visual and Technical Services

- (1) Audio/Visual equipment is available for use in the conference rooms at no charge when operated solely by the user. Comprehensive technical service is available at University facilities and throughout campus upon completion and submission of this form with fees assessed on an hourly basis.
- (2) By reserving equipment, you are held responsible for abiding by the rules listed in the Technical Services Policy.
- (3) Price Center Technical Services reserves the right to charge late reservation, late changes or late cancellation fees.

#### (e) Conduct and Responsibility

- (1) Groups reserving space are responsible for the behavior of their guests and members and must restore the facilities to original condition.
- (2) It is agreed that any charge arising from this use of University Center's facilities will be billed to the organization or individual indicated, but will remain the obligation of the individual until paid. This will include any theft or property damage occurring from the use of the facility under the provisions of this agreement.
- (3) It is understood that the organization promises and agrees to abide by

University regulations. The University Center facilities are for use by all members of the university community. The usage policy outlined above is intended to facilitate the use of the Center with the least possible infringement on the activity or freedom of individuals or groups.

- (4) The using group agrees to indemnify, defend and hold the Associated Students, Price Center, Student Center, UC Regents and UCSD and officers, employees and agents harmless against all claims, loss or liability arising from damage to or amendment to Standing Policies or death to persons occurring because of or related to this reservation.
- (5) Off campus and student organizations that charge admission for their events are not insured under the existing policy. Off campus groups must provide proof of insurance naming University Centers' and the UC Regents as additional parties with a general liability limit of no less than one million dollars (\$1,000,000.00). A copy of the certificate must be provided to the Reservations Office at least one week prior to event.

### 12.3 Neighborhood Electric Vehicle (Cart)

- (a) The following people may reserve the cart for use by any person by notifying the Associated Students Administrative Assistant of the date and time of use, and the person who will be checking out and driving the cart
  - (1) the Officers; and
  - (2) Sr. Associate Vice-President Concerts and Events
- (b) The following people may reserve and use the cart by notifying the Associated Students Administrative Assistant of the date and time of use. These people may not reserve the cart for use by another person.
  - (1) Advocate General;
  - (2) Director of Associated Students Administration;
  - (3) Associated Students Executive Assistant;
  - (4) Associated Students Administrative Assistant;
  - and (5) Associated Students Software Developer.

#### (c) Terms of Use

- (1) The cart may be used for official Associated Students business only. (2) The person checking the cart out must have a valid Driver License.
- (3) The person checking the cart out for use must sign the "Cart Use Waiver" at the front desk. The person checking the cart out will receive the key to the cart at the time of checkout.
- (4) If the person is a UCSD student, the person checking the cart out must leave their UCSD student ID card with the front desk until the cart is checked back in and the cart key is returned.
- (5) The only person who may drive the cart is the person who checked out the cart and signed the "Cart Use Waiver."
- (6) Only one passenger is allowed in the cart in addition to the driver.
- (7) The person checking out the cart is responsible for properly unplugging and plugging in the cart before and after use.
- (8) The person checking out the cart is liable for and must report any accidents or damages to the cart at the time of return.

#### (d) Violation of the Terms of Use

- (1) If the terms of use of the golf cart are violated, the President or the

Financial Controller may terminate any person's privilege to check out and drive the cart by informing the Associated Students Administrative Assistant. The Council may reinstate these privileges by a majority vote.

(2) If the cart has been damaged, the President or the Financial Controller may fine the person who checked out the cart or the person who reserved the cart the cost to repair the damage. The Council may waive the fine by a majority vote.

#### 12.4 Faculty Club Membership

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

#### 12.5 Email Listserver

(a) The official email listserv for the Council shall be [ascouncil@ucsd.edu](mailto:ascouncil@ucsd.edu).

(b) The listserv shall be closed and maintained by the Clerk; only members of the listserv can receive or send emails to it.

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

### Chapter 13 Policy on Compensation

#### 13.1 Miscellaneous Stipend Policies

(a) Stipends shall be paid bi-weekly for the stipulated number of weeks. The stipend should be paid for the academic weeks. If the stipulated number of weeks is greater than thirty, the stipend for the weeks exceeding thirty should be paid for weeks determined by the Financial Controller.

(b) When a person is appointed that collects a stipend, the Financial Controller must sign the "Appointment Form" authorizing the allocation of the stipend from the appropriate pool of money.

#### 13.2 A.S. Executive and A.S. Officer Stipend

Structure (a) The base stipend rate shall be \$100 per week.

(1) The A.S. President shall receive a weekly stipend of three times the base rate. The A.S. President shall receive compensation for a total of forty (40) weeks. (2) All other A.S. Executives shall receive a weekly stipend of two times the base rate. All other A.S. Executives shall receive compensation for a total of thirty-five (35) weeks.

(3) Senior Associate Vice presidents shall receive a weekly stipend of one and a half times the base rate. Senior Associate Vice Presidents shall receive compensation for a total of thirty-five (35) weeks.

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

#### 13.3 A.S. Office Staff and Administrative Student Staff

Stipends (a) Directors

(1) Student employees tasked with hosting programs open to the entire UCSD student body, working on projects, or officer positions in an A.S. service or commission.

(1) The base compensation shall be a weekly stipend of

\$40. (b) Director I

- (1) Hire and supervise unpaid staff
- (2) Officer in a service or commission
- (3) Limited decision making authority.
  - (a) Due to being the non-supervising officer of the service/commission or,
  - (b) Due to the small service/commission size or executive budget allocation if the supervising officer.
- (4) Average of five to ten hours of work per week
- (5) Compensation shall be the base rate

(c) Director II

- (1) Hire and supervise unpaid staff
- (2) Limited decision making authority.
- (3) Average of ten to fifteen hours of work per week
- (4) Reports to Director III or Director IV in most cases
- (5) Compensation shall be one and one fourth (1.25) times the base rate

(d) Director III

- (1) Hire and supervise paid staff.
- (2) Hire and supervise unpaid staff
- (3) Decision making authority
- (4) Reports to AVP or higher level position
- (5) Average of fifteen to twenty hours of work per week  
or
- (6) Hire and supervise unpaid staff
- (7) May supervise paid staff for temporary durations during employment
- (8) Limited decision making authority
- (9) Average of eighteen to twenty-two hours of work per week.
- (10) Reports to Director IV
- (11) Compensation shall be one and a half times the base rate

(e) Director IV

- (1) Hires and supervises paid staff
- (2) Hires and supervises unpaid staff
- (3) Decision making authority
- (4) Average of twenty to twenty five hours of work per week
- (5) Reports to AVP or higher level position
- (6) Compensation shall be one and three fourths (1.75) times the base rate

(f) Director V

- (1) Hires and supervises paid staff
- (2) Hires and supervises unpaid staff
- (3) Decision making authority
- (4) Reports to AVP or higher level position

- (5)Attends weekly A.S. Council meetings
- (6)Supervising officer (ex. president, chair) of a large sized A.S. service or commission
- (7)Twenty to twenty five hours of work per week
- (8)Compensation shall be twice the base rate

(b)Assistants

- (1)Student employees tasked with administrative responsibilities (ex. responding to e-mails, letters, making travel arrangements). May be tasked with managing internal office operations.

- (1)The base compensation shall be a weekly stipend of \$20.

- (b)Assistant I

- (1)Less than or equal to five hours of administrative work per week
  - (2)Compensation shall be the base rate

- (c)Assistant II

- (1)Less than or equal to five hours of work per week
  - (2)Hires and supervises unpaid staff
  - (3)Constituent outreach
  - (4)Compensation shall be one and a half times the base rate.

- (d)Assistant III

- (1)Four to eight hours of work per week.
  - (2)Attendance requested at designated weekly meetings. Flexible schedule as meetings may be in the evening and/or run for unspecified length.
  - (3)Hires and supervises unpaid staff (some cases)
  - (4)Compensation shall be two times the base rate.

- (e)Assistant IV

- (1)Five to ten hours of work per week
  - (2)Supervises and hires unpaid staff
  - (3)Hires paid staff (some cases)
  - (4)Limited decision making authority
  - (5)Puts on office professional development programs
  - (6)Attendance required at designated weekly meetings
  - (7)Compensation shall be two and three fourths (2.75) of the base rate.

(c)Office Specialist

- (1)Student employees tasked with highly specialized jobs within an A.S. office or entity. Training may be required once an employee is hired. These positions often have high contact with administrators even though the employee is not an officer of the Associated Students

- (a)Office Specialist I

- (1)Advocacy work on a campus wide level
  - (2)Represents students in front of administrators
  - (3)Requires specialized training prior to starting

- work (4)Outreach to constituents
- (5)Reports to AVP or higher level position
- (6)Compensation shall be a weekly stipend of thirty-five (35) dollars
- (b)Office Specialist II
  - (1)Advocacy work on a campus wide level
  - (2)Represents students in front of administrators
  - (3)Travel away from campus
  - (4)Eligible to access A.S. funds set aside for per diem
  - (5)Outreach to constituents
  - (6)Sits on system wide boards
  - (7)Reports to AVP or higher level position
  - (8)Compensation shall be a weekly stipend of forty-five (45) dollars.

#### 13.4 Parking Permit

- (a)The President shall receive an “A” parking permit upgrade for their term of office.
- (b)All other Executives, Officers, and Senators shall receive a “B” parking permit upgrade for their term of office.

### Title III Auxiliary, Boards, and commissions

#### 13.5 Student Academic Senate

- (SAS) (a)Structure
  - (1)AVP Academic Affairs, Chair
  - (2)Academic Affairs Chief of Staff, Vice-Chair
  - (3)Academic Division Senators (5)
    - (a)Shall be elected ~~non~~-voting members of the AS Council
    - (b)One Academic Division Senator shall be elected from each of the five academic divisions (Arts and Humanities, Biological Sciences, Engineering, Physical Sciences, and Social Sciences). Each Academic Division Senator shall be elected at large by the students enrolled in a major in that academic division.
    - (c)Each Academic Division Senator shall be a current student within the academic division they represent
    - (d)Shall meet with the Dean and the Director of Alumni Relations of their respective academic divisions at least once per quarter
    - (e)Shall complete one project per term that benefits students from their respective academic divisions
  - (4)AS Grants Director, Non-voting ex-officio
- (b)Purpose and Authority
  - (1)Shall meet weekly to orally report on Academic Senate Committees
  - (2)Shall evaluate current actions and issues undertaken by Academic Senate Committee
  - (3)Shall work collaboratively and support the ongoing student-initiated efforts to establish majors and minors at UC San Diego which explore identity, community, and culture, including in which department they

can be housed.

- (4) Shall review and approve AS Grants applications on an as needed basis
- (5) Shall evaluate the budget and overall status of AS Grants

Shall serve as a resource for AS grants  
staff Triton Television (TTV)

- (a) The Associated Students shall charter a student run television station as an A.S. 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 A.S. website.

- (c) TTV is within the A.S. Office of Enterprises and Student Services

All Campus Transfer Association (ACTA)

- (a) The Associated Students shall charter a student-run transfer association as an A.S. 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 A.S. website.

- (c) ACTA is within the A.S. Office of Student

Organizations All Campus Commuter Board (ACCB)

- (d) The Associated Students shall charter a student-run commuter board as an A.S. service. This service shall be named the All Campus Commuter Board (ACCB). ACCB will be governed by its constitution.

- (e) The ACCB constitution can be found in the Auxiliary Board, Service, and Commission Constitution section of the A.S. website.

- (f) ACCB is within the A.S. Office of Student Organizations

KSDT Radio

- (c) The Associated Students shall charter a student run radio station as an A.S. service. This station shall be named KSDT Radio. TTV will be governed by its constitution.

(d) The KSDT constitution can be found in the Auxiliary Board, Service, and Commission

Constitution section of the A.S. website.

- (e) KSDT is within the A.S. Office of Enterprises and Student Services

13.6 First Year Council

- (a) Mission and Purpose

- (1) The First Year Council shall serve as the council representing all first year students in an effort to generate a sense of a unified identity, amplify voices of the first year class, and to ease the transition of first years into the UCSD community. They shall strive to foster communication and understanding of the needs of first-year students to administration and student governments and develop a variety of social and educational programs designed to meet

those needs, complement those interests, and create an overall sense of pride and community as a class. The First Year Council shall focus on five pillars in

order to achieve this mission:

- (a) Programming/Service: Creating events and starting new traditions aimed at the interests of first year students and to create opportunities to foster community within the first year class, and providing avenues for first-year students to serve each other, the institution, and non-affiliates and to promote greater success, visibility, and community.
- (b) Leadership/Advocacy: Establishing opportunities for first-year students to get involved in their campus communities and provide methods for first-year engagement while also establishing programs that will set the foundation to ensure greater academic, professional, and personal success for first-year students and organizing initiatives to advocate on behalf of the first year class.

(b) Structure

(1) The First Year Council will be composed of three subcommittees, headed by an executive committee.

(a) Executive Committee shall:

- (1) Consist of a Chair, Vice Chair, Vice Chair of Programming/Service, Vice Chair of Leadership/Advocacy, Treasurer, and Secretary
- (2) Meet with the AVP College Affairs on a weekly basis.
- (3) Work with the AVP College Affairs to create the yearlong agenda, goals, and vision.
- (4) Evaluate the work of the subcommittees, look at ways to collaborate between committees, and to ensure that the First Year Council is holding itself accountable to its Mission and to its yearlong vision.
- (5) Act as a steering committee for its subcommittees.
- (6) Run the weekly sessions of the First Year Council in conjunction with the AVP College Affairs and First Year Council Director.

(b) Subcommittees

(1) The three subcommittees are as follows: Council Liaisons, Programming/Service Committee and Leadership/Advocacy Committee

- (a) The Council Liaison subcommittee shall be comprised of the first year representatives on all seven student governments and shall split into the remaining two committees
- (2) Each of the subcommittees shall meet on a weekly basis.
- (3) The subcommittees shall carry out their respective pillars and enact projects, events, and initiatives that directly relate to their goals and vision as outlined in the First Year Council mission.

(2)The First Year Council as a whole shall meet weekly at the discretion of the Executive Committee and the First Year Council Director.

(a)The First Year Council Sessions shall be a forum for the First Year Council to update and inform its subcommittees of issues, projects, and initiatives being addressed by the Council.

(b)At these sessions, each subcommittee will make a presentation on its goals, projects, and progress.

(c)The Executive Council shall have an agenda set on issues that the First Year Class is facing – and more topics may be added to the agenda by the First Year Council during session. During this open forum on first year interests, the Council will look to creatively address and develop projects for these topics, and shall refer these solutions to different subcommittees for their enacting.

(d)The first session of Fall Quarter shall be run by the AVP College Affairs and outgoing Executive Council, and shall be for the purpose of acquainting the new First Year Council with each other, their positions, and campus-wide issues.

(e)The AVP College Affairs will work with the Executive Council to create leadership workshops and/or presentations from campus leaders to be presented in First Year Council meetings.

(c)Membership

(1)Executive Council

(a)Executive Council shall be selected no later than Week 3 of Fall Quarter by a committee of the following:

(1)AVP College Affairs (Chair)

(2)First Year Council Director

(3)Former College Council Chair or President (at the discretion of the AVP College Affairs)

(4)Former First Year Council member (at the discretion of the AVP College Affairs)

(b)Members of the Executive Council may not serve as the first year representative on any council

(c)The AVP College Affairs shall be a non-voting ex-officio, with the purpose of advising the subcommittees.

(2)Subcommittees

(a)Each of the subcommittees shall be chaired by members of the Executive Council as decided by the membership of the Executive Council at the start of the term.

(b)The subcommittees shall be open for any first year students to join to be selected by the Executive Committee through an application process no later than Week 9 of Fall Quarter.

(c)The AVP College Affairs shall be a non-voting ex-officio, with the purpose of advising the subcommittees.

(3)Terms

- (a) The First Year Council shall begin meeting at the first all-Council session no later than week 5 of Fall Quarter.
- (b) Executive Committee and each subcommittee shall meet on a weekly basis, at the discretion of the AVP College Affairs.
- (c) The First Year Council shall continue meeting until the first session of Fall Quarter of the academic year following their appointment.

d) Duties and Responsibilities

(1) The Chair shall:

- (a) Supervise and coordinate the activities of all officers and members of the First Year Council
- (b) Act as the primary representative of the UC San Diego First Year Class
- (c) Work with the First Year Council Director to organize any presentations or workshops for the First Year Council
- (d) Assist the Vice Chair in the planning of the Council Retreat

(2) The Vice Chair shall:

- (a) Assist the Chair in any of their responsibilities
- (b) Assume the duties and responsibilities of the Chair upon the Chair's inability to do so
- (c) Organize a yearly First Year Council Retreat aimed to inform members of their responsibilities and develop stronger inter-council relations
- (d) Publicize any vacancies on the First Year Council

(3) The Treasurer shall:

- (a) Oversee and maintain the Council budget, including final audits of all events and reimbursements
- (b) Secure additional funds to the Council as needed from other organizations
- (c) Ensure fiscal responsibility of the Office
- (d) Create a report at the end of the Council's term to the AVP College Affairs regarding detailed use of funds

(4) The Secretary shall:

- (a) Create and maintain an updated roster of all members of the First Year Council
- (b) Record the attendance of members at all meetings
- (c) Take minutes at all meetings

(e) Attendance

(1) The Secretary shall call roll at the beginning and end of each regular meeting, and shall note all late arrivals and early departures of members from the meetings, and the times thereof, until the meeting is adjourned. All absence records shall be cleared at the end of each quarter.

