



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

STANDING RULES

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TITLE I

ESTABLISHMENT

Section 1 | Establishment

The Standing Rules of the Associated Students of UC San Diego are hereby established to exercise the powers vested therein by the Constitution of the Associated Students of UC San Diego, hereinafter referred to as the “Constitution”.

- A. The Constitution shall serve as the ultimate and authoritative governing document of the Association and shall, in any and all cases in which there is a conflict between what is stated in the Constitution and the By-Laws, supersede any other by-laws of the Association.
- B. The Standing Rules shall outline the specific policies, procedures, operations, membership, and items of governance relevant to the Association.

Section 2 | General Provisions

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 on the Associated Students website

2.2 | Maintenance of the Standing 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 and the Executive Vice President shall have the authority and the liberty to modify any document except the Constitution to ensure proper and consistent formatting and grammar provided that any modifications do not affect the meaning or substance of the document;
 - a. The Clerk and the Executive Vice President may not, under any circumstances, modify the content, wording, or phrasing of any portion of any document without consent of the Senate.
- C. The Executive Vice President shall have the authority and the liberty to add Appendices to the Standing Rules for the purpose of clarifying meanings within the Standing Rules or adding information and context relating to Campus-Wide committees, Academic Senate committees, and other relevant items.
 - a. Appendices to the Standing Rules shall carry no authority or enforceability but shall exist to add context and information about language contained in the Standing Rules.

2.3 | Organization and Formatting of the Standing Rules

- A. The Standing Rules shall be organized in the following hierarchy of descending order:
 - a. Title, designated by a roman numeral;
 - b. Section, designated by a number;
 - c. Subsection, designated by two numbers,
 - i. The first number shall be the number of the Section the subsection is under,
 - ii. The second number shall begin at one and numerate the respective subsections;
 - d. Paragraphs designated by an uppercase letter;
 - e. Subparagraphs designated by lowercase letter;
 - f. Subsequent clauses shall be alternated between lowercase roman numerals, numbers, and lowercase letters respectively.

TITLE II

EXECUTIVE BRANCH

Section 1 | The Executive Branch

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

The Executive Branch shall consist of:

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

Section 2 | Executive Officers

2.1 | Executive Powers

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

- A. Execute and coordinate efforts to fulfill the advocacy priorities established by the Association, and with consideration of the needs of the student body.
- B. Consistently and collectively communicate with one another, the career staff, Association personnel, and the membership of the ASUCSD to ensure the health, sustainability, and efficiency of the Association.
- C. Have the authority to determine the staff composition of their office, in compliance with the Standing Rules.
- D. Oversee the Cabinet as outlined in the Constitution and in this document.
 - a. The Executive Officers, at the start of their term, may transfer supervision of a member of the Cabinet if they feel their advocacy priorities are better aligned with those of another Executive Officer.
 - i. This transfer may only occur if the originally prescribed supervising Executive Officer consents.
- E. If a situation arises that is not provided for in the Standing Rules, the Executive Officers may make any decision with a vote of simple majority, provided that the decision is consistent with the spirit of the Constitution and Standing Rules.
 - a. If the Senate believes that a decision made by the Executive Officers is inconsistent with the spirit of the Constitution and Standing Rules, the Senate may overturn the Executive Officer's decision by a two-thirds vote.

2.2 | Office of the President

- A. The Office of the President shall, in addition to the responsibilities outlined in the Constitution:
 - a. Advocate and amplify student voices and student issues to campus administration.
 - b. Develop and maintain relationships with campus partners and additional key partners, as needed.
 - c. Attend regularly scheduled meetings with the UC Office of the President (UCOP) along with members of the Council of Presidents.

- d. Meet regularly with the:
 - i. Chancellor.
 - ii. Vice Chancellor of Student Affairs.
 - iii. Associate Vice Chancellor of Student Life.
 - iv. Any additional administrators and partners as it pertains to the priorities of the President.
- e. Maintain responsible and timely communication with students and campus partners.

2.3 | Office of the Executive Vice President

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

2.4 | Office of External Affairs

- A. The Office of External Affairs, in addition to the responsibilities outlined in the Constitution, shall:
 - a. Educate the ASUCSD on issues affecting the University of California on a local, state, and federal level.
 - b. Advocate for issues regarding higher education and lobby University of California officials and legislators on behalf of the ASUCSD.
 - c. Work alongside the University of California Student Association, hereinafter referred to as UCSA, to prioritize advocacy on issues facing the ASUCSD.
 - d. Develop relationships with local government officials, nonprofit organizations, and other interest groups to advance the advocacy priorities of the Association.

- e. Develop civic engagement strategies to actively involve students in local, state, and federal election processes and ensure voter awareness and engagement.
 - i. Shall educate students on ballot measures, elections, and other topics directly impacting students.
 - ii. Encourage voter turnout during midterm, primary, and federal elections.
 - iii. Appoint a representative to the Free Speech and Expression Committee.
 - iv. Work with campus and community partners to achieve its civic engagement responsibilities.
- B. The office staff composition of the Office of External Affairs shall be at the discretion of the Vice President of External Affairs, but must include a Legislative Director and Organizing Director, in compliance with the by-laws of the UCSA.

2.5 | Office of Academic Affairs

- A. The Office of Academic Affairs, in addition to the responsibilities outlined in the Constitution, shall:
 - a. Advocate for student involvement in academic governance as it pertains to academic policies, academic accommodations, degree requirements, and implementation of university policies.
 - b. Review academic policies and strive to participate in the process of rewriting the University academic policies affecting students which are outdated, unworkable, conflicting with other policies, or in violation of students' rights.
 - c. Provide avenues for students to report professors with unfair conduct, possible violations of academic rights, and additional academic needs.
 - d. Actively promote and partner with campus resources intended to support students from underrepresented communities in pursuit of enhancing these communities' academic experiences.
 - i. The campus resources the Office of Academic Affairs is expected to consistently partner with includes but is not limited to SPACES, Community Centers, Student Success, Retention, Triton Transfer Hub, OASIS, and additional campus resources.
- B. The office staff composition of the Office of Academic Affairs shall be at the discretion of the Vice President of Academic Affairs, but must include a Director for each Academic Division of UC San Diego.

Section 3 | Appointed Officers

3.1 | Office of Finance & Resources

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

- f. Work to create unique income opportunities for the Association to further the mission of the ASUCSD.

3.2 | Office of Communications

- A. The Office of Communications, in addition to the responsibilities outlined in the Constitution, shall:
 - a. Strive to build connections between the ASUCSD and the Association.
 - b. Strive to create accessible avenues for the ASUCSD to connect with resources offered by the Association, by:
 - i. Developing and implementing policies, programs, campaigns, and initiatives that facilitate communications, marketing, public relations, and branding consistent with the branding guide of the Association.
 - ii. Creating and maintaining avenues to solicit student input.
 - iii. Assisting in the marketing and outreach efforts for AS Elections, with an emphasis on communities unaffiliated with the Association.
 - iv. Coordinating consistent Association tabling and additional outreach programs aimed at educating the student body about the purpose and activities of the Association.
 - v. Creating signature and special events to connect to the ASUCSD.
 - c. Consistently meet with the marketing and outreach personnel of units within the Association to maximize efficiency, marketing, and facilitate potential areas of collaboration.
 - d. Consistently meet with the career staff of AS Graphic Studios for updates, communications, and advice.
 - e. Coordinate general outreach efforts of the Association to the student body including the promotion of interaction between members of the Association and the campus community.
 - i. Coordinate Association participation in campus-wide promotional events, including but not limited to Triton Day, First Friday, Welcome Week, Orientation, and additional events as deemed fit.
 - f. Consistently communicate with the AS Graphic Studios for all content and design for digital and physical marketing materials.
 - g. Develop and implement monthly posting calendars in conjunction with AS Graphic Studios, and the needs of the membership of the Association.
 - h. In recognition of his contribution to the Association's presence in the ASUCSD, Kiseki the Yorkie shall remain an honorary ex-officio member of the Association.

3.3 | Office of Personnel Affairs

- A. The Office of Personnel Affairs, in addition to the responsibilities outlined in the Constitution, shall:
 - a. Oversee and manage the personnel affairs of the ASUCSD, including but not limited to recruitment, professional development, social culture, roster, attendance, performance standards, performance evaluations, removal, and additional personnel-related matters.
 - b. Develop and execute the annual performance standard rating scale, rubric, and performance evaluation procedures, to be approved by the AS Senate.
 - c. Maintain and regularly review compensated members of the Association's attendance and performance, ensuring their compliance with the Association's governing documents.
 - d. Regularly develop and offer professional development, bonding, and social opportunities for

members of the Association to enhance professionalism, interpersonal relationships, and member belonging.

- i. The Chief Personnel Officer shall be responsible for developing an intensive summer training program intended to prepare the Association's membership for their term.
- e. In conjunction with the Chief Communication Officer, develop and implement recruitment efforts, especially during the first few weeks of Fall Quarter.

Section 4 | Cabinet

All members of the Cabinet shall:

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

4.1 | Office of College Affairs

- A. The Office of College Affairs shall develop programs and initiatives to unite the colleges, build community, and cultivate and maintain the relationship between the College Councils and the Association to provide a strong and effective coalition that is better equipped to serve the student body and provide greater access for students to participate in shared governance; this shall include:
 - a. Upholding the motto, "eight colleges, one great university" through programs that outreach to the campus-at-large to unite the colleges in their shared experiences and way of life and instill a sense of pride and spirit in each of the colleges and class levels.
 - b. Connecting the student governments to other campus communities to encourage larger collaboration and communication.
 - c. Being independent of other units to ensure the office's necessary neutrality.
- B. The Associate Vice President of College Affairs, in addition to the responsibilities outlined in the Constitution, shall:
 - a. Develop, manage, facilitate, and report on all advocacy work, projects, and programs pertaining to the College Councils, including:
 - i. Providing an office report at the end of the quarter to the Senate on the overall status of College Council relations and other matters as deemed fit.
 - ii. Overseeing, advising, and being consulted on all Association-wide relations with the College Councils, in conjunction with the College Senators and the Leadership of College Councils.
 - iii. Maintaining privacy for communications, documents, and/or conversations with the College Councils, at the discretion of the AVP of College Affairs.
 - b. Coordinate or conduct meetings to enhance the Association's relationship with the colleges, including:
 - i. Coordinate quarterly visits to each of the College Councils.
 - ii. Chair and coordinate weekly Leadership of College Council meetings, which shall include the Chair, President, or leadership equivalent of each College Council, AS President, and Chief Communications Officer.

- iii. Chair and coordinate biweekly Senate-College Interests Committee with College Senators and EVP to understand and address collective College Council matters and to educate College Councils on relevant issues and legislation.
 - iv. Deliver reports at meetings of the Executive Officers on the Association's relations with the College Councils and provide additional updates and advice at the discretion of the Executive Officers.
 - v. Meet with the Council of Deans of Student Affairs at least once per academic year to discuss student interests and voice any concerns.
 - vi. Meet with the A.S. President and the Chief Communications Officer two times per quarter to discuss College Council relations and ways the A.S. President can support the Office of College Affairs and College Councils.
- c. Actively seeking collaborations and partnerships with other units of the Association.
- C. The Leadership of College Councils may, by a two-thirds vote of the voting members, including and limited to one, and only one, President, Chair, or equivalent from each College Council, impeach the Associate Vice President of College Affairs.
- a. Any voting member of the Leadership of College Councils may, at a scheduled meeting of the Leadership of College Councils at which all members are present, call for a vote on Articles of Impeachment against the Associate Vice President of College Affairs, on which all members must vote either yes or no and may not abstain, and which shall include one or more of the following grounds:
 - i. Failure to represent College Council interests.
 - ii. Misuse of funds dedicated to College Council activities and/or initiatives.
 - iii. Unsatisfactory communication with Leadership of College Councils.
 - b. Upon the impeachment by the Leadership of College Councils, the Senate shall confirm the impeachment of the Associate Vice President of College Affairs by a two-thirds vote.
 - c. Upon the impeachment being confirmed by the Senate, the Judicial Board shall convene to confirm the removal from office. If the Judicial Board finds the member responsible for any of the charges, and assuming all procedures for removal from office were appropriately followed, the Judicial Board may confirm the members removal from office.

4.2 | Office of Food & Housing Resources

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

- d. Program events in conjunction with campus partners during Hunger and Homelessness Awareness Week.
- e. Serve, or appoint a staff member of the office to serve, as the primary Association representative on the Basic Needs Committee and on the Undergraduate Housing Advisory Committee.

4.3 | Office of Student Advocacy

- A. The Office of Student Advocacy shall exist to inform, advise, and represent students:
 - a. Experiencing academic or administrative conflicts with the University.
 - b. Accused of violations of the University of California Policies Applying to Campus Activities, Organizations, and Students (PACAOS), as implemented through UC San Diego's Policy and Procedure Manual and/or the UC San Diego Academic Integrity Policy.
 - c. Facing challenges with financial aid and scholarships, tuition adjustments, or the UC Student Health Insurance Plan (UC SHIP);
 - i. Advocacy and initiatives for issues pertaining to UC insurance plans and waivers, including the UC Student Health Insurance Plan, shall be done in conjunction with the Office of Health and Well-Being.
 - d. Pursue broader issues of student rights affecting large classes of students, including, but not limited to:
 - i. Policy review, such as encouraging and participating in the rewriting of university policies affecting students which are outdated, unworkable, conflicting with other policies, or in violation of students' rights.
 - ii. 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.
 - iii. Student power, by working to attain true student input in the formulation of campus policies and procedures.
- B. The Associate Vice President of Student Advocacy, in addition to the responsibilities outlined in the Constitution, shall:
 - a. Supervise the Student Advocates, who shall be responsible for advising and representing students in University hearings.
 - b. Serve, or appoint a staff member of the office to serve, as the primary Association representative on the Committee on Academic Integrity Policy & Procedures.
- C. The office staff composition of the Office of Student Advocacy shall be at the discretion of the AVP of Student Advocacy, but must include Student Advocates.

