

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

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TITLE I
General Provisions

Chapter 1. Authority and Purpose

- §1.1. Authority for the “Standing Orders of the Associated Students,” hereinafter referred to as “the Standing Orders,” is vested in the same by Article VI, Section 4 of “The Constitution of the Associated Students of the University of California, San Diego”, hereinafter referred to as “the Constitution.”
- §1.2. The purpose of the Standing Orders is to exercise the authority delegated to the Associated Students Council, hereinafter referred to as “the Council,” by the Constitution.

TITLE II President

Chapter 1. Office of the President

§1.1. Structure, Powers, and Responsibilities of the Office

(a) President

- (1) If a situation arises that is not provided for in the rules of the Associated Students, the President has broad authority to make any decision that is consistent with the spirit of the rules. The Council may overrule the President in this regard by a majority vote.
- (2) In addition to the positions outlined in this section, the President may establish and appoint other positions in the Office of the President.

(b) Chief of Staff

- (1) The President shall appoint or dismiss a Chief of Staff with the consent of the Council.
- (2) The Chief of Staff shall chair the staff meetings of the Office of the President.

(c) Director of Public Relations

- (1) The President shall appoint a Director of Public Relations with the consent of the Council.
- (2) The Director of Public Relations shall work with campus media to publicize the Associated Students.

(d) Advocate General

- (1) The President shall appoint or dismiss the Advocate General with the consent of the Council.
- (2) The Advocate General shall represent the Associated Students in all hearings in front of the Associated Students Judicial Board, unless the Advocate General is a party or a witness to the case, in which case the President shall appoint a temporary replacement with the consent of the Council.
- (3) The Advocate General shall regularly review the attendance of the members of the Council and, when appropriate, bring impeachment charges.

§1.2. Line of Succession

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

- (1) Vice-President Finance and Resources
- (2) Vice-President External Affairs
- (3) an Associate Vice-President elected by the Council

Chapter 2. Academic Affairs

§2.1. Office of Academic Affairs

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

- (1) Whenever the President desires to appoint the Associate Vice-President Academic Affairs, the President shall convene a Special Committee to Select the Associate Vice-President Academic Affairs.
- (2) The membership of the committee shall consist of
 - (a) the President, or designee, who shall chair the committee;

- (b) the Associate Vice-President Academic Affairs at the President's discretion; and
 - (c) three Senators, at least one of whom must be an Academic Division Senator, appointed by the President.
- (3) The committee shall solicit applications for the position, screen and interview candidates for the position, and make a recommendation to the President on the appointment of the Associate Vice-President Academic Affairs. The type and manner of the recommendation shall be specified by the President at the first meeting of the committee.
 - (4) The President shall consider the recommendation of the committee and submit a nominee for the position to the Council.
 - (5) The committee shall dissolve upon the approval of the appointment by the Council.
 - (6) The President is required to execute this appointment process every year during Seventh Week of Spring Quarter unless the incumbent Associate Vice-President Academic Affairs was appointed during or after First Week of that year's Winter Quarter.
 - (7) This subsection shall not apply to interim appointments, which the President may make without the advice of a committee or the consent of the Council.
- (b) Purpose and Mission
- (1) To maximize student involvement in academic governance by strengthening student influence on the creation and implementation of University policy
 - (2) To initiate policy or other academics-related recommendations to the Academic Senate
 - (3) To research academic policies and issues of concern to students at UC San Diego.
 - (4) To coordinate student representation to faculty and administration on issues of academic policy, academic life, and the academic environment on campus, in order to enhance the value and quality of undergraduate education
 - (5) To increase student awareness of relevant and important academic issues in addition to the processes whereby academic policy is formulated
 - (6) To initiate and maintain programs and committees that benefit undergraduate students in the area of Academic Affairs
- (c) Structure, Powers, and Responsibilities of the Office
- (1) Associate Vice-President Academic Affairs
 - (a) Shall oversee all activities within the Academic Affairs Office
 - (b) Shall select the membership of the Academic Affairs Office
 - (c) Shall approve the agenda for all Academic Affairs Advisory Board meetings prior to convening
 - (d) Shall be responsible for all finances relating to the Academic Affairs Office
 - (e) Shall have final approval on all projects and actions taken by the Academic Affairs Office that do not come before the Council
 - (f) Shall be the official representative of the ASUCSD on all matters pertaining to Academic Affairs
 - (g) Shall review academic policies and participate in the rewriting of the University academic policies affecting students which are outdated, unworkable, conflicting with other policies, or in violation of students' rights
 - (2) Assistant to the Associate Vice-President Academic Affairs

- (a) Shall share the responsibilities of the Associate Vice-President Academic Affairs as directed
 - (b) Shall serve as the alternate representative to all Academic Senate and campus-wide committees as directed
 - (c) Shall review agendas for all Academic Senate meetings and further investigate issues that directly affect student interests
 - (d) Shall appoint Assistant Researchers, if necessary, with the approval of the Associate Vice-President Academic
 - (e) Shall maintain the Academic Affairs Office Archives
 - (f) Shall regularly collect and compile reports from committee members
 - (g) Shall perform any duties as directed by the Associate Vice-President Academic Affairs
- (3) External Assistant
- (a) Shall be responsible to the Associate Vice-President Academic Affairs for development and operation of a research function to support efforts of the Academic Affairs Office
 - (b) Shall work to attain student input in the formulation of University Academic policies and procedures
 - (c) Shall conduct and supervise attitude and opinion surveys
 - (d) Shall perform any duties as directed by the Associate Vice-President Academic Affairs
- (4) Academic Affairs Advisory Board
- (a) Structure
 - (1) Assistant to the Associate Vice-President Academic Affairs, Chair
 - (2) External Assistant, Vice-Chair
 - (3) all representatives to committees appointed by the Associate Vice-President Academic Affairs
 - (4) the President, non-voting
 - (5) the Associate Vice-President Academic Affairs, non-voting
 - (b) Purpose
 - (1) Shall serve as the principle academic advisory committee for the Academic Affairs Office and the Council
 - (2) The board shall review and offer informal recommendations on all issues brought before it by the Associate Vice-President Academic Affairs or the Council.

§2.2. Academic Senate Committees

- (a) The Associate Vice-President shall appoint all ASUCSD representatives to Academic Senate Committees with the advice of any appropriate cabinet member and the consent of the Council to a term of up to two academic years with the following exceptions:
 - (1) The Associate Vice-President Academic Affairs shall serve as the ASUCSD representative to the Committee on Educational Policy.
 - (2) The President and the Associate Vice-President Academic Affairs shall serve as the ASUCSD representatives to the Representative Assembly.
- (b) Representatives to Academic Senate Committees shall attend and represent the ASUCSD in all meetings of their committees and shall meet regularly with the

Associate Vice-President Academic Affairs or designee to discuss topics brought up in their committees.

- (c) Representatives to Academic Senate Committees shall submit a written report to the Assistant to the Associate Vice-President Academic Affairs regarding all meetings attended.
- (d) If a representative to an Academic Senate Committee cannot attend a meeting, the Associate Vice-President Academic Affairs may appoint a temporary proxy to attend and report on that meeting.

§2.3. Undergraduate Scholastic Grants (U.S. Grants)

- (a) Structure
 - (1) Executive Director appointed by the Associate Vice-President Academic Affairs
 - (2) Assistant Directors appointed by the Executive Director
- (b) Purpose and Authority
 - (1) Shall request and secure funds for grants from CACIIP
 - (2) Shall accept applications for undergraduate grants for student academic projects
 - (3) Shall award grants upon review and acceptance of undergraduate applications
 - (4) Shall audit the spending process and publish a report of the sponsored projects
- (c) U.S. Grants Advisory Committee
 - (1) Structure
 - (a) Associate Vice-President Academic Affairs, Chair
 - (b) Assistant to the Associate Vice-President Academic Affairs, Vice-Chair
 - (c) Executive Director
 - (d) The Director of Associated Students Administration
 - (e) Director of Student Programs Business Office
 - (f) Associate Vice Chancellor for Undergraduate Education
 - (2) Purpose
 - (a) Shall meet quarterly during application review period
 - (b) Shall evaluate the budget and overall status of the U.S. Grants program
 - (c) Shall propose recommendations for the U.S. Grants program
 - (d) Shall serve as a resource for the U.S. Grants staff

Chapter 3. College Affairs

§3.1. Office of College Affairs

- (a) Appointment of the Associate Vice-President College Affairs
 - (1) Whenever the President desires to appoint the Associate Vice-President College Affairs, the President shall convene a Special Committee to Select the Associate Vice-President College Affairs.
 - (2) The membership of the committee shall consist of
 - (a) the President, or designee, who shall chair the committee;
 - (b) a College Council Chair appointed by the President;
 - (c) the Associate Vice-President College Affairs at the President's discretion; and
 - (d) three Senators, at least two of whom are College Senators, appointed by the President.
 - (3) The committee shall solicit applications for the position, screen and interview candidates for the position, and make a recommendation to the President on the appointment of the Associate Vice-President College Affairs. The type and manner

of the recommendation shall be specified by the President at the first meeting of the committee.