(2) Half-Absence. Any one of the following is considered grounds for receipt of one half-absence: absence from roll call at the beginning or end of a regular meeting or absence from a substantive portion of meeting.

(3) Full Absence. Any one of the following is considered grounds for receipt of one full absence: absence from roll call at the beginning and end of a regular meeting.

(4) In the event that a Council member is unable to attend a Council meeting, or the first or last roll call of a Council meeting, s/he must inform the Chair, in writing,

at least twenty-four (24) hours prior to the meeting. Absences shall be excused at the discretion of the Chair, subject to appeal by majority vote of the Council. Each Council member is allowed one (1) unexcused or three (3) total excused absences per quarter. Absences due to class conflicts, mandatory athletic events, or other obligations deemed excusable by the Chair are exempt from the rules specified above and are not included in the total count of excused or unexcused absences. If any member exceeds total allowable excuses, their record shall be reviewed by the Council officers and may be subject to removal

### 13.7 Alliance Commission

(a)Mission. The Associated Students sponsors and supports the Alliance Commission to the UCSD community. The mission of Alliance is to train Allies to be supporters and advocates of the lesbian, gay, bisexual and transgender (LGBT) community. Trained Alliance members will provide a welcoming environment for LGBT students, faculty and staff. Alliance members welcome individuals to be open and honest about their sexual orientation and/or gender identity without fear of repercussions and endeavor to make UCSD free of sexual bias, heterosexism and homophobia. The goal of the Alliance Commission is to build a visible network of advocacy at UCSD.

#### (b)Goals

- (1)Education: To facilitate the training and ongoing continued development of the potential and active Alliance members
- (2)Committed Involvement: To inspire Alliance members to uphold the ideals of inclusion and appreciation in all interactions
- (3)Resources: To empower people through information and support
- (4)Presence: To be a visible force for LGBT appreciation through identifiable symbols, spaces and people

(c)Membership. A member in good standing must have:

- (1)a signed contract following a three-hour training; and
- (2)Commitment to ongoing training as demonstrated by attendance at one or more Alliance activities per academic year

(d)Trainers. An Alliance Trainer must have:

- (1)membership in Alliance;
- (2)attendance at training of trainers meetings to determine readiness;
- (3)observation of at least one training session; and
- (4)ongoing commitment to training new Alliance Members

#### (e)Chair

- (1)The membership of Alliance shall elect a Chair to serve until a successor is elected.
- (2)The Chair shall have the authority to establish and appoint positions in Alliance
- (3)The Chair shall have authority over the funds and operations of Alliance.

### 13.8 Women's Commission (ASWC)

#### (a)Purpose and Mission

- (1)To be a dynamic force in the fight for gender equity on this campus
- (2)To serve as a source of empowerment for the women of UCSD (3)To be a voice for women's issues
- (4)To educate the campus community
- (5)To pursue goals through direct action organizing
- (6)To encourage diversity with regard to race, gender, age, sexual orientation and/or

gender identity, disability, economic status, political affiliation, parental status, and/or religious affiliation within UCSD as well as the ASWC

(7)To create a community that fosters support and open discussion (8)To improve the safety and general welfare of women on this campus

(b)Membership

(1)All members of the ASUCSD that attend the meetings of the ASWC are members of the ASWC.

(2)Members may vote on items after they have attended three meetings of the ASWC.

(c)Officers

(1)Co-Chairs (2)

(a)Shall set the agenda and chair ASWC general body meetings (b)Shall possess a general knowledge of the duties of each office and provide guidance accordingly

(c)Shall be the official spokesperson of the ASWC

(d)Shall act as a liaison to UCSD Women's Center

(e)Shall assume the duties of recruitment and retention of ASWC members

(f)Shall facilitate the election of ASWC officers

(2)Secretary

(a)Shall take the minutes

(b)Shall monitor attendance at general body meetings (c)Shall maintain official ASWC records and correspondence

(d)Shall oversee internal communication through the list-serve

(e)Shall create a membership roster with contact information

(3)Treasurer

(a)Shall draft the ASWC's Annual Budget for Spring Quarter

(b)Shall facilitate membership reimbursements

(c)Shall fundraise for ASWC events, programs, campaigns and efforts

(4)Community Outreach Coordinator

(a)Shall update the ASWC on external efforts pertaining to our organizational principles

(b)Shall outreach to University, College and community groups to foster increased communication and collaboration

(c)Election of Officers

(1)Elections for officer positions shall take place by Fifth Week of Spring Quarter each year.

(2)Members shall elect officers by a simple majority on paper ballots.

(3)The results of the election must be reported to the Clerk of the Council before the officers may take office.

(d)Removal from Office

(1)Should any officer of the ASWC fail to fulfill their duties, any voting member of the commission can call for a vote to remove this officer.

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

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

vote takes place.

(4) In the event of the removal of an officer, the members of the ASWC shall hold new elections following the procedures set forth in this section.

### 13.9 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 A.S. website.

### §2.7 Tritons for Equity, Diversity and Inclusion (TEDI) Commission

(a) Mission: To develop students' critical consciousness of social justice and equity minded leadership, and to build a network of inclusive, equity minded student leaders on campus. The program consists of a retreat, with follow-up programs, workshops, or events selected by the participant to supplement learning.

(b) Officers

(1) Co-chairs (2)

(a) Shall plan the TEDI retreat, to happen at the beginning of the quarter.

(b) Shall coordinate the training and debrief for TEDI facilitators. (c) Shall make a calendar of events every quarter for TEDI participants.

(d) Shall meet with the A.S. Advisor regularly.

(e) The membership of TEDI shall elect the Co-Chairs to serve until a successor is elected.

(f) The Co-Chairs shall have the authority to establish and appoint positions in TEDI.

(g) The Co-Chairs shall have authority over the funds and operations of TEDI.

(h) Shall be alumni of the TEDI program.

(c) Facilitators

(1) Shall attend a TEDI training session. (2) Shall be alumni of the TEDI program.

(d) Participants

(1) Any member of the ASUCSD can register.

(2) Shall attend one TEDI retreat and three events in order to graduate from the program.

(3) Shall complete the TEDI Event Evaluation Form after each completed event

(4) Shall complete the TEDI Post-Survey

### 13.10 The Sustainability Resource Center

(a) Mission Statement: The UCSD 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: 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.
  - (1)Membership shall consist of: (a)Undergraduate students (b)Associate Vice President Local Affairs (c)GSA representative (d)Graduate students (e)Facilities Management representative (f)Parking & Transportation representative (g)Auxiliary Plant and Services representative (h)Faculty representatives
  - (2)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.
  - (3)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
  - (1)The Advisory Committee on Sustainability and/or Sustainability Resource Center Board will guide and make recommendations on the duties of the SRC staff.
  - (2)The committee shall consist of students, staff, and faculty.
  - (3)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
  - (1)Steering Component:
    - (a)Sustainability Coordinator: housed in the Sustainability Resource Center, the role of the Coordinator shall be:
      - (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.
    - (b)Assistant to the Sustainability Coordinator: housed in the Sustainability Resource Center, the role of the Assistant to the Coordinator shall be:
      - (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
  - (c)Four student interns
    - (1)Shall implement programs of the SRC
    - (2)Shall provides support for administrative needs of the center
    - (3)Shall attend staff meetings and board meetings
    - (4)Shall assist in the daily operations of the SRC
    - (5)Shall maintain the SRC
  - (d)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.
  - (e)The staff will hold staff meetings as determined by the Sustainability

Coordinator and accommodating to the entire SRC staff.

(2) Internship Program: Job Description: Work with SRC staff to develop, implement, and assess Center programs and events as well as assist in daily operations, outreach and communications. The following duties are assigned on an as needed basis by the Director. Student interns will also assist in the research and collection of information on possible speakers and programs. Interns will have responsibility for program planning, logistics, marketing, and implementation related to monthly sustainability events. As directed, the interns will work with other campus organizations and departments, creating, co-sponsoring, and implementing events. 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

(1) The SRC shall be accountable and transparent to the student body, and therefore shall:

- (a) Make all its records available to the public via website. This shall be the responsibility of the Grant Making Committee.
- (b) 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.
- (c) Submit periodic reports to all members of the Associated Students in conjunction with the Financial Committee.
- (d) Submit a year-end evaluation report for approval by the AS.

(2) The SRC resources, space, and funding shall be used responsibly

- (a) 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

(1) The SRC must keep on record:

- (a) 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.
- (b) Complete books and records of account, including accounts of its properties and business transactions and accounts of its assets, receipts, disbursements, gains and losses.
- (c) Record of programming and intern projects.

(d)Copies of all annual reports that have been issued.

### 13.11 The TGIF Fund

(a)Mission Statement: 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. 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

(1)Powers and Voting

(a)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.

(b)A quorum of five members must be present to vote on official matters.

(2)Duties of the Grant Making Committee

(a)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.

(3)The Grant-making Committee shall consist of six student, four non-student voting members as follows, and one non-student voting members:

(a)Two undergraduate students appointed by the Associated Students via application process (Note: The student selected must have a proven record of environmental advocacy or research).

(b)One student appointed by the Advisory Committee on Sustainability.

(c)Two graduate student appointed by the Graduate Students Association (GSA) President via application process (Note: The student selected must have a proven record of environmental advocacy or research).

d)One student appointed by the Social and Environmental Sustainability Committee (Note: This student will be the CSC representative and will report back to the CSC the grant-making council's decisions).

(e)The AS will be an ex-officio non-voting member (f)One Faculty member selected by the Academic Senate.

(g)One Staff member from UCSD's Environment and Sustainability Initiative (ESI) selected by the Director of ESI.

(h)The Sustainability Coordinator will be an ex-officio non-voting member

(i)One Staff member from Facilities Management selected by the Director of Facilities Management.

(4)Officers

(a)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.

(5) Member Qualifications

- ⓐ 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.
- ⓑ Staff and Faculty members of the Grant-making Committee must be currently employed by UCSD.

(c) Member Removal and Appointments

- (1) A Committee member may be removed by unanimous vote of the other Committee members for unjustifiable absence, conflict of interest or other appropriate reasons.
- (2) 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

(d) Conflict of Interest

- (1) 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. (2) 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.

(e) Allocation of Funds and Project Selection

- (1) 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.

(2) General Requirements for projects:

(a) All projects to be considered for TGIF funding must meet the following criteria:

(1) Projects must promote environmental sustainability on UCSD's campus, including off-campus activities which influence sustainability on campus.

(2) Projects must have a clearly-defined, measurable outcome.

(3) Project proposals may be submitted by UCSD 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 UCSD policy directive (e.g., standards for new building construction), since UCSD is already obliged to allocate funds for such projects. TGIF will fund projects which go above and beyond minimum requirements.

(d) All projects shall have a mechanism for evaluation and follow-up after funding has been dispersed. At minimum, a project plan must include a report made to the Grant-making Committee after successful (or unsuccessful) implementation. If a project is expected to have on-going benefits such as annual cost savings, the project plan must include a mechanism for tracking, recording, and reporting these benefits back to the Grant-making Committee on an (at least) annual basis.

(e) Projects must have undergraduate student involvement.

(f) Funds will be appropriated two times a year during the Fall and Winter quarter between weeks 2-5.

(g) Funds will not be appropriated between the final Committee meeting of Spring Quarter and the first meeting of Fall quarter.

(h) All groups which have requested programming funds shall sign up for a hearing date and time when they turn in their funding proposals. This shall be their formal notification. This will ensure that all groups have the opportunity for equal representation before the Committee.

(3) 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.

(4) 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.

(5) 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 timeframe 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.

(6) Accountability

- (a) TGIF shall be accountable and transparent to the student body, and therefore shall:
  - (1) Make all its records available to the public via website. This shall be the responsibility of the Grant Making Committee.
  - (2) 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.
  - (3) Submit periodic reports to all members of the Associated Students in conjunction with the Financial Committee.
  - (4) Submit a year-end evaluation report for approval by the AS.

(b) TGIF shall be used responsibly

- (1) 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.

(7) Records and Reports

(a) TGIF must keep on record:

- (1) 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.
- (2) Complete books and records of account, including accounts of its properties and business transactions and accounts of its assets, receipts, disbursements, gains and losses.
- (3) Record of projects selected each year and the funds allocated to each.

- (4) Project progress reports from recipients of TGIF monies.
- (5) Copies of all annual reports which TGIF has issued.
- (8) 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.
- (9) 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.

## Transportation

### Appointment Process of Moves Director

- (1) Appointment of the ACUCSD MOVES Director of Transportation
  - (a) A MOVES Director may be appointed at the discretion of the AVP EJA in consultation with the VP of Campus Affairs.
    - (1) The MOVES Director will be a non-stipended position. This provisio will come into effect when the MOVES Director for the 2015-2016 academic year terms out.
- (2) ASUCSD MOVES Additional Staff
  - (a) The MOVES Director and the will have discretion in appointing staff and establishing committees to manage all transportation issues.

## 1.2 Transportation

### (a) Appointment Process of Moves Director

- (1) Appointment of the ACUCSD MOVES Director of Transportation
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    - (1) The MOVES Director will be a non-stipended position. This provisio will come into effect when the MOVES Director for the 2015-2016 academic year terms out.
- (2) ASUCSD MOVES Additional Staff
  - (a) The MOVES Director and the will have discretion in appointing staff and establishing committees to manage all transportation issues.

## Chapter 2 Voter Registration

### 2.1 Student Organized Voter Access Committee (SOVAC)

#### (a) Purpose

- (1) The purpose of this committee is to ensure every student a voice in the political process. SOVAC voter registration efforts must be neutral, unbiased, and non-partisan. Non-partisanship demands that SOVAC 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. This includes campaigns the ASUCSD Vice- President of External Affairs decides to initiate on campus. The goal of SOVAC is to maximize participation in the democratic process by means of voter registration, facilitation of political discourse and providing non-biased information.
  - (a) Participating individuals and affiliates cannot make any statements in

support or in opposition of any particular party, candidate, or ballot initiative while engaging in voter registration. 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

- (1) The outgoing SOVAC Executive Board and the ASUCSD Vice-President of External Affairs will open the application period for SOVAC Executive Director by the Sunday before Week 8 of Fall Quarter, and have a formal recommendation by the end of Week 10 of Fall Quarter.
- (2) The outgoing SOVAC Executive Board and the ASUCSD Vice-President of External Affairs will submit a recommendation for the Executive Director's replacement to the ASUCSD Council by Week 1 of Winter Quarter. The ASUCSD Council may approve the recommendation with a simple majority vote (>50%).
- (3) If the outgoing Executive Director of SOVAC seeks re-appointment, he/she will be excluded from the recommendation process, and the outgoing Administrative Director of SOVAC will take his/her place until appointment of successor.
- (4) The term of the SOVAC Executive Director will be completed at the end of Week 10 of Fall Quarter of the following year, or upon appointment of successor, whichever occurs first.
- (5) The SOVAC Executive director shall be categorized as a Director I.

(c) Appointment of the Executive Board

- (1) Appointment of the remaining members of the SOVAC Executive Board is to take place by the end of Week 5 of Winter Quarter.
  - (2) Candidates for the SOVAC Executive Board shall submit their applications to the newly appointed SOVAC Executive Director, the outgoing Executive Board, and the ASUCSD Vice-President of External Affairs
  - (3) The newly appointed SOVAC Executive Director will open the application period for the SOVAC Executive Board by the Sunday of Week 2 of Winter Quarter and will have selected the Board members by the end of Week 5 of Winter Quarter.
  - (4) The newly appointed SOVAC Executive Director and the outgoing SOVAC Executive Board will recommend a SOVAC Executive Board candidate for a position on the Board.
  - (5) The newly appointed SOVAC Executive Director and the outgoing SOVAC Executive Board will appoint candidates for SOVAC Executive Board positions with a simple majority vote (>50%).
    - (a) If an outgoing SOVAC Executive Board member is seeking re-appointment, he/she may not be present during his/her respective reappointment process.
    - (b) If the newly appointed SOVAC Executive Director and outgoing SOVAC Executive Board fail to reach a majority while selecting a candidate for a SOVAC Executive Board position, the ASUCSD Vice-President of External Affairs may cast a vote to produce a majority.
      - (1) Further, the ASUCSD Vice-President of External Affairs will also oversee the conduct of the SOVAC Executive Board.
- (c) In order to fill any position on the SOVAC Executive Board, all eligible outgoing SOVAC Executive Board members must be present (see III.D.1 to determine voting eligibility).

(6)The terms of the SOVAC Executive Board members will be completed at the end of Week 10 of Fall Quarter of the following year, or upon appointment of successor, whichever occurs first.

(d)Executive Board:

(1)Voting shall be done by the three director positions, items shall be passed with a majority vote.

(2)SOVAC Executive Director:

(a)Shall implement and conduct vote campaigns.

(b)Shall oversee the conduct of SOVAC Executive Board members and Associates.

(c)Shall report to the Council and the ASUCSD Vice-President of External Affairs upon request.

(d)Shall organize a presentation for ASUCSD Council by Week 10 of Spring Quarter detailing goals and strategy for the summer and fall.

(e)Shall oversee and maintain the Online Voter Access Link (OVAL)

(3)SOVAC Operations Director:

(a)Shall consult the SOVAC Executive Director on all vote activities. (b)Shall act as the SOVAC Executive Director when he or she is not able to perform duties.

(c)Shall perform any SOVAC duties that the Executive Director or ASUCSD Vice-President of External Affairs designates.

(d)Shall determine and allocate resources, as needed, for each project that SOVAC conducts.