4.4 | Office of Transportation & Transformation

- A. The Office of Transportation & Transformation shall advocate for the interests of UC San Diego undergraduate students in the areas of parking, public transportation, U-pass program, campus planning, campus construction/development, and commuter issues.
- B. The Associate Vice President of Transportation & Transformation, in addition to the responsibilities outlined in the Constitution, shall:
 - a. Serve as the main liaison between Associated Students and the Office of the Vice Chancellor-Resource Management & Planning, which includes, but is not limited to the following campus

departments:

- i. Transportation Services
 - ii. Campus Planning
 - iii. Capital Program Management
 - iv. University Centers Commuter Events and Programs
 - v. Design & Development Services
 - vi. Fleet Services
 - vii. Environment, Health & Safety
- b. Serve, or appoint a staff member of the office to serve, on the following campus wide committees:
- i. Student Transportation Advisory Committee
 - ii. Campus/Community Planning Committee
 - iii. Committee on Campus Community and Environment
 - iv. Committee on Planning & Budget
 - v. San Diego Metropolitan Transit System (MTS) Community Advisory Committee
 - vi. University Community Planning Group
 - vii. Any Building Advisory Committee (BAC)

4.5 | Office of Concerts & Events

- A. The Office of Concerts & Events shall provide a variety of concerts and events for the enjoyment, education, and enrichment of the entire campus community; Provide a variety of concerts and events for the enjoyment, education, and enrichment of the entire campus community.
- B. The Associate Vice President of Concerts & Events, in addition to the responsibilities outlined in the Constitution, shall:
- a. Manage and provide curatorial direction to the Office of Concerts and Events.
 - b. Be the signatory authority for all talent contracts, and additional relevant documents utilizing office funds.
- C. The Sun God Festival shall exist to enhance campus spirit and build community, particularly amongst the UC San Diego undergraduate student body, through an annual, high-quality, large-scale, music and arts festival.
- a. The Sun God Festival Steering Committee shall exist to make recommendations to the AVP of Concerts & Events on:
 - i. Long-term goals and planning for the Sun God Festival
 - ii. Date, time, and location of the Sun God Festival
 - iii. Student safety and well-being
 - iv. Campus coordination
 - v. Enhanced programming and community building activities
 - vi. Identification of campus priorities
 - b. The Sun God Festival Steering Committee shall be composed of:
 - i. AVP of Concerts & Events, or designee, who shall chair the committee
 - ii. Chief Communications Officer

- iii. Campus Events Office Campus Events Manager
- iv. Campus Events Office Director
- v. Campus Events Office Production Manager
- vi. A Dean of Student Affairs appointed by the Council of Deans
- vii. A member of the faculty appointed by the Council of Provosts
- viii. Chief of Police or designee
- ix. University Centers representative appointed by the Director of the University Centers

D. The Campus Events Office shall serve only an advisory role to the Office of Concerts & Events;

- a. The AVP of Concerts and Events shall have final authority over the planning and execution of all Office of Concerts & Events events.
- b. All expenses made by the Campus Events Office on behalf of the AS Concerts and Events Office must be approved by the AVP Concerts and Events in writing.

4.6 | Office of Environmental Justice Affairs

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

4.7 | Office of Equity, Diversity & Inclusion

- A. The Office of Equity, Diversity & Inclusion shall exist to:
 - a. Increase the knowledge, appreciation, and presence of diversity on campus
 - b. Work to provide support for historically underrepresented groups on campus
 - c. Help to create a constant medium for discussion on issues pertaining to diversity awareness through forums, diversity trainings, films, speakers, and periodic surveys of campus climate, and by any other appropriate events or programs
 - d. Work to ensure that support for the services and programs of resource centers such as the Lesbian Gay Bisexual Transgender Resource Center (LGBTRC), the Cross-Cultural Center, The Women's Center, Student Promoted Access Center for Education and Service (SPACES), the International Center, the Office of Academic Support and Instructional Services (OASIS) is advocated for through the Associated Students
 - e. Shall support student-initiated outreach and retention of students from historically

- underrepresented backgrounds at UC San Diego
- f. Shall maintain good working relations with the directors of the above-mentioned centers
- g. Shall work with Student Affirmative Action Committee (SAAC) core organizations through service projects and event coordination and supply funding to these initiatives
- B. The Associate Vice President of Equity, Diversity, and Inclusion, in addition to the responsibilities outlined in the Constitution, shall:
 - a. Shall serve on the Student Promoted Access Center for Education and Service (SPACES) Board of Directors
 - b. Shall meet with the Director of the Cross-Cultural Center (CCC) quarterly
 - c. Shall meet with the Directors of all other Resource Centers, including but not limited to, the Black Resource Center, the Raza Resource Centro, the LGBTRC, the Women's Center, etc.
 - d. Shall create, or cross-collaborate with other SAAC organizations, educational events surrounding social justice, underrepresented communities, the importance of EDI at UCSD, and other related topics at least once per quarter.
 - e. Serve, or appoint a staff member of the office to serve, as the primary Association representative on the EDI Advisory Council, Workgroup on the EDI Requirement, and the Chancellor's Advisory Committee on Gender Identity and Sexual Orientation Issues

4.8 | Office of Health & Well-Being

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

Psychological Services (CAPS), College Mental Health, Health Promotion Services (HPS), Student Health Services (SHS), Office for the Prevention of Harassment and Discrimination (OPHD), The Zone, and Recreation

4.9 | Office of Spirit & Athletics

- A. The Office of Spirit & Athletics shall exist to provide a variety of events for the enjoyment, education, and enrichment of the entire campus community by promoting Triton Athletics and Triton Pride.
- B. The Associate Vice President of Spirit & Athletics, in addition to the responsibilities outlined in the Constitution, shall:
 - a. Serve as the primary liaison for Associated Students' involvement in Spirit Night.
 - b. Serve as the primary liaison between Associated Students and Triton Tide.
 - c. Serve, or appoint a staff member of the office to serve, as the primary Association representative on the Recreational Facilities Advisory Board.

4.10 | Office of Local Affairs

- A. The Office of Local Affairs shall exist to develop and maintain relationships with local government officials, non-profits, government agencies, and additional partners in the larger San Diego community to advance and promote student interests and needs.
- B. The Associate Vice President of Local Affairs, in addition to the responsibilities outlined in the Constitution, shall:
 - a. Shall manage and provide policy direction to the Office of Local Affairs
 - b. Shall plan and oversee multiple local engagement programs, campaigns, and development projects in response to impending local legislation and discussions taking place each quarter at the discretion of the External or Local Affairs Staff
 - c. Shall act as the primary liaison between the ASUCSD numerous local agencies, legislators, and community groups as prescribed by the Office guidelines

4.11 | Office of Enterprise & Services

- A. The Office of Enterprises & Services shall exist to regularly look for new services that can benefit the student population or enterprises that provide funds for Associated Students.
- B. The Associate Vice President of Enterprises & Services, in addition to the responsibilities outlined in the Constitution, shall:
 - a. Serve as the Chief Executive Officer and Chairperson of all enterprises and services funded or sponsored by the Association, including AS Essentials, AS Graphic Studio, AS Lecture Notes, AS Safe Rides, KSDT Radio, AS Public Relations and Triton Brand Ambassadors, Made TO Order and Triton Outfitters, Triton Photography Studio, and Triton Television;
 - i. Oversee all functions and long-term planning for the enterprises and services to ensure the financial well-being and stability of the enterprises and services.
 - ii. Lead, under the supervision of the Chief Personnel Officer, the hiring procedures and performance evaluations of all compensated members of the Association enterprises and services, in accordance with the Standing Rules.
 - iii. Assist in negotiations for real-property assets, in accordance with the Standing Rules.
 - iv. Ensure regular and effective communication with the Association as whole, including promoting collaborations with the units and offices of the Association.

- v. Assist the Chief Financial Officer in allocating, maintaining, and improving the physical offices, space, properties, and assets of the enterprises and services.
 - vi. Advise members of the enterprises and services regarding finances and operations.
 - vii. Receive receipts of orders and submit receipts using the office procurement card.
 - viii. Work with the Chief Financial Officer to submit regular reports and audits on the profitability of the enterprises and services, including student use and engagement.
 - b. Oversee all media enterprises and services, including KSDT Radio, Triton Television, Triton Photography Studio.
 - c. Serve, or appoint a staff member of the office to serve, as the primary Association representative on the University Centers Advisory Board.
- C. The Enterprise Stability Reserve shall be formed from a predetermined expected annual amount of enterprise-based revenue, and shall exist to provide stability to expected enterprise-based revenue by absorbing, and by being able to absorb, short-term variances in enterprise performance of at least 10%.
- a. Variances from the expected annual amount of enterprise-based revenue shall be deducted or deposited into the Enterprise Stability Reserve at the end of the fiscal year; the size of the Enterprise Stability Reserve shall be used as a metric to evaluate overall enterprise performance.
 - b. The Enterprise Stability Reserve shall roll over annually and not be returned to the General Unallocated Amount.

4.12 | Office of Student Organizations

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

TITLE III

LEGISLATIVE BRANCH

Section 1 | The Legislative Branch

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

Section 2 | Senator Responsibilities

2.1 | Common Responsibilities

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

2.2 | Individual Responsibilities

- A. Campus Wide Senators
 - a. The Campus-Wide Senators shall be responsible for creating policy, programs, and initiatives that benefit the general student body. They shall advocate for the needs of all students. The focus of each senator will be determined by the current issues facing ASUCSD at any given year. Their responsibilities shall include:
 - i. Serve on at least two external committees.
- B. First Year Senators
 - a. The First Year Senators shall be responsible for creating policy, programs, and initiatives for first year students. They shall advocate for increased resources and representation for first year students to highlight the first-year experience at UCSD. Emphasis should be placed on the transition process, academic success, and student life. Their responsibilities shall include:

- i. Attending all First Year Fellowship meetings

C. International Senator

- a. The International Senator shall be responsible for creating policy, programs, and initiatives for international students. They shall advocate for the needs of international students to provide a quality college experience. Emphasis should be placed on the transition process and student life. Their responsibilities shall include:
 - i. Coordinating resources and services for international students
 - ii. Building and maintaining relationships with the Dean of Global Education and relevant campus partners such as the International Students and Programs Office

D. Off-Campus Senator

- a. The Off-Campus Senators are responsible for creating policy, programs, and initiatives for Students who live off campus or are planning to live off-campus. They will advocate for the needs of students to foster a quality off-campus experience. Their responsibilities shall include:
 - i. Coordinating housing and commuting resources and services
 - ii. Building and maintaining relationships with Commuter representatives of each College Council, administrators in transportation services and off campus housing resources
 - iii. Serving on boards or commissions that focus on off-campus student issues

E. Out of State Senator

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

F. Transfer Senators

- a. The Transfer Senators are responsible for creating policy, programs, and initiatives for transfer students. They shall advocate for increased resources and representation for transfer students to highlight the transfer experience at UCSD. Emphasis should be placed on the transfer transition process, academic success, and student life. Their responsibilities shall include:
 - i. Building and maintaining relationships with college transfer student organizations as well as the transfer student representatives of College Councils.
 - ii. Regularly meet with the Triton Transfer Hub.

G. Senate Pro Tempore

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

2.3 | Appointment of Senators

- A. By Week 2 of Fall Quarter, the Executive Vice President shall convene a Special Committee to select:

- a. First Year Senators
 - b. Transfer Senator
- B. During the first Senate Meeting of Fall Quarter, the Senate shall nominate and elect:
 - a. Senate Pro Tempore
- C. The composition and process of the hiring committee may be found in the AS Constitution for Senate Vacancies
- D. All Senate appointments shall be approved by the Senate by a simple majority vote with the exception of College Senators
- E. In the case of a Senate vacancy, applications for the respective Senator position shall be posted within 72 hours and shall follow Standard Hiring Processes

Section 3 | Senate Procedures

3.1 | Senate Meetings

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

3.2 | Senate Procedure

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

Section 4 | Standing Committees

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

TITLE IV

ASSOCIATION PROCEDURES & POLICIES

Section 1 | Meetings & Attendance

1.1 | Mandatory Events

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

1.2 | Absences

- A. As per the job descriptions provided in Title II for Cabinet, Title III for Senate and Title VI for Auxiliaries, Boards, and Commissions all voting members are required to attend their respective meetings with the allowance of 3.5 unexcused absences and 10.5 excused absences per term per mandatory meeting type.

1.3 | Excused Absences

- A. The Chief Personnel Officer shall be collecting the excuses of absences for all Assembly functions.
- B. The criteria for excused absences shall include: Conflict with class schedule, sickness, doctor's appointment, out of town, family emergency or another mandatory engagement that conflicts with a function of Assembly
 - a. Midterms or Finals prior to 11 AM the following day may be used as an excuse to leave a mandatory function at 9 PM
 - b. Further reasons may be allowed at the discretion of the Chief Personnel Officer. The Assembly may, by a majority vote, override the decision of the Chief Personnel Officer.
 - c. In order for an absence to be excused due to a class conflict, a copy of the class schedule must be submitted to the Chief Personnel Officer before the add deadline for classes each quarter and again if any changes are made.
- C. If a member of the Assembly is excused due to the criteria listed above, then they are only excused for that time period with sufficient time for travel.
 - a. Excuses must be submitted to the Chief Personnel Officer via email no later than 3 hours before required meetings, and 24 hours before other mandatory events, and the AS Clerk must be copied on this email.
- D. Retroactive excuses may be issued by the Chief Personnel Officer in situations where a member of Assembly has a legitimate reason for an excused absence but was not able to submit their excuse in time (such as medical emergencies, death of a family member, etc.). Retroactive excuses may be approved in circumstances in which it was clearly impossible for the member to notify the Chief Personnel Officer of their absence on time

Section 2 | Project Management

2.1 | Advocacy Agenda

- A. The Executive Vice President shall develop and propose the Advocacy Agenda which shall detail the advocacy priorities, projects, initiatives, and programs members of the Association shall dedicate their

term to.