- (4) The President shall consider the recommendation of the committee and submit a nominee for the position to the Council.
- (5) The committee shall dissolve upon the approval of the appointment by the Council.
- (6) The President is required to execute this appointment process every year during Seventh Week of Spring Quarter unless the incumbent Associate Vice-President Academic Affairs was appointed during or after First Week of that year's Winter Quarter.
- (7) This subsection shall not apply to interim appointments, which the President may make without the advice of a committee or the consent of the Council.

Chapter 4. Student Advocacy

§4.1. Office of Student Advocacy

(a) Appointment of the Associate Vice-President Student Advocacy

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

(b) Purpose of the Office

- (1) The Office of Student Advocacy exists to inform, advise and represent individual students experiencing academic or administrative conflicts with the University, as well as to pursue broader issues of student rights affecting large classes of students.
- (2) The areas in which the Office of the Student Advocate advises and represents students include, but are not limited to, the following:
 - (a) Grading disputes and grade appeals;

- (b) Conduct violations such as academic dishonesty charges, alleged violations of the UCSD Student Conduct Code and related policies, campus conduct related with the UCSD Police;
 - (c) Administrative and procedural problems such as difficulties in securing transcripts, establishing California residency, removing registration holds, and in dealing with various other demands of the UCSD administration;
 - (d) Housing, health and welfare such as problems with University housing, Student Health Services, Counseling and Psychological Services;
 - (e) Financial aid such as problems with eligibility, grants, loans, delays, amounts of awards and payments; and
 - (f) Discrimination and harassment such as harassment or other problems stemming from discrimination based upon race, sex, religious or political beliefs, sexual preference, or physical disability.
- (3) The broad student rights concerns that the Office pursues include, but are not limited to, the following:
- (a) Policy review such as encouraging and participating in the rewriting of University policies affecting students which are outdated, unworkable, conflicting with other policies, or in violation of students' rights;
 - (b) Policy enforcement and education such as ensuring that University employees, especially faculty and administration, understand and abide by University policies and the norms of due process as incorporated therein in their various dealings with students, and educating students as to their rights and responsibilities under University policies; and
 - (c) Student power by working to attain true student input in the formulation of campus policies and procedures and a real measure of student control over student fee-funded facilities.
- (c) Structure of the Office
- (1) Associate Vice-President Student Advocacy
 - (a) The Associate Vice-President Student Advocacy oversees all operations and manages the Office of Student Advocacy.
 - (b) The Associate Vice-President Student Advocacy appoints the Student Advocates and the Issue Coordinators with the consent of the Council.
 - (2) Student Advocates
 - (a) Under the direction of the Associate Vice-President Student Advocacy, the Student Advocates advise and represent students in University hearings.
 - (b) The Student Advocates share the responsibility in the casework and staffing of the Office of Student Advocacy.
 - (c) Each Student Advocate shall treat every case with strict confidentiality.
 - (d) The Associate Vice-President Student Advocacy shall serve as or designate the Senior Student Advocate.
 - (3) Issue Coordinators
 - (a) Issue Coordinators perform research and writing work on such general student rights issues and other tasks as delegated to them by the Associate Vice-President Student Advocacy or a Student Advocate.

§5.1. ACTA is a commission of the Associated Students with the following purpose and principles:

- (a) To plan and coordinate all campus events geared toward transfer students including assistance with but not exclusively Transfer Admit Day, Preview Day, Transfer Orientations, and Welcome Week Festivities for transfers
- (b) To assist transfer students with the transition to UCSD both socially and academically
- (c) To increase and initiate programming for transfer students at UCSD
- (d) To increase representation and advocacy for transfer students in student
- (e) To increase awareness among the faculty, staff, and student population at UCSD of the increasing number of transfer students on our campus and the individual and collective needs of these students
- (f) To create and maintain a web page to inform transfer students of events both on and off campus geared directly toward their needs and interests

§5.2. Membership

- (a) The ACTA adheres to an open membership policy for transfer students.
- (b) Members should agree to the above principles though not necessarily to the individual platforms of the ACTA.
- (c) New members of the ACTA may vote on items upon attendance at their third subsequent meeting.

§5.3. Officers

- (a) President, hereinafter referred to as ACTA President
 - (1) Shall set the agenda and chair ACTA general body meetings
 - (2) Shall possess a general knowledge of the duties of each office and provide guidance accordingly
 - (3) Shall be the official spokesperson of the ACTA
 - (4) Shall assume the duties of recruitment and retention of ACTA members
 - (5) Shall facilitate the election of ACTA officers
 - (6) Shall act as a liaison to UCSD Transfer Services Committee
- (b) Vice-President
 - (1) Shall oversee committees
 - (2) Shall oversee and compile an events calendar
 - (3) Shall fill in for the President in case of absence
- (c) Secretary
 - (1) Shall take the minutes
 - (2) Shall monitor attendance at general body meetings
 - (3) Shall maintain official ACTA records and correspondence
 - (4) Shall create a membership roster with contact information of those actively involved
- (d) Treasurer
 - (1) Shall draft the ACTA's Annual Budget for the following year by Spring Quarter
 - (2) Shall facilitate membership reimbursements
 - (3) Shall oversee and initiate fundraising for ACTA events, programs, campaigns and efforts
- (e) Public Relations Coordinator
 - (1) Shall promote meetings and other events

- (2) Shall outreach to current University, College and community groups to foster increased communication and collaboration
- (f) Outreach Coordinator
 - (1) Shall organize outreach groups with Transfer Student Services
- (g) College Representatives
 - (1) Shall be a representative from each of the college transfer organizations
- (h) Web Administrator
 - (1) Shall oversee internal communication through the list-serve
 - (2) Shall work with the Associated Students Webmaster on web page development and update
- (i) Activities Coordinator
 - (1) Shall oversee planning of campus wide events, on and off campus
- (j) ASUCSD Council Representative
 - (1) Shall attend all meetings of the Council
 - (2) Shall provide the rest of the ACTA board with a review of the Council meetings
 - (3) Shall organize and maintain a journal of all involved activities and procedures as a reference
- (k) Historian
 - (1) Shall take photographs of transfer students at events and any social gathering
 - (2) Shall give the photographs taken to the web administrator to put on the website
 - (3) Shall organize and maintain a journal of all involved activities and procedures as a reference

§5.4. Elections

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

§5.5. Removal of Officers

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

Chapter 6. All Campus Commuter Board

§6.1. ACCB is a commission of the Associated Students with the following purpose and principles:

- (a) To assist students who reside off-campus in creating a community within UCSD
- (b) To increase and initiate programming for commuter students at UCSD

- (c) To increase representation and advocacy for commuter students within the college councils, Associated Students Council, and Commuter Advisory Board
- (d) To increase student participation and awareness
- (e) To advocate commuters' opinions of college, campus, and community issues
- (f) To give administrative committees suggestions on matters of policy concerning the commuter community
- (g) To work in conjunction with student boards and organizations of UCSD

§6.2. Membership

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

§6.3. Officers

(a) Chairperson

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

(b) Director of Programming

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

(c) Director of Advocacy

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

(d) Director of Public Relations

- (1) Shall work in collaboration with the other officers and college representatives to publicize events
 - (2) Shall publish and distribute a bi-quarter ACCB newsletter to college commuter associations and to students who reside off-campus in apartment complexes and housing developments in the greater UCSD community
 - (3) Shall create and maintain the ACCB web page with the ASUCSD to inform commuter students of events both on and off campus
 - (4) Shall work with the Associate Vice-President Local Affairs to maintain relations with the greater UCSD and San Diego community
- (e) Director of Finance
- (1) Shall oversee all financial matters within the ACCB
 - (2) Shall advise the Chairperson and the ACCB on financial matters
- (f) Director of Communications
- (1) Shall take minutes for each meeting and distribute them to the ACCB
 - (2) Shall maintain all official records of the ACCB
 - (3) Shall create and maintain an electronic mailing list serve of the constituents of the ACCB; This list serve shall be used for publicity reasons
 - (4) Shall keep an updated roster and contact list of the ACCB; This information shall be available via the ACCB website