(e)Shall be responsible for the internal documents of SOVAC.

(f)Shall organize social activities that enhance group cohesion.

(4)SOVAC Community Director

(a)Shall organize tabling at on-campus events.

(b)Shall oversee all off-campus voter registration and voter workshop efforts.

(c)Shall ensure voter registration forms are available at college campus events.

(d)Shall oversee SOVAC community networking efforts. (e)Shall oversee the publicity all SOVAC projects and events. (f)Shall oversee all publicity efforts

(5)Additional Responsibilities

(a)The SOVAC Executive Board shall have discretion in the appointment of additional positions to help carry out the SOVAC mission.

(b)Suggested Additional Responsibilities:

(c)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:

(1)Individuals who are critical to the fulfillment of SOVAC'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 SOVAC Executive Board.

(a)Chief of Staff

(1)Shall assist and facilitate internal relations and operations within SOVAC.

(2) Shall assist the Executive Board with implementation of projects and events.

(3) Shall aid with administrative tasks, scheduling meetings, maintaining a master calendar and room reservations.

(4) Shall maintain a relationship with ASUCSD Administration.

(b) Chief Policy Analyst

(1) Shall strategize for and organize data collection.

(2) Shall investigate legal inquiries.

(3) Shall oversee the production of grant proposals.

(4) Shall assist with making presentations and providing relevant data.

(5) Shall assist with legislation and policy research.

(c) College Council Liaisons

(1) Shall maintain contact between their respective College Council and SOVAC

(2) Shall assist with volunteer recruitment, meetings with Residential Life Offices, and publicity in their respective colleges

(3) Shall be appointed by their respective College Councils through joint selection no later than Week 10 of Spring Quarter and shall complete their term Week 10 of Spring Quarter of the following year.

(f) Impeachment of a SOVAC Executive Board Member

(1) If a member of the SOVAC Executive Board is not fulfilling their official duties, the ASUCSD Vice-President of External Affairs or a member of the SOVAC Executive Board may file a complaint to the remainder of the SOVAC Executive Board.

(2) The member may be removed from the SOVAC Executive Board with a majority vote.

(a) All SOVAC Executive Board members must vote for the impeachment process to be valid.

(b) The SOVAC Executive Board member in question must be in attendance for this vote. A failure to be present for this vote will result in the forfeiture of the Executive Board member's defense.

(c) The vote must be held within one week (seven days) of complaint being filed.

(3) The ASUCSD Council may override the SOVAC Executive Board decision within two weeks (fourteen days) of the removal of the SOVAC Executive Board member.

(4) The appointment of a new SOVAC Executive Board member will begin anew exactly two weeks (fourteen days) after the expiration of ASUCSD Council's ability to override the SOVAC Executive Board's decision at the recommendation of the ASUCSD Vice-President of External Affairs.

(a) See subsection (c) for guidelines on the appointment of SOVAC Executive Board members.

(g) Activities

(1) SOVAC will reach as many UCSD students as possible through a number of efforts including, but not limited to:

(a) Annual move-in weekend voter registration campaign.

(b) Tabling for visibility and promotion of any SOVAC efforts and projects.

(c) Non-partisan affiliation with various organizations on campus.

(d) Additionally, SOVAC shall serve as a resource for other student organizations looking to participate in voter registration and the democratic process on campus.

(h) Meetings

(1) The SOVAC Executive Director will attend External Meetings by request of the ASUCSD Vice-President of External Affairs.

(2) SOVAC Executive Board Meetings are to be held weekly

(3) SOVAC General Body Meetings, open to the public, will be held twice a quarter and are for the purpose of informing interested participants about SOVAC projects and opportunities for involvement.

(i) Online Voter Access Link

(1) The Online Voter Access Link (OVAL) is a website that enables the undergraduate student population to express their views on the actions of the Associated Students by means of a nonbinding vote.

(a) OVAL creates equitable and easy access to the student government, encourages the engagement of the student population, provides insight to students' perspectives and opinions, and fosters a stronger connection between students and their elected representatives.

(b) OVAL shall be accessible to all eligible undergraduates regardless of interests, affiliations or perspectives.

(c) Students shall have the option to submit their opinion as a *non-binding* vote that will serve as their undisclosed opinion.

(j) OVAL Management

(1) The SOVAC Chief Policy Analyst shall oversee OVAL

(2) The SOVAC Chief Policy Analyst shall upon the request of ASUCSD be present and responsible for any OVAL inquiries

(3) Management responsibilities include:

(a) Uploading and maintaining all necessary documents in a timely manner

(b) Monitoring and responding to student feedback

(c) Appointing a SOVAC Webmaster by the SOVAC Executive Board that will assist with the management of the OVAL

(k) OVAL Content

(1) All resolutions and referendum submitted to be voted on by the Associated Students of UC San Diego shall be uploaded to OVAL by the Chief Policy Analyst

(2) Ongoing Issues submitted to the SOVAC Executive Board by either the President of Associated Students or the Vice President of External Affairs *may* be uploaded to OVAL, under the conditions that they satisfy all of the following:

(a) Is an issue that impacts the internal or external environment of UCSD and has a measurable end result to which votes can contribute, such as:

(1) Student Government actions that significantly affect the student experience.

(2) University Administrative actions that would benefit from quantifiable student feedback.

(3) Governmental actions, laws or mandates that impact the statewide, local, or campus environment.

(b) Is framed in a question that can be answered by one of the three response options: yes, no, and abstain.

(l) OVAL Exemption

- (1) Resolutions and referendum submitted to be voted on by the Associated Students of UC San Diego may never be requested to be removed from OVAL
- (2) An ongoing issue may be removed from OVAL only under the circumstances in which:
  - (a) The President or Vice President of External Affairs requests its removal, and subsequently the ASUCSD Council votes for removal from OVAL with a 50% majority.
  - (b) The SOVAC Executive Board decides by a 50% majority vote to not display an ongoing issue that was requested either by the President of Associated Students or Vice President of External Affairs if that issue does not align with or infringes upon the SOVAC purpose (§3.1 (a) Purpose).

## Chapter 3 Triton Student Lobby Corps

### 3.1 Triton Lobby Corps

- (a) Purpose: The Triton Lobby Corps is a campus-based entity of students who recruit and engage students and advocate on legislation and issues regarding higher education and students and their families. Through in-district, statewide and federal lobby visits, letter writing, media tactics, and call in days, Lobby Corps organizes to educate students, council, university officials and lawmakers on how issues directly impact the students; all while gaining real world political and organizing experience.
- (b) Appointment of the Lobby Corps Director
  - (1) The appointment of the Lobby Corps Director is to take place by the end of Week 6 of Spring Quarter.
  - (2) The appointment of the Lobby Corps Director shall be appointed through a committee.
  - (3) The membership of the Lobby Corps Director Committee shall consist of:
    - (a) The newly elected Vice-President of External Affairs
    - (b) The outgoing Executive Board
  - (4) The newly-elected Vice-President External Affairs shall Chair the Lobby Corps Director Committee.
  - (5) If the outgoing Lobby Corps Director seeks re-appointment, they will be excluded from the process.
  - (6) The newly-elected Vice-President External Affairs shall put forth the recommendation of the committee to council floor.
  - (7) The ASUCSD Council may approve the recommendation with a simple majority vote (>50%).
- (c) Appointment of the Lobby Corps Executive Board
  - (1) Appointment of the Legislative Liaison will continue to be through the Office of External Affairs within the time frame stated in the ASUCSD bylaws.
  - (2) Appointment of the Lobby Corps Executive Board shall take place after the appointment of the Lobby Corps Director and the Legislative Liaison.
  - (3) Appointment of the Lobby Corps Executive Board is to take place by the end of Week 8 of Spring Quarter.
  - (4) Whenever the Vice-President External Affairs and the Lobby Corps Director desire to appoint the Lobby Corps Executive Board, the Vice-President External Affairs and the Lobby Corps Director shall convene a Committee to select the Lobby Corps Executive Board.

- (5)The membership of the Lobby Corps Executive Board Committee shall consist of:
- (a)The newly-appointed Legislative Liaison
  - (b)The outgoing Lobby Corps Executive Board
  - (c)The newly-appointed Lobby Corps Director
  - (d)The newly-elected Vice-President External Affairs
- (6)The newly-elected Vice-President External Affairs shall Chair the Committee.
- (7)The committee shall solicit applications for the positions, screen and interview candidates for the positions, and make a recommendation to the Vice President External Affairs for the appointment of the Lobby Corps Executive Board.
- (8)The Legislative Liaison, alongside the newly-elected Vice-President External Affairs and the Lobby Corps Director, shall put forth the recommended names to the ASUCSD Council for final approval. The ASUCSD Council may approve the recommendation with a simple majority vote (>50%).
- (d)Responsibilities of the Lobby Corps Executive Board Members
- (1)Director
    - (a)Shall oversee the Executive Board and act as the Chair.
    - (b)Shall meet regularly with the Legislative Liaison.
    - (c)Shall meet with the Vice-President External Affairs on a bi-weekly basis.
    - (d)Shall maintain and oversee the goals of the Legislative Branch.
    - (e)Shall maintain communication with all of the Legislators.
    - (f)(Shall organize presentations to the ASUCSD council. (g)Shall oversee the finances of Lobby Corps.
    - (h)Shall facilitate coalition building and maintain communication networks with student groups.
    - (i)Shall help draft resolutions for legislation being brought up to council floor.
  - (2)Legislative Liaison
    - (a)Shall oversee the Executive Board and act as the Vice-Chair.
    - (b)Shall attend all meetings set by the Executive Board.
    - (c)Shall provide support and resources needed to the Lobby Corps. (d)Shall bring issues and/or legislation from UCSA Board Meetings back to Lobby Corps.
    - (e)Shall be the liaison between Lobby Corps and the Office of External Affairs.
    - (f)Shall maintain a relationship with the GSA Legislative Liaisons and coordinate lobbying efforts.
    - (g)Shall help draft resolutions for legislation being brought up to council floor.
  - (3)Assistant Director
    - (a)Shall manage all of the Student Lobby Corps meetings.
    - (b)Shall debrief the office on general updates.
    - (c)Shall ensure that all deadlines are being met.
    - (d)Shall act as the Lobby Corps Director when she or he is not able to perform their duties.
    - (e)Shall perform any Lobby Corps duties that the Director designates.
    - (f)Shall help draft resolutions for legislation being brought up to council floor. (4)Director of

Scheduling

- (a) Shall obtain and confirm all lobby visits. (b) Shall draft cover letters to send to legislators.
- (c) Shall confirm the students that will be attending the lobby visits. (d) Shall debrief the students for each visit. Shall ensure that each student has the database of the legislator being lobbied.
- (e) Shall draft, maintain, and archive electronic Lobby Report Forms.
- (5) State Legislative Research Analyst
  - (a) Shall conduct regular research on legislative bills in California affecting the student body.
  - (b) Shall maintain all of the representatives' databases and update them after each lobby visit.
  - (c) Shall identify targets for bills and/or issues. (d) Shall write briefs/sample scripts for lobby visits.
  - (e) Shall provide deadlines to the Director of Scheduling.
  - (f) Shall make the Director and the Director of Scheduling aware of any follow-up that needs to be made.
- (6) Local and National Legislative Research Analyst
  - (a) Shall conduct regular research on legislative bills affecting the student body and the greater San Diego community at both the local and national level.
  - (b) Shall maintain all of the representatives' databases and update them after each lobby visit.
  - (c) Shall identify targets for bills and/or issues. (d) Shall write briefs/sample scripts for lobby visits.
  - (e) Shall provide deadlines to the Director of Scheduling.
  - (f) Shall make the Director and the Director of Scheduling aware of any follow-up that needs to be made.
- (7) Director of Communications
  - (a) Shall be in charge of outreach and recruiting new members to the Lobby Corps.
  - (b) Shall perform regular trainings such as Lobby Corps Clinics and Telling Your Story for the Lobby Corps members.
  - (c) Shall ensure that the Director of Scheduling contacts every student interested in joining Lobby Corps.
  - (d) Shall assist the Director of Scheduling and/or the Legislative Research Analyst.
  - (e) Shall assist in updating the Lobby Corps/EVP website on Legislative Affairs
- (e) Ex-Officio Executive Board Members: Individuals who are critical to carrying out the purpose of Lobby Corps, but do not possess a position on the Executive Board or a vote, shall be designated Ex-Officio Members.
  - (1) Interns
    - (a) Shall help carry out the purpose of Lobby Corps.
    - (b) Shall attend lobby visits when needed.
    - (c) Shall assist the Lobby Corps Executive Board in preparing for the Student Lobby Conference.
    - (d) These members shall be approved by the majority of the Executive Board.
  - (2) Regular Lobbyists
    - (a) Shall attend lobby visits when available.

- (b) Shall submit Lobby Report Form after every lobby visit to the Director of Scheduling.
  - (c) These members shall be approved by the majority of the Executive Board.
- (3) Associate Vice-President Local Affairs
  - (a) Shall meet with the Lobby Corps Executive Board upon their request.
  - (b) Shall coordinate with Lobby Corps for advocacy being conducted for the greater San Diego community.
  - (c) Shall update Lobby Corps on local issues.
  - (d) Shall recommend local issues/legislation for Lobby Corps to focus on.
- (4) UCSD Graduate Student Association Legislative Liaisons of National Affairs and Local & State Affairs
  - (a) Shall meet with the Lobby Corps Executive Board upon their request.
  - (b) Shall coordinate with Lobby Corps for advocacy being conducted for the student body.
  - (c) Shall update Lobby Corps on priorities chosen by GSA.
  - (d) Shall coordinate with Lobby Corps for the UCSA Student Lobby Conference.
  - (e) Shall help maintain the representatives databases.
- (f) Impeachment of the Lobby Corps Executive Members
  - (1) If a member of the Lobby Corps is not fulfilling their official duties, a member of the Lobby Corps Executive Board may file a written complaint to the Vice-President External Affairs.
    - (a) In the case where the complaint is filed against the Legislative Liaison and the Vice-President External Affairs decides to take action (i.e. appoint a new person), the action must be seen through and approved on the ASUCSD council floor.
  - (2) The complaints must go to a hearing in order for any action to be valid.
  - (3) The Vice-President External Affairs is to chair all of the hearings.
  - (4) The member in question must be in attendance for the vote, if not, that member forfeits their defense.
  - (5) The member may be removed from Lobby Corps Executive Board with a three-fifths (3/5) majority vote.
    - (a) All Lobby Corps Executive Board members must vote for the impeachment process to be valid.
    - (b) The vote must be held within one week of the complaint being filed.
  - (6) If the member is impeached, the Vice-President External Affairs must notify council immediately.
  - (7) The ASUCSD council may override the Lobby Corps Executive Board decision within two weeks of the removal of the Lobby Corps Executive Board member with a three-fifths (3/5) majority vote.
  - (8) The appointment of a new Lobby Corps Executive Board member will begin immediately after the expiration of ASUCSD Council's ability to override the Lobby Corps Executive Board decision at the recommendation of the Vice-President External Affairs.
  - (9) Once council's ability to override has expired, the Vice-President External Affairs can then submit a new nominee for approval.
- (g) Activities
  - (1) Lobby Corps will advocate on behalf of UC and UCSD students through a number of activities, including, but not limited to:

- (a) Regular in-district lobby visits
- (b) Quarterly lobby visits in Sacramento
- (c) UCSA Student Lobby Conference
- (d) USSA Grassroots Legislative Conference
- (e) Call-in actions, letter writing, teach-in's, educational events and forums and other media tactics
  - (1) These tactics shall be organized in collaboration with the Campus Organizing Directors.
  - (2) These tactics shall coincide with any tactics being done in UCSA
- (2) Lobby Corps shall coordinate lobbying efforts with the following entities that include but are not limited to:
  - (a) Student Organized Voter Access Committee (SOVAC)
  - (b) Student Promotes Access Center for Education Service (SPACES) Local and Statewide Affairs Director
  - (c) UCSD Governmental Relations (GR)
  - (d) ASUCSD Council
- (h) Conferences
  - (1) UCSA Student Lobby Conference
    - (a) The Director, alongside the Legislative Liaison, shall ensure that the UCSD delegation is prepared for the UCSA Student Lobby Conference.
    - (b) The Executive Board shall serve on the steering committee for SLC through UCSA.
    - (c) The Executive Board shall ensure that all lobby visits are scheduled and confirmed on a timely manner.
    - (d) The Executive Board shall ensure that all databases are up to date and prepared for the conference.
    - (e) The Executive Board shall determine the composition of the delegates in each lobby visit.
  - (2) USSA Grassroots Legislative Conference
    - (a) The Director, alongside the Legislative Liaison, shall ensure that the UCSD delegation is prepared for the USSA Legislative Conference.
    - (b) The Executive Board shall ensure that all lobby visits are scheduled and confirmed on a timely manner.
    - (c) The Executive Board shall ensure that all databases are up to date and prepared for the conference.
    - (d) The Executive Board shall determine the composition of the delegates in each lobby visit.
- (i) Meetings
  - (1) Each member of the Lobby Corps Executive Board must serve at least three office hours per week.
  - (2) The Lobby Corps Executive Board, along with Ex-Officio members shall meet on a weekly basis.
  - (3) The Lobby Corps Executive Board will attend External Meetings by request of the ASUCSD Legislative Liaison and/or Vice-President External Affairs.