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

2.2 | Reports

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

Section 3 | Travel Code of Conduct

3.1 | Conduct Rules

- A. Members of the ASUCSD traveling on a trip sponsored by the Associated Students of UC San Diego shall be required to agree to the following rules, which shall make up the Travel Code of Conduct:
- a. Obey all laws, rules, and regulations at any Associated Students related events
 - b. Participate fully and coherently in the activities mandatory as representative of the ASUCSD
 - c. Not participate in sexual harassment of any form
 - i. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's employment or education, unreasonably interferes with a person's work or educational performance, or creates an intimidating, hostile, or offensive environment.
 - d. When leaving and entering rooms, closing and locking doors for safety while in lodging being paid for by the ASUCSD; theft caused by failure to close and/or lock doors will not be the responsibility of the ASUCSD
 - e. Refrain from making noise that may disturb other guests
 - f. Respect the property of others and not tamper with the property of others, including, but not limited to, the property of ASUCSD and/or UC San Diego, any person, hotel, lodging, restaurants, and/or other sites visited during the trip
 - i. If any damages to property occur, it must be reported to the student organizer of the trip immediately; these damages shall subsequently be reported to the Director of Student Governments, Auxiliaries, and Services
 - g. Provide accurate contact information and emergency contact information that can be effectively reached in the event of an emergency or any independent trips

- i. Refrain from independent trips during the active times of the conference
- h. In the event of an emergency requiring immediate departure from the activity/trip, the departing party shall be responsible for financing the departure.
 - i. Associated Students, its officers, employees, and agents will not finance premature departure.
- i. In the event of a violation of Regent, Campus, and/or Associated Students policies, the violating party shall participate in a restorative justice process determined the relevant party in Associated Students.

3.2 | Conduct Agreement

- A. Prior to departure to an ASUCSD sponsored trip/event, all participants shall be required to sign a Travel Code of Conduct Agreement, which shall include:
 - a. The name of the participant
 - b. The name of the trip/event
 - c. The date of the trip/event
 - d. The phrase “agree to comply with the rules, standards, and instructions concerning behavior outlined by Regental, Campus, and Associated Students Policies”
 - e. An initial next to each line of the Travel Code of Conduct confirming the participant has read and agrees to abide by each rule
 - f. The phrase and a signature below “I have read the terms and conditions set forth herein, agree to abide by them and understand that this Travel Code of Conduct Agreement is effective upon my acceptance to participate in this AS event.”
- B. All Travel Code of Conduct Agreements for participants shall be kept by the relevant advisor and/or trip leader during the trip and shall be kept for a minimum of six months once the trip has concluded.

3.3 | Conduct Violations

- A. In the event of a violation of the Travel Code of Conduct, participants may be subject to restrictions, including, but not limited to, the following:
 - a. Restriction from participation in future Associated Students trips/events, as determined by the Director of Student Governments, Auxiliaries, and Services and relevant Professional Staff
 - b. Removal from office for participants holding positions in the Associated Students
 - i. For Assembly members, the Senate shall investigate and, if deemed necessary, impeach the violating member
 - ii. For staff members, the Chief Personnel Officer shall investigate and, if deemed necessary, remove the violating member
 - c. Referral to a relevant UC San Diego Office for further investigation and action

Section 4 | Operational Procedures

4.1 | Purpose and Criteria

- A. Operational Procedures shall exist to clarify and supplement policies outlined in the Standing Rules by detailing the procedures of the Association and to ensure consistent procedures and practices for units of the Association overseen by the Executive Officers, provided that the procedure is consistent with the duties and responsibilities granted to the issuing Executive Officer by the governing documents.
 - a. Operational Procedures shall be considered secondary to, and may not conflict with, the

- governing documents, including the Constitution and the Standing Rules.
- b. Operational Procedures shall be made into an organized code, which shall be made publicly available via the Association website alongside the Standing Rules.
 - c. Operational Procedures shall not be used to set advocacy or political policy of the ASUCSD.
- B. Operational Procedures may be established by the Executive Officers for purposes necessary and proper for executing the duties assigned to them in the governing documents.
- a. Operational Procedures for matters that do not have a clear official or body relating to it shall be set by the Executive Vice President.
 - i. The Judicial Board shall settle any disputes over which official or body has jurisdiction to set an Operational Procedure.
 - b. Operational Procedures shall expire at the end of the term of the issuing Executive Officer, unless approved by a simple majority vote of the Senate for an alternative time frame.
- C. Operational Procedure shall contain at least a title, an effective date consistent with the requirements outlined in the Standing Rules, a brief summary of what the procedure entails, the name of the responsible official or body, and a citation of the section of the Constitution or additional By-Laws giving the official or body the authority to create the procedure.

4.2 | Enactment and Amendments

- A. New Operational Procedures, or amendments to existing Operational Procedures, shall take effect no less than forty-eight hours after it is published to the Association listserv, including all details on when the procedure shall take effect and for whom it shall be applicable to.
- B. After an Operational Procedure, or an amendment to an existing Operational Procedure, issued by an Executive Officer has been published, a petition signed by at least two-thirds of the voting membership of the Senate may suspend the Operational Procedure.
- a. The petition shall be submitted to the enacting official or body and the Judicial Board Chair.
 - b. The Operational Procedure shall take effect if the Senate does not, by a simple majority vote, revoke the Operational Procedure within four academic weeks following the suspension.
- C. For Operational Procedures approved by the Senate, a two-thirds vote shall be required to revoke the Operational Procedure.

TITLE V

COMMUNICATION PROCEDURES & POLICIES

Section 1 | Establishment

The Association shall seek to regularly and consistently engage with the ASUCSD through outreach, public relations, marketing, and communication.

- A. The Senate shall have the ultimate authority over the Association branding guidelines, marketing assets, and policies and the Association website, in accordance with their duties and powers as outlined in the Constitution and the Standing Rules.
- B. The Chief Communications Officer shall oversee administration of the Association branding policies, assets, and guidelines; the Association website, social media, and additional platforms; and the Association's presence on campus, in accordance with their duties and powers as outlined in the Constitution and the Standing Rules.
 - a. Staff with positions relating to marketing, communications, outreach, or social media shall be required to complete training on the Association communication policies upon onboarding, to be led by the Chief Communications Officer.

Section 2 | Official Logo and Mascot

2.1 | Official Logo

- A. The official logo of the Associated Students of UC San Diego shall consist of "AS" in gold, "Associated Students UC San Diego" in white, a trident in navy, and a blue background.
- B. The official logo shall be rendered in color; black and white versions using a comparable design may be produced.
- C. The Chief Communications Officer shall keep the rendition of the official logo.
 - a. Any changes to the official logo must be approved by a two-thirds vote of the Senate and must comply with the rest of this title.
- D. The official logo shall be used on all official documents as outlined in this title and may be used for any official purpose of the Association deemed necessary and fit by the Chief Communications Officer.
- E. The official logo shall only be used for additional purposes not defined in this title with the approval of the Chief Communications Officer or the Senate.

2.2 | Official Brand

- A. The official brand colors of the Association shall be UC San Diego Navy (182B49), UC San Diego Blue (00629B), UC San Diego Yellow (FFCD00), Black (000000), and White (FFFFFF).
- B. The Chief Communications Officer shall, by September 1st of the current year, establish a full Brand Guide, including the logo and other branding assets, to communicate a consistent tone for the Association; all units of the Association shall follow the brand identity policy.
 - a. The Office of Concerts and Events shall be exempt from mandated use of the AS logo.
 - b. The Office of College Affairs shall be exempt from mandated use of the AS logo.
 - i. This shall include College Senators, who may use the sub-branded black and white AS logo in the color of their respective college.
- C. The official brand colors shall be used for all emails, letters, and marketing, excluding Triton Dine, Sun God Festival, Horizon, and other exceptions as approved by the Chief Communications Officer.

2.3 | Official Mascot

- A. The official mascot of the Association shall be Fluffy and shall only be used in accordance with the AS Graphic Studio policies.

2.4 | Official Letterhead

- A. The official letterhead of the Associated Students of UC San Diego shall consist of the AS logo and a blue banner in the header and the Association mailing information, website, phone number, and social media icons on the left and a semi-transparent gold trident on the right in the footer.
- B. The Chief Communications Officer shall keep the template of the official letterhead.
 - a. Any changes to the official letterhead must be approved by a two-thirds vote of the Senate and must comply with the rest of this title.
- C. The official letterhead shall be used for all official documents and may be used for any official purpose related to the activities of the Association as outlined in this title or with the permission of the Chief Communications Officer, President, Executive Vice President, or Senate.
 - a. The official letterhead shall include all sub-branded letterheads in line with this section.

Section 3 | Branding Policies

3.1 | Logo

- A. Only the official logo and sub-logos, and no alternative logos, shall be used for social media profile images and email account profile images.
- B. The official logo and sub-logos shall be included for social media and additional visual media and marketing materials produced by unit(s) of the Association, including merchandise, promotional, give-away items, informational materials, event pages, brochures, flyers, books, and email signatures included in emails relating to official AS business.
- C. The official logo and sub-logos shall never be used for unofficial purposes, including personal emails and letters and student email accounts.
- D. Additional logos for relevant partner-organizations may be included, provided that the AS logo is included, at the discretion of the Chief Communications Officer.

3.2 | Brand

- A. Only the official brand colors, and no alternative colors, shall be used for email text and signatures, official letters and resolutions, and marketing graphics for hiring, recruitment, and elections.
- B. The official brand colors shall, unless granted an exception by the Chief Communications Officer, be included for all marketing graphics for programs, events, projects, and initiatives.

3.3 | Mascot

- A. The official mascot may be used and included on social media and additional marketing materials, provided that all designs using the official mascot are approved by the AS Graphic Studio.

3.4 | Letterhead

- A. Only the official letterhead, including sub-brand letterhead, and no alternatives letterheads, shall be used for:
 - a. Order of Business or Agenda for all meetings of the Senate, Cabinet, and Assembly;
 - b. Legislative Items, provided that the proposed legislative item is being introduced to the Legislative Committee and/or the Senate for consideration and contains the word “DRAFT” as a watermark until such time as the legislative item is approved by the Senate, including the

Advocacy Agenda and Performance Standards;

- c. Finance Items, provided that the proposed finance item is being introduced to the Finance Committee and/or the Senate for consideration and contains the word “DRAFT” as a watermark until such time as the finance item is approved by the Senate, including Funding Maximum Appeals for student organizations;
 - d. Public Statements, provided that the statement is:
 - i. Written by an Executive Officer to address an urgent matter,
 - ii. Reviewed and approved by the Chief Communications Office,
 - 1. For members of the Cabinet, the supervising Executive Officer shall also be required to review and approve Public Statements prior to release,
 - iii. Reviewed and approved by a vote of the Senate;
 - e. Internal Documents, provided that the internal document is:
 - i. Being sent to address an urgent matter of the Association by an Executive Officer,
 - ii. Establishing an internal policy or procedure for entities of the Association,
 - iii. Being written and sent as a part of the duties and responsibilities outlined in the Constitution and Standing Rules for the applicable member;
 - f. Performance Evaluations, including both the Performance Standards introduced to the Senate for approval and the Performance Evaluations done for compensated members of ASUCSD;
 - g. Hiring Documents, including all hiring rubrics and scores.
- B. The official letterhead, including sub-brand letterheads, and no alternatives letterheads except for those used by the Office of Concerts and Events, Office of College Affairs, and College Senators using their College Council letterhead, shall be used for:
- a. Reports, provided that the report is being published through an approved channel and addressing official business, including weekly Office and Senate updates;
 - b. Meeting Agendas and Minutes, provided that the meeting is being conducted for official business of an entity of the Association, including the Cabinet and, the Judicial Board, and the Senate;
 - c. Judicial Board Rulings, provided that the ruling is approved by the Judicial Board.
- C. The official letterhead, including sub-brand letterheads, shall never be used for Unapproved Public Statements that do not follow the steps mentioned in this title or for Personal Business not related to the business of the Association or applicable entity.

Section 4 | Media and Publicity Rules

4.1 | Social Media

- A. All units of the Association, including offices and auxiliaries, shall be permitted to have Instagram pages, pending annual review and approval by the Chief Communications Officer.
- B. The public social media accounts of all Associated Students entities shall identify the entity as a part of the “ASUCSD” or the “Associated Students of UC San Diego” in either their page title or description.
- C. All entities' public social media page handles/usernames names shall follow the formula: [ASUCSD Entity's Formal Name] or [abbreviation]; for example, ASUCSD Office of the President or ASOP.
 - a. The Office of Concerts and Events (ASCE) shall be exempt from this rule.
- D. Content produced by unit(s) of the Association to be posted on the web, social media, or other online

accounts by any AS Entity must comply with the following rules:

- a. Include the official logo and/or applicable sub-logo(s)
 - b. Include the name of the office(s) hosting/sponsoring the event/program/initiative
 - c. Include date/time/timeframe and modality/location of the event/program/initiative
- E. The Chief Communications Officer shall, at the end of each year, ask the Associate Vice Presidents to provide a review of their social media accounts, which shall include an overview of their social media practices, an outline of what worked well and what did not work well for their social media accounts, and a justification their social media accounts. The Chief Communications Officer shall also collect all AS affiliated social media account login information.

4.2 | Email

- A. The public email accounts of all Associated Students entities shall identify the entity as a part of the “ASUCSD” or the “Associated Students of UC San Diego” in their name.
- B. All entities’ public email addresses shall follow the formula “AS [Entity’s Formal Name].” Shorthand versions are allowed for entities with longer names, such as the Office of Transportation and Transformation as “astransportation@ucsd.edu”.
- C. Content sent from email accounts shall only be used for official purposes.

4.3 | Listserv

- A. The official electronic mailing list for the Associated Students shall be ascouncil-l@ucsd.edu.
- B. The electronic mailing list shall be closed and maintained by the Clerk; only members of the electronic mailing list may receive or send emails to it for the following purposes:
 - a. Public Statements properly approved as outlined in the Standing Rules;
 - b. Reports from members of the Association, including weekly reports from members of the Senate and weekly reports from members of the Cabinet (including Executive Officers);
 - c. Urgent Communication regarding events relevant to the UC San Diego undergraduate body;
 - d. Information being relayed by the Professional Staff and/or Executive Officers of ASUCSD.
- C. Any person with an email address ending with “ucsd.edu” may be a member of the electronic mailing list by contacting the Clerk and requesting to be added.
- D. Any person found to be using the electronic mailing list for purposes not listed above shall be removed.