§6.4. Elections

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

§6.5. Removal of Officers

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

TITLE III
Student Life

Chapter 1. Student Life

§1.1. Office of Student Life

(a) Vice-President Student Life

- (1) In addition to the positions outlined in this section, the Vice-President Student Life may establish and appoint other positions in the office.
- (2) Shall be in charge of planning retreats and leadership development events for the Council
- (3) Shall plan events to publicize the Council

(b) Chief of Staff

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

§1.2. Campus Committees

(a) The Vice-President Student Life shall appoint students to all campus committees when requested to do so with the following exceptions. The ASUCSD representatives to

- (1) the Chancellor's Campus Budget Committee shall be appointed by the President to a term of no more than two academic years;
- (2) any search committees for any staff not funded by the Associated Students shall be appointed by the President with the consent of the Council;
- (3) the University Centers Advisory Board (UCAB) shall be appointed by the Vice-President Student Life with the consent of the Council to a term of two academic years;
- (4) the Registration Fee Advisory Committee shall be appointed by the Vice-President Finance and Resources with the advice and consent of the Council to a term of two academic years;
- (5) the Committee on Instructional Improvement, the Summer Session Advisory Committee, the Course Materials Fee Committee, the Program Review Committee, and the Enrollment Planning Committee shall be appointed by the Associate Vice-President Academic Affairs;
- (6) the Student Revisions Regulations Committee (SRRC) shall be appointed by the Associate Vice-President Student Advocacy with the consent of the Council; and
- (7) the Athletics, Recreation, and Sports Facilities Advisory Board (ARSFAB) shall be appointed by the Associate Vice-President Athletic Relations with the consent of the Council to a term for two academic years.

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

(c) A person may be dismissed as the ASUCSD representative to the campus committee by the person in the position that appointed the representative. If the appointment required the consent of the Council, the dismissal requires the consent of the Council.

(d) All ASUCSD representatives to campus committee shall represent the interests and opinions of the Council.

(e) No person shall appoint themselves to a campus committee without the consent of the Council.

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

Chapter 2. Diversity Affairs

§2.1. Office of Diversity Affairs

- (a) Appointment of the Associate Vice-President Diversity Affairs
 - (1) Whenever the Vice-President Student Life desires to appoint the Associate Vice-President Diversity Affairs, the Vice-President Student Life shall convene a Special Committee to Select the Associate Vice-President Diversity Affairs.
 - (2) The membership of the committee shall consist of
 - (a) the Vice-President Student Life, or designee, who shall chair the committee;
 - (b) the Associate Vice-President Diversity Affairs at the Vice-President Student Life's discretion;
 - (c) the Student Affirmative Action Committee Chair or designee; and
 - (d) three Senators appointed by the Vice-President Student Life.
 - (3) The committee shall solicit applications for the position, screen and interview candidates for the position, and make a recommendation to the Vice-President Student Life on the appointment of the Associate Vice-President Diversity Affairs. The type and manner of the recommendation shall be specified by the Vice-President Student Life at the first meeting of the committee.
 - (4) The Vice-President Student Life shall consider the recommendation of the committee and submit a nominee for the position to the Council.
 - (5) The committee shall dissolve upon the approval of the appointment by the Council.
 - (6) The Vice-President Student Life is required to execute this appointment process every year during Seventh Week of Spring Quarter unless the incumbent Associate Vice-President Diversity Affairs was appointed during or after First Week of that year's Winter Quarter.
 - (7) This subsection shall not apply to interim appointments, which the Vice-President Student Life may make without the advice of a committee or the consent of the Council.
- (b) Purpose. The purpose of the Diversity Affairs Office shall be to increase the knowledge, appreciation, and presence of diversity on campus. The Office shall work to provide support for historically underrepresented groups on campus. The Diversity Affairs Office is dedicated to helping create a constant medium for discussion on issues pertaining to diversity awareness through forums, diversity trainings, films, speakers, and periodic surveys of campus climate, and by any other appropriate events or programs. The Office shall work to ensure that support for the services and programs of resource centers such as the Lesbian Gay Bisexual Transgender Resource Center (LGBTRC), the Cross Cultural Center, The Women's Center, the International Center, the Office of Academic Support and Instructional Services (OASIS) is advocated for through the Associated Students. The Office shall support student-initiated outreach and retention of students from historically underrepresented backgrounds at UCSD. The Office shall maintain good working relations with the directors of the above-mentioned centers.
- (c) Structure, Powers, and Responsibilities
 - (1) Associate Vice-President Diversity Affairs

- (a) Shall organize and oversee the Office of Diversity Affairs
 - (b) Shall work with Student Affirmative Action Committee (SAAC)
 - (c) Shall serve on Diversity Ad Hoc Planning Committees
 - (d) Shall serve on the Cross Cultural Center Student Advisory Board
 - (e) Shall serve on the OASIS Student Advisory Board
 - (f) Shall chair the Cultural Unity Month of Awareness (C.U.M.A) committee
 - (g) Shall help plan Civic Engagement Week
 - (h) Shall meet with the Director of International Center quarterly unless decided otherwise
 - (i) Shall meet with the Director of Lesbian Gay Bisexual Transgender Resource Center (LGBTRC) quarterly unless decided otherwise
 - (j) Shall meet with the Director of Cross Cultural Center (CCC) quarterly unless decided otherwise
 - (k) Shall meet with the Director of Women's Center quarterly unless decided otherwise
- (2) Assistant to the Associate Vice-President Diversity Affairs
 - (a) Shall help the Associate Vice-President Diversity Affairs coordinate activities and facilitate contact between the above mentioned organizations and entities
 - (b) Shall help coordinate interns within the Office of Diversity Affairs
- (3) Women's Issues Intern
 - (a) Shall attend Women's Center Board meetings
 - (b) Shall meet bi-weekly with director of Women's Center
 - (c) Shall meet with Associated Students Women's Commission quarterly unless decided otherwise
- (4) Queer Issues Intern
 - (a) Shall be responsible for working with the Lesbian Gay Bisexual Transgender Queer/Questioning Intersex Association (LGBTQIA)
 - (b) Shall meet at least quarterly with Director of Lesbian Gay Bisexual Transgender Resource Center (LGBTRC)
 - (c) Shall be responsible for working with the Associated Students Alliance Commission
 - (d) Shall be responsible for working with the Queer People of Color (QPOC)
- (5) Cross Cultural Intern
 - (a) Shall be responsible for working with the organizations of the Cross Cultural Center
 - (b) Shall meet at least quarterly with Director of Cross Cultural Center
- (6) Cultural Unity Month of Awareness (C.U.M.A.) Intern
 - (a) Shall be responsible for maintaining weekly meetings for C.U.M.A.
 - (b) Shall be responsible for maintaining communication between the Associate Vice-President Diversity Affairs and C.U.M.A. Advisory Board
- (7) Preuss School Student Initiated Outreach Intern
 - (a) Shall be responsible for working with Preuss ASB on parliamentary procedure and diversity training
 - (b) Shall be responsible to maintain a relationship between ASUCSD and Preuss
 - (c) Shall be responsible for setting up events between ASUCSD and Preuss
- (8) Service and Civic Engagement Intern

- (a) Shall be responsible to maintain relationship with humanitarian organizations within the San Diego community
- (b) Shall offer campus community opportunities to get involved with local issues dealing with humanitarian efforts

§2.2. Alliance Commission

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

§2.3. Women's Commission (ASWC)

- (a) Purpose and Mission
 - (1) To be a dynamic force in the fight for gender equity on this campus
 - (2) To serve as a source of empowerment for the women of UCSD
 - (3) To be a voice for women's issues
 - (4) To educate the campus community
 - (5) To pursue goals through direct action organizing
 - (6) To encourage diversity with regard to race, gender, age, sexual orientation and/or gender identity, disability, economic status, political affiliation, parental status, and/or religious affiliation within UCSD as well as the ASWC
 - (7) To create a community that fosters support and open discussion
 - (8) To improve the safety and general welfare of women on this campus

(b) Membership

- (1) All members of the ASUCSD that attend the meetings of the ASWC are members of the ASWC.
- (2) Members may vote on items after they have attended three meetings of the ASWC.