### 3.2 All Campus Transfer Association (ACTA)

- (a) The ACTA constitution can be found in the Auxiliary Board, Service, and Commission Constitution section of the A.S. website.
- (b) ACTA is within the A.S. Office of Student Organizations

### 3.3 All Campus Commuter Board (ACCB)

- (a)The ACCB constitution can be found in the Auxiliary Board, Service, and Commission Constitution section of the A.S. website.
- (b)ACCB is within the A.S. Office of Student Organizations

## Chapter 4 Enterprises and Student Services

### 4.1 Office of Enterprise Operations and Student Services

#### ii. Structure of Office

##### (1)AVP Enterprise Operations and Student Services

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

##### (b)Chief of Staff

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

##### (c)Director of Marketing

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

##### (d)Director of Finances

- (1)Shall be responsible for tracking the fiscal state of all AS Enterprises
- (2)Shall act as the financial liaison between staff managers and the AVP of Enterprise Operations and Student Services

- (3) Shall prepare reports on the fiscal state of all enterprises for the AVP Enterprise Operations and Student Services and AS Council
- (4) Shall help analyze, the fiscal state of all AS Enterprises
- (e) Director of Sustainability
  - (1) Shall obtain recommendations from the AVP EJA to ensure that sustainable business practices are demonstrated in all A.S. Enterprises
  - (2) Shall report to the AVP Enterprises and Student Services on the current state of business practices in all AS Enterprises and provide recommendations to the A.S. council as to where improvements can be made
- (f) Enterprise Operations Intern
  - (1) Shall provide assistance to the AVP Enterprise Operations and Student Services in whatever capacity is designated
- (g) Any other staff designated by the AVP of Enterprise Operations and Student Services.

#### 4.2 Enterprises

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

#### 4.3 Student Services

- (a) Definition.
  - (1) Student Services are services to the Associated Students in providing unique opportunities for students to become involved with creative outlets and volunteer opportunities. This office also serves the purpose of offering the transit of students to and from areas of the greater San Diego area by means of the Safe Rides service. It exists to act as an overarching entity meant to oversee the management of the services, here defined as fully funded or partially subsidized ASUCSD entities that provide valuable services and opportunities to

undergraduate students of the university. Student Services includes the following services: Safe Rides, KSDT, TTV, and the AS Graphic Studio. The office shall seek to expand the number of services available to the students of the university in order to better improve the quality of student life and work in collaboration with the outside community to acquire sponsorships in order to secure new services, as well as expand existing services.

#### 4.4 Triton Television (TTV)

(a) The TTV constitution can be found in the Auxiliary Board, Service, and Commission Constitution section of the A.S. website.

(b) ACTA is within the A.S. Office of Enterprises and Student Services

#### 4.5 KSDT Radio

(a) The KSDT constitution can be found in the Auxiliary Board, Service, and Commission Constitution section of the A.S. website.

(b) KSDT is within the A.S. Office of Enterprises and Student Services

#### 4.6 Safe Rides

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

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

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

#### 4.7 AS Food Pantry

##### (a) Mission and Objectives

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

##### (b) Structure and Management

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

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

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

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

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

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

(1). Purpose

- i). The University of California Undergraduate Experience Survey (UCUES) in 2012 revealed a large amount of students who face food insecurity.
- ii). The role of this Committee is to design and implement programs to help prevent the exacerbation of this issue and begin finding solutions to relieve food insecurity at UC San Diego.
- iii). This Committee will oversee the Triton Food Pantry and ensure its continued success in coordination with the goals of the Associated Students.

(2). Membership

- i). The Food Insecurity Committee will maintain the philosophy of open meetings. Any UCSD or UCOP affiliate can become a non-voting member of this committee.
  - (a) The workgroup may vote on granting ex-officio membership to any person after they have attended three consecutive meetings.
- ii). Voting Membership
  - (a) 2 Representatives appointed by the Graduate Student Association
  - (b) 2 Representatives appointed by the Associated Students
  - (c) A representative appointed by each college council
  - (d) The Student Managers of the Triton Food Pantry
  - (e) AS Advisor
  - (f) Representative from the Office of the Vice Chancellor of Student Affairs
  - (g) Representative from the Council of the Deans of Student Affairs
  - (h) Representative from Housing, Dining, and Hospitality
  - (i) Representative from Swipes for the Homeless
  - (j) AS AVP of Student Services
  - (k) 1 Faculty Member
    - i) If the need arises for increased representation for students or specific departments, the Committee may vote, by a 2/3 threshold, to add an ex-officio member to the voting membership

(3). Ex-Officio

Membership i). AS

President

ii). AS Director

iii). Representative from Financial Aid

iv). Representative from the Office of Institutional

Research v). Representative from Student Health

vi). Representative from University Centers

vii). Representative from Center of Student

Involvement

(4). Officers

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

Week 10 of Spring Quarter.

- ii). An ex-officio member cannot become the Chair of this committee
- iii). The Vice-Chair must be a student
- iv). The Chair Shall be unbiased
- v). Chair
  - (a) Shall preside over all meetings
  - (b) Prepare all agendas for meetings
  - (c) Shall be an ex-officio member of all subcommittees
  - (d) Attend all meetings as a representative of the committee
  - (e) Only vote in the case of tie
  - (f) Determine composition of subcommittees, including the chair of the subcommittee
    - i) This can be overturned by a 2/3 vote of the Committee
- vi). Vice Chair
  - (a) Shall maintain the minutes of each meeting of the workgroup
  - (b) Preside over meetings in the absence of the Chair
  - (c) Shall maintain attendance
  - (d) Shall chair the Rules Subcommittee
- vii).Impeachment
  - (a) The Chair or Vice-Chair can be removed by a 2/3 vote of the committee.
  - (b) In the case of vacancy or impeachment, the election will occur at the next meeting.

(5). Meetings

- i). The workgroup will meet regularly at the discretion of the Chair.
- ii). The Chair must announce any meeting at least 48 hours prior to the meeting time.
- iii). The minutes of each committee meeting will be kept in paper at the Triton Food Pantry and online.
- iv). This Committee may not meet during the hours of operations of the Triton Food Pantry.
- v). The agenda and minutes from the previous meeting must be sent out over the listserv at least 48 hours before each meeting.
- vi). We will use an abridged form of Robert's Rule to maintain order.
- vii).Meetings will use the following as a template for the agenda and minutes.
  - (a) Opening Roll Call
  - (b) Approval of Minutes

- (c) Items of Immediate Consideration
  - (d) Public Input
  - (e) Report of Committees
  - (f) Reports of Members
  - (g) Old Business
  - (h) New Business
  - (i) Adjournment and Closing Roll Call
- viii). Meetings will have a lower threshold to maintain quorum unless the committee is approving a budget or a significant piece of legislation
- ix). For general meetings, Quorum shall be held with a solitary officer in attendance with a minimum of 7 other members. 5 of these other members must be voting members.
- x). In a meeting discussing significant legislation, Quorum will be maintained by having both Officers in attendance with 11 other members. 7 of these members must be voting members.

#### (6). Subcommittees

- i). Anyone can call for the creation of a subcommittee
  - (a) They must be a voting member
  - (b) The chair of any subcommittee will be non-voting except in the case of a tie.
  - (c) They must have two other co-sponsors of this ad-hoc subcommittee unless the chair or vice-chair call for the creation of the subcommittee.
  - (d) They must state the members who will be a part of it.
  - (e) These will be ad-hoc committees which can be dissolved by the Chair at any time.
  - (f) They must draft a charter to be looked at by the Rules subcommittee.
  - (g) This charter must list the goal of the subcommittee.
  - (h) If the rules committee believes the sub-committee should become a standing sub-committee they will approach an AS representative to sponsor the language at the next AS Council meeting
- ii). Food Pantry Subcommittee
  - (a) Shall be the main advisory group for the Triton Food Pantry
  - (b) The rules for the Triton Food Pantry shall be kept in Triton Food Pantry Operational Guidelines.
    - i) These guidelines will be drafted by the inaugural Food Pantry Subcommittee
    - ii) These rules can be amended by approval of the full committee.
  - (c) The following members shall be a part of this subcommittee:

- i) Triton Food Pantry Student Managers
  - ii) AS Advisor
  - iii) AS AVP of Student Services
- iii). Rules Subcommittee
  - (a) Shall be responsible for reviewing and providing recommendations on any legislation that pertains to the committee
    - (i) Shall be responsible for securing funds and creating an annual budget.
      - 1. Budget Revisions will be required whenever new money and new allocations are made.
      - 2. Whenever money is spent that was not directly allocated for in the annual budgets, the purchaser must notify the Chair of the Rules Committee.
      - 3. If the items purchased total more than \$250, the Chair of the Rules Committee must give approval for this expenditure.
        - a. If the item is more than a \$1000, then approval must come from the full committee.
    - (b) This subcommittee will also be charged with establishing the rules of order for the committee as a whole
    - (c) This subcommittee will assist the other subcommittees in preparing their governing documents
    - (d) The following people shall be members of this subcommittee:
      - i) a representative from GSA
      - ii) a representative from AS
      - iii) Two representatives from the College Councils
      - iv) Two representatives of Staff or Faculty

## Chapter 5 AVP Food and Housing Resources

### Office of Food and Housing Resources

- a) The purpose of the office of Food and Housing Resources is to help coordinate the campus wide effort to provide accessible, affordable, sustainable food and housing to all UCSD students. The office will work with partners both on and off campus to address food and housing needs.
- b) Structure, Powers, and Responsibilities
  - 1) Associate Vice- President of Food and Housing resources
    - a) Shall direct the Office of Housing Resources.
    - b) Shall create the annual goals and strategy for the office.
    - c) Shall work with interns to assist with projects and goals.
    - d) Appoint and oversee all Housing Resources staff positions
    - e) Issue annual reports on the status of on-campus and off-campus housing at UCSD.
    - f) Advocate the needs and concerns of the student body to Administration.
    - g) Shall chair the AS Reslife committee.
    - h) Create and promote workshops and services to help students transition to off-campus housing.
    - i) Meet regularly with HDH and Off campus housing staff
    - j) Sit on Food Insecurity Workgroup and Housing Insecurity Committee
  - 2) Reslife interns
    - a) Shall communicate with Reslife committee to set goals and projects
    - b) To work with RAs and ICRA to advocate needs of on campus students
    - c) Coordinate collaborative efforts between AS and Reslife

- 3) Off-Campus housing interns
  - a) Work with Off-Campus Senators to program and advocate for off-campus residents
  - b) Collect data about off-campus residents
  - c) Create programs to educate students on how to move off campus
  - d) Organize Off-campus housing fair
  - e) Create partnerships with local student communities
  - f) Program off-campus events
  - g) Work with ACCB
  - h) Work with Commuter services events and program manager
- 4) Affordability interns
  - a) Research trends in housing prices on and off-campus.
  - b) Advocate UCSD and outside entities for affordable housing for students
  - c) Research statewide trends in regards to College Housing
  - d) Advocate for reasonable cost of living estimates
  - e) Educate students on budgeting and cost saving ideas
- 5) Legal interns
  - a) Work with student legal services to help students with housing cases
  - b) Create workshops to address tenant rights
- 6) Food systems Intern
  - a) Collaborate with UCSDs network of food
  - b) Create educational events to address food needs
  - c) Work with Food Pantry managers to create programs to address food insecurity
- 7) Calfresh Intern
  - a) Work with the Foodbank and HDH to manage Calfresh program at UCSD
  - b) Expand Calfresh educational programs at UCSD
- 8) Special events Intern
  - a) Coordinate marketing and material for special events in the office of Food and Housing
  - b) Address all logistical issues with special events
  - c) Work with AVP and other interns to enhance their programs and events.

(a)A.S. Triton Food Pantry

(1)Mission and Objective

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

(2)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 three part time students as Volunteer Coordinators/Managers of the Triton Food Pantry at a maximum of 15 hours each per week

(1)Lead Student Manager

- (a) The Lead Student Manager shall coordinate and oversee the other student managers.
- (b) This manager shall serve as the bookkeeper for the Triton Food Pantry by maintaining a ledger of all accounts, income, and expense.
- (c) This manager will work on maintaining all

documents pertaining to the Triton Food Pantry.

(d) This manager will maintain the current inventory and operations to ensure the shelves are stocked.

(e) This manager will have keys to the Triton Food Pantry cart.

(f) This manager shall coordinate the demographics and satisfaction survey.

(g) This managers shall stay in constant communication with partners and collaborators.

(h) This manager shall coordinate emails, tours, and meetings that pertain to the Triton Food Pantry.

(2) Volunteer & Outreach Manager

(a) This manager shall serve as the trainer, manager, and disciplinarian for all interns and volunteers.

(b) This student manager shall hire Food Pantry Volunteers to run the pantry.

(c) At least 1 student manager must be present during the hours of operation of the pantry.

(d) This manager shall serve as the projects manager for interns and volunteers.

(e) This manager shall plan and attend the quarterly training for volunteers and the annual retreat for interns.

(f) This manager shall put the volunteer application on the A.S. website.

(g) This manager shall organize food service days, food drives, tabling events, and organization volunteering.

(h) This coordinator shall be in charge of marketing including the email, Facebook, and Twitter.

(3) Programming Student Manager

(a) This manager shall work with the Outreach Interns to create meaningful partnerships to increase the financial sustainability for the Triton Food Pantry and to enable the Triton Food Pantry to better serve the groups of students that disproportionately use the Triton Food Pantry.

(b) This manager shall coordinate food demonstrations and meal preparation events.

(c) This manager will work closely with the A.S Office of Food & Housing Resources on Calfresh Informational Workshops and Food Insecurity Educational Sessions.

(d) This manager will be responsible for meeting and partnering with organizations that would like to program with the Triton Food Pantry.

(c) Role of Interns and Volunteers

(1) Interns

(a) Shall be assigned to work under a single manager

(b) An intern assigned to the Volunteer and Outreach Manager shall serve as the lead intern

(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.

(d) Private Staff Access

(1) Volunteers may be granted limited access to the computer and to the phone. Interns will have unlimited access to the computer and limited access to the phone and facebook. Managers will have access to the computer, phone, facebook, email, and twitter

(e) 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.

(5) TimeSheets

(a) 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

(b) Timesheets may be turned in online and will be collected bi-weekly

(f) Budget

(1) The Triton Food Pantry will manage three 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

(2) The three Food Pantry Managers shall prepare a budget for the Financial Controller by Week 2 of Fall Quarter and Week 8 of Spring Quarter

(3) The Volunteer & Outreach Manager will work on bringing in

more revenue from campus partners.

Title IV  
Senate

Positions

The Associated Students Senate is a group of elected representatives which serves as the policy- making body of Associated Students. As a governing body, we 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.

Responsibilities of Senators

Common Responsibilities

- (e) Participate in at least two projects every year, one of which must be completed and submitted to the AS website by Week 5 of winter quarter.

(f) Serve on one standing committee.

#### College Senators

The College Senators shall be responsible for creating policy, programs, and initiatives for students of their respective colleges. They shall advocate for the needs of students of their colleges. Their responsibilities shall include:

Acting as a liaison between the colleges and the Senate.

Distributing information to their respective college councils

Adhering to both their College Council standing rules and the AS standing rules

Must attend all required meetings of their respective College Council. One project must benefit the students of their respective College.

#### Academic Senators

The Academic Senators shall be responsible for creating policy, programs, and initiatives for students in their academic divisions. They shall advocate for the needs of students of their divisions. Their responsibilities shall include:

Distributing information between the ASUCSD Senate and their divisions and students

Building relationships with the Teaching and Learning Centers

Attending weekly meetings with AVP Academic Affairs

Creating one project that benefits the students of their academic division

#### Campus Wide Senators

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 students 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:

Serve on at least two campus-wide committees.

One project must benefit the campus as a whole.

#### First Year Senators

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 transfer transition process, academic success, and student life.

Their responsibilities shall include:

Must attend all required meetings of the First Year Council. One project must benefit first year students.

Serve on at least one campus-wide committee.

### Transfer Senators

The Transfer Senators are responsible for creating policy, programs, and initiative 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:

- Must attend all required meetings of the All Campus Transfer Association and assist with at least one ACTA event per quarter.

- One project must benefit transfer students.

- Serve on at least one campus-wide committee.

- Build and maintain relationships with the administrators of the Transfer Student Services department and foster two-way communication about transfer student issues.

- Build and maintain relationships with the transfer student leadership of all six colleges, including official transfer student organizations as well as transfer student representatives to college Senates.

- Build and maintain relationships with the administrators of The Village at Torrey Pines and the student programming leadership of Villagers Initiating Progress.

### Off Campus Senator

The Off-Campus Senators are responsible for creating policy, programs, and initiative for Students who live off campus or are planning to live off campus. They will Advocate for the needs of students to foster the most productive off campus experience.

Their responsibilities shall include:

- Coordinating housing resources and services

- Coordinating commuting resources and services

- Build and maintain relationships with with ACCB

- Build and maintain relationships with with Commuter rep

- Serving on boards or commissions that focus on off campus student issues.

### Out of State Senator

The Out of State Senator shall be responsible for creating policy, programs, and initiative for students that are non-residents students. They shall advocate for the needs of student who are non-resident to provide the most productive in state experience.

Their responsibilities shall include:

- Coordinating housing resources and services for non-resident experience

- Adjustment programs to help transition students to UC San Diego culture

- One project must benefit out of state students

### International Senator

The International Senator shall be charged with advocating on behalf of the international student population. This can include, but is not limited all aspects of student life and student support services for international students.

Their responsibilities shall include:

Coordinating resource and services for international students.

Build and maintain relationships with the Dean of the International center.