4.4 | Slack

- A. The Associated Students Slack shall include the following public channels, which shall be created by the Chief Communications Officer and shall include all members of the Association holding positions:
 - a. general, which shall be public and used for general information, announcements, and events,
 - b. random, which shall be public and used for social discussions and interactions,
 - c. call-to-action, which shall be public and used for urgent announcements and events.
- B. The Associated Students Slack shall include the following private channels, which shall be created by the Chief Communications Officer and shall include the respective members:
 - a. senate, which shall be private and used for discussions and announcements for Senators,
 - b. cabinet, which shall be private and used for discussions and announcements for AVPs,
 - c. assembly, which shall be private and used for announcements for Senators and AVPs,
 - d. executive-officers, which shall be private and used for discussions of the Executive Officers,
 - e. legislative-committee, which shall be private and used for discussions of the committee,

- f. finance-committee, which shall be private and used for discussions of the committee,
 - g. office-of-_____, which shall be private and used for discussions of the respective offices,
 - h. Additional channels as needed for hiring, recruitment, planning, and collaboration.
- C. The Chief Communications Officer shall work with the units of the Association to ensure the maintenance and efficient use of the Slack and the respective channels.

4.5 | Website

- A. The Associated Students Website shall be used as a tool for outreach and accessibility of information, especially for students and Association officials; the website shall represent the breadth of the Association's resources and programs and shall be regularly updated to reflect the current structure and initiatives of the Association.
- a. Units of the Association, including offices and auxiliaries, shall be permitted to have sub-pages on the Association website, but may not create independent websites outside of the approved Association website and sub-pages.
- B. The Chief Communications Officer and the Clerk shall be responsible for working with ITS to ensure the regular maintenance of the ASUCSD Website, including submitting updates to ITS within two business days of receiving content.

4.5 | Merchandise and Promotional / Give-Away Items

- A. The units of the Association shall be permitted to purchase merchandise, promotional items, and give-away items, including posters, stickers, merchandise, and pamphlets, provided that all items follow the branding policies and financial policies outlined in the Standing Rules.

4.6 | Maintenance and Recordkeeping

- A. The Chief Communications Officer shall keep an updated database of all AS social media, websites, emails, and other online accounts that includes the name and contact information of each account administrator.
- B. The Chief Communications Officer shall be an account administrator on all AS social media, websites, emails, and other online accounts.
- C. All account administrators shall be responsible for transferring and relinquishing admin authority to their successor during the transition process; any account administrator who does not do this within two weeks of ending their term shall be removed as an account administrator by the Chief Communications Officer.

4.7 | Enforcement

- A. All members of the Association with positions in which marketing or outreach are central to the position shall receive additional training from the Chief Communications Officer on the brand and communication policies.
- B. Any member of the Association found to be in violation of the Media and Publicity Rules may be referred to the Chief Personnel Officer at the discretion of the Chief Communications Officer and/or the relevant supervising Assembly member.
- a. Disciplinary action shall begin with a written warning from the relevant supervisor and continue as outlined in the Standing Rules.
- C. Any person/organization found using the name or symbols of ASUCSD inappropriately may be referred to the Chief Personnel Officer or Judicial Board at the discretion of the Chief Communications Officer.
- a. Any student may also file a complaint with these bodies concerning an inappropriate use.

TITLE VI

FINANCIAL PROCEDURES & POLICIES

Section 1 | Establishment

The Association shall serve as responsible stewards of the Student Activity Fee and additional fees that fund the operations, programs, and activities of the Association.

- A. The Senate shall have the ultimate authority over the ASUCSD budget, including the budgets of all Association units and the funding of sponsored organizations; the use of ASUCSD funds, including the use of funds by AS Auxiliaries and Services; the ASUCSD Student Organization Funding Guide; and Memoranda of Understanding entered into by the ASUCSD; in accordance with their duties and powers as outlined in the Constitution and the Standing Rules.
 - a. All votes by the Senate on financial matters and allocations, including the Executive Budget and allocations from the Mandate Reserve, shall require that three-fourths of voting members be present, unless otherwise stated.
- B. The Chief Financial Officer shall oversee the administration of the ASUCSD budget and funds and the maintenance of the ASUCSD physical office space and property, in accordance with their duties and powers as outlined in the Constitution and the Standing Rules.
 - a. All decisions on financial matters and allocations requiring approval by the Chief Financial Officer and other Executive Officers mentioned, including Funding Expenses, shall be made within five academic days, unless otherwise stated.

Section 2 | Executive Budget

2.1 | Budget

- A. The Chief Financial Officer shall prepare and submit an Annual Budget for consideration and approval by the Senate.
 - a. The Chief Financial Officer shall prepare and submit a Salary Budget, which shall include salaries of career staff and fee referenda-locked allocations, for consideration and approval by the Senate no later than Week 10 of the Spring Quarter.
 - b. The Chief Financial Officer shall prepare and submit a Summer budget, which shall include all allocations in the Salary Budget and staff stipends, for consideration and approval by the Senate no later than September 1st of the current year.
 - i. The Summer Budget may include, at the discretion of the Chief Financial Officer, allocations for Weeks 0 through 5 of the Fall Quarter and larger allocations which require long-term planning, excluding locked-in referenda.
 - c. The Chief Financial Officer shall prepare and submit a Fall Revised budget, which shall include all allocations for the Academic Year, for consideration by the Senate no later than Week 5 of the Fall quarter.
 - i. All offices shall present to the Senate during Weeks 0 through 4 of Fall Quarter.
 - d. The Budget may be submitted later than the date(s) prescribed above if the Senate or the Executive Officers, by a simple majority vote, agree to delay due to campus-wide emergencies or major concerns.
- B. Senate meetings during which the Executive Budget is presented and considered shall be joint sessions, during which:

- a. Members of the Assembly, with the exception of voting members of the Senate, shall serve as non-voting ex-officio members of the Senate.
- b. The Rules of Order may be suspended and modified to consider the Executive Budget section by section, rather than an entire item.

2.2 | Income

- A. The Chief Financial Officer shall verify the Association's income with the University.
- B. Income from the Campus Activity Fee
 - a. Every member of the ASUCSD shall pay the Campus Activity Fee.
 - b. All income from the Campus Activity shall be placed into a General Unallocated Account.
 - i. The Senate may, by a majority vote, approve allocations from this account.
- C. Income from units of the Association
 - a. Income from any unit of the Association shall be placed into an Income Unallocated Account.
 - i. The Senate may, by a majority vote, approve allocation from this account.

2.3 | Structure

- A. All offices and units of the Association shall use only the following categories as line items, as applicable to the duties and responsibilities as outlined in the Constitution and Standing Rules:
 - a. Projects and Initiatives.— includes, but is not limited to, general funds, advocacy, etc.
 - b. Marketing and Outreach.— includes, but is not limited to, merchandise, marketing and promotional materials, give-away items, tabling, etc.
 - c. Operating and Supplies.— includes, but is not limited to, office supplies, merchandise for members of the office, etc.
 - d. Programming Unallocated.— includes, but is not limited to, event programming, etc.
 - e. Leadership Development.— includes, but is not limited to, professional development, team bonding events, training, retreats, recognition, celebration, etc.
 - f. Travel.— includes, but not limited to, transportation, food, lodging, etc.
- B. If an office or unit of the Association has a long-standing or externally associated program, or a programming event has a budget of over \$15000, it may be its own line item.
 - a. Further exceptions may be made with a simple majority vote of the Senate, and shall only be valid for the academic year in which they are approved.

2.4 | Procedures

- A. The Chief Financial Officer shall notify all funded units of the Association, including offices and auxiliaries, about submitting their budget no less than five weeks prior to the scheduled meeting.
 - a. All funded units of the Association, including offices and auxiliaries, must submit their budget no later than three weeks before the scheduled meeting.
- B. If, by a decision of the Chief Financial Officer, an office budget is cut prior to the budget meeting, then the office shall have access to the revised budget, including the cut(s), no more than forty-eight hours after the proposed change or no less than twelve hours prior to consideration of the budget by the Senate, whichever comes first.

2.5 | Reallocations

- A. Following approval of the Fall Revised Budget, all offices and units of the Association shall require pre-approval by the Senate to reallocate any funds to another office or unit of the Association;

- a. Reallocations shall be submitted by the requesting unit to the Chief Financial Officer, who shall introduce the reallocation to the Senate for approval by a simple majority vote.
- B. All reallocations shall be announced to the Senate by the Chief Financial Officer, including those less than \$1500 and not requiring approval by the Senate and those less than \$4500 approved by the Chief Financial Officer and supervising Executive Officer, if applicable, in an emergency.

2.6 | Audits

- A. The Office of Finance & Resource shall, at least twice per academic year, conduct and present to the Senate a spending audit on all units of the Association to ensure the proper use of student fees in alignment with ASUCSD financial policies.
 - a. The first spending audit shall occur no later than Week 7 of Winter Quarter.
 - b. The second spending audit shall occur no later than Week 7 of Spring Quarter.
- B. The Office of Finance & Resources may, without prior notice, conduct additional office spending audits to ensure the proper use of student fees in alignment with ASUCSD financial policies.
- C. The Office of Finance & Resources shall work with the Student Life Business Office to see all official Association expenditures and access information regarding the offices planning and spending of student fees including, but not limited to:
 - a. Itemized budget reports,
 - b. Invoices,
 - c. Schedule.
- D. If an office or unit of the Association is found to be misusing funds, the Chief Financial Officer shall freeze funds to that unit's account.

2.7 | Freezing Accounts

- A. If any entity within the Association, or any entity receiving ASUCSD funding, overspends or misappropriate any allocations, or for any other purpose in violation of the Constitution and the By-Laws, the Chief Financial Officer, the President, or the Senate, by a simple majority vote, may freeze the account.
 - a. If the President or Chief Financial Officer freezes an account, they must report to the Senate at the next Senate meeting; the Senate may unfreeze the account by a simple majority vote.
- B. An account may be unfrozen by the Chief Financial Officer, the President, or the Senate, by a simple majority vote, pending repayment by the registered student organizations principal members or an agreed upon settlement between the Chief Financial Officer and the registered student organization.

Section 6 | Funding Guide

6.1 | Procedures

- A. The Chief Financial Officer and AVP of Student Organizations shall prepare and submit a Student Organization Funding Guide to the Senate for consideration and approval by a simple majority vote of the Senate no later than September 1st of the current year; all amendments to the Funding Guide shall require approval by the Chief Financial Officer.
 - a. Within seventy-two hours of the approval of the Funding Guide, the Office of Student Organizations shall contact the CSI Principal Members listserv with the updated Funding Guide and information on any changes.
- B. Following initial approval of the Student Organization Funding Guide, any changes or amendments to the Student Organization Funding Guide must be approved by a simple majority vote of the Senate.

6.2 | Structure

- A. The Funding Guide shall include, at a minimum, policies and procedures for:
 - a. Programming Funds,
 - b. Operating Funds,
 - c. Interest Free Programming Loans,
 - d. Tournament and Competition Funds.

Section 7 | Facilities and Equipment

7.1 | Office Space

- A. Allocation of Office Space
 - a. The Chief Financial Officer shall allocate office space in a manner consistent with this section.
 - i. Each Executive Officer shall have a designated closed office space.
 - ii. The Associate Vice President of Concerts and Events and the Associate Vice President of Student Advocacy shall each have a designated space.
 - b. The person or people to whom the office space is allocated shall have the authority to determine who has access to the office space.
- B. Alcohol and Drugs
 - a. The presence of alcoholic beverages or illicit drugs in any office space shall be prohibited.
 - b. If any person violates this subsection, the Chief Personnel Officer 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.
 - i. The individual may appeal the decision of the Chief Personnel Officer to the Judicial Board.
- C. Copy and Printer Machines
 - a. The copy machines and the printers shall only be used for official Associated Students business

7.2 | Electric Cart

- A. The following people may reserve the cart for use by any person by notifying the AS Graphic Studio Manager of the date and time of use, and the person who will be checking out and driving the cart:
 - a. Members of Assembly
 - b. Professional Staff
- B. Terms of Use
 - a. Associated Students-owned vehicles may be used for official Associated Students business only.
 - b. The person checking the cart out must have a valid Driver License and have completed the University Vehicle Operator Training including the addendum pertaining to the operation of Neighborhood Electric Vehicles, also known as 'golf carts'
 - c. The person checking the cart out for use must sign the "Cart Use Waiver;" the person checking the cart out will receive the key to the cart at the time of checkout.
 - d. If the person is a UC San Diego student, the person checking the cart out must leave their UC San Diego student ID card until the cart is checked back in and the cart key is returned.
 - e. The only person who may drive the cart is the person who checked out the cart and signed the "Cart Use Waiver."

- f. Only one passenger shall be allowed in the cart in addition to the driver.
- g. The person checking out the cart shall be responsible for properly unplugging and plugging in the cart before and after use.
- h. The person checking out the cart is liable for and must report any accidents or damages to the cart at the time of return.

C. Violation of the Terms of Use

- a. If the terms of use of the golf cart are violated, the President or the Chief Financial Officer may terminate any person's privilege to check out and drive the cart by informing the Associated Students Administrative Assistant
 - i. The Senate may reinstate these privileges by a simple majority vote

- D. Vehicle operators will not be liable for damage caused to vehicles owned by Associated Students, unless found to be operating the vehicle in a legally negligent manner by a Court.

7.3 | Faculty Club Membership

- A. The President, Chief Financial Officer, or Director of Associated Students Administration may authorize use of the Faculty Club Membership.

TITLE VII

PERSONNEL PROCEDURES & POLICIES

Section 1 | Establishment

The Association shall offer the ASUCSD an unbiased, equitable, and open application process, as well as hold the personnel of the Association accountable.

- A. The Senate shall have the ultimate authority over the Standardized Hiring Procedures, Performance Standards, Impeachment, and Compensation, in accordance with their duties and powers as outlined in the Constitution and the Standing Rules.
- B. The Chief Personnel Officer shall oversee administration of the Standardized Hiring Procedures, Performance Standards and Evaluations, and Compensation, in accordance with their duties and powers as outlined in the Constitution and the Standing Rules.

Section 2 | Eligibility of Personnel

2.1 | Requirements for Eligibility

- A. In order to assume or remain in any position in the Association, a person must not be found in violation of any section(s) of the Student Code of Conduct and must be in good academic standing.
- B. Members of the Cabinet, including the Executive Officers and AVPs, shall hold only one position.
 - a. The Executive Officers shall only hold their office, and shall not hold a Cabinet position in any of the College Councils.
- C. Members of the Senate, including the Executive Officers and Senators, shall hold only one position.
- D. Members of the Judicial Board shall hold only one position; no member of the Judicial Board shall also serve in the Cabinet or as a voting member in the Senate.