(c) Officers

(1) Co-Chairs (2)

- (a) Shall set the agenda and chair ASWC general body meetings
- (b) Shall possess a general knowledge of the duties of each office and provide guidance accordingly
- (c) Shall be the official spokesperson of the ASWC
- (d) Shall act as a liaison to UCSD Women's Center
- (e) Shall assume the duties of recruitment and retention of ASWC members
- (f) Shall facilitate the election of ASWC officers

(2) Secretary

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

(3) Treasurer

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

(4) Community Outreach Coordinator

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

(d) Election of Officers

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

(e) Removal from Office

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

§2.4. Student Initiated Outreach and Recruitment Commission (SIORC)

- (a) Mission Statement: SIORC functions to encourage and support creative student-initiated outreach and recruitment of underrepresented students to institutions of higher education. SIORC is committed to supporting all efforts done by students to increase the number of underrepresented students at the University of California, San Diego.
- (b) Historical Context: The passage of Proposition 209 in 1996, which eliminated affirmative action in the State of California, resulted in a decrease in admissions of underrepresented students to the University of California. In immediate response to this decrease, concerned students with the aid of the University of California Student Association demanded and won funding for student-initiated outreach. Students, then, worked to make sure this money would be under student control at each University of California campus. At the University of California, San Diego, the funds were allocated to the Associated Students, as they were the representative student government with access to administrative personnel and physical space. The Associated Students, in recognition of the efforts to secure funds, created SIORC as an autonomous body to allocate these funds. In 2001 the allocation of one million dollars system wide for student initiated outreach and recruitment prompted an incorporation with the ASUCSD.
- (c) Guaranteed Referendum Funding
 - (1) In Spring 2007, the Associated Students Campus Activity Fee was increased by \$7.00 per student per quarter.
 - (2) According to the terms of the fee increase, 14% of the fee increase, or \$0.98 per student per quarter, must be allocated to SIORC.
- (d) Steering Component

The Steering Component shall consist of the following appointed positions:

 - (1) Administrative Coordinator
 - (a) Shall coordinate meeting space and time for all meetings of SIORC, including regular meetings and grant workshops according to the guidelines as specified with in this document
 - (b) Shall coordinate the internal workings of the committee, by ensuring adequate and effective communication between members, and maintaining timelines of SIORC
 - (c) Shall act as the contact person on all SIORC matters, with proper delegation of matters to appropriate members
 - (d) Shall maintain attendance records at all meetings of SIORC and ensure that all SIORC meetings run accordingly
 - (2) Internal Affairs Finance Coordinator
 - (a) Shall oversee and chair the allocation process as outlined in this section
 - (b) Shall coordinate the meeting times for the allocation process which includes grant hearings and the allocation meeting as outlined in this section
 - (c) Shall act as the direct liaison with the Associated Students Business Office
 - (d) Shall oversee the allocation of SIORC grants once the program has been funded
 - (e) Shall handle all necessary financial actions related to the tracking of SIORC monies or requests by university officials, the University of California Office of the President (UCOP), and the Associated Students Business Office
 - (f) Shall produce the end-of-year finance report on SIORC allocations along with internal affairs funding allocations

- (3) Funding Allocations Coordinator
 - (a) Shall act as the main contact person for organizations and students who are funded
 - (b) Shall ensure that students and organizations access money allocated correctly
 - (c) Shall produce the end of the year finance report on SIORC allocations with internal affairs finance
 - (d) Shall oversee all appeals
- (4) External Affairs Finance Coordinator
 - (a) Shall oversee the maintenance of SIORC funding by researching opportunities to increase the overall budget
 - (b) Shall work closely with Community/State Liaison to develop potential funding sources in the community and the university and aid in lobbying efforts to increase funds
 - (c) Shall develop and maintain Alumni contacts as to facilitate donations
- (5) Public Relations Coordinator
 - (a) Shall oversee the marketing of SIORC grants and committee openings, as well as SIORC itself
 - (b) Shall implement a marketing strategy to advertise SIORC archives to students and/or students groups who participate in student-initiated outreach
 - (c) Shall oversee all materials needed for the marketing of SIORC to potential funders
 - (d) Shall facilitate the appointment process and work in conjunction with appointment guidelines
 - (e) Shall maintain the SIORC website
- (6) Archives Coordinator
 - (a) Shall collect and compile archives from all funded recipients including but not limited to funding proposals and program evaluations
 - (b) Shall implement an effective system for making archives accessible to student-initiated outreach groups
 - (c) Shall record all business and reports in minutes of designated meeting
 - (d) Shall collect all material designated for SIORC archives submitted during all meetings
 - (e) Shall oversee the office space for archives
 - (f) Shall maintain an archive of all SIORC activities
- (7) Community Outreach Coordinator
 - (a) Shall research and maintain an archive of possible organizations within UCSD, the community, and neighborhood schools which attempts to augment the volume of underrepresented students in institutions of higher education
 - (b) Shall assist student organizations with the process of visualizing and constructing creative ideas or methods to outreach or assist underrepresented students in their progression toward institutions of higher education
 - (c) Shall advise student organizations with the strategies and the logistics to enhance the effectiveness of their outreach
 - (d) Shall serve as a liaison between student organizations and SIORC affiliated communal programs or institutions, to maintain a healthy relationship between the above said parties

- (8) Community/State Liaison
 - (a) Shall serve as the liaison to student-initiated outreach efforts at the statewide level
 - (b) Shall develop and maintain relationships with other existing UC committees allocating UCOP money
 - (c) Shall update SIORC on all changes and developments with student-initiated outreach on a monthly basis
 - (d) Shall develop and maintain relationships with community organizations
 - (e) Shall work with External Affairs Finance Coordinator in developing a larger funding pool and participate in lobbying
- (9) Campus Liaison
 - (a) Shall act as the direct liaison to faculty, administration, and departments in all SIORC matters. They shall facilitate the monthly Administration Committee meeting
 - (b) Shall maintain relations with relevant UCSD administration, faculty, and departments by issuing memos, updates and minutes of meeting and visits as needed
 - (c) Shall attend any necessary meetings directed at student-initiated outreach and its funding
- (10) Organizational Liaison
 - (1) Shall maintain relations with relevant UCSD student organizations by issuing newsletters and visiting organizational meetings
 - (2) Shall organize SIORC visits to organizational student-initiated outreach events and all other SIORC funded events
- (e) Community Outreach and Recruitment to Empower (CORE) Component

The CORE Component shall consist of elected representatives from the following organizations that have exhibited a traditional interest and dedication to outreach and recruitment of educationally disadvantaged students:

 - (1) Student Affirmative Action Committee (SAAC) Organizations. Each member shall act as a liaison between the SAAC org and SIORC.
 - (a) Black Student Union (BSU)
 - (b) Asian Pacific Islander Student Alliance (APSA)
 - (c) Kaibigang Pilipino (KP)
 - (d) Movimiento Estudiantil Chicano de Aztlan (MEChA)
 - (e) Queer People of Color (QPOC)
 - (2) Other Campus Organizations. Each member shall act as a liaison between the organization and SIORC. Failure to attend 70% of SIORC meetings for two quarters shall result in 'CORE' status being replaced with Affiliate status.
- (f) Affiliate Component
 - (1) A representative from any SOLO organizations
 - (2) A representative from any of the six colleges
 - (3) Organizations requesting Affiliate status shall submit an application and constitution. SIORC shall vote to award Affiliate status. Affiliates are non-voting members. Attendance of 70% of SIORC meetings for two quarters shall result in the Affiliate status being replaced with CORE status.
- (g) Administration Component