Build and maintain relationships with the college international representatives

One project must benefit international students

## Appointment of Senators

### §1.2 Appointment of Senator(s)

(a) By Week 2 of Fall Quarter, the President shall convene a Special Committee to select

(1) First Year Senators

(2) Transfer Senator

(3) Out-of-state Senator

(4) International Senator

(b) The membership of the committee shall consist of

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

(2) Senators will apply for the selection committee via email. After 24 hours, the application period will close and at least three senators will be chosen randomly from the applicants as determined by the chair of the committee.

(3) The Vice President of Campus Affairs, who shall serve as an ex-officio member.

(c) The committee shall solicit applications for the positions, screen and interview candidates for the position, and make a recommendation to the President on the appointment of the Senators, whose number is determined in the constitution. The type and manner of the recommendation shall be specified by the President at the first meeting of the committee.

(d) The President shall consider the recommendation of the committee and submit a nominee for the position to the Senate.

(e) The Senate needs to approve the recommendation by simple majority

(f) The committee shall dissolve upon the approval of the appointment by the Senate.

## Removal from office

The guidelines for removing a Senator from office are outlined in the Constitution Article VII Section 10. The grounds for removal from offices as listed in the Constitution are:

Misuse of Funds

Unsatisfactory attendance

Failure to perform duties

Improper or unethical use of authority

Willful violation of ASUCSD rules, policies, or procedures

## Senate Attendance Requirement

### Senate Meetings

The voting members of the Senate are required to attend all regular and special meetings of the Senate. If a member that is required to attend is not present during a roll call, it is counted against the member as half an absence. The attendance of each member of the Senate is recorded by the Clerk, even if that member is not required to attend. The keeping of attendance records start when members are appointed to Senate up until the appointment of his/her successor

### Attendance at Senate and Committee Meetings

A roll call shall be taken at the beginning of each senate meeting and at the end of each committee meeting. Each missed roll call will count as half an absence. The records of each roll call shall be sent to the Advocate General with the Clerk copied via email.

### Mandatory Events

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

### Excusing Absences

The Advocate General shall be charged with collecting the excuses of absences for all Senate functions. 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 Senate.

Midterms prior to 11 AM the following day may be used as an excuse to leave a Senate function after 9 PM. Further reasons may be allowed at the discretion of the Advocate General. The Senate may, by a majority vote, override the decision of the Advocate General. Excuses must be submitted to the Advocate General via email no later than noon on the day of the Senate function being missed, and the AS Clerk must be copied on this email. In order for an absence to be excused due to a class conflict, a copy of the class schedule must be submitted to the Advocate General before the add deadline for classes each quarter.

If a member of Senate is excused due to the criteria listed above, then they are only excused for that time period with a sufficient time for commute.

### Retroactive Excuses

In situations where a member of Senate has a legitimate reason for an excused absence but was not able to submit their excuse to the Advocate General in time (such as medical emergencies, death of a family member, etc.), Senate may, by a majority vote, excuse the absence retroactively. Retroactive excuses may only be

approved in circumstances in which it was clearly impossible for the member to notify the Advocate General of their absence. Absences due to a reason listed in shall not be retroactively excused if the member had the means to inform the Advocate General on time.

Note: Excused absences prior to the passage of this legislation shall not be counted toward the limit. This sentence shall be removed from the standing rules by the Clerk at the beginning of the next Senate's term.

Upon taking office, every member of Senate shall be notified by the Advocate General of their attendance requirements.

#### Unsatisfactory Attendance

The attendance of a member shall be considered unsatisfactory for the purposes of removal from office when a member has accrued more than three unexcused absences or fifteen excused absences during their term.

The attendance of an Associate Vice President or Director shall be considered unsatisfactory for the purposes of removal from office when a member has failed to make a presentation or submit a report to the President for one quarter.

Upon receiving an unexcused absence that puts a member of Senate at one or less total unexcused absences away from being impeachable, the Advocate General shall notify that member of the possibility of impeachment if more absences are accrued. Once notice has been received, the member is required to confirm their absence count with the Advocate General.

The attendance of an Associate Vice President or Director shall be considered unsatisfactory for the purposes of removal from office when a member has failed to make a presentation or submit a report to the President for one quarter.

The Advocate General shall send a notice of impeachment to the Senate listserv and place the item on the Order of Business, from whence it shall be automatically discharged to Senate if not passed by Committee. All impeachments, being matters of personnel and sensitive in nature, shall take place in executive session and be recorded on closed ballot votes.

In the event that Senate does not approve a resolution of impeachment for a member, the Advocate General may only bring back resolutions of impeachment in the event of additional accrued absences or newly discovered information about the previous absences.

#### Chapter 2 Vacancies in the Voting Membership of the Senate

##### Officers and UCSD Senators

(a) Within fifteen academic days of when the vacancy occurs, the President shall convene a special committee to fill the vacancy.

(b) The members of the committee shall consist of

(1) the President or designee, who shall chair the committee; and

(2) three senators appointed by the President. Senators will apply for the selection committee via email. After 24 hours, the application period will close and at

least three senators will be chosen randomly from the applicants as determined by the chair of the committee.

- (c)The committee shall solicit applications for the position, screen and interview candidates for the position, and make a recommendation to the President on the appointment. The type and manner of the recommendation shall be specified by the President at the first meeting of the committee.
- (d)The President shall consider the recommendation of the committee and submit a nominee for the position to the Council.
- (e)The committee shall dissolve upon the approval of the appointment by the Council.
- (f)This section shall not apply to interim appointments of Officers, which the President may make for up to 25 academic days without the advice of a committee or the approval of the Council, provided, that this power has only been used once per vacancy.

#### College Senators

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

### Chapter 3 Standing Committees

#### Membership in Standing Committees (Committee on Committees)

##### (a)Committee on Committees

- (1)Purpose. The Committee on Committees shall select the membership of each standing committee for the term
- (2)The Committee on Committees shall convene week eight of Spring Quarter, immediately following the transition of the new Senate and the week immediately following the appointment of the new Cabinet.
- (3)This ad-hoc committee may reconvene as needed at any point throughout the term.
- (4)The Committee shall be composed of the following members:
  - (a)President, Chair
  - (b)Vice President Campus Affairs
  - (c)Financial Controller
  - (d)Vice President External Affairs
- (5)The committee shall collect the preferences of each senator and use these rankings to assist in determining the membership of committees for the term.
- (6)2/3 of the voting members serve on Legislative committee, and 1/3 of the voting members will serve on Finance committee

(b) Each committee shall elect a Vice Chair by majority vote of the committee during their first meeting,

(1) The Vice Chair of each committee shall take notes and attendance at meetings and serve as Chair in the absence of their respective Chair.

(c) All Senators must serve on one standing committee.

(d) The President shall be an ex-officio member of all standing committees.

#### Finance Committee

(e) Membership

(1) All members of Finance Committee are voting members except the Chair.

(2) The Financial Controller shall serve as the Chair of the committee.

(3) The Associate Vice President of Student Organizations shall serve as Vice-Chair of the committee.

(4) The President shall serve as an Ex-Officio member.

(f) Duties

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

(2) Regularly review and adjust the Senate finance rules and student organization funding rules as necessary.

(3) Regularly review and audit the finances of the ASUCSD.

(4) Draft and present an agenda to be approved by the Senate at the start of each quarter on goals and initiatives that the committee will undertake.

(5) Present to Senate on a quarterly basis a report of the status of the ASUCSD accounts, finance guidelines, and committee progress.

(6) Present to Senate on a quarterly basis a report on the progress of goals, projects, and future plans of action.

(g) Procedures

(1) There shall be 4 actions that a committee can take on a bill.

(a) Motion to approve

(b) Motion to discharge to Senate

(c) Motion to table for (a set amount of time to committee)

(d) Motion to table indefinitely

(2) Additionally committee may allow the bill to die if not motion is taken.

(3) Committee may not discharge with a recommendation

(4) Actions of committee must be presented to Senate by the chair or acting chair of the committee

(5) If this standing committee approves a bill, and it is objected to on the Senate floor, the chair of the committee may speak on the motion, and the Senate member objecting may speak on the objection and have an opportunity to motion to overturn the decision of committee.

(a) This motion to overturn the decision of the committee shall be nondebateable.

(b) Senate must vote with a simple majority to overturn the decision items from finance committee

(h) Meeting

- (1) Finance Committee will only convene when the Speaker or A.S. Senate refers business to the committee.

#### Legislative Committee

##### (i) Membership

- (1) All members of Legislative Committee are voting members except the Chair.
- (2) The Vice-President External Affairs shall serve as Chair of the committee.
- (3) The Committee Shall elect a Vice Chair from its membership in the First meeting of the Senate term.
- (4) The President shall serve as an Ex-Officio member.

##### (j) Duties

- (1) Consider any bill referred to it by the AS Council, Senate, Speaker, or standing committees, and report any findings or desired action to the Senate in a timely manner. All bills referred to Senate floor shall pass through this committee, with the exception of Finance bills.
- (2) Draft and review referenda, appointments, impeachments, MOUs, resolutions, contracts, constitutional amendments, and changes to the standing rules as necessary.
- (3) Regularly review the rules of ASUCSD and its subsidiary bodies.
- (4) Draft and approve an agenda to be approved by the Senate at the start of each quarter on goals and initiatives that the committee will undertake.

##### (k) Procedures

- (1) There shall be 4 actions that a committee can take on a bill.
  - (a) Motion to approve
  - (b) Motion to discharge to Senate
  - (c) Motion to table for (a set amount of time and to a set committee)
  - (d) Motion to table indefinitely
- (2) Additionally committee may allow the bill to die if not motion is taken.
- (3) Committee may not discharge with a recommendation
- (4) Actions of committee must be presented to Senate by the chair or acting chair of the committee
- (5) If this standing committee approves a bill, and it is objected to on the Senate floor, the chair of the committee may speak on the motion, and the Senate member objecting may speak on the objection and have an opportunity to motion to overturn the decision of the committee.
  - (a) This motion to overturn the decision of committee shall be nondebatable.
- (6) Senate must vote with a 3/5 majority to overturn the decision of the legislative committee.

#### Chapter 4 Special Committees

##### §4.1 Establishment of Special Committees by Charter

- (a) The Senate may establish a special committee by approving a charter for the committee that should contain:
  - (1) the name of the committee;

- (2)the membership of the committee or the manner in which the membership is to be selected;
- (3)the purpose and responsibility of the committee, including if and when the committee is to report back to the Senate; and
- (4)when the special committee will dissolve.

(b)If the Senate does not specify when a special committee is to dissolve, it shall automatically dissolve one academic year from the date of its creation.

#### §4.2 Establishment of Special Committees by a member of AS Council

(a)Any member of AS Council may establish a special committee by writing a charge letter to the membership of the committee. The member of AS Council should determine the membership before writing the charge letter. This charge letter should be copied to the Clerk for recordkeeping. The charge letter should contain:

- (1)the name of the committee;
- (2)the membership of the committee;
- (3)the charge to the committee, including the purpose and responsibility of the committee and if, when, and to whom the committee is to report back to; and
- (4)when the special committee will dissolve.

(b)If the member of AS Council does not specify when a special committee is to dissolve, it shall automatically dissolve one academic year from the date of its creation.

#### §4.3 Establishment of Special Committees by Standing Rule

(a)The Senate may, through the Standing Rules, establish that special committees automatically come into existence at specified times for specified purposes. The language in the Standing Rules should specify:

- (1)the name of the committee;
- (2)the membership of the committee or the manner in which the membership is to be selected;
- (3)the purpose and responsibility of the committee, including if and when the committee is to report back to the Senate; and
- (4)when the special committee will come into existence, and when the special committee will dissolve.

(b)If the language in the Standing Rules does not specify when the special committee is to dissolve, it shall automatically dissolve one academic quarter after it comes into existence.

## 5. Senate Projects

### 5.1Requirements for Senate Projects

- (a) A Senate Project Proposal must be submitted to the VP Campus Affairs no later than Monday of Week 7 of Fall Quarter.
- (b) One Proposal is needed per project. Senators collaborating on one project may submit one proposal.
- (c) Upon submitting a Senator Project Proposal, Senators must submit Bi-Weekly progress reports to the VP Campus Affairs and Advocate General every other Friday until completion of the project. Senators collaborating on one project may submit reports in conjunction.
- (d) The Bi-Weekly progress reports will be presented in Joint Session on

Wednesdays.

- (e) Members of the project must be regularly as defined in the Senator Project Proposal.

Senate Project Meetings.

- (f) The individual(s) who submitted the Senator Project Proposal will be the Senate Project Chair(s).
- (g) The members of a Senate project are required to attend all meetings of the Senate Project. If a member is not present during roll call, it is counted against the member as half an absence.
- (h) Roll call must be taken by the Senate project chair(s) in order for absences to be counted against the member.
- (i) A roll call sheet must be turned into the A.S. Advocate General after every Senate Project meeting. If no Advocate General is appointed at that time, the roll call sheet shall be given to the Associated Student Clerk.
- (j) In the case of an absence, the Senate project chair must notify the member and the A.S. Advocate General of the member's absence no later than 24 hours of the meeting.
- (k) The chair of the project may excuse a member of the Senate Project of any absences within a week of each missed project meeting.
- (l) The Associated Students Senate may by majority vote excuse a member of the Senate project of any absences by the next Senate meeting.

Establishment of Senate Projects

- (m) Any member of Senate, in consultation with the VP Campus Affairs, may establish a Senate project by submitting a Senator Project Proposal that should contain:
  - (1) the name of the project;
  - (2) the membership of the project or the manner in which the membership is selected;
  - (3) the purpose and responsibility of the project; and
  - (4) an estimated time of completion for the project
- (n) A senate project may dissolve either by the following means:
  - (1) majority vote of the Senate project membership; or
  - (2) vote of the Senate

Calling of Special Meetings

(a) Call by the President

- (1) The President may call a special meeting of the Council by notifying the Clerk in writing of the time of, location of, and the topics that will be considered during the special meeting at least forty-eight hours in advance of the special meeting.
- (2) The Clerk will arrange the meeting and notify the membership of the Council that the special meeting is to take place. This notification must take place at least twenty-four hours before the start of the special meeting.
- (3) Only the topics specified by the President in the President's notification to the Clerk may be considered during the special meeting.

(b) Call by a Majority of the executive branch

(1) If a majority of the voting membership of the Council desires to call a special meeting, they may sign their names on a petition that contains the time of, location of, and topics to be considered during the proposed special meeting. This petition must be delivered to the Speaker at least forty-eight hours in advance of the special meeting.

- (2) Upon receipt of a petition, the Speaker shall notify the Clerk in writing of the information on the petition.
- (3) The Clerk will arrange the meeting and notify the membership of the Council that the special meeting is to take place. This notification must take place at least twenty-four hours before the start of the special meeting.
- (4) Only the topics specified by the petition may be considered during the special meeting.

## Chapter 2 Advocate General

### Appointment of the Advocate General:

Whenever the President desires to appoint the Advocate General, the President shall convene a Special Committee to select the Advocate General.

The membership of the committee shall consist of

The President, or designee, who shall chair the committee;

Four Senators

The Advocate General, who shall serve as an ex-officio member to the committee

The Special Committee shall make a recommendation to the President on the appointment of the Advocate General.

The President shall consider the recommendation of the Special Committee and submit a nomination for the position to the Senate.

The Advocate General shall be appointed by eight week of Spring Quarter.

The Special Committee shall dissolve upon the approval of the appointment by the Senate

This subsection shall not apply to interim appointments, which the President may make without the advice of a committee or the consent of the Senate

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

### Duties of the Advocate General

The Advocate General shall represent the Associated Students in all hearings in front of the Associated Students Judicial Board, unless the Advocate General is a party or a witness to the case, in which case the President shall appoint a temporary replacement with the consent of the Senate.

The Advocate General shall review the attendance of the members of the Senate as detailed in Title VI Chapter 4 of this document on a biweekly basis and, when appropriate, bring impeachment charges.

Whenever a member of the Senate earns an unexcused absence, the Advocate General shall notify them about the absence without undue delay.

- (a) The Advocate General shall be apolitical in the execution of his/her/their duties with regards to the attendance policy, arbitration in front of the AS Judicial Board, and AS Senate Meetings.

- (1) Under the circumstances where the Advocate-General also holds appointments to Cabinet, Senate, and other Committees by virtue of holding another office,

this clause shall not apply for the purposes of these aforementioned meetings.  
The advocate general shall abstain from all voting in the aforementioned meeting with the exception of special committees and ad hoc committees.

- (b)The Advocate General shall work to ensure the accountability, transparency, and openness of the Associated Students.
- (c)The Advocate General shall make publicly accessible the absence records he or she keep.
- (d)The Advocate General shall present an annual report on members' absences from A.S. Senate meetings.
- (e)The Advocate General shall be the Speaker of the Senate.

#### Title IV Career Staff Career and Student Staff

### Chapter 1 Director of Associated Students Administration

#### §1.1 Funds

- (a)The funds for the Director of Associated Students Administration, hereinafter referred to as "the Director," shall be provided by registration fees.
- (b)The salary and benefits for the Director of Associated Students Administration shall be appropriately set and adjusted by the Office of the Vice-Chancellor Student Affairs.