2.2 | Ineligibility to Hold Office

- A. Only the Judicial Board may deem a person ineligible to hold office due to violation of requirements outlined in the Constitution or the Standing Rules.
 - a. The Chief Personnel Officer shall be responsible for investigating and submitting, if found to be true, any cases of violations of sections of the Student Code of Conduct for any member seeking to hold or holding a position in the Association.
 - b. The Election Manager shall be responsible for investigating and submitting, if found to be true, any cases of violations of sections of the Student Code of Conduct for any candidates for a position in the Association.

Section 3 | Appointments & Vacancies

3.1 | Standardized Appointment Protocol

- A. The Chief Personnel Officer shall be responsible for preparing and submitting Standardized Hiring Procedures for members of the Association to the Senate no later than September 1st of the current year, which shall, at the very minimum:
 - a. Require applications for all paid and unpaid positions within the Association be open for at least 10 business days prior to nominating a candidate.
 - b. Require hiring units to provide the Personnel Office a job description which includes:
 - i. A general description of the purpose of the position.
 - ii. Expected hours per week, duties, and areas of performance to be evaluated in the future.

- c. Include a detailed rubric to be utilized by hiring units to evaluate all candidates.
- d. Require all applications be published to the AS Website, or alternative form if the former is unavailable.
- e. Require active outreach and promotion for all involvement opportunities.
- B. Prior to appointing, the hiring unit must provide the Chief Personnel Officer with all candidates' rubric evaluation, as well as a justification for appointing that candidate.
 - a. Upon receiving a request, the Chief Personnel Officer must review the appointment and provide a decision by no later than 72 hours after the request.
 - i. Upon receiving approval from the Chief Personnel Officer, the hiring unit may submit the hiring decision to the Chief Personnel Officer or Clerk to handle HR procedures.
 - ii. The Chief Personnel Officer may reject an appointment if they believe that hiring procedures were unethical, unfair, or otherwise violate the governing documents.
 - 1. The hiring unit may contest the rejection by written request to the Judicial Board, which shall consider the request and make the final decision on the appointment.
- C. 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.

3.2 | Appointment of Appointed Executive Officers

- A. The Chief Financial Officer, Chief Communications Officer, and Chief Personnel Officer shall be appointed by the elected Executive Officers.
- B. Upon election, the Executive Officer-elects shall prepare the application and interview procedure for the Appointed Officers.
 - a. Applications for Appointed Officers and AVPs shall be created and posted no later than one week following the Executive Officer-elects election, and shall be assessed in accordance with the Human Resources hiring policies.
- C. Upon election, the elected Executive Officers shall convene a hiring committee for each appointed officer.
 - a. The Chief Financial Officer Hiring Committee shall be composed of:
 - i. The elected Executive Officers.
 - ii. The outgoing President.
 - iii. The outgoing Chief Financial Officer.
 - b. The Chief Communications Officer Hiring Committee shall be composed of:
 - i. The elected Executive Officers.
 - ii. The outgoing President.
 - iii. The outgoing Executive Vice President.
 - iv. The outgoing Chief Communications Officer
 - c. The Chief Personnel Officer Hiring Committee shall be composed of:
 - i. The elected Executive Officers.
 - ii. The outgoing President.
 - iii. The outgoing Executive Vice President.
 - iv. The outgoing Chief Personnel Officer.
- D. Prior to nomination, each final applicant for Appointed Officers shall be subject to a public interview,

which all undergraduate students shall be eligible to attend, submit questions, and provide input to the committee via a closed vote

- E. The Executive Officers shall submit their nomination for Appointed Officers to the Order of Business, no later than Week 10 of Spring Quarter; nominations for Assembly members shall only be confirmed by the Senate once the Executive Officer-elects and Senate have officially assumed their positions.

3.3 | Appointment of Cabinet Members

- A. The Associate Vice Presidents shall be appointed by the elected Executive Officers.
- B. Upon election, the Executive Officer-elects shall prepare the application and interview procedure for the Associate Vice Presidents.
 - a. Applications for Appointed Officers and Associate Vice Presidents shall be created and posted no later than one week following the Executive Officer-elects election, and shall be assessed in accordance with the Human Resources hiring policies.
- C. Upon election, the elected Executive Officers shall convene a hiring committee for each member of the Associate Vice Presidents, which shall be composed of:
 - a. The elected Executive Officers.
 - b. The outgoing President.
 - c. The outgoing supervising Executive Officer.
 - d. The outgoing Associate Vice President.
- D. Prior to nomination, each final applicant for Associate Vice Presidents shall be subject to a public interview, which all undergraduate students shall be eligible to attend, submit questions, and provide input to the committee via a closed vote.
- E. The Chair of the Hiring Committee shall submit their nomination for AVPs to the Order of Business, no later than Week 10 of Spring Quarter; nominations for Assembly members shall only be confirmed by AS Senate once the Executive Officer-elects and Senate have officially assumed their positions.

3.4 | Appointment of Office Staff

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

3.5 | Vacancies of the Executive Officers

- A. In the event of a vacancy occurring in an Executive Officer position before the end of the normal term, an acting officer shall exercise the powers and duties of that office consistent with the Constitution.
 - a. The Executive Officers shall meet within 72 hours of the vacancy occurring to determine the highest ranking and eligible person on the Acting Order of Succession.
 - i. The Senate shall be notified of the vacancy and the acting officer within 24 hours of the

Executive Office meeting to determine the acting officer.

- b. The President or the highest ranking officer on the Acting Order of Succession shall submit, to the Order of Business for the next regular Senate meeting for which members of the Senate can submit items to the Order of Business, an Action Item on the Approval of an Acting Officer.
 - i. The Approval of Acting Officer shall pass by a simple majority vote in the affirmative.
 - ii. The Approval of Acting Officer shall fail by a simple majority vote in the negative, in which case the Senate may suspend the rules to vote on the next highest ranking and eligible person on the Acting Order of Succession until an acting officer is approved.
 - 1. In the event none of the Executive Officers on the Acting Order of Succession are approved, the Senate shall table the item until the following Senate meeting to allow for an Assembly meeting to be held to nominate an Associate Vice President and a Senator to be on the Acting Order of Succession; the President shall assume acting office until the Senate meeting at which a vote is to be held.
- B. For the elected Executive Officers– the President, Executive Vice President, Vice President of External Affairs, and Vice President of Academic Affairs– the process for a special election to elect a replacement for the remainder of the regular term shall be started no later than two weeks following the vacancy.
 - a. The President shall call for a Special Election for vacancies of the Executive Vice President, Vice President of External Affairs, or Vice President of Academic Affairs.
 - b. The Executive Vice President shall call for a Special Election for vacancies of the President.
- C. For the appointed Executive Officers– the Chief Financial Officer, Chief Personnel Officer, and Chief Communications Officer– a hiring committee to appoint a replacement for the remainder of the regular term shall be formed no later than one week following the vacancy.
 - a. Upon the occurrence of a vacancy, the hiring committee shall create and post the application and interview procedure for the vacant position no later than two weeks following the vacancy.
 - b. The hiring committee shall be chaired by the President and shall be composed of the elected Executive Officers and the Associate Vice Presidents supervised by the vacant position.
 - i. No Associate Vice President supervised by the vacant position applying for the vacant position shall be on the hiring committee.
 - ii. Should all Associate Vice Presidents supervised by the vacant position be applying for the vacant position, the hiring committee shall be composed solely of the elected Executive Officers.
 - c. Prior to nomination, each final applicant for the vacancy shall be subject to a public interview, at which all undergraduate students shall be eligible to attend, submit questions, and provide input to the committee via a closed vote.
 - d. Upon selection of the final applicant, the Chair of the Hiring Committee shall submit the nomination to fill the vacancy to the Order of Business for the next regular Senate meeting for which members of the Senate can submit items to the Order of Business

3.6 | Vacancies of Cabinet Members

- A. In the event of a vacancy occurring in a Cabinet position before the end of the normal term, the President may make an interim appointment for up to twenty-five academic days without the advice of a committee or the consent of the Senate, provided, however, that this power may only be used once per vacancy.

- B. For the Associate Vice Presidents, a hiring committee to appoint a replacement for the remainder of the regular term shall be formed no later than seventy-two hours following the vacancy.
- a. Upon the occurrence of a vacancy, the hiring committee shall create and post the application and interview procedure for the vacant position no later than 72 hours following the vacancy.
 - b. The hiring committee shall be chaired by the supervising Executive Officer and shall be composed of the elected Executive Officers and two members of the office, nominated by members of the office, supervised by the vacant position.
 - i. No staff member of the office applying for the vacant position shall be on the hiring committee.
 - ii. Should the office have no hired staff, or should all staff members of the office be applying for the vacant position, the hiring committee shall be composed solely of the elected Executive Officers.
 - c. Prior to nomination, each final applicant for Associate Vice Presidents shall be subject to a public interview, at which all undergraduate students shall be eligible to attend, submit questions, and provide input to the committee via a closed vote.
 - d. Upon selection of the final applicant, the Chair of the Hiring Committee shall submit the nomination to fill the vacancy to the Order of Business for the next regular Senate meeting for which members of the Senate can submit items to the Order of Business

3.7 | Vacancies of Office Staff

- A. Vacancies in Office Staff positions shall be filled at the discretion of the supervising Assembly member, but must follow the procedure for Appointment of Office Staff and Standardized Hiring Procedures.

Section 4 | Compensation Policies

4.1 | General Stipend Policies

- A. Members within the Association shall be entitled to fair monetary compensation in recognition of their time, labor, and service, upon approval by the Senate in the Executive Budget.
- a. A stipend is in no way intended to be an hourly wage, and should not be treated as such.
- B. Stipends shall be paid in accordance with applicable UC San Diego payroll timelines and policies; non-academic weeks may be paid for at the Chief Financial Officer and Chief Personnel Officer's discretion, if the stipulated number is greater than thirty weeks, the Chief Financial Officer and Chief Personnel Officer have discretion to determine the number additional weeks should be paid for.
- C. For appointments that carry a stipend, the Chief Financial Officer and Chief Personnel Officer must sign the "Appointment Form" authorizing the allocation of the stipend from the appropriate account.

4.2 | Cabinet Stipend Structure

- A. The President shall receive a weekly stipend of \$300, and shall receive compensation for forty weeks.
- B. All other Executive Officers, including the elected Executive Officers and the appointed Executive Officers, shall receive a weekly stipend of \$250, and shall receive compensation for thirty-five weeks.
- C. The Senior AVPs shall receive a weekly stipend of \$150, and shall receive compensation for thirty-five weeks.
- D. The AVPs shall receive a weekly stipend of \$125, and shall receive compensation for thirty-five weeks.

4.3 | Senate Stipend Structure

- A. Senators shall receive a weekly stipend of \$45, and shall receive compensation for thirty-five weeks.

4.4 | Office Staff Stipend Structure

- A. Student employees tasked with various duties within the AS Offices or Commissions, AVP's and Executive Officers can assign their office staff to the various stipend levels based on the following:
- a. Stipend Level 1
 - i. Compensation will be a weekly stipend of \$20
 - ii. Works approximately 5 hours per week
 - iii. May oversee unpaid staff
 - iv. Primarily serves with regards to internal office operations
 - b. Stipend Level 2
 - i. Compensation shall be a weekly stipend of \$30
 - ii. Works approximately 5 hours per week
 - iii. Oversees unpaid staff and may oversee paid staff
 - iv. Primarily serves with regards to internal office operations
 - c. Stipend Level 3
 - i. Compensation will be a weekly stipend of \$40
 - ii. Works approximately 5-10 hours per week
 - iii. Oversees unpaid and paid staff
 - iv. Serves with regards to internal and external office operations
 - d. Stipend Level 4
 - i. Compensation will be a weekly stipend of \$45
 - ii. Works approximately 10-12 hours per week
 - iii. Oversees unpaid and paid staff
 - iv. Serves with regards to internal and external office operations
 - e. Stipend Level 5
 - i. Compensation will be a weekly stipend of \$50
 - ii. Works approximately 10-15 hours per week
 - iii. Oversees paid staff
 - iv. Serves with regards to internal and external office operations
 - f. Stipend Level 6
 - i. Compensation will be a weekly stipend of \$55
 - ii. Works approximately 12-15 hours
 - iii. Oversees unpaid and paid staff
 - iv. Serves with regards to internal and external office operations
 - g. Stipend Level 7
 - i. Compensation will be a weekly stipend of \$60
 - ii. Works approximately 15-20 hours per week
 - iii. Oversees unpaid and paid staff
 - iv. Serves with regards to internal and external office operations
 - v. Works in an office with an annual budget greater than \$1,000,000
 - h. Stipend Level 8
 - i. Compensation will be a weekly stipend of \$70
 - ii. Works approximately 15-20 hours per week

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

Section 5 | Performance Standards & Evaluations

5.1 | Performance Standards

- A. Performance Standards shall be defined as the acceptable level of performance, as it pertains to requirements, expectations, and core competencies, based on the Constitution, Standing Rules and the needs of the student body.
- B. The Chief Personnel Officer shall be responsible for collecting, preparing, and submitting performance standards for members of the Assembly to the Senate no later than September 1st of the current year.
 - a. The President shall, in conjunction with their fellow Executive Officers and subordinate bodies of the Association, develop performance standards for the Executive Officers.
 - b. The President shall work with the Cabinet to develop performance standards for the Associate Vice Presidents.
 - c. The Chief Personnel Officer shall work with the Cabinet to develop performance standards for personnel within the units of the Association.
 - d. Senators shall work with the Executive Vice President to develop performance standards for Senators.
 - e. If not specified, other entities and units within the Association that are monetarily compensated shall work with the Chief Personnel Officer to develop performance standards for themselves.
- C. Performance Standards shall be treated as legislation, and shall be subject to approval by a simple majority vote of the Senate in order to go into effect.
 - a. Any amendments to a Performance Standard shall be sent to the Senate for approval by a simple majority vote.