- (1) The purpose of this committee is to ensure that student-initiated outreach conducted through programs will target schools that have not been adequately targeted. This committee will also serve to avoid the overlapping of SIORC funded outreach programs with those administratively run programs already in existence.
 - (a) Administrative Support: In support of student-initiated and student run programs addressing student recruitment efforts, the UC San Diego administration will share information and data with SIORC regarding applications, yield on effort, admissions, and graduation rates. The administration will encourage coordination between programs housed under SIORC and other on-campus recruitment services and programs.
 - (b) Composition: The Administrative Committee shall be comprised of administrators appointed from following University bodies who will then update each of the departments on the current activities and programs working within the committee:
 - (1) Office of the Vice Chancellor-Student Affairs
 - (2) Office of Admissions and Relations with Schools
 - (3) Center for Research in Educational Excellence in Teacher Education (CREATE)
 - (c) Terms: Terms shall commence on July 1 and terminate on June 30 of the subsequent year. Spring quarter shall serve as a transition period in which incoming members shall shadow their preceding representative.
 - (d) The appointees from each of the offices must meet the following criteria:
 - (1) Be familiar and sensitive to the issues addressed by SIORC; and
 - (2) Have experience working with the student population.
 - (e) Responsibilities. The appointees from each administrative office:
 - (1) Shall act at the liaison between SIORC and administrative offices;
 - (2) Shall be responsible for attending monthly meetings with SIORC; and
 - (3) Shall be responsible for submitting to their respective offices an update based on information obtained at the monthly AS/SIORC/Administration meetings.
 - (f) Voting Rights. The appointees from each office will have non-voting status. Also, the appointees can attend any SIORC meeting, except when deemed closed by the Steering Committee.
- (h) SIORC Advisor. The advisor shall be a member of the faculty or staff that exhibits a commitment to student initiated outreach and recruitment. The role of the advisor shall be:
 - (1) To attend monthly administration committee meetings;
 - (2) To act as a resource from both programming and theoretical frameworks; and
 - (3) To provide diversity support to students conducting and implementing student-initiated outreach programs.
- (i) Appointments
 - (1) Selection Committee
 - (a) Associate Vice-President Diversity Affairs, Chair
 - (b) SAAC Chair
 - (c) Women's Center Representative
 - (d) Lesbian Gay Bisexual Transgender Resource Office (LGBTRO) Representative

- (e) Cross Cultural Center (CCC) Representative
- (f) Any non-returning members on the outgoing Steering Committee
- (2) Appointment Rules
 - (a) There shall be one regular appointment period each academic year.
 - (b) The appointment process shall be completed by fifth week of spring quarter
- (3) Application Rules
 - (a) Applications shall be available campus-wide beginning First week through Fourth week of Spring Quarter.
 - (b) Applicants may apply for up to 2 positions.
 - (c) All applications are to be turned in to the Clerk of the Council.
- (4) Appointment Procedures
 - (a) The selection committee shall interview all applicants.
 - (b) Interview questions shall be determined by the simple majority of quorum.
 - (c) Interviews shall be conducted only when a quorum (a majority of members) is present.
 - (d) Final appointments shall be recommended by a two-thirds vote to the Associated Students Council for approval.
 - (e) Final appointees may be given a position other than originally specified on application upon consent.
 - (f) New appointees shall be approved by the Associated Student Council no later than Eighth Week of Spring Quarter.
 - (g) New appointees shall have non-voting status until Tenth Week of Spring Quarter, at which point their terms shall begin and expire when their successor takes office.
- (j) Removal and Vacancies
 - (1) A SIORC member may be removed by a two-thirds vote of SIORC.
 - (2) The Steering Committee shall be responsible for filling any vacancies.
- (k) Regular Meetings
 - (1) The Steering Component should meet once per week, excluding the summer quarter.
 - (2) The CORE Component shall meet with the Steering Component every even week of the quarter.
 - (3) The Steering Component shall meet with the Administrative Component outside of the regularly designated meeting time and place once a month.
 - (4) All meeting times and locations shall be scheduled by the Internal Affairs Administrative officer, and agreed upon by all committee members.
 - (5) Meeting times shall be scheduled during the first and tenth weeks of each quarter.
 - (6) All meetings can be adjourned and reconvened at a different time with a simple majority vote of SIORC members present at the meeting.
 - (7) All business, except as noted in the following subsection shall be conducted during regular meetings.
- (l) Special Meetings
 - (1) Special meetings include:
 - (a) Member selection process;
 - (b) Funding allocation process;
 - (c) Appeals hearings;

- (d) Removals;
 - (e) Reappointment process; and
 - (f) Grant application process
- (2) Any committee member may call a special meeting at any time.
 - (3) Special meetings shall be closed meetings unless otherwise specified.
 - (4) It shall be the responsibility of the scheduled chair, or in absence of the scheduled chair, the Internal Affairs Administrative officer, to notify members of the date, time, and location of the meeting.
- (m) Closed Meetings
- (1) All regular committee meetings for Steering and CORE Components on SIORC shall be open meeting, unless otherwise specified by SIORC.
 - (2) Closed meetings can be designated and conducted by a unanimous vote of Steering and CORE SIORC members.
 - (3) Closed meetings may be held to discuss financial and personnel matters only.
- (n) Quorum
- (1) Quorum is defined as a majority of the SIORC voting members required to be at that meeting.
 - (2) Business may not be conducted without the presence of quorum.
 - (3) The Chair of the meeting shall verify the presence or absence of quorum throughout the meeting.
- (o) Voting
- (1) All decisions made by SIORC, unless otherwise specified, shall be approved by a two-thirds vote.
 - (2) Steering and CORE Component members shall have voting power.
 - (3) These persons shall have one vote.
 - (4) Neither attendance by proxy or vote by proxy shall be recognized.
- (p) Meeting Agendas
- (1) Two members of the Steering Component shall prepare agendas for Steering and CORE Component meetings. The Campus Liaison shall prepare agendas for Administration Component meetings.
 - (2) Each Steering and CORE Component meetings shall be conducted by rotating co-chairs who will be responsible for preparing items for the agenda.
 - (3) Agenda shall be submitted via email by the scheduled co-chairs for committee modification at least two days prior to committee meetings.
 - (4) The Archives Coordinator shall record all business and reports in minutes of designated meeting.
 - (5) The Archives Coordinator shall also collect all material designated for SIORC archives submitted during meeting.
 - (6) Agenda items can be added or subtracted at the discretion of committee members.
 - (7) Final approval of the agenda shall be made at the beginning of each regular meeting.
 - (8) Appeals, hearings, removals, and reappointment shall be conducted as a part of regular meeting agendas.
 - (9) At the end of each meeting, the Steering Component shall select the co-chairs for the following meeting.
- (q) Attendance

- (1) Attendance is maintained by the Administrative Coordinator and reported to the Clerk of the Council.
 - (2) Attendance is defined as presence within the first ten minutes of the meeting and through out the duration of the meeting.
 - (3) Absences shall be excused at the discretion of the Chairs for the meeting the member is missing.
 - (4) In the event a SIORC member is unable to attend a regular SIORC meeting, the member must notify the Chairs of that meeting no later than two hours prior to the scheduled start of the meeting.
 - (5) Attendance at special SIORC meetings is mandatory.
 - (6) In the event that any SIORC member is unexcused from thirty percent of the regular SIORC meeting, the Administrative Coordinator shall propose to SIORC that the member in question be removed.
 - (7) In the event that any SIORC member is unexcused from one special SIORC meeting, the Administrative Coordinator shall propose to SIORC that the member in question be removed.
- (r) Grant Funding Process
- (1) The application for SIORC Grants shall be created with input from the incoming and outgoing SIORC committee by the end of each Spring Quarter.
 - (2) The SIORC application shall be available for distribution first week of each quarter for funding for the following quarter and publicized according to the advertisement guidelines in the following section.
 - (3) After SIORC applications are collected by the Clerk of the Council, SIORC shall hold a series of grant hearings at which each applicant is required to speak in regards to their grant.
 - (4) After such hearings are held, SIORC shall convene in a closed Special meeting to allocate such funds.
 - (5) The grant application procedures shall govern the processing of grants.
- (s) Grant Advertisement Guidelines
- (1) SIORC shall advertise the availability of grants and its proper procedures beginning each quarter during first week.
 - (2) Advertisement shall include but not be limited to:
 - (1) Shuttle Marquee;
 - (2) Hotwire;
 - (3) Radio Station (KSDT);
 - (4) Guardian Newspaper;
 - (5) Office of Academic Support and Instructional Services (OASIS);
 - (6) College TV Stations;
 - (7) Cross Cultural Center (CCC);
 - (8) Flyers;
 - (9) Posters;
 - (10) SOLO Organization mail boxes;
 - (11) CCC Newsletter; Student Flyers (email); and
 - (12) Marquees (Price Center and Student Center).
- (t) Grant Application Process
- (1) Weeks 0, 1