#### §1.2 Vacancy and Hiring

- (a)Whenever the position of the Director becomes vacant, a student appointed by the President and a staff member appointed by the Assistant Vice-Chancellor Student Life, shall co-chair a search committee to fill the vacancy. In addition, the Student Life UCSD Human Resources specialist shall also serve on the search committee.
- (b)A majority of the search committee will be made up of students. The President shall appoint the student membership of the search committee.
- (c)The search committee shall forward to the Assistant Vice-Chancellor Student Life the names of one or more candidates unranked that in the estimation of the committee are suitable for hiring. If the Assistant Vice-Chancellor finds that none of the candidates are suitable for hiring or that none of the candidates offered the position have accepted the job, then the Assistant Vice Chancellor will consult with the President, and the search committee will be reconvened.
- (d)The Assistant Vice-Chancellor Student Life may only appoint an Interim Director of Associated Students Administration in consultation with the President.

#### §1.3 Job Card, Working Title, and Supervisor

- (a)Any amendments to a job card for the Director will be done in consultation with the President.
- (b)Any changes to the working title for the Director will be done in consultation with the President.
- (c)The Director shall report to the Assistant Vice-Chancellor Student Life.

#### §1.4 Review

- (a)The Assistant Vice-Chancellor Student Life will provide the President an opportunity to comment on the performance of the Director prior to the completion of the Director's annual performance appraisal.

## Chapter 2 Career Staff Funded Equal to or Greater Than 50% by the Campus Activity Fee

### §2.1 Established Positions

- (a)Admin Assistant II
  - (1)Working Title: Administrative Assistant
  - (2)FTE Provided: 0.90 FTE
  - (3)Supervisor: the Director
- (b)Student Affairs Officer II
  - (1)Working Title: Advisor and Daily Operations Manager
  - (2)FTE Provided: 1.00 FTE
  - (3)Supervisor: the Director
- (c)Programmer/Analyst II
  - (1)Working Title: Software Developer
  - (2)FTE Provided: 1.00 FTE
  - (3)Supervisor: the Director
- (d)Public Events Manager Principal
  - (1)Working Title: Event Manager
  - (2)FTE Provided: 0.7 FTE
- (e)Public Events Manager
  - (1)Working Title: Event Coordinator
  - (2)FTE Provided: 2.00 FTE
  - (3)Supervisor: the Event Manager
- (f)Senior Graphic Artist
  - (1)Working Title: Graphic Enterprise Manager
  - (2)FTE Provided: 1.00 FTE
  - (3)Supervisor: The Director
- (g)Senior Graphic Designer
  - (1)Working Title: Senior Graphic Designer
  - (2)FTE Provided: 1.00 FTE
  - (3)Supervisor: The Director
- (h)Blank Assistant III
  - (1)Working Title: SLBO Human Resources
  - (2)FTE Provided: 0.50 FTE
  - (3)Supervisor: SLBO HR Analyst, Supervisor
- (i)Student Affairs Officer II
  - (1)Working Title: SPACES Retention Advisor
  - (2)FTE Provided: 1.00 FTE
  - (3)Supervisor: The Director
- (j)Student Affairs Officer II
  - (1)Working Title: SPACES Access Advisor
  - (2)FTE Provided: 1.00 FTE
  - (3)Supervisor: The Director

- (k) Student Affairs Officer II
  - (1) Working Title: SACES Operations and Educational Engagement Advisor
  - (2) FTE Provided: 1.00 FTE
  - (3) Supervisor: The Director
- (l) Student Affairs Officer II
  - (1) Working Title: A.S. Services and Commission Advisor
  - (2) FTE Provided: 1.00 FTE
  - (3) Supervisor: The Director
- (m) Blank Assistant III
  - (1) Working Title: Student Organization Fund Manager
  - (2) FTE Provided: 1.00 FTE
  - (3) Supervisor: SLBO Financial Analyst Supervisor
- (n) Administrative Specialist
  - (1) Working Title: Student Government Specialist
  - (2) FTE Provided: 1.00 FTE
  - (3) Supervisor: SLBO Financial Analyst Supervisor
- (o) Blank Assistant III
  - (1) Working Title: Student Government Fund Manager
  - (2) FTE Provided: 0.50 FTE
  - (3) Supervisor: SLBO Financial Analyst Supervisor

## §2.2 Funds

- (a) The funds for all career staff funded equal to or greater than 50% by the Associated Students shall be allocated from the Campus Activity Fee revenue in the annual budget.
- (b) The salary and benefits for all such positions shall be appropriately set and adjusted by the Office of the Vice-Chancellor Student Affairs.
- (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 chapter becomes vacant, the President, or designee, and the Director's designee, shall co-chair a search committee to fill the vacancy. In addition, the Student Life UCSD Human Resources specialist shall also serve on the search committee.
- (b) A majority of the search committee will be made up of students. The President shall appoint the student membership of the search committee. The Director shall appoint the remainder of the membership with the consent of the President.
- (c) The search committee shall forward to the Director the names of one or more candidates unranked that in the estimation of the committee are suitable for hiring. If the Director finds that none of candidates are suitable for hiring or that none of the candidates offered the position will accept the job, then the Director will consult with the President, and the search committee will be reconvened.

## §2.4 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 chapter.

- (b)The President, Financial Controller, and the AS Director will mutually agree on any amendments to a job card for any position in this chapter.
- (c)Any changes to the working title, classification, supervisor, or FTE funding for a position in this chapter will be approved by the Council by an amendment to this chapter. Unless the change is mandated by UCSD Human Resources. However, if this change is mandated by UCSD Human Resources, the AS President will be given time to review the changes and comment.

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

### §3.1 Established Positions

- (a)Admin Analyst Supervisor
  - (1)Working Title: SLBO Financial Analyst Supervisor
  - (2)FTE Provided: 0.30 FTE
- (b)Desktop Support
  - (1)Working Title: Desktop Support
  - (2)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)At least the fraction of the membership of the search committee that is equal to the fraction of the position funded by the Associated Students shall be appointed by the President.

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

- (a)The job card for all newly created positions in this chapter will be reviewed and commented on by the President 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 Council by an amendment to this chapter. Unless the change is mandated by UCSD Human Resources. However, if this change is mandated by UCSD Human Resources, the AS President will be given time to review the changes and comment.

### §3.5 Review

- (a)The supervisor should consult the President for input at least one month prior to the "Performance Appraisal Process" for every position in this chapter.

## Chapter 4 Student General Staff

### §4.1 Established Positions

- (a)Graphic Artists

- (b)Senior Graphic Artists
- (c)Webmaster
- (d)Office Assistant – AS
- (e)Office Assistant – SLBO
- (f)President’s Assistant
- (g)A.S. Meeting Live Blogger
- (h)Triton Food Pantry Managers
- (i)Public Relations Assistant

#### §4.2 Funds

- (a)The funds for all student general staff shall be allocated from the Campus Activity Fee revenue in the annual budget.
- (b)The salary for all such positions shall be appropriately set and adjusted by the Director in consultation with and with the consent of the President.

#### §4.3 Vacancy and Hiring

- (a)Whenever any position in this chapter becomes vacant, the Director in consultation with the President shall establish an appropriate selection process.
- (b)If the Council determines a need for a new student position exists, the President will consult with the Director and Financial Controller prior to submitting the item to the Council for approval.

#### §4.4 Job Card, Supervisor, and Working Title

- (a)The job card for all student general staff may be established or modified by the Director. The AS Director, Financial Controller, and President must mutually agree on the job card.
- (b)The supervisor for all student general staff shall be a career staff position determined by the Director, Financial Controller, and President.
- (c)Any changes to the working title for a position in this chapter will be approved by the Council by an amendment to this chapter. Unless the change is mandated by UCSD Human Resources. However, if this change is mandated by UCSD Human Resources, the AS President will be given time to review the changes and comment.

#### §4.5 Review

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

## Title V Documentation and Recordkeeping

### Documentation and Recordkeeping

#### Chapter 1 Processing of Appointments

§1.1 A person authorized to make the appointment should properly complete an “A.S.

Appointment Form” and file the form with the Clerk. If it is a group or a committee making the appointment, the authorized representative of the group or committee shall complete and file the form.

§1.2 Stipend Appointments.

(a) If the appointment carries a stipend, the Clerk shall present the form to the Financial Controller for a signature approving the stipend.

#### §1.3 Appointments Requiring the Consent of the Council.

(a) If the appointment requires the consent of the Council, the Clerk shall process the appointment as a bill.

(b) The appointment form must be filed with the Clerk by the deadline for a bill to be considered at that meeting.

(c) If the bill is approved by the Council, the Speaker shall sign the form with the date the appointment was approved by the Council and the appointment becomes effective on that date unless a later date is specified on the form.

#### §1.4 Appointments Not Requiring the Consent of the Council.

(a) If the appointment does not require the consent of the Council, the appointment becomes effective when the form is received by the Clerk unless a later date is specified on the form.

(b) An appointment not requiring the consent of the Council may be dismissed by written notification to the Clerk.

(c) The Clerk shall report to the Council all appointments or dismissals made that do not require the consent of the Council.

#### §1.5 Contradiction of Term Beginning and Ending Dates.

(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 2 Maintenance of the Rules Documents

#### §2.1 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 in PDF format on the Associated Students website.

#### §2.2 Clerk's Authority to Properly Maintain Rules

(a) The Clerk shall maintain the approval and amendment dates of every rules document on the first page of the document and update it accordingly.

(b) The Clerk shall have the authority to modify any document except the Constitution to ensure proper and consistent formatting provided that any modifications do not affect the meaning or substance of the document.

#### §2.3 Organization and Formatting of the Standing Rules

(a) The Standing Rules shall be organized in the following hierarchy of descending order:

(1) Title, designated by a roman numeral

(2) Chapter, designated by a number

(3) Section, designated by § followed by two numbers separated by a period. The first number shall be the number of the Chapter it is under. The second number shall begin at 1 and describe the Section number within that Chapter.

(4) Subsections designated by either a lowercase letter or a number surrounded by parentheses. The first Subsection under a Section shall be a lowercase letter,

the Subsection under that Subsection shall be a number. For each further nested Subsection, it shall alternate between lowercase letter and number.

(b) Formatting and Numbers of the Standing Rules

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

Chapter 3 Correspondence

§3.1 All correspondence out of any office of the Associated Students shall be copied to the Clerk for filing unless the correspondence is confidential.

## Title VI Election Code

### *Mission Statement:*

We, the Associated Students, support a democratic, fair, and open electoral process. The purpose of this Election Code is to:

- Provide equal access to any and all with the inclination, qualification, and dedication to serve;
- Promote an efficient and high-turnout election that promotes positive response among the student body; and,
- Prevent foul play that intentionally distorts the process of having a free and fair election.

### Chapter 1 Election Committee

§1.1 The Elections Manager shall chair the Election Committee.

(a) The Elections Manager shall not be a candidate for elected office or publicly support or oppose a candidate, slate or referendum for any elections within the academic year they are appointed.

(1) Shall have a payroll categorization of a Director II

(b) Responsibilities:

(1) Organize campus wide publicity for any upcoming elections in order to solicit candidates;

(2) Inform the student body of relevant information concerning the dates, times, and locations of voting;

(3) Assist the Clerk in publishing the complete list of candidates, candidate statements and referenda for public viewing;

(4) Work to increase voter turnout through the publicizing of the election and ensuring the fairness and streamlining of the election;

(5) Schedule, coordinate and publicize candidate debates, referenda information, speeches and forums, including at least one presidential debate;

(6) Work with the Clerk to ensure the proper maintenance of all election financial records, complaints, violations and other documents pertaining to the election;

(7) Enforce the bylaws of this election code.

(c) If a situation arises that is not provided for in the election rules, the Elections Manager has the authority to make a decision that is consistent with the spirit of the purpose of the Election Code, cited in the Mission Statement. The Election Committee may overrule the Elections Manager in this regard by a majority vote.

§1.2 Election Committee Membership

(a) Appointment of the Election Committee

(1) The membership of the committee shall consist of:

(a) Elections Manager, who shall chair the committee;

- (b) One representative from each college;
  - (1) The College Councils shall select one representative to serve on the Election Committee;
  - (2) The College Councils shall select an Election Committee representative and send their selection to both the Elections Manager and the Clerk by the end of week 3 of Winter Quarter;
- (b) The Elections Manager shall appoint a vice-chair of the committee; only Election Committee members are eligible to serve as the vice-chair;
  - (1) The Election Committee shall not be candidates for elected offices or publicly support or oppose any candidate, slate, or referendum in the current election;
  - (2) The Election Committee shall dissolve when the new Council takes office.
- (c) Removal of Election Committee Members
  - (1) Once the Election Committee has been appointed, only Judicial Boards shall have the authority to remove members of the Election Committee;
  - (2) The Judicial Board shall remove members of the Election Committee if they cannot or have not faithfully performed their duties.
  - (3) In the case of Election Committee representatives, either their college Judicial Board or the AS Judicial Board may hear the case for their removal.
- (d) The President shall not be a member of the Election Committee.
- (e) Responsibilities of the Election Committee
  - (1) Assist the Elections Manager with the planning and execution of the election;
  - (2) Work at the main polling location as determined by the Elections Manager and the AS Public Relations Assistant;
  - (3) Distribute promotional materials campus wide;
  - (4) Perform any other duties as directed by the Elections Manager.

## Chapter 2 Mechanics of the Election

### §2.1 Voting Period

- (a) Voting shall begin at 10 am Monday, second week Spring Quarter, and end at 4 pm on Friday, second week Spring Quarter.

### §2.2 Manner of Voting:

- (a) Voters shall cast their vote on TritonLink.
- (b) Official Ballot:
  - (1) Referenda questions, candidate elections for office, and survey questions may appear in a general election.
- (c) Immediately prior to the first candidate, the ballot should detail the amounts of the ASUCSD election spending limits.
- (d) Candidates shall appear grouped by office. The order in which the candidates appear within their individual grouping will be electronically randomized for each voter.
  - (1) Next to each candidate's name, the following shall appear:
    - (a) A hyperlink to a new window with the Candidate Statement;
    - (b) Candidate Affiliation;
    - (c) Only if the candidate receives a public notice sanction, detailed in Section 5.5.a., will the phrase "Candidate has been found guilty of

violating election bylaw(s)" appear and a hyperlink to a new window will list the corresponding offense(s).

(d)Candidate Picture if available

(e)For Academic Division Senators, A.S. College Senators, and Officers (excluding the Financial Controller):

(1)Voters shall rank the candidates for an office when there are three or more candidates in a race. The number of ranks available to the voter will be equal to the number of candidates running for that office. A voter does not have to use all of the ranks plus one, allowing the voter to "abstain". A voter's candidate selections are not recorded until the voter completes the entire voting process.

(2)In cases when there are fewer than three candidates, voters will select the checkbox next to the name of the candidate(s) or the box that says, "abstain".

(f)For Campus-Wide and Transfer Senators:

(1)To vote for a candidate, voters will select the checkbox next to the name of the candidate or the box that says, "abstain". The number of candidates a voter may cast a vote for in a race is equal to the number of seats in that race plus one, though a voter does not have to vote for all seats in the race.

(g)Voter's candidate selections are not recorded until the voter completes the entire voting process.

(h)Voters must select at least one option on each page during the voting process.

### §2.3 Polls

(a)Official Polling Locations: Any location created by the ASUCSD Elections committee with the express purpose and capability of recording votes. These locations are only considered official polling locations during the hours of operation.

(1)The Election Committee shall determine the official polling locations and hours of operation;

(2)The official polling locations and hours of operation shall be well publicized by the Election Committee on the elections website;

(3)Once announced, the official polling locations and hours of operation may not be changed except with good reason such as rain, extreme wind, or campus closures.

(b)Personal electronic devices not in use by the Election Committee shall not be considered Official Polling Locations.

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

(d)A 50-foot area around the Official Polling Locations will be clearly marked by the Election Committee.

(e)Polling Location will be publicized on the elections website. Candidates will be accountable for knowing the location so that the perimeter is not violated. This includes, but is not limited to chalk or sandwich boards within the boundary at the onset of elections

(f)Any person who has publicly endorsed a candidate, slate, or referendum shall not be

permitted to work at any Official Polling location.

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

#### §2.4 Tabulation

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

(b) For the Academic Division Senators, A.S. College Senators and the Officers (except Senate Chair and Vice President of Finance), the winner of each candidate election shall be determined by Single Transferable Voting using the Droop quota with fractional vote transfer. For A.S. College Senators, the last two candidates in each college race who are considered mathematically viable are the winners. For Campus-Wide Senators, the number of candidates as there are seats who have the greatest number of votes are the winners. For fee referenda and review referenda questions, the option receiving the greatest number of votes is the prevailing option. For other referenda questions, the Council shall interpret and properly apply the results.

(c) In races determined by Single Transferable Voting, if the election results in a first place tie, the Elections Manager shall declare the position vacant and call for a run-off election, except in the case of A.S. College Senator offices. If a first place tie occurs for A.S. College Senator races, then both first place candidates are the winners.

(d) In races determined by Single Transferable Voting, if two candidates are tied for last place, TritonLink election software will randomly eliminate one of the candidates.

(e) Any mathematically unviable candidates will be eliminated.

(f) TritonLink shall deliver the election results to a representative of UCSD Student Affairs.

(g) Under no circumstances should any student be made aware of the election results before all pending complaints are resolved.

#### §2.5 Certification

(a) The election results become official upon certification of the results by the Elections Manager. The Elections Manager shall certify the election results by signing the official copy of the election results and delivering them to the President.

(b) The Elections Manager may not certify the election results until there are no pending election violation complaints in the enforcement process. If an appeal to the Judicial Board is sustained after the Elections Manager has certified the results, the Elections Manager shall recertify the results incorporating the decision.

(c) The Elections Manager may not certify the election results until the Elections Manager believes that enough campaign materials have been removed.