5.2 | Performance Evaluations

- A. At least once per quarter the Chief Personnel Officer shall conduct a performance evaluation, during which all compensated personnel shall be evaluated and reviewed.
 - a. Executive Officers shall be responsible for evaluating and reporting on the performance standards of their respective Associate Vice Presidents.
 - b. Executive Officers and Associate Vice Presidents shall be responsible for evaluating and reporting

on the performance standards of their respective Office Staff and any commission under the budget of the respective office.

- i. The Vice President of External Affairs shall be responsible for evaluating and reporting on the performance standards of members of Triton Lobby Corps, the Disabled Students Commission, and any other commission under the budget of the Office of External Affairs.
 - ii. The Chief Personnel Officer shall be responsible for evaluating and reporting on the performance standards of members of the AS Fellowship Program.
 - iii. The AVP Enterprises & Services shall be responsible for evaluating and reporting on the performance standards of members of the AS Graphic Studio, KSDT Radio, AS Public Relations and Triton Brand Ambassadors, Made TO Order and Triton Outfitters, Triton Photography Studio, and Triton Television.
 - iv. The AVP of Environmental Justice Affairs shall be responsible for evaluating and reporting on the performance standards of members of the Sustainability Resource Center and The Green Initiative Fund.
 - v. The AVP of Equity, Diversity & Inclusion shall be responsible for evaluating and reporting on the performance standards of members of the Women's Commission.
 - vi. The AVP of Food & Housing Resources shall be responsible for evaluating and reporting on the performance standards of members of the Triton Food Pantry.
 - vii. The AVP Student Organizations shall be responsible for evaluating and reporting on the performance standards of members of the ACCB and the ACTA.
 - c. The Executive Vice President shall be responsible for evaluating and reporting on the performance standards of members of the Senate
- B. The evaluation shall consider the priorities members committed to by the Advocacy Agenda, as well as the level of performance in certain areas, as specified in the approved Performance Standards.

5.3 | Probation

- A. If the performance of a compensated member appears to significantly not meet performance standards, then the Chief Personnel Officer may place the member on probation or freeze their compensation for a specified amount of time, provided that this amount of time may not exceed 21 business days.
- a. The personnel subject to probation or their compensation being frozen may submit an appeal to the Judicial Board, who upon receiving the appeal, must review the case and provide a decision within seven business days.
 - b. Probation may specify additional responsibilities or duties the member is expected to maintain for a particular amount of time. In the case that the member fails to comply with probation, the Chief Personnel Officer shall submit a notice of impeachment no later than 2 business days following the violation to the Judicial Board for consideration of removal.
- B. If the performance of an Executive Officer, AVP, Senator, or Commission Member appears to not meet the Performance Standard, then an Executive Officer, AVP, Senator, or Commission Member may send a Resolution for Investigation and Probation, citing the performance standards, time frame and justification upon which the Chief Personnel Officer will consider.
- a. Once notified, the Chief Personnel Officer shall conduct an investigation within five business days. After which the Chief Personnel Officer shall bring the case to the Judicial Board.

- b. The Judicial Board shall rule if the individual is in violation of the performance standards, and establish the conditions for probation which may include, but is not limited to:
 - i. The amount of time the individual shall be under probation is to be set by the Judicial Board
 - ii. Mandatory written and/or vocal reports to the appropriate supervisor
 - iii. Mandatory check-ins with AS Advisors and/or appropriate supervisor
- c. If the individual fails to comply with the conditions of probation set, the Chief Personnel Officer shall submit a notice of impeachment no later than 32 business days after the violation.

5.4 | Training

- A. Before or at the time of hiring all Associated Students, Assembly members must complete Title IX and Conduct training.
 - a. Failure to complete these training requirements shall result in removal from office or position.
- B. All members of the Assembly shall prepare a transition packet and hold a transition meeting of at least one hour with their successor no later than Week 10 of Spring Quarter.

Section 6 | Impeachment & Removal

6.1 | Impeachment

- A. The Senate may, by a two-thirds vote, impeach Executive Officers, members of the Cabinet, voting members of the Senate, and members of the Judicial Board on one or more of the following grounds:
 - a. Misuse of funds.
 - b. Unsatisfactory attendance and performance.
 - c. Failure to perform duties and responsibilities.
 - d. Improper or unethical use of position.
 - e. Willful violation of the Association's rules, policies, or procedures.
- B. Upon impeachment, the Judicial Board shall convene to confirm the removal of the member.
 - a. If the Judicial Board finds the member responsible for any of the charges, and assuming all procedures for removal from office were appropriately followed, the Judicial Board may confirm the members removal from office.

6.2 | Removal of Cabinet Members

- A. The Executive Officers may remove any Cabinet member for one or more of the following grounds:
 - a. Misuse of funds.
 - b. Unsatisfactory attendance and performance.
 - c. Failure to perform duties and responsibilities.
 - d. Improper or unethical use of position.
 - e. Willful violation of the Association's rules, policies, or procedures.
- B. All Associate Vice Presidents shall be offered no fewer than two written warnings from their supervising Executive Officer before they are eligible to be removed from office.
 - a. All written warnings shall include a performance improvement plan that the supervising Executive Officer shall make and then send to both the Cabinet member and the AS Advisor.
 - b. All written warnings shall be approved by the Chief Personnel Officer before sending to the Cabinet member and the AS Advisor.

- C. If a member has not improved in performance after the two written warnings, the Executive Officers may remove that member from office after a simple majority vote that must include the supervising Executive Officer in the affirmative.
- D. In the event that a Cabinet member is to be removed from office, the Executive Officers shall notify the Director of Student Governments, Auxiliaries, and Services in writing of their decision and provide all supporting material including the written warnings at which time the Cabinet member is removed from office.

6.3 | Removal of Office Staff

- A. Office staff may be dismissed at the discretion of the supervising Assembly member for the following reasons:
 - a. Misuse of funds.
 - b. Unsatisfactory attendance and performance.
 - c. Failure to perform duties and responsibilities.
 - d. Improper or unethical use of position.
 - e. Willful violation of the Association's rules, policies, or procedures.
- B. All office staff shall be offered no fewer than two written warnings from their supervising Assembly member before they are eligible to be removed from office.
 - a. All written warnings shall include a performance improvement plan that the supervisor shall make and then send to both the staff member and the AS Advisor.
 - b. All written warnings shall be approved by the Chief Personnel Officer before sending to the staff member and the AS Advisor.
- C. If a staff member has not improved in performance after the two written warnings, the supervisor may, with the approval of the Chief Personnel Officer, remove that member from their position.
- D. In the event that a staff member is to be removed from office, the supervising Assembly member shall notify the Director of Student Governments, Auxiliaries, and Services in writing of their decision and provide all supporting material including the written warnings at which time the Cabinet member is removed from office.
- E. The dismissed staff member may appeal the decision to the Judicial Board within four weeks of the dismissal, and must include evidence of improper procedure or improper reason for dismissal.

TITLE VIII

AUXILIARIES, BOARDS, AND COMMISSIONS

Section 1 | Auxiliaries

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

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

1.2 | The Sustainability Resource Center

- A. Purpose
 - a. The UC San Diego Sustainability Resource Center (hereafter referred to as the SRC) is an open space that is dedicated to serving the university community in the area of sustainability by providing resources, support, and space to foster an active culture of responsibility for sustainability on campus and in the community
- B. Historical Context
 - a. The Sustainability Resource Center was founded on the principles of community, service, collaboration, and empowerment under the belief that engaging and providing resources to the campus community on issues of sustainability will lead to a more sustainable future. Accordingly, the SRC stresses a high importance in service to students, staff, and faculty. Recognizing the value of social justice and peace, environmentalism, and responsible business policies in view of the challenges posed by inequality, climate change, and other issues, the SRC is committed to the triple bottom line of sustainability as a foundational principle in daily operations, interactions, decisions, and purchasing practices. In this light, the SRC seeks to be a positive influence in university life and the community that surrounds us
- C. The SRC will be guided and developed by the Sustainability Resource Center Board/Advisory Committee on Sustainability
 - a. Membership shall consist of
 - i. Undergraduate students
 - ii. Associate Vice President Local Affairs
 - iii. GSA representative
 - iv. Graduate students
 - v. Facilities Management representative
 - vi. Parking & Transportation representative
 - vii. Auxiliary Plant and Services representative
 - viii. Faculty representatives
 - b. The committee is charged with guiding and making decisions on the development and the evolution of the Sustainability Resource Center, ratifying the annual budget, and making programming recommendations, making appointments to the board, confirming the hiring of student interns
 - c. Board members will not be compensated and will be appointed for two years with staggered terms
- D. Sustainability Resource Center Board or Advisory Committee on Sustainability

- a. The Advisory Committee on Sustainability and/or Sustainability Resource Center Board will guide and make recommendations on the duties of the SRC staff
- b. The committee shall consist of students, staff, and faculty
- c. Decisions will be made by majority vote, with 1/3 board present for a quorum
- E. The SRC will be staffed by students and staff
 - a. Steering Component
 - i. Sustainability Coordinator
 - 1. To prepare for and participate in staff meetings
 - 2. To attend regular board meetings
 - 3. To assist in the daily operations of the SRC such as program implementation
 - ii. Assistant to the Sustainability Coordinator
 - 1. To provide guidance to and welcome visitors
 - 2. To provide administrative support such as scheduling
 - 3. To assist in the daily operations of the SRC such as program implementation
 - iii. Four student interns
 - 1. Shall implement programs of the SRC
 - 2. Shall provide support for administrative needs of the center
 - 3. Shall attend staff meetings and board meetings
 - 4. Shall assist in the daily operations of the SRC
 - 5. Shall maintain the SRC
 - iv. The Sustainability Coordinator and the assistant hold their first duty to their occupations and maintain autonomy over these duties. Second to these are the responsibilities of the SRC
 - v. The staff will hold staff meetings as determined by the Sustainability Coordinator and accommodating to the entire SRC staff
 - b. Internship Program
 - i. Job Description
 - 1. Work with SRC staff to develop, implement, and assess Center programs and events as well as assist in daily operations, outreach and communications
 - 2. The following duties are assigned on an as needed basis by the Director
 - a. Assist in the research and collection of information on possible speakers and programs
 - b. Responsibility for program planning, logistics, marketing, and implementation related to monthly sustainability events
 - c. Work with other campus organizations and departments, creating, co-sponsoring, and implementing events
 - d. Other duties include: maintenance of sustainability events documentation, assisting with the activist peer mentoring program, setting up, attending, and cleaning certain SRC programs and events, administering leadership workshops, staying informed about campus and community events and represent the SRC at campus and

community functions, plan and implement a sustainability related project, participate in weekly staff development meetings, participate in ongoing in-service trainings, assist with maintaining Sustainability Resource Center space in order to create a welcoming environment for all members of the community, and other duties assigned

F. Accountability

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

G. Records and Reports

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

1.3 | The TGIF Fund

A. Purpose

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

B. Grant Making Committee

- a. Powers and Voting
 - i. The Grant-making Committee has authority over TGIF. A simple majority of the

committee's present members is required to make funding and any other official decisions, except as provided for elsewhere in these guidelines. Apart from his/her normal function as a part of this committee, a member has no individual authority

- ii. A quorum of five members must be present to vote on official matters
- b. Duties of the Grant Making Committee
 - i. It shall be the duty of the Committee members to
 - 1. Review project applications and determine allocation of funds
 - 2. Supervise and prescribe the duties of all staff and interns of The Green Initiative Fund
- c. The Grant-making Committee shall consist of six student, four non-student voting members as follows, and one non-student voting members
 - i. Two undergraduate students appointed by the Associated Students via application process (The student selected must have a proven record of environmental advocacy or research)
 - ii. One student appointed by the Advisory Committee on Sustainability
 - iii. Two graduate students appointed by the Graduate Students Association (GSA) President via application process (The student selected must have a proven record of environmental advocacy or research)
 - iv. One student appointed by the Social and Environmental Sustainability Committee (This student will be the CSC representative and will report back to the CSC the grant-making council's decisions)
 - v. The AS AVP of Environmental Justice Affairs will be an ex-officio non- voting member
 - vi. One Faculty member selected by the Academic Senate
 - vii. One Staff member from UCSD's Environment and Sustainability Initiative (ESI) selected by the Director of ESI
 - viii. The Sustainability Coordinator will be an ex-officio non-voting member
 - 1. One Staff member from Facilities Management selected by the Director of Facilities Management
- d. Officers
 - i. The Grant-making Committee shall have two officers: a Chair and a Vice Chair
 - 1. The Chair shall preside at all meetings of the Grant-making Committee, acting as facilitator and holding meetings to the agenda in a timely fashion. The Chair shall also coordinate and approve meeting agendas. The Chair must be a student member of the Grant-making Committee. The Chair will arrange a method for quarterly evaluations and conduct them in the absence of the Grant Coordinator. The Chair will discuss these evaluations with both the Grant Coordinator and its hiring body
 - 2. The Vice Chair will assist the Chair with his or her duties. In the absence of the Chair, the Vice Chair shall assume all duties of the Chair. The Vice Chair may be a student, faculty, or staff member of the Grant-making Committee
 - 3. At the beginning of each term of office, the Grant-making Committee will take nominations and volunteers for Chair and Vice Chair. Candidates for Chair will

be selected first by majority vote of the Committee. After the Chair has been selected, the Committee shall select the Vice Chair by majority vote. Defeated candidates for Chair are eligible to run for Vice Chair, and candidates for both positions are eligible to vote in these elections

4. Each member of the Grant-making Committee shall be appointed for one year. Student terms will begin on June 1 and end on May 31 of the following year. Faculty terms will run from January 1 to December 31 of the term year. The staggering of committee terms is intended to preserve institutional memory. The Chair and Vice Chair shall hold office for one year. Committee members may serve no more than two consecutive terms but the total number of terms they may serve is not limited

e. Member Qualifications

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

f. Member Removal and Appointments

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

g. Conflict of Interest

- i. The Grant-making Committee shall conduct itself in such a way that conflicts of interest are minimized and all potential conflicts of interest are made public
- ii. For example, each Committee member must make public all campus groups of which he or she is a member and their level of involvement in each group. Where appropriate, the Committee member should recuse himself or herself from voting on grant allocations for projects proposed by such groups. For such votes, the "full Committee membership" as defined for voting majority purposes shall be decreased to account for the Committee member's recusal

h. Allocation of Funds and Project Selection

- i. The Grant-making Committee shall decide to allocate funds to submitted projects by a simple majority vote of the Committee. The Committee may elect to fund only a portion of a proposal