- (a) Advertise for grant application (refer to advertisement guidelines)
- (2) Weeks 2, 3, 4, 5
 - (a) Proposal writing workshops are given for educating applicants on grant writing procedures.
 - (b) Committee members shall alternate in pairs the facilitation of these workshops.
- (3) Week 6
 - (a) All final proposals are to be submitted to the Clerk of the Council by Monday at 4pm.
 - (b) All grant proposals are reviewed by the SIORC steering and CORE committee per the allocations guidelines
- (4) Week 7
 - (a) Monday: Recommended grant results posted in front of the Associate Vice-President Diversity Affairs office, bill submitted to the Associated Students as new business for approval
- (5) Week 8
 - (a) Appeals accepted until 4pm on Monday to the Clerk of the Council
- (6) Week 9
 - (a) Appeal results posted by 4pm on Monday in front of the Associate Vice-President Diversity Affairs office.
 - (b) Any recommended changes submitted to the Associated Students for approval.
- (7) Week 10
 - (a) Reconvene to prepare for next allocation quarter cycle.
- (u) Grant Writing Proposal Workshop
 - (1) Check in applicants with a sign in sheet upon workshop.
 - (2) Inform applicants that grant writing workshop is mandatory for submission of application.
 - (3) SIORC members are to inform applicants of guidelines for funding.
 - (4) Inform students of important dates and deadlines.
 - (5) When considering their eligibility and the writing of their grant proposals, the applicant shall comply with the Funding Guidelines.
- (v) Grant Funding Guidelines
 - (1) The program, activity, or service shall be entirely student-initiated, student-run, and focus on outreach to educationally disadvantaged students.
 - (2) Outreach shall be viewed as those efforts that contribute to increasing academic achievement, holistic development towards UC eligibility, and the encouragement of community involvement among educationally disadvantaged students.
 - (3) Educationally disadvantaged students include those who:
 - (a) lack materials;
 - (b) lack AP courses;
 - (c) lack college preparedness;
 - (d) lack service/informational offices;
 - (e) lack efficient computer labs;
 - (f) attend schools with low per pupil expenditure;
 - (g) attend schools who historically discriminate through tracking;
 - (h) are Socio-economically disadvantaged;
 - (i) participate in free lunch programs;

- (j) lack cultural resources to provide multicultural curriculums;
 - (k) are or will be first generation college student;
 - (l) are or will be non-traditional student;
 - (m) are disabled students.
- (4) If the program is classroom-based and extends over the course of one year or more, the program shall include:
- (a) a tracking and identification mechanism to evaluate the progress of its target population; and
 - (b) a quarterly assessment of the program from the teachers, as well as the program coordinators, regarding the programs movement toward its objectives and impact on the target population.
- (5) The inclusion of a comprehensive evaluation process to measure the pre- and post effects of the outreach effort in the program. A comprehensive evaluation shall be inclusive of:
- (a) the opinions of project coordinators, volunteers, and participants (i.e. teachers and students at the school);
 - (b) an assessment of the program, including but not limited to how the program was able or unable to meet the needs of the students; and
 - (c) all parts of the outreach program, the planning as well as the actual event.
- (w) Grant Allocations Process
- (1) Allocations component shall consist of the Internal Affairs Finance Coordinator, Funding Allocations Coordinator and CORE Members.
 - (2) Copies of submitted applications for funding shall be distributed to committee members, the Associate Vice-President Diversity Affairs, and the Vice-President Finance and Resources at least 2 days prior to grant hearings.
 - (3) Interviews:
 - (a) Applicants shall be given a specified time limit in order to make presentations.
 - (b) Following the presentation the committee may address questions toward the applicant for a specified period of time.
 - (4) Review and final decisions on allocations shall occur immediately following the interviews.
 - (5) Each application presented at the grant hearing and represented at the grant-writing workshop shall be reviewed by SIORC and open for discussion.
 - (6) All allocations shall be approved by a two-thirds vote. In the situation where a two-thirds vote cannot be reached by the time limit specified, the allocation decision may be passed on a majority vote. The Associated Student Council must then officially approve the SIORC funding allocation with a majority vote.
 - (7) Recommended results shall be posted by seventh week to allow for appeals, official results and in turn the release of funds should occur no later than tenth week.
 - (8) No funding shall be allocated for the following:
 - (a) Scholarships
 - (b) Salaries
 - (c) Gas
 - (9) Things that should be taken into consideration by committee:
 - (a) Perceived effectiveness of proposed program relative to existing student-initiated outreach and recruitment efforts

- (b) Collaboration with other existing programs, but not duplication
 - (c) Potential efficiency and creative use of fund
 - (d) Likelihood that proposed programs will accomplish objectives if funded
 - (e) Collaboration with schools that have not yet been outreached to through UC outreach efforts.
- (x) Grant Appeals
- (1) Appeals for more funding:
 - (a) Requests for additional funding shall not be accepted under any circumstances unless there is a technical error on the part of the committee.
 - (2) Appeals for the redistribution of funds between line items:
 - (a) Funds can only be redistributed between line items that have already been allocated money.
 - (b) A written request must be submitted to the Funding Allocations Coordinator at least two weeks prior to the event.

§2.5. Academic Success Program (ASP)

- (a) Purpose
 - (1) ASP is a commission of the Associated Students that provides resources to members of the ASUCSD from underserved backgrounds to make it easier for them to remain a student at UCSD.
 - (2) ASP works on retention of underrepresented and underserved students at UCSD.
- (b) Structure, Powers, and Responsibilities
 - (1) Director
 - (a) The Director shall be appointed by the Associate Vice-President Diversity Affairs with the consent of the Council to a term that expires upon the appointment of a successor.
 - (b) The Director will be responsible for all aspects of the Academic Success Program's daily operations, including staff supervision, budget preparation, and management
 - (c) The Director shall establish and appoint the staff of ASP.
- (c) Guaranteed Referendum Funding
 - (1) In Spring 2007, the Associated Students Campus Activity Fee was increased by \$7.00 per student per quarter.
 - (2) According to the terms of the fee increase, 14% of the fee increase, or \$0.98 per student per quarter, must be allocated to ASP.

§2.6. Student Promoted Access Center for Education and Service (SPACES)

- (a) The Associate Vice-President Diversity Affairs, in consultation with the SAAC Chair, the SIORC Administrative Coordinator, and the ASP Director, shall have decision-making authority over SPACES and the money allocated to SPACES.
- (b) Guaranteed Referendum Funding
 - (1) In Spring 2007, the Associated Students Campus Activity Fee was increased by \$7.00 per student per quarter.
 - (2) According to the terms of the fee increase, 43% of the fee increase, or \$3.01 per student per quarter, must be allocated to SPACES.

Chapter 3. Athletic Relations

§3.1. Office of Athletic Relations

- (a) Appointment of the Associate Vice-President Athletic Relations
 - (1) Whenever the Vice-President Student Life desires to appoint the Associate Vice-President Athletic Relations, the Vice-President Student Life shall convene a Special Committee to Select the Associate Vice-President Athletic Relations.
 - (2) The membership of the committee shall consist of
 - (a) the Vice-President Student Life, or designee, who shall chair the committee;
 - (b) the Associate Vice-President Athletic Relations at the Vice-President Student Life's discretion; and
 - (c) three Senators appointed by the Vice-President Student Life.
 - (3) The committee shall solicit applications for the position, screen and interview candidates for the position, and make a recommendation to the Vice-President Student Life on the appointment of the Associate Vice-President Athletic Relations. The type and manner of the recommendation shall be specified by the Vice-President Student Life at the first meeting of the committee.
 - (4) The Vice-President Student Life shall consider the recommendation of the committee and submit a nominee for the position to the Council.
 - (5) The committee shall dissolve upon the approval of the appointment by the Council.
 - (6) The Vice-President Student Life is required to execute this appointment process every year during Seventh Week of Spring Quarter unless the incumbent Associate Vice-President Athletic Relations was appointed during or after First Week of that year's Winter Quarter.
 - (7) This subsection shall not apply to interim appointments, which the Vice-President Student Life may make without the advice of a committee or the consent of the Council.
- (b) Purpose and Mission. The purpose of the Athletics Office shall be to increase the role of Intercollegiate Athletics on campus. The Office shall work to increase on campus spirit, boost attendance at home athletic events, improve the sense of community through athletics, improve athletic awareness on campus and to support the needs of UCSD athletes.
- (c) Structure, Powers, and Responsibilities
 - (1) Associate Vice-President Athletic Relations
 - (a) Shall appoint the membership of the Office of Athletic Relations with the consent of the Council
 - (b) Shall attend the meetings of the Triton Athletes Council (TAC) and maintain a relationship between TAC and the Council
 - (c) Shall have final authority of the finances and decisions of the office
 - (d) Shall promote spirit at UCSD through Triton Tide
 - (e) Shall promote involvement in UCSD Athletics and Recreation departments
 - (2) Assistant to the Associate Vice-President Athletic Relations
 - (a) Shall manage the office budget
 - (b) Shall assist and serve as the representative for the Associate Vice-President Athletic Relations when so directed
 - (c) Shall coordinate the staff of the office and arrange meetings
 - (3) Director of Triton Tide
 - (a) The responsibilities of the Director of Triton Tide are described elsewhere in this Chapter.