(d) The Elections Manager shall prepare and sign a "Certificate of Election" for all elected candidates.

#### §2.6 Announcement and Publication

(a) The election results shall be announced in a location determined by the Elections Manager immediately following the certification of the results.

(b) The Elections Manager shall notify the President of the results of the election.

(c) The election results shall be posted on the Associated Students website.

### Chapter 3 Participation in the Election

### §3.1 Filing for Candidacy

- (a) Filing period. The filing period for candidates shall begin at noon on Monday of the eighth week Winter Quarter and at end noon on Thursday of the ninth week of Winter Quarter. If either of these days are a holiday, the deadline shall be the next day.
- (b) Eligibility. A candidate must meet the eligibility requirements articulated in the Constitution for that office in order to be a candidate in the election. The Clerk will verify eligibility of all candidates twice: once at the end of the filing period and once the week before voting begins. Officer candidates failing to meet the GPA requirement in the first check will not be considered ineligible if they are able to provide a GPA meeting the 2.5 cumulative GPA requirement in the second check. The second check would occur no later than 11:59pm on Thursday of the week before voting begins. If a candidate is found to be ineligible for office, that person will be immediately so notified by the Elections Manager.

(1) Effective after the 2015 General Campus Election

- (c) Single office restriction. Because the Constitution requires that no person may hold more than one voting position, no person is permitted to file for candidacy for more than one voting position on the Council.
  - (1) Candidates will not be restricted from running for both an AS and College Council positions. However, they must file separately for each position.
- (d) Candidate forms. Candidates must submit the forms listed below in this subsection by the end of the filing period. Candidates may not falsify any information on the forms. Candidates must also complete online filing prior to the filing deadline.
  - (1) The intent form must include the candidate's affirmation that they will adhere to the election rules and any information provided in the mandatory candidate's meeting.
  - (2) Candidate Endorsement Petition: Candidates for an Officer position must collect 150 signatures of members of the ASUCSD. Candidates for Campus Wide and Academic Senator positions must collect 50 signatures of members of the ASUCSD.
  - (3) Candidate Statement (submitted online): Candidates for Officer positions are allowed up to 1500 non-white space typographical characters and candidates for Senator positions are allowed up to 500 non-white space typographical characters. Candidates for College Council positions are allowed up to 400 non-white space typographical characters.

### §3.2 Withdrawal as a Candidate

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

Manager and shall remain effective for the duration of the election.

### §3.3 Mandatory Candidate Meeting

- (a) A meeting of all the candidates shall be held Thursday of the ninth week of Winter Quarter after the end of the filing period and conducted by the Elections Manager.
- (b) The meeting is mandatory for all candidates to attend and candidates are responsible for all information given during the meeting. If a candidate is unable to attend the meeting, the candidate must have a proxy attend in the candidate's place. A person may serve as a proxy for only one candidate.
- (c) During the meeting, the candidates will be introduced to the Election Committee, and informed of the administrative and logistical details of the election, including the election calendar.
- (d) Pictures of the candidates to be placed on the ballot will be taken at the meeting. If a candidate is not present, they may have their picture taken in a location pre-determined by the Elections Manager, by a deadline determined by the Elections Manager, and listed in the candidate packet, to have it appear on the ballot. Picture retakes will not be permitted, except at the discretion of the Elections Manager, but only in the case of technical issues or malfunctions of the camera.

### §3.4 Slate Formation and Affiliation

#### (a) Registration

- (1) All slates may register online starting Monday of the eighth week of Winter Quarter, and may continue to form until the filing period for candidates ends on Thursday of ninth week of Winter Quarter. They must submit the following in their registration:
  - (a) A slate platform and a governing structure of the slate (such that if any disputes arise in how the slate is run they can be resolved).
  - (b) A primary representative for the elections committee to contact.
  - (c) A slate name, which shall not exceed 40 (forty) non-white space typographical characters.

#### (b) Entry

- (1) For a candidate to join a slate, they must be included on the slate authorization form and must designate that they are on the slate when they file online.
- (2) A candidate may only join one slate, and the slate name must appear identically for all candidates on the same slate.
- (3) Candidates may withdraw from a slate until the voting period begins by informing the Elections Committee, the AS Programmer, and the Clerk in writing. Every effort will be made to put the candidate's affiliation as "independent" unless the candidate fills out slate authorization paperwork with another slate.

### §3.5 Slate Regulations

#### (a) Slates will adhere to the following rules:

- (1) Slates may not receive funding from ASUCSD;
- (2) A slate may not use the same name and likeness as a registered student organization;
- (3) Slates may not campaign by any form of mass e-mail;

- (4)Slates shall not be listed with other student orgs in the CSI registry.
- (b)If there is an internal dispute as to the membership, governance, or nominations made by a slate, a party within the slate may ask the ASUCSD Election Committee to adjudicate based on the slate's submitted governing structure.
- (c)The Election Committee may determine if a slate's name is too similar to the name of an existing slate. Acquisition of slate names is done on a first-come-first-serve basis, unless a continuing slate from a previous year exists with a given name and plan of succession, in which case that slate shall have priority over the name.
- (d)If the governing structure of a slate is contrary to university policy, the Election Committee shall request that it be changed. If the slate disagrees with this, they may appeal the decision to the Judicial Board.
- (e)If a slate wishes to reserve space on Library Walk during the campaigning period, the primary representative may reserve space through CSI/OneStop under AS, provided that they include their name and slate affiliation on the reservation. The Elections Manager and University Centers have discretion to place a restriction on the number of reserved spaces per slate,
- (f)This Election Code and the processes and procedures outlined in it shall supersede any processes and procedures outlined in the slate's governing structure.

### §3.6 Non-Election Period Slate Regulations

- (a)After an election is over, a slate may, consistent with its governing structure, choose a student or students who shall have first priority to re-register the slate's name and likeness the following year. The primary representative of a slate shall email the Clerk to inform them of a transfer of agency from one student to another
- (b)In this email the primary representative informs the Clerk of the persons and procedure by which the slate name and likeness will be maintained.
- (c)If a process by which to carry on the slate's name and likeness is not sent to the Clerk by the start of the election filing period for the subsequent general election, then the slate's name is available without priority.

### §3.7 Alignment of College-Specific and Campus-Wide Slates

- (a)All slates shall be composed of either candidates running for campus-wide positions or candidates running for college-specific positions. No slate shall contain both students running in a campus-wide election and other students running in a college-specific election.
- (b)Campus-wide positions include;
  - (1)President.
  - (2)Vice President Campus Affairs.
  - (3)Vice President External Affairs.
  - (4)Campus-Wide Senators.
  - (5)Academic Senators
  - (6)Transfer Senator
- (c)College-specific positions include, but are not limited to;
  - (1)College Senators
  - (2)College Council Presidents

- (d) Under no circumstances shall a campus-wide slate provide election support for a college-specific slate.
  - (1) "Election support" in between slates includes, but is not limited to;
    - (a) Campaign material used by a slate that includes the name of one or more other slates, or that includes the name of one slate and candidates from other slates.
    - (b) Coordination of campaign events including but not limited to tabling or student organization visits.
    - (c) Tacit or strategic partnerships to coordinate or match logos, slate names or other marketing material, including election photographs.
    - (d) Financial support to purchase or coordinate the purchase of campaign material, as well as the sharing or gifting of campaign material.
- (e) Any action by a campus-wide slate that shows alignment shall be reviewed by the A.S. Election Committee. Likewise, any action by a college council slate that shows alignment shall be reviewed by the college Judicial Board.

#### Chapter 4 Campaign Conduct and Regulations

Every campaign conduct regulation will be based upon the following purposes, as outlined in the Mission Statement:

- 1) To promote an efficient and high-turnout election that promotes positive response among the student body. These rules shall be referred to as "Streamlining Rules".
- 2) To prevent foul play that intentionally distorts the process of having a free and fair election. These rules shall be referred to as "Fair Play Rules".
- 3) Ensure that candidates are able to promote themselves without producing unnecessary amounts of waste. These rules shall hereby be referred to "Environmental Rules"

#### §4.1 Candidate and Slate Conduct Regulations

##### (a) Definitions

- (1) **Campaigning:** Any action that is undertaken in order to influence, positively or negatively, the decision of a prospective voter. Campaigning includes conduct online, in person, or by promotional materials. The recruitment of individuals to run for a particular office and the collection of signatures to qualify for an office does not constitute campaigning, so long as these actions do not actively endorse or oppose any candidate, slate, or referendum.
- (2) **Slate-Building Activity:** Recruiting slate members, writing slate platforms, fundraising and securing resources necessary to the carrying out of a campaign. Slate-Building Activity and Campaigning shall be considered mutually exclusive. Slate-Building Activity may not be used to fulfill the goals of campaigning prior to the campaigning period.

##### (b) Fair Play Rules

- (1) Candidates, slate affiliates, or those acting on their behalf may not willfully deface, move, or remove from their places campaign materials of any other candidate or slate. Violation of this rule shall be considered a moderate to

severe offense, with possible sanctions including compensation for damages, Proscribed Advertising, and Public Notice. For egregious or repeated violations, Disqualification shall be considered.

- (2) Information intended to mislead or deceive voters as to the mechanics of the election shall not be written on any campaign material. The severity of the sanction shall depend on its impact on the election at the discretion of the Judicial Board.
- (3) Candidates, slate affiliates, or those acting on their behalf, may not make deliberately false and malicious statements or advertisements about other candidates or slates. In instances of minor violations, this may be punished with Proscribed Advertising. In instances of major violations, a Public Notice or Disqualification shall be considered.
- (4) Candidates, slate affiliates, or those acting on their behalf may not tamper with the tabulation of votes to add or subtract votes from a candidate or slate in such a way that results in more or less than one vote per voter. In cases in which this occurs, the offending slate will be disqualified.
- (5) There shall be no campaigning within 50 feet of Official Polling Locations. Notwithstanding, wearing clothing or accessories that advertise any candidate or slate shall be permitted as long as the individual is not perceived as campaigning. A moderate sanction, such as Revocation of Locational Privileges, is suggested for an initial violation, though repeated violations by a slate may result in longer and more widespread Revocations of Locational Privileges or more severe sanctions.
- (6) Use of ASUCSD offices, services, enterprises, physical resources, equipment, or title to campaign is prohibited. Any individual with a position in ASUCSD may be impeached or removed from office if found guilty of violating this rule or helping a candidate or slate violate this rule. If a slate violates this rule in a minor sense, it shall forfeit and pay a fair market value for all resources obtained in violation of this section. If a candidate or slate violates this rule in such a manner as to potentially change the outcome of the election, a Public Notice or Disqualification shall be considered.
  - (a) AS members who are candidates may state office titles when describing personal experience.
  - (b) AS members may not use their office titles to endorse any candidate, slate, or referendum.

All slates must make a goodwill effort as to not be complicit in any sort of alignment between a campus-wide and a college council slate. If strategic and premeditated alignment between slates does occur, the Elections Committee shall recommend sanctions based on the severity of the alignment. No slate or candidate shall be allowed to solicit endorsement, sponsorship, or otherwise unfair support or promotion from any non-student UCSD employee.

(c) Streamlining Rules

- (1)The campaign period for candidates begins at the conclusion of the Mandatory Candidates Meeting ninth week of Winter Quarter and ends when the polls close on the final day of voting. Candidates and any person acting on behalf of a candidate may only campaign during the campaign period. Violation of these rules shall result in a Revocation of Time or Location Privileges.
- (2)All campaign materials must include a clearly discernible phrase which shall be composed of "VOTE", followed by either "ON" or "AT" or "USING" or "VIA" or "THROUGH" or "THRU", followed finally by either "TRITONLINK" or "TRITONLINK.UCSD.EDU" or "HTTP://TRITONLINK.UCSD.EDU". Violation of this rule shall result in a warning. If the warning is willfully and repeatedly violated, a sanction such as Proscribing Advertising may be imposed.
- (3)Candidates, Slate affiliates, or those acting on their behalf may not post any campaign materials in violation of applicable university posting policies. University Centers posting policies may be found at the following link: [http://universitycenters.ucsd.edu/documents/pc\\_posting\\_policies.pdf](http://universitycenters.ucsd.edu/documents/pc_posting_policies.pdf). Sanctions for violations of university posting policies may include warnings, Revocation of Time or Location Privileges, and responsibility for whichever penalties are assessed by the university for violations of its posting policies.
- (4)Use of equipment that amplifies sound is prohibited within 150 feet of official polling locations when voting is taking place. Sanctions for violations of this rule may include Revocation of Time and Location Privileges.
- (5)Dormstorming and/or Unsolicited campaigning in residence halls or on-campus apartments shall be prohibited. Resident Advisors and/or University staff may not authorize candidates to "dormstorm." Possible sanctions for violations of this rule shall include extensive Revocation of Time and Location Privileges and Public Notice. For large-scale or repeated violations, disqualification may be considered.
- (6)Candidates, Slate affiliates, or those acting on their behalf may not campaign in any classroom or lab, including chalking on classroom boards, except when that location is being used for a student organization meeting. This rule applies to these locations in totality, not just when classes are in session. Notwithstanding, wearing clothing or accessories that advertise any candidate or slate in classrooms or labs is permitted, provided that no active campaigning occurs. Possible sanctions for this rule include Revocation of Time or Location Privileges
- (7)On any campaign materials, slates may only use the term UCSD if preceded by the word, "at". As an example, a slate by the name of VOTE may not use the phrase "UCSDVOTE" on any campaign materials. They may only use the phrase, "VOTEatUCSD".

(d)Environmental Rules

- (1)Candidates and slates are restricted from purchasing or distributing disposable plastic water bottles or Styrofoam products. Violations of this rule shall result in a warning. If the warning is willfully and repeatedly violated, a sanction such as Proscribing Advertising may be imposed.

- (2) Slates and independent candidates may not post more than forty materials, including flyers, portraits, banners, and posters, at one time in University Centers. Violation of this rule shall result in a warning. If the warning is willfully and repeatedly violated, as sanction such as Proscribing Advertising may be imposed.

#### §4.2 Campaign Finance Rules

- (a) No University or ASUCSD allocated funds may be used in support of or against a candidate or slate, except that this restriction does not apply to any print or electronic media editorial funded by ASUCSD allocated funds.

#### (b) Donation Limits

- (1) Campaign contributions may not be accepted from any source not affiliated with UCSD, with the exception of the personal funds of the immediate family of a candidate. For slates, total contributions will be capped at \$150 per non-executive candidate on the slate and \$200 per executive on slate, with total amount per slate not to exceed \$2300. All donation amounts outside the candidate themselves and their immediate family will be capped at a total amount of \$10 per contributor per slate.

- (2) Campaign contributions for non-slate affiliated candidates will not exceed \$1150. All donation amounts outside the candidate themselves and their immediate family will be capped at a total amount of \$10 per contributor per slate.

- (3) Effective beginning in the 2016-2017 UCSD Spring Campus Election

#### (c) Spending Limits

- (1) Candidates Not on Slates. Candidates not on slates may spend no more than \$2,300 in sources coming from the candidate's personal funds, family members of the candidate, or current undergraduate student donations. Each candidate not on a slate must submit a campaign financial report as described below to the Clerk.

- (2) Candidates on Slates. Slates may spend no more than \$2,300 in sources coming from the candidate's personal funds, family members of the candidate, or current undergraduate student donations. A slate must file a campaign financial report as described below with the Clerk for the whole slate.

- (3) If a candidate withdraws from the race more than two weeks before the final day of voting, the slate may not use any of the withdrawn candidate's actual or potential funds towards the calculation of the slate's spending limit. If a candidate withdraws more than one week before the final day of voting, the slate may use 1/2 of the withdrawn candidate's actual or potential funds towards the calculation of the slate's spending limits. If a candidate withdraws less than one week before the final week of voting, the slate may use all of the withdrawn candidate's actual or potential funds towards the calculation of the slate's spending limits. This section is intended to ensure that slates will not be adversely affected by the untimely withdrawal of a candidate. However, abuses of this provision will be taken seriously by the Election Committee and if a slate is found responsible for attempting to postpone the timely filing of a

withdrawal for the sole purpose of retaining a portion of the withdrawn candidate's funds, the Election Committee may impose any appropriate sanction, up to and including disqualification of the slate.

(d) Campaign Financial Report. This subsection shall apply to all slates and candidates.

(1) Campaign Contributions

(a) All donations shall be documented and reported to the AS Elections Manager within one week of the donation being received. The AS Elections Manager will be responsible for ensuring the names of contributor and donation amount are posted on the AS website within 48 hours of their reporting.

(b) All donations shall be documented and reported to the AS Elections Manager within one week of the donation being received. The AS Elections Manager will be responsible for ensuring the names of contributor and donation amount are posted on the AS website within 48 hours of their reporting.

(2) An original receipt, one sample of each piece of all campaign materials produced, and an itemized Campaign Expense Record form must be submitted during a weekly campaign finance meeting at a time prearranged with the Elections Manager. Campaign materials posted after the weekly campaign finance meeting must be submitted at the next scheduled weekly campaign finance meeting. The campaign expenditures for all slates and candidates shall be publicized online during the election period. The campaign expenditures for all slates and candidates shall be publicized online during the election period.

(3) Prior to being worn or distributed by any person to campaign, an original receipt for all clothing or promotional material produced and an itemized Campaign Expense Record must be submitted to and approved by the Elections Manager.

(4) All items used in the campaign must be included in the itemized Campaign Expense Record. The use of residences, personal phone, staples, staple guns, tape, and tacks are exempt from this requirement and do not have to be reported.