C. General Requirements for projects

- a. All projects to be considered for TGIF funding must meet the following criteria
 - i. Projects must promote environmental sustainability on UC San Diego's campus, including off-campus activities which influence sustainability on campus
 - ii. Projects must have a clearly-defined, measurable outcome
 - iii. Project proposals may be submitted by UC San Diego students or on behalf of student organizations. Outside organizations may not apply. Students are encouraged to apply with faculty and/or staff advisors to help with project implementation

- b. Projects shall have received all necessary written approval by appropriate campus officials prior to consideration
 - c. TGIF funding will not support projects already mandated by law or UC San Diego policy directive (e.g., standards for new building construction), since UCSD is already obliged to allocate funds for such projects. TGIF will fund projects which go above and beyond minimum requirements
 - d. All projects shall have a mechanism for evaluation and follow-up after funding has been dispersed. At minimum, a project plan must include a report made to the Grant-making Committee after successful (or unsuccessful) implementation. If a project is expected to have on-going benefits such as annual cost savings, the project plan must include a mechanism for tracking, recording, and reporting these benefits back to the Grant-making Committee on an (at least) annual basis.
 - e. Projects must have undergraduate student involvement.
 - f. Funds will be appropriated two times a year during the Fall and Winter quarter between Weeks 2-5
 - g. Funds will not be appropriated between the final Committee meeting of Spring Quarter and the first meeting of Fall quarter
 - h. All groups which have requested programming funds shall sign up for a hearing date and time when they turn in their funding proposals. This shall be their formal notification. This will ensure that all groups have the opportunity for equal representation before the Committee
- D. Many projects may result in cost savings or revenues to the person or group submitting the project proposal to the TGIF Grant-making Committee. Where reasonable and at its discretion, the Committee may require that all or part of the project funding be dispersed as a loan (instead of a grant) to be repaid to TGIF over a reasonable time period. This time period will be negotiated by the Grant-making Committee and the person or group proposing the project, before funds are awarded. In exceptional cases, the Committee also has the authority to negotiate that a portion of all subsequent revenues (after the loan has been repaid shall go into TGIF. Detailed income and expense reports are required from recipients and are subject to audit by the Grant-making Committee
- E. The Grant-Making Committee may determine additional requirements or preferences for each year's funding cycle, provided that these additional criteria are
- a. Consistent with the overall mission of TGIF
 - b. Consistent with the requirements and preferences outlined in these guidelines
- F. Unallocated Funds
- a. Any funds not allocated in a given year shall remain in TGIF account for future use
 - b. Funds allocated to a project that are not spent within the project time frame shall be returned to TGIF for reallocation
 - c. Standing funds should be invested in a socially and environmentally responsible manner
 - d. TGIF funds are not to be used or reallocated for purposes other than those described in this document
 - e. TGIF shall continue to operate even after student fees are no longer collected into the Fund, as long as sufficient money remains in TGIF account
- G. Accountability

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

H. Records and Reports

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

I. Formation of the Grant-Making Committee

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

J. Amendments

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

Section 2 | Boards

2.1 | All Campus Commuter Board (ACCB)

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

2.2 | All Campus Transfer Association (ACTA)

- A. The Associated Students shall charter a student-run transfer association as an AS service. This service

shall be named the All-Campus Transfer Association (ACTA). ACTA will be governed by its constitution

- B. The ACTA constitution can be found in the Auxiliary Board, Service, and Commission Constitution section of the AS website
- C. ACTA is within the AS Office of Student Organizations

Section 3 | Commissions

3.1 | AS Fellowship Program

A. Purpose

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

B. AS Fellowship Director

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

C. AS Fellows

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

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

3.2 | AS Triton Food Pantry

A. Mission

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

B. Structure and Management

- a. The AS Triton Food Pantry will be a part of the AS Office of Food and Housing Resources
- b. The Triton Food Pantry shall hire four part time students as Managers of the Triton Food Pantry at a maximum of 12 hours each per week
 - i. Lead Student Manager
 - 1. The Lead Student Manager shall coordinate and oversee the other student managers
 - 2. This manager shall serve as the bookkeeper for the Triton Food Pantry by maintaining a ledger of all accounts, income, and expenses
 - 3. This manager will work on maintaining all documents pertaining to the Triton Food Pantry
 - 4. This manager will maintain the current inventory and operations to ensure the shelves are stocked
 - 5. This manager will have keys to the Triton Food Pantry cart
 - 6. This manager shall coordinate the demographics and satisfaction survey
 - 7. This manager shall stay in constant communication with partners and collaborators
 - 8. This manager shall coordinate emails, tours, and meetings that pertain to the Triton Food Pantry
 - ii. Volunteer & Outreach Manager
 - 1. This manager shall serve as the trainer, manager, and disciplinarian for all interns and volunteers
 - 2. This student manager shall hire Food Pantry Volunteers to run the pantry
 - 3. At least 1 student manager must be present during the hours of operation of the pantry
 - 4. This manager shall serve as the projects manager for interns and volunteers

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

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

3.3 | Triton Lobby Corps

A. Purpose

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

B. Structure of Office

a. Executive Director

- i. The sitting Legislative Director for the AS Office of External Affairs will serve as the de facto Executive Director of Triton Lobby Corps.
- ii. The Executive Director shall manage the agenda and operations of Triton Lobby Corps
- iii. Responsible for maintaining the Triton Lobby Corps' commitment to conducting active outreach and legislative research to the UC San Diego student body
- iv. Shall appoint and oversee all Triton Lobby Corps staff
- v. Shall act as the primary liaison between the Triton Lobby Corps and all elected or appointed government officials
- vi. Shall oversee the finances of the Triton Lobby Corps

b. Student Lobbyist – Policy Analyst

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

c. Student Lobbyist – Outreach Liaison

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

d. General Membership

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

e. Triton Lobby Corps Policy Board

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

C. Dismissal of Members

- a. The Executive Director, with approval of the Vice-President of External Affairs, may dismiss members on the basis of consistently failing to uphold minimum responsibilities, contributing to a hostile work environment, or egregiously misrepresenting the interests of the UC San Diego student body.
- b. The Executive Director may dismiss a member of the Triton Lobby Corps if they meet the

criteria stated above; the Vice President of External Affairs reserves the right to veto a dismissal.

- D. Triton Lobby Corps will advocate on behalf of UC and UC San Diego undergraduate students through several activities.
- E. Any change to this commission by the Senate shall be sent, and get comments from the Vice-President of External Affairs 72 hours before it is introduced to the order of business or on the Senate floor.

3.4 | Women's Commission (ASWC)

A. Purpose

- a. To be a dynamic force in the fight for gender equity on this campus
- b. To serve as a source of empowerment for the women of UCSD
- c. To be a voice for womxn's issues and to educate the campus community
- d. To pursue goals through direct action organizing
- e. To encourage diversity with regard to race, gender, age, sexual orientation and/or gender identity, disability, economic status, political affiliation, parental status, and/or religious affiliation within UCSD as well as the ASWC
- f. To create a community that fosters support and open discussion and to improve the safety and general welfare of women on this campus

B. Membership

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

C. Officers

a. Co-Chairs (2)

- i. Shall set the agenda and chair ASWC general body meetings
- ii. Shall possess a general knowledge of the duties of each office and provide guidance accordingly
- iii. Shall be the official spokesperson of the ASWC
- iv. Shall act as a liaison to UCSD Women's Center
- v. Shall assume the duties of recruitment and retention of ASWC members
- vi. Shall facilitate the election of ASWC officers

b. Secretary

- i. Shall take the minutes
- ii. Shall monitor attendance at general body meetings
- iii. Shall maintain official ASWC records and correspondence
- iv. Shall oversee internal communication through the listserv
- v. Shall create a membership roster with contact information

c. Treasurer

- i. Shall draft the ASWC's Annual Budget for Spring Quarter
- ii. Shall facilitate membership reimbursements
- iii. Shall fundraise for ASWC events, programs, campaigns and efforts

d. Community Outreach Coordinator

- i. Shall update the ASWC on external efforts pertaining to our organizational principles

- ii. Shall outreach to University, College and community groups to foster increased communication and collaboration
- e. Election of Officers
 - i. Elections for officer positions shall take place by Fifth Week of Spring Quarter each year
 - ii. Members shall elect officers by a simple majority on paper ballots
 - iii. The results of the election must be reported to the Clerk of the Council before the officers may take office

D. Removal from Office

- a. Should any officer of the ASWC fail to fulfill their duties, any voting member of the commission can call for a vote to remove this officer
- b. The vote will occur at the following meeting and removal will require two-thirds of members present and eligible to vote and will be administered by paper ballot
- c. Both the individual who filed the complaint as well as the officer whom the complaint was filed against will be given the opportunity to speak before the vote takes place
- d. In the event of the removal of an officer, the members of the ASWC shall hold new elections following the procedures set forth in this section of the AS website

3.5 | Disabled Student Commission

A. Establishment

- a. The purpose of this commission is to create a permanent, long-standing institution for disabled students that can ensure that disability justice is always a priority, by taking a proactive approach to improving student well-being and centering disabled student voices.
- b. The Disabled Students Commission shall be tasked with investigating issues pertaining to the disabled community at UC San Diego and advocating for their needs. This includes promoting the full integration and participation of disabled students into all areas of educational, economic, political, and community life, as well as utilizing all available resources and coordinating efforts with ASUCSD and other campus entities to remove barriers to the full integration and participation of disabled students.
- c. This commission should be focused on improving accommodations, accessibility, and the progress towards universal design, etc. to increase the respect and dignity of the disabled community at UCSD and throughout the UC System as a whole. This includes but is not limited to, establishing a physical space that serves as a resource center and community hub for disabled students.
- d. This commission will also serve to ensure disabled student input is taken into consideration, not just regarding disability-specific issues but any general campus-related issues as well.
 - i. This can be achieved through consistent communication with OSD, UCSD administrators, UC Office of the President, the UC Board of Regents, the UC Student Association, bodies of Government, and community stakeholders at large. Which shall be conducted in direct communication with the AS Office of the Vice-President of External Affairs.
- e. This commission shall prioritize activism, advocacy, and community organizing, which can be achieved through championing necessary legislation, developing coalitions and organizing efforts, educating students, academics, staff, community members, and relevant political

stakeholders about disability justice, delivering public comments, strategizing with the UC Student Association, and a variety of other student-driven actions.

- i. This commission should participate in the ad-hoc committee focused on disability rights in the UC Student Association, if active.
- f. This commission shall ensure the inclusive advocacy of ALL forms of disabilities, whether physical, learning, visual-, and hearing-related, mental, invisible, or any other disability that recognizes intersectionality with historically marginalized communities
- g. The Disabled Students Commission holds the Disability Rights Movement adage “Nothing About Us Without Us” as a core principle. It also seeks to center, both in leadership and in advocacy, people with significant disabilities and disabled people with intersecting marginalized identities.
- h. Commission members may serve for the entire academic year.
- i. If a member needs to take a leave of absence due to disability, capacity, etc, they may choose to temporarily redelegate their position’s purview to an available member.
 - i. A notification shall be sent to the Vice-President of External Affairs and Senate and shall include the name of the redelegate
- a. This body may serve as the principal student advisory body to administration on disabled student issues, including as an advisory committee to the Office of Student Disabilities.

B. Composition

- a. One Commission Executive Director
- b. One Commission Assistant Executive Director
- c. One Communication and Historian Director
- d. One Community Outreach Director
- e. In addition to the aforementioned positions, the commission may have an unlimited number of general members.
 - i. General members may participate in a variety of ways in which their capacity allows, including but not limited to managing campaigns, attending meetings, joining the listserv, etc.
- f. In the event this commission no longer has any members or becomes disbanded, the selection of new members must be done in consultation with disabled students
- g. Appointments and Removal of Members
 - i. Appointment of Executive Director
 1. The Executive Director shall be the sitting Disabled Students Director in the Office of External Affairs
 2. The outgoing Disabled Students Commission Executive Board and the outgoing Vice President of External Affairs will open the application period for the Disabled Students Commission Executive Director in Spring Quarter
 3. The Vice President of External Affairs elect will convene a committee, serving as chair
 - a. The outgoing Disabled Students Commission Executive Board may sit on the committee if they so choose

- b. This committee will submit a recommendation for the Executive Director's replacement to the Senate
 4. If the outgoing Executive Director of the Disabled Students Commission seeks re-appointment, they will be excluded from the recommendation process, and the outgoing Disabled Students Commission Director of Staff may take their place until the appointment of a successor
- ii. Appointment of the Executive Board
 1. Candidates for the Disabled Students Commission Executive Board shall submit their applications to the newly appointed Disabled Students Commission Executive Director, the outgoing Executive Board, and the Vice President of External Affairs through applications portal
 2. The newly appointed Disabled Students Commission Executive Director and the outgoing Disabled Students Commission Executive Board will recommend a Disabled Students Commission Executive Board candidate for a position on the Board
 3. The newly appointed Disabled Students Commission Executive Director and the outgoing Disabled Students Commission Executive Board will appoint candidates for Disabled Students Commission Executive Board positions with a simple majority vote
 4. If an outgoing Disabled Students Commission Executive Board member is seeking reappointment, they may not be present during their respective reappointment process
 5. If the newly appointed Disabled Students Commission Executive Director and outgoing Disabled Students Commission Executive Board fail to reach a majority while selecting a candidate for a Disabled Students Commission Executive Board position, the Vice President of External Affairs may cast a vote to produce a majority
 - a. Further, the Vice President of External Affairs will also oversee the conduct of the Disabled Students Commission Executive Board
- iii. Executive Board
 1. Voting shall be done by the director positions, items shall be passed with a majority vote
 2. Disabled Students Commission Executive Director
 - a. Shall oversee the conduct of Disabled Students Commission Executive Board members and Associates
 - b. Shall report to the Assembly and the Vice President of External Affairs upon request
 - c. Shall implement and conduct various initiatives throughout the year related to developing community for disabled students and conducting advocacy work, such as hosting events featuring keynote speakers, cooperating with existing initiatives to bolster advocacy efforts, host forums to understand the needs of disabled students, and conduct