- (4) Director of Development
 - (a) Shall work on incorporating athletics events into campus traditions
 - (b) Shall develop new campus traditions that center around athletics or recreation
- (5) Recreation Liaison
 - (a) Shall meet regularly with the UCSD Director of Recreation to observe the status of and report any changes to IM sports, club sports, and recreation classes
 - (b) Shall provide student input on these programs
- (6) Sports Facilities Liaison
 - (a) Shall meet regularly with UCSD Director of Sports Facilities to observe the status of and give input on any major and minor projects involving Sports Facilities

§3.2. Triton Tide

- (a) Director of Triton Tide
 - (1) Shall be appointed by the Associate Vice-President Athletic Relations with the consent of the Council
 - (2) Shall appoint the membership of the Triton Tide Executive Board, except as otherwise provided in this section
 - (2) Shall be responsible for increasing campus spirit through NCAA athletics
 - (3) Shall be in charge of Triton Tide and oversee all operations
 - (4) Shall be responsible for updating the ASUCSD council regarding the events of Triton Tide
 - (5) Shall be responsible for working with appropriate representatives from Intercollegiate Athletics and college spirit groups to pursue increased attendance at NCAA Athletic Events
 - (6) Shall work with the Associate Vice-President Athletic Relations to increase Intercollegiate Athletic awareness on campus
- (b) Executive Board
 - (1) Director of Logistics
 - (a) Shall assist the Director of Triton Tide with the planning and coordination of meetings for Triton Tide
 - (2) Director of Promotions
 - (a) Shall develop promotions and giveaways for Triton Tide
 - (b) Shall work with the Associate Vice-President Athletic Relations and the Associated Students Business Office to order the promotions and giveaways
 - (3) Director of Advertising
 - (a) Shall be responsible for finding fellow students to promote athletic events on campus and direct them how to promote events.
 - (b) Promotion shall include but is not limited to flyer distribution, chalkboard updates, creation and hanging of signs, and updating UCSD athletics signs around campus
 - (c) Shall advertise Triton Tide events and meetings
 - (4) Director of Community Relations
 - (a) Shall develop community involvement with Triton Tide
 - (b) Shall promote Triton spirit throughout the La Jolla area
 - (5) College Representatives

- (a) One representative from each College shall be appointed by the College Council thereof.
- (b) It is strongly recommended that the college representative be a part of their respective college's spirit crew.
- (c) The College Representatives will be responsible for being a link between each individual college, college council, and Triton Tide.
- (d) The College Representatives will be responsible for increasing awareness and membership in their respective college.
- (e) Shall work with each individual college to promote a college and hold events on the individual college campus to promote athletic events.
- (6) Pep Band Representative
 - (a) The Pep Band Representative will serve as a liaison between the Pep Band and Triton Tide and will be responsible for getting the Pep Band at specific Triton Tide events.
- (7) Cheer Squad Representative
 - (a) The Cheer Representative will serve as a liaison between the Cheer Squad and Triton Tide and will be responsible for getting the Cheer Squad at specific Triton Tide events.
- (8) At-Large Representative
 - (a) Shall be appointed by the Director of Triton Tide

Chapter 4. Programming

§4.1 Office of Programming

- (a) Appointment of the Associate Vice-President Programming
 - (1) Whenever the Vice-President Student Life desires to appoint the Associate Vice-President Programming, the Vice-President Student Life shall convene a Special Committee to Select the Associate Vice-President Programming.
 - (2) The membership of the committee shall consist of
 - (a) the Vice-President Student Life, or designee, who shall chair the committee;
 - (b) the Associate Vice-President Programming at the Vice-President Student Life's discretion; and
 - (c) three Senators appointed by the Vice-President Student Life.
 - (3) The committee shall solicit applications for the position, screen and interview candidates for the position, and make a recommendation to the Vice-President Student Life on the appointment of the Associate Vice-President Programming. The type and manner of the recommendation shall be specified by the Vice-President Student Life at the first meeting of the committee.
 - (4) The Vice-President Student Life shall consider the recommendation of the committee and submit a nominee for the position to the Council.
 - (5) The committee shall dissolve upon the approval of the appointment by the Council.
 - (6) The Vice-President Student Life is required to execute this appointment process every year during Seventh Week of Spring Quarter unless the incumbent Associate Vice-President Programming was appointed during or after First Week of that year's Winter Quarter.

- (7) This subsection shall not apply to interim appointments, which the Vice-President Student Life may make without the advice of a committee or the consent of the Council.
- (b) Purpose. The purpose of Associated Students Programming is to provide a variety of programs, activities, and events for the enjoyment, education, and enrichment of the ASUCSD and the entire campus community. Programming shall provide a substantial number of diverse, quality events and provide a consistent level of activities. Associated Students Programming creates a learning experience for its members that aims to benefit the ASUCSD as well as the personal and professional growth of the students involved.
- (c) Structure, Powers, and Responsibilities
- (1) Associate Vice-President Programming
- (a) Shall be responsible for overseeing all events scheduled by the Office of Programming and shall serve as Event Manager at such events
 - (b) Shall appoint the staff of Office of Programming with the consent of the Council
 - (c) Shall keep the Council informed on programming through weekly announcements
 - (d) Shall regularly provide the Vice-President Finance and Resources with a line item budget of programs and program expenses
 - (e) Shall oversee and have final authority over the finances of the office
 - (f) Shall be present at each event or send a representative to act on behalf of the Associate Vice-President Programming
 - (g) Shall book musical talent for all college festivals sponsored by the Associated Students or appoint a member of the Office of Programming to do so
- (2) Assistant Programmer
- (a) Shall assist with the organization and coordination of all events scheduled by Associated Students Programming
 - (b) Shall work in conjunction with interested individuals and organizations to plan new and diverse programming such as lectures, academic games, and other unestablished events
 - (c) Shall organize and coordinate all the members of the Programming Board
 - (d) Shall represent the Office of Programming in the case that the Associate Vice-President Programming is unable to be present at an event
 - (e) Shall assist with publicity of all events
- (3) Beargarden Coordinator
- (1) Shall coordinate all aspects of Beargarden events
- (4) Festivals Coordinator(s)
- (1) Shall organize all aspects of each quarterly festival
 - (2) Shall organize any games, rides, food, or entertainers to enhance the festival atmosphere
 - (3) Shall offer student organizations the opportunity for involvement with at least one of the festivals such as by providing booths
- (5) TGIO, Concerts, Comedy, and Lectures Coordinator(s)
- (1) Shall organize all aspects of each quarterly Thank Goodness It's Over (TGIO) concert
 - (2) Shall organize and coordinate other concerts, comedies, lectures

- (6) Publicity Director
 - (a) Shall be responsible for producing all publicity for Associated Students Programming events
 - (b) Shall supervise the creation and design of all posters and flyers for all events
 - (c) Shall be responsible for placing advertisements in pertinent print media, and if necessary on the radio before the deadline
 - (d) Shall research, develop, and maintain relations with local media
 - (e) Shall organize volunteer staff meetings and delegate work, if needed including flyering events, chalking and advertising with the Neighborhood Electric Vehicle
 - (f) Shall be responsible for having all posting approved by required campuses and abiding by all posting procedures
- (7) Sponsorship Director
 - (1) Shall work with to bring in outside sponsorship for the festivals and the club shows and other events
 - (2) Shall meet with the Programmer on a regular basis
 - (3) Shall receive a commission based upon sponsorship monies acquired per university agreement

§4.2 University Events Office (UEO)

- (a) Role of UEO in Associated Students Programming
 - (1) UEO shall serve only an advisory role to Associated Students Programming office. When there is a conflict in matters pertaining to the Associated Students Programming office and events, the Associate Vice-President Programming shall have final authority in all matters.
 - (2) All expenses made by UEO on behalf of the Office of Programming must be approved by the Associate Vice-President Programming in writing.
- (b) Associated Students Programming Advisor
 - (1) Shall provide assistance to Office of Programming staff, especially the Associate Vice-President of Programming.
 - (2) Shall act only as an advisory position; any decisions made by the Advisor shall not be binding and must be approved by the Associate Vice-President Programming.