(5) The fair market estimated value of donated items, supplies, or services by a person other than a candidate must be itemized on the Campaign Expense Record, and this fair market estimated value shall be applied against the spending limits as if it were an expenditure. The Election Committee will determine the fair market value. In determining the fair market value, the Elections Manager shall depreciate any items that were not purchased new during the current election. This shall include, but is not limited to, old campaign materials used in previous year's elections.

(6) All slate contributions from candidates, as defined earlier, as well as all slate expenditures on campaign materials, shall be listed online in the same manner as the members of the slate and slate name. It will be the responsibility of the Elections Manager to tabulate these numbers online in a timely fashion

(7) Slate materials may only be used after the Elections Manager signs off on them;

i.e. candidates do not have to wait for both this approval and for the online data entry beforehand  
Effective beginning in the 2016-2017 UCSD Spring Campus Election

## Chapter 5 Enforcement of the Election Code

§5.1 The Election Committee shall have the authority to prosecute violations of the election code.

### §5.2 Report of a Violation

(a) Any member of the ASUCSD may report a violation of this Election Code by use of the Election Code Violation Report Form available at [as.ucsd.edu](http://as.ucsd.edu).

(b) The form shall consist of the following:

- (1) The contact information of the student filing the complaint (not to be made public);
- (2) The specific line of election code violated;
- (3) The logistical (date, time, location) information regarding the alleged violation;
- (4) A detailed description of the alleged violation;
- (5) Any relevant evidence of the alleged violation.

(c) If any part of the form is incomplete, the Election Committee shall not consider the complaint.

(d) In order to be considered, complaints must be filed within 48 hours of evidence of the violation emerging to the complainant. Only a unanimous consensus of the Election Committee may overturn this for the purpose of upholding a fair election.

### §5.3 Processing of an Alleged Violation

(a) When the Election Committee receives an Election Code Violation Report Form, the following steps must be taken in the order outlined below:

- (1) After receiving an allegation, the Election Committee will notify the party that has been alleged to have violated the Election Code.
- (2) The Election Committee must post the status of all complaints and allegations on the Elections Website.
- (3) Upon receipt of an allegation, the Election Committee must investigate the allegation and determine whether or not there is evidence to support the allegation. In investigating, the Election Committee may actively seek additional evidence to support a potential case.
- (4) The Committee shall, after its investigation, conclude based on the evidence either that it is likely that a violation has occurred or that it is likely that one did not occur.
- (5) If the Committee concludes that based on the evidence it is unlikely a violation occurred, it shall notify both the filer and the alleged violator of its findings and all records of the allegation shall be removed.
- (6) If the Committee concluded that there is evidence to support the allegation, it shall either issue a warning to the violator in the case of minor violations or to hold a hearing following the procedures outlined in the Election Code Violations Hearing Process (detailed in §5.4).

### §5.4 Election Code Violations Hearing Process

- (a) The Election Committee, if concludes that a violation likely occurred, shall hold a hearing regarding the alleged violation.
  - (1) The Election Committee and AS Judicial Board shall meet prior to the beginning of the campaign period to be trained by the Clerk on the Election Code.
  - (2) The Election Committee and AS Judicial Board shall publicly announce regularly scheduled hearing times at the beginning of the campaign period, including at least four separate days during Spring Quarter Weeks 1 and 2. College Judicial Boards are encouraged, though not required, to do the same.
  - (3) In determining which Judicial Board has jurisdiction over a particular case, the Elections Manager shall consider the Council affiliation of the accused candidate. Candidates for College Council positions or college-specific slates shall have their cases heard by their respective Judicial Board. Candidates for AS positions, AS-specific slates, and multi-council slates shall have their cases heard by the Election Committee.
- (b) The Election Committee shall serve as the petitioner in the hearing while the candidate or slate that is alleged to have violated the code shall be the respondent.
- (c) The AS Elections Manager will serve as the Chair of the Election Committee during hearings, unless they appoint a member of the Election Committee as the representative at the hearing. No slate or candidate shall represent the petitioner.
- (d) The respondent slate or candidate may appoint a representative to present their case during the hearing. This representative may not be a member of any Judicial Board.
- (e) Initial hearings shall follow the procedures described below:
  - (1) Chair of Election Committee introduces case (2 min)
  - (2) Election Committee hears statement from the accused (5 minutes)
    - (a) During the statement, the accused will state if they contest or do not contest the alleged violation brought against them. If the accused does not contest the alleged violation, the election committee will go immediately into deliberations.
  - (3) Members of Election Committee ask questions of both the complainant and accused (20 minutes)
  - (4) Chair adjourns hearing and goes into closed deliberations (no more than 45 minutes)
- (f) After the hearing, the Election Committee shall issue a ruling on whether or not the respondent slate or candidate has violated the Election Code.
- (g) If the respondent is found responsible, the Election Committee shall decide the sanctions using this Election Code.
- (h) The Election Committee shall not impose sanctions that are not allowed for in this Election Code.

#### §5.5 Appeals

- (a) The AS Judicial Board will hear appeals of rulings made by the Elections Committee . If a Judicial Board member is a candidate or is affiliated with any slate or candidate, they shall be replaced by a vote of all members of their judicial board who are not affiliated with a slate or candidate. Any Chair of a Judicial Board that originally heard the case shall not serve on the Elections Appeals Board for that appeal.

- (b) An appeal can be made of the Election Committee's decision by either:
  - (1) Appealing the sanctions set by the Elections Committee.
  - (2) Appealing the decision of the Election Committee through demonstration that the Elections Committee acted inappropriately. This includes, but is not limited to: 1) A decision rendered by an Elections Committee member who is a candidate or who has publicly endorsed a slate or candidate. 2) Evidence of partiality in the election by a member of the Elections Committee.
- (c) No new evidence may be provided during an appeal. If new evidence does arise, a new grievance must be submitted with all old and new evidence.
- (d) The Judicial Board shall hear cases only after the Election Committee has issued a ruling.
- (e) The Judicial Board shall decide to hear a case if at least three members of the Judicial Board vote to hear said case.
- (f) The Judicial Board shall have access to all rulings and recordings by the Judicial Board and the Election Committee prior to deciding whether or not to hear a case.
- (g) Appeals shall follow the procedures outlined in Section 8 Subsection A of the AS Judicial Board Rules and Procedures.
- (h) Should any vote of the Judicial Board result in a tie, the decision or sanction of the Election Committee shall remain in place.

#### §5.6 Public Record

- (a) The Election Committee shall post the status of each case in a timely manner on the AS Elections Website.
- (b) The Election Committee shall post the status of each complaint in a timely manner on the AS Elections Website.

#### §5.7 Possible Sanctions

- (a) Digital Publication of Wrongdoing. A candidate assessed with this sanction shall have a notice posted visibly on the Ballot giving notice to voters of their election misconduct. This sanction shall be hereafter referred to as "Public Notice;"
- (b) Campaign Spending Limit Restriction. If a candidate or slate is found to have violated campaign-finance-related procedures, this sanction may either be used to reduce the total amount the candidate or slate may spend in the election, or to prescribe a period of time in which the candidate or slate may not spend money;
- (c) Proscribed Advertising. This sanction, when applied, lays out a period of time in which a candidate or slate may not engage in a defined medium, or defined media, or campaigning, including flyering, postering, or digital postings;
- (d) Revocation of Time or Location Privileges. This sanction, when applied, specifies locations or times in which a candidate or slate cannot campaign;
- (e) Disqualification. In scenarios of egregious foul play, a candidate or a slate may be disqualified. This penalty may only be applied in the case of foul play violations; Disqualification may only be applied to an entire slate if there is a preponderance of evidence that the Slate encouraged the conduct violation in question or knowingly allowed it to happen. The rest of this chapter notwithstanding, if a candidate or slate repeatedly and willfully defies the rulings of the Judicial Board, the Appeals Board, and the Election Committee, disqualification may be considered;

- (f)Public Apology. In the case of minor offenses, recognition of wrongdoing, a commitment to alter the offending behavior, and a public apology during the election may be imposed.

## Chapter 6 Special Elections

### §6.1 Establishment of a Special Election

- (a)A Special Election may be called in order to take a vote on any number of referenda questions, as determined by the Council. Only referenda questions may appear in a special election.
- (b)The President has the authority to call a special election and set the dates for the election. The President must call the election no less than four weeks prior to the first day of voting.
- (c)The President shall call a special election by emailing the Clerk and the Council, detailing the following:
  - (1)The dates voting will take place; and
  - (2)The purpose for which the special election is being called.
- (d)Special elections may be cancelled by the President with consent of Council at any time.
- (e)Special Elections are bound by the same rules, regulations, and procedures as General Elections, as stipulated in Title IX of the ASUCSD Standing Rules, unless otherwise indicated within this chapter.

### §6.2 Election Committee

- (a)The Election Committee shall follow the same structure, composition, responsibilities, and rules as outlined in section 1.1 of these election codes, unless otherwise stipulated within this section.
- (b)The Election Committee shall be appointed in the same manner as in a general election, but must be appointed no less than two weeks prior to the start of the first day of voting.
- (c)The Election Committee designated for the Special Election shall dissolve when the results of the Special Election have been certified and there are no pending complaints.

### §6.3 Mechanics

- (a)Voting shall begin at 10am on the first day of voting and continue until 4pm on the last day of voting. At the time designated for the close of the official polling locations, those already in the process of voting shall be allowed to complete the voting process.
- (b)Voters shall cast their vote on TritonLink, in accordance with the ballot rules established in Section 2.

## Chapter 7 Authority

### §7.1 College Council Participation in an Associated Students Election

- (a)College Councils may choose to run an election on any Associated Students ballot, provided that the college meet all deadlines prescribed by the Elections Manager and within these election rules;
- (b)The only voters eligible to vote in a College Election shall be the students thereof.

- (c) The Elections Manager shall be responsible for collecting a complete list of positions, candidates, referendum questions, and slates for that College at the end of the filing period for candidates, or no later than two weeks before the first day of voting in a Special Election.
- (d) It is the responsibility of the College Council to submit any change in status of any ballot questions after the deadline, such as withdrawals or disqualification.
- (e) The College Council shall inform the Elections Manager of whether the College shall use a plurality system or Single Transferable Voting System for its races. The ballot and tabulation for College Council ballots shall be the same as the Associated Students ballot.
- (f) All candidates on the Associated Students ballot must submit candidate statements, Slate Affiliation, and pictures in the same manner as any Associated Students candidates.

#### §7.2 Election Committee and College Council Jurisdictions

- (a) Should the bylaws of any College Council and these election rules come into conflict, these election rules shall be superior during the election period for AS candidates. In order to retain the autonomy of College Councils, College Council candidates will be held under the jurisdiction of the College Council election rules. No College Judicial Board may disqualify any candidate for any Associated Students office. Likewise, the Associated Students Judicial Board may not disqualify any candidate for a College Council office.

#### §7.3 Amendments

- (a) The Election Code may not be suspended nor amended from the beginning of a candidate filing period until the certification of the results for that election.

### Chapter 8 Referenda in a General or Special Election

#### §8.1 Approval and Eligibility of Referenda for an Election

##### (a) Fee Referenda

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

##### (a) Review Referendum Petitions

(1) Upon submission to the President of a valid review referendum petition as described in the Constitution, separate referendum questions for each action of the Council petitioned for review shall appear in the next election in which it is eligible.

(5) A review referendum question is eligible to appear in a general election if the review referendum petition is submitted to the President before the end of the filing period for candidates.

(6) A review referendum question is eligible to appear in a special election if the review referendum petition is submitted to the President at least two weeks before the first day of voting in a special election. Council must make every reasonable effort to include an eligible review referendum on the ballot.

(7) If the review referendum question is not eligible to appear in an election within the timeframe required by the Constitution, the President must call a special election to take place within the timeframe required by the Constitution and in which the review referendum question would be eligible.

(8) Every member of the ASUCSD is eligible to vote in review referendum questions.

(b) Other Referenda

(1) Any referendum question that is neither a fee referendum question nor a review referendum question must be approved by a majority vote of the Council. Once approved, the referendum question will appear in the next election in which it is eligible. These referenda shall not be binding on council.

(2) The Council must approve the options that will be available for voters to select when voting and how many of those options a voter may select in the referendum question.

(3) The referendum question is eligible to appear in a general election if approved by the Council no later than the end of the filing period for candidates.

(4) The referendum question is eligible to appear in a special election if approved by the Council no later than two weeks before the first day of voting.

(5) Every member of the ASUCSD is eligible to vote in such referendum questions.

§8.2 Official Ballot

(a) Referenda shall appear after any candidate elections for office

(b) Fee Referenda

(1) For each fee referendum question, only the options "yes", "no", and "abstain" shall appear after the language of the referendum approved by the Council. A voter must select exactly one of the options.

(2) Pro and Con statements for each fee referendum question shall be presented to the voter. The maximum length for the pro and con statements shall each be up to 1500 non-white space typographical characters. Rebuttal statements shall also be presented to each voter, which shall each be up to 500 non-white

space typographical characters. The Elections Manager shall assign the submitters of the pro and con statements, except that the Election Committee may override the decision of the Elections Manager with good cause. If multiple individuals or groups wish to write a pro statement, or if multiple individuals or groups wish to write a con statement, the Elections Manager may choose which individual or group shall pen the statement, based on the following criteria:

- (a) Sincerity of the individual or group in supporting or opposing the referendum
- (b) Undergraduate representatives on committees that are proposing the referendum shall have first opportunity to write the pro or con
- (c) Sponsors or legislative opponents of the proposed referendum on AS Council shall have the next-highest priority
- (d) Student Organizations that will be most affected directly in a financial sense shall have the next-highest priority in writing a pro or a con
- (e) Groups of interested undergraduate students shall have the next-highest priority, followed by individuals

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

(c) Review Referenda

- (1) When a review referendum petition is submitted, each action of the Council that is being petitioned for review shall be on the ballot as a separate review referendum question. Each question shall be worded as neutrally as is feasible, and must refer to a specific action taken by council to be valid. If the elections committee unanimously finds that a review referendum does not conform to this, they shall, as early as is feasible, give the drafters of the review referendum the opportunity to change the wording.
- (2) Each review referendum question shall be phrased as "Do you approve the following action of the Associated Students Council?" with the text of the action of the Council following.
- (3) Only the options "yes", "no", and "abstain" shall appear after the language of each review referendum question. A voter must select exactly one of the options.
- (4) Pro and Con statements for each review referendum question shall be presented to the voter. Pro and Con statements shall follow the rules for pro and con statements outlined in Chapter §8.2., section (b)(2) of this title
- (5) A vote in any review referendum question is not recorded until the voter completes the entire voting process.

(d) Other Referenda

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

- (2) The President shall determine if pro and con statements are to appear with each such referendum question. If pro and con statements are to be presented to voters with the referendum question, they shall follow the rules for pro and con statements outlined in Chapter §8.2., section (b)(2) of this title.

### §8.3 Campaign Procedures for Referenda

- (a) Fair Play Rules: Rules designed to prevent foul play that intentionally distorts the process of having a free and fair election.

- (1) Anyone campaigning must abide by any decision, order, or penalty of the Election Committee while campaigning.
- (2) Campaigns or someone acting on behalf of campaigns may not willfully destroy, deface, move, or remove from their place posters, signs, flyers, banners, or campaign materials of any other campaigns.
- (3) Information that is intentionally and provably false may not be written on any campaign material. Only by a unanimous decision may the election committee pursue this offense.
- (4) Campaigns or someone acting on behalf of campaigns may not tamper with or improperly influence the distribution, collection, tabulation, or storage of the election ballots.
- (5) If the Election Committee believes that a con campaign for a referendum is intentionally violating Election Bylaws in an effort to disqualify the referenda, they may issue a sanction preventing any campaigning for or against the referenda. If the efforts to disqualify are found to be particularly egregious and compromise the results of the election, the Election Committee may recommend to the Judicial Board that the referenda be disqualified. In this case, a Special Election must be held and the con campaign from the previous election will not be permitted to participate in campaigning.

- (b) Streamlining Rules: To promote an efficient and high-turnout election that promotes positive response among the student body. These rules shall be referred to as "Streamlining Rules".

- (1) Campaigning may begin when the Council approves the referendum question or when the review referendum petition is submitted.
- (2) All campaign materials must include a clearly discernible phrase which shall be composed of "VOTE", followed by either "ON" or "AT" or "USING" or "VIA" or "THROUGH" or "THRU", followed finally by either "TRITONLINK" or "TRITONLINK.UCSD.EDU" or "HTTP://TRITONLINK.UCSD.EDU".
- (3) There shall be no campaigning within 50 feet of official polling locations as measured by the Elections Manager when voting is taking place. Notwithstanding, wearing clothing or accessories that have campaign material on them while walking by the polls is permitted so long as the individual does not loiter.
- (4) Use of equipment that amplifies sound is prohibited within 150 feet of official polling locations when voting is taking place.
- (5) Campaigning in any classroom or lab is prohibited except during student organization meetings. Notwithstanding, wearing clothing or accessories that

have campaign material on them in classrooms or labs is permitted.

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

(c) Campaign Finance Rules for Referenda

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

(2) If the University or ASUCSD wishes to allocate funds, the allocation must be approved by the Election Committee by the same deadlines stated in §8.1 related to referenda eligibility to appear in the election.

(3) If the University or ASUCSD wishes to allocate funds to both the Pro and Con campaigns, the amount of funding allocated to each must remain equal to maintain neutrality, and both groups must be informed of the availability and amounts of such funding at the same time.

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