- meetings to determine the implementation of proposed solutions
- d. Shall determine and allocate resources, as needed, for each project that Disabled Students Commission conducts
3. Disabled Students Commission Assistant Executive Director
 - a. Shall consult the Disabled Students Commission Executive Director on all civic engagement activities
 - b. Shall act as the Disabled Students Commission Executive Director when they are not able to perform duties
 - c. Shall perform any Disabled Students Commission duties that the Executive Director or Vice President of External Affairs designates with the approval of the Executive Director first
 - d. Shall be responsible for the internal documents of Disabled Students Commission
 - e. Shall organize social activities that enhance group cohesion
 - f. Shall oversee along with the Disabled Students Commission Executive Director, all internal Disabled Students Commission meetings and the organization and planning of all Disabled Students Commission-related events
 - g. Shall work alongside the Disabled Students Commission Executive Director in all brainstorming, outreach, and task force efforts
 - h. Shall remain in contact with clubs and resource centers on campus and notify the Disabled Students Commission Community Relations Director of potential partnership opportunities
 - i. Shall oversee the publicity of all Disabled Students Commission projects and events
 4. Disabled Students Commission Community Outreach Director
 - a. Shall oversee Disability Justice Commission community networking efforts
 - b. Shall develop relationships with on-campus communities, organizations, and institutions, along with off-campus organizations, to further disability rights
 - c. Shall execute organizing campaigns that mobilize Tritons, and UC students in general, for causes related to disability rights
 5. Disabled Students Commission Communications and Historian Director
 - a. Shall manage the recruitment and retention of commission membership
 - b. Shall oversee the social media and other communication avenues for the commission
 - c. Shall maintain a record of the commission's work and ensure the history of the commission is maintained for future community members
 6. The hiring guidelines must follow those of the standardized hiring procedures and any section of this article relating to hiring may be waived by the CPO

iv. Ex-Officio Executive Board Members

1. Individuals who are critical to the fulfillment of the Disabled Students Commission's Charter, but do not possess a vote on the Executive Board, shall be designated Ex-Officio Executive Board Members. These members will be appointed by the Disabled Students Commission Executive Board
2. Disabled Students Commission Programming Interns
 - a. Shall assist with Disabled Students Commission community networking efforts under the Community Outreach Director
 - b. Shall offer input on the development of events that would prove useful to the student body, the disabled community, etc.
3. Social Media Interns
 - a. Shall run the social media of the office
 - b. Shall run the office's website
 - c. Shall coordinate with the other interns to distribute information to the UC San Diego community
 - d. Shall work under the supervision of the Chief of Staff on all publicity efforts in coordination with the other interns

v. Impeachment of a Disabled Students Commission Executive Board Member

1. If a member of the Commission's Executive Board is not fulfilling their official duties, the Vice President of External Affairs or a member of the Commission Executive Board may file a complaint to the AS Judicial Board
2. The impeachment committee shall be chaired by the Chief Personnel Officer
3. The member may be removed from the Commission Executive Board with a majority vote
 - a. All Commission Executive Board members must vote for the impeachment process to be valid
 - b. The vote must be held within one academic week of the complaint being filed
4. The ASUCSD Executive Officers may override the decision of the Commission Executive Board within two weeks of the removal of the Executive Board member if there is an appeal filed with the Vice President of External Affairs
 - a. The Executive Officers may refer the case to the Judicial Board
5. The new Disability Justice Commission Executive Board member will be appointed exactly two weeks (fourteen days) after the expiration of Senate's ability to override the Commission's Executive Board's decision at the recommendation of the Vice President of External Affairs

C. Meetings

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

D. Any change to this commission by the Senate shall be sent, and get comments from the Vice-President of External Affairs 72 hours before it is introduced to the order of business or on the Senate floor.

TITLE IX

CAREER STAFF AND STUDENT STAFF

Section 1 | Director of Associated Students Administration

1.1 | Funds

- A. The funds for the Director of Associated Students Administration, hereinafter referred to as “the Director,” shall be provided by registration fees
- B. The salary and benefits for the Director of Associated Students Administration shall be appropriately set and adjusted by the Office of the Vice Chancellor Student Affairs

1.2 | Vacancy and Hiring

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

1.3 | Job Card, Working Title, and Supervisor

- A. Any amendments to a job card and the working title for the Director will be done in consultation with the President
- B. The Director shall report to the Assistant Vice Chancellor Student Life

1.4 | Review

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

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

2.1 | Established Positions

- A. Admin Assistant II
 - a. Working Title: Executive Assistant
 - b. Full-Time Employee (FTE) Provided: 0.90 FTE
 - c. Supervisor: The Director
- B. Student Life and Development Specialist III
 - a. Working Title: Assistant Director, AS Administration
 - b. FTE Provided: 1.00 FTE
 - c. Supervisor: the Director
- C. Student Life and Development Specialist II

- a. Working Title: SPACES Retention Advisor
 - b. FTE Provided: 1.00 FTE
 - c. Supervisor: The Assistant Director
- D. Student Life and Development Specialist II
 - a. Working Title: SPACES Access Advisor
 - b. FTE Provided: 1.00 FTE
 - c. Supervisor: the Director
- E. Student Life and Development Specialist II
 - a. Working Title: SPACES Community Programs Advisor
 - b. FTE Provided: 1.00 FTE
 - c. Supervisor: the Assistant Director
- F. Student Life and Development Specialist II
 - a. Working Title: AS Advisor
 - b. FTE Provided: 1.00 FTE
 - c. Supervisor: the Assistant Director
- G. Programmer/Analyst II
 - a. Working Title: Software Developer
 - b. FTE Provided: 1.00 FTE
 - c. Supervisor: the Director
- H. Public Events Manager Principal
 - a. Working Title: Event Manager
 - b. FTE Provided: 0.7 FTE
 - c. Supervisor: the Assistant Vice Chancellor Student Life
- I. Public Events Manager
 - a. Working Title: Event Coordinator
 - b. FTE Provided: 2.00 FTE
 - c. Supervisor: the Event Manager
- J. Senior Graphic Artist
 - a. Working Title: Graphic Enterprise Manager
 - b. FTE Provided: 1.00 FTE
 - c. Supervisor: the Director
- K. Senior Graphic Designer
 - a. Working Title: Senior Graphic Designer
 - b. FTE Provided: 1.00 FTE
 - c. Supervisor: the Director
- L. Graphic Designer
 - a. Working Title: Graphic Designer
 - b. FTE Provided: 1.00 FTE
 - c. Supervisor: the Director

M. Blank Assistant III

- a. Working Title: SLBO Human Resources
- b. FTE Provided: 0.50 FTE
- c. Supervisor: SLBO HR Analyst, Supervisor

N. Blank Assistant III

- a. Working Title: Student Organization Fund Manager
- b. FTE Provided: 1.00 FTE
- c. Supervisor: SLBO Financial Analyst Supervisor

O. Administrative Specialist

- a. Working Title: Student Government Specialist
- b. FTE Provided: 1.00 FTE
- c. Supervisor: SLBO Financial Analyst Supervisor

P. Blank Assistant III

- a. Working Title: Student Government Fund Manager
- b. FTE Provided: 0.50 FTE
- c. Supervisor: SLBO Financial Analyst Supervisor

2.2 | Funds

- A. The funds for all career staff funded equal to or greater than 50% by AS shall be allocated from the Campus Activity Fee revenue in the annual budget
- B. The salary and benefits for all such positions shall be appropriately set and adjusted by the Office of the Vice Chancellor Student Affairs
- C. The Chief Financial Officer shall meet with the Business Officer of the SLBO in order to obtain accurate salary and benefit information

2.3 | Vacancy and Hiring

- A. Whenever any position in this title becomes vacant, the President, or designee, and the Director's designee, shall co-chair a search committee to fill the vacancy. In addition, a Student Life HR specialist shall also serve on the search committee
- B. A majority of the search committee will be made up of students. The President shall appoint the student membership of the search committee. The Director shall appoint the remainder of the membership with the consent of the President
- C. The search committee shall forward to the Director the names of one or more candidates unranked that are in the estimation of the committee that are suitable for hiring. If the Director finds that none of the candidates are suitable for hiring or that none of the candidates offered the position will accept the job, then the Director will consult with the President, and the search committee will be reconvened

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

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

2.5 | Review

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

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

3.1 | Established Positions

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

3.2 | Funds

- A. The funds for all career staff funded less than 50% by the Associated Students shall be allocated from the Campus Activity Fee revenue in the annual budget
- B. The salary and benefits for all such positions shall be appropriately set and adjusted by the Office of the Vice Chancellor Student Affairs

3.3 | Vacancy and Hiring

- A. Whenever any position in this chapter becomes vacant, there will be a search committee to fill the vacancy
- B. The fraction of the position funded by AS shall equal that of the President-appointed membership of the search committee

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

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

Section 4 | Student General Staff

4.1 | Established Positions

- A. Graphic Artists
- B. Senior Graphic Artists
- C. Webmaster
- D. Office Assistant – AS
- E. Office Assistant – SLBO
- F. President's Assistant
- G. Triton Food Pantry Managers
- H. Public Relations Assistant

4.2 | Funds

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

4.3 | Vacancy and Hiring

- A. Whenever any position in this chapter becomes vacant, the Director in consultation with the President shall establish an appropriate selection process
- B. If the Assembly determines that a need exists for a new student position, the President will consult with the Director and Chief Financial Officer prior to submitting the item to the Senate for approval

4.4 | Job Card, Supervisor, and Working Title

- A. The job card for all student general staff may be established or modified by the Director; however, the Director, Chief Financial Officer, and President must mutually agree on the job card
- B. The supervisor for each student general staff shall be a career staff position determined by the Director, Chief Financial Officer, and President
- C. Any changes to the working title for a position in this chapter will be approved by the Senate by an amendment to this chapter, unless the change is mandated by HR. However, if this change is mandated by HR, the AS President will be given time to review the changes and then comment

4.5 | Review

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

TITLE XI

SPECIAL COMMITTEES

Section 1 | Special Committee on Human-Rights Advisory (SCOHRA)

- A. The Special Committee on Human Rights Advisory (SCOHRA or “the committee”) is established as a special committee of the Office of Equity Diversity and Inclusion.
- B. The committee shall be responsible for drafting and implementing ASUCSD policies which shall limit, or when possible eliminate, expenditures to companies that aid in human rights abuses.
- C. This committee shall be responsible for enforcing the following repercussions to agreed-upon violations by Cabinet and Senate members of the PES:
 - a. First-time violation: formal warning
 - b. Second-time violation: freezing of the account
 - i. This is following Section 5 of Article VI (Finance & Resources) of the AS Constitution, as a PES violation would be a violation of the AS By-laws, thus The Chief Financial Officer, upon approved recommendation by SCOHRA, may freeze the account.
 - ii. The Senate may overrule the decision to freeze the account by a majority vote
 - iii. The account may be unfrozen by the CFO after the violating party agrees to:
 - 1. Engage in an educational teach-in hosted by SCOHRA
 - 2. Sign a waiver vowing to not violate the PES again
 - c. Third-time violation: the violator will be subject to impeachment for misuse of funds and willful violation of the Association’s rules, policies, or procedures
- D. The committee shall create a Policy on Ethical Spending (PES) for the Associated Students UC San Diego within three academic weeks of its formation. The PES shall include the following:
 - a. Requirements for assessing Senate spending bill compliance with the PES. The requirements shall specify which ASUCSD officer or body is responsible for ensuring compliance with the policy;
 - b. A plan to transition existing investments away from companies subject to the PES BDS List. The SCHORA shall specify a timeline for the transition and an acceptable level of compliance;
 - c. Comprehensive but concise guidance to ASUCSD units, committees, commissions, and offices on spending requirements. The PES shall also be responsible for the distribution of this guidance following the passage of the legislation;
 - d. Requirements, if any, for a monthly audit of spending by each ASUCSD unit, committee, commission, and office.
 - e. A report, linked to the PES, on current levels of investment or spending with companies subject to the PES;
 - f. Documentation, linked to the PES, of consultation with the Chief Financial Officer or their designee on the implementation of the PES;
 - g. The resources used to compile the lists and policies, which shall include but is not limited to, the BDS website.
- E. The committee shall present to the Senate, in writing, a list of companies subject to the ASUCSD Policy on Ethical Spending.
- F. The committee shall meet at least once every academic month in meetings scheduled by the Co-Chairs. All meetings of the committee shall be held in private and all policies on open meetings and public

documents shall be followed.

G. The responsibilities of the chairperson shall include:

- a. Checking the BDS website at the beginning of each month to ensure accuracy to the PES list of companies;
- b. Striving to notify relevant Registered Student Organizations prior to the adoption of any amendment to the PES;
- c. Reporting any amendment to the PES to the Senate.
- d. Enforcing repercussions on violators of the PES

H. The following or their designees shall be voting members of SCOHRA:

- a. The AVP of Equity, Diversity and Inclusion (AVP of EDI)
- b. The Chief Financial Officer (CFO), or a designee appointed by the CFO.
- c. Three (3) senators appointed by joint agreement of the AVP of EDI and CFO (or their designee)
 - i. The AVP of EDI and CFO (or their designee) shall strive to appoint Senators with a wide range of views and backgrounds to ensure thorough consideration of all policies.
 - ii. The AVP of EDI and CFO (or their designee) shall appoint the Senators at the beginning of each quarter, or within a week following any vacancy in position.
 - iii. If the AVP of EDI and CFO (or their designee) cannot agree on three appointments, the ASUCSD Senate shall, through a majority vote, appoint three senators as recommended by each of the AVP of EDI or the CFO (or their designee).

I. Committee adoption of amendments: The adoption of any amendment to the PES (i.e. list of companies subject to the PES, compliance directives, transition timeline) shall only take effect following a majority vote of the committee. Members of the public shall also be allowed to submit public comments by emailing the chairperson or by other methods determined by the chairperson. The chairperson shall strive to notify relevant Registered Student Organizations prior to the adoption of any amendment. The chairperson shall report any amendment to the PES to the Senate. The Senate may amend the PES or overturn any policy by a majority vote.

J. A Charter for SCOHRA shall be established, maintained, and updated by the Chair outlining, but not limited to, the following: (1) establishment, (2) composition, (3) purposes, (4) rules and procedures, (5) chair responsibilities, (6) committee adoption of amendments, and (6) records.