§4.3 Sungod Steering Advisory Committee

- (a) Membership
 - (1) Associate Vice-President Programming, Chair
 - (2) Festival Coordinator(s)
 - (3) Vice-President Student Life
 - (4) Associated Students Programming Advisor
 - (5) UEO Director
 - (6) UEO Production Manager
 - (7) a Dean of Student Affairs appointed by the Council of Deans
 - (8) a member of the Faculty appointed by the Council of Provosts
 - (9) Chief of Police or designee
 - (10) University Centers representative appointed by the Director of the University Centers
- (b) Charge and Timeline

- (1) The Sungod Steering Advisory Committee shall make recommendations to the Associate Vice-President Programming on
 - (a) the long-term goals and planning for the Sungod Festival;
 - (b) the dates of the Sungod Festival;
 - (c) student safety and well-being;
 - (d) campus coordination;
 - (e) enhanced programming and community building activities; and
 - (f) identification of campus priorities
- (2) The committee shall meet once in January, March, and May.
- (3) The committee is advisory to the Associate Vice-President Programming, who has final authority over the planning and execution of the Sungod Festival.

TITLE IV
External Affairs

Chapter 1. External Affairs

§1.1. Office of External Affairs

- (a) Purpose. The purpose of the ASUCSD External Affairs office shall be to educate the UCSD student body on issues affecting the University at a city, state, and national level; The ASUCSD External Affairs Office shall also advocate for issues regarding higher education and lobby system-wide University officials and local legislators on the UCSD student body's behalf. In addition, the ASUCSD External Affairs office shall facilitate community relations and educational outreach on behalf of ASUCSD.
- (b) Vice-President External Affairs
 - (1) In addition to the positions outlined in this section, the Vice-President External Affairs may establish and appoint other positions in the office.
 - (2) Shall be the official ASUCSD representative to the University of California Student Association and the United States Student Association
 - (3) Shall oversee the activities of the External Affairs Office
 - (4) Shall select the membership of the External Affairs Office except as otherwise provided herein
 - (5) Shall meet regularly with the members of the External Affairs Office to formulate policies, agendas and activities
 - (6) Shall be responsible for all finances relating to the External Affairs Office
- (c) Chief of Staff
 - (1) The Chief of Staff shall assist the Vice-President External Affairs.
 - (2) The Chief of Staff shall chair staff meetings.
 - (3) Shall serve as the alternative board member to the University of California Student Association Board in the event that the Vice-President External Affairs, External Affairs Campus Organizing Director, or External Affairs Legislative Liaison cannot attend
 - (4) Shall assist the Vice-President External Affairs in communications with all University of California External Affairs Representatives, University of California Regents, selected members of the California Legislature, the Council, student body, faculty, and staff
 - (5) Shall maintain the External Affairs Office's archives
 - (6) Shall manage all logistical considerations of the External Affairs Office, including but not limited to
 - (a) Travel accommodation for University of California Student Association and United States Student Association conferences, board meetings, as well as any other External Affairs travel; and
 - (b) Organization of any University of California Student Association and United States Student Association workshops, conferences, and meetings hosted by UCSD.
 - (7) Appointed by the Vice-President External Affairs with the consent of the Council
- (d) Campus Organizing Director
 - (1) Shall serve as a Board Member to the University of California Student Association
 - (2) Shall serve as a member of the University of California Student Association Campus Organizing Committee

- (3) Shall oversee the organization and mobilization of the UCSD campus in all activities of the External Affairs Office, including but not limited to:
 - (a) Execution of University of California Student Association and United States Student Association Action Agenda Items;
 - (b) University of California Student Association and United States Student Association conferences and annual Congress;
 - (c) UC Regents Meetings;
 - (d) Voter Registration; and
 - (e) Educational forums on local, state, and system-wide level.
- (4) Shall supervise the Campus Organizing Intern
- (5) Appointed by the Vice-President External Affairs with the consent of the Council
- (e) Legislative Liaison
 - (1) Shall serve as a Board Member to the University of California Student Association
 - (2) Shall serve as a member of the University of California Student Association Legislative Committee
 - (3) Shall oversee the legislative initiatives of the External Affairs Office, including but not limited to:
 - (a) In-district lobby visits with the California State Senate and the United States Congress, and the California Assembly San Diego Representatives;
 - (b) All advocacy efforts on behalf of UCSD students to the legislature; and
 - (c) Composition of resolutions directed to legislators and government officials, and University of California Regents in conjunction with the Vice-President External Affairs.
 - (4) Shall supervise Legislative Research Analyst Intern and Federal Legislative Intern
 - (5) Appointed by the Vice-President External Affairs with the consent of the Council
- (f) National Affairs Director
 - (1) Shall oversee the execution of action agenda of the United States Student Association, in conjunction with the Campus Organizing Director, including Action Days, Letter Writing Campaigns, Call-In Days, and Voter Registration
 - (2) Shall supervise the Assistant National Affairs Director and the National Affairs Intern
 - (3) Shall recruit and organize student delegation for United States Student Association conferences and annual Congress
- (g) State Affairs Director
 - (1) Shall oversee the execution of action agenda of the University of California Student Association, in conjunction with the Campus Organizing Director
 - (2) Shall supervise the Assistant State Affairs Director and the State Affairs Intern
 - (3) Shall recruit and organize student delegation for University of California Student Association conferences and annual Congress

Chapter 2. Local Affairs

§2.1. Office of Local Affairs

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

- (2) The membership of the committee shall consist of
 - (a) the Vice-President External Affairs, or designee, who shall chair the committee;
 - (b) the Associate Vice-President Local Affairs at the Vice-President External Affairs's discretion; and
 - (c) three Senators appointed by the Vice-President External Affairs.
 - (3) The committee shall solicit applications for the position, screen and interview candidates for the position, and make a recommendation to the Vice-President External Affairs on the appointment of the Associate Vice-President Local Affairs. The type and manner of the recommendation shall be specified by the Vice-President External Affairs at the first meeting of the committee.
 - (4) The Vice-President External Affairs shall consider the recommendation of the committee and submit a nominee for the position to the Council.
 - (5) The committee shall dissolve upon the approval of the appointment by the Council.
 - (6) The Vice-President External Affairs is required to execute this appointment process every year during Seventh Week of Spring Quarter unless the incumbent Associate Vice-President Local Affairs was appointed during or after First Week of that year's Winter Quarter.
 - (7) This subsection shall not apply to interim appointments, which the Vice-President External Affairs may make without the advice of a committee or the consent of the Council.
- (b) Structure of the Office
- (1) Associate Vice-President Local Affairs
 - (2) Assistant to the Associate Vice-President Local Affairs appointed by the Associate Vice-President Local Affairs

TITLE V
Finance and Resources

Chapter 1. Finance and Resources

§1.1. Office of Finance and Resources

(a) Vice-President Finance and Resources

(1) In addition to the positions outlined in this section, the Vice-President Finance and Resources may establish and appoint other positions in the office.

(b) Chief of Staff

(1) The Vice-President Finance and Resources shall appoint a Chief of Staff.

(2) The Chief of Staff shall assist the Vice-President Finance and Resources.

(3) The Chief of Staff shall chair staff meetings.

§1.2. Annual Budget

(a) The President shall, in consultation with the Vice-President Finance and Resources, prepare and submit an annual budget to the Council for consideration by ninth week of Spring Quarter.

(b) The Council must approve an annual budget before the beginning of the fiscal year.

(c) The Council shall annually allocate no less than 5% of the estimated annual activity fee income into a mandated reserve account.

(d) The President, in consultation with Vice-President Finance & Resources, may submit a Fall Revise of the annual budget to the Council by the third week of Fall Quarter.

§1.3. Mandatory Reserves

(a) The Council may spend from this mandatory reserve account by a two-thirds vote.

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

§1.4. Income

(a) Campus Activity Fee Income

(1) Every member of the ASUCSD shall pay the Campus Activity Fee.

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

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

(b) Service and Enterprise Income

(1) Income from any ASUCSD business shall be placed into an income unallocated account.

(2) The Council may, by a majority vote, approve allocations from an income unallocated account.

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

(c) Programming Income

(1) Net revenue generated through events coordinated by the Office of Programming shall be placed in a "Programming Income" account.

- (2) The Associate Vice-President Programming shall have the authority to spend from this account.
- (3) This account shall roll over annually and not be returned to the General Unallocated Account.
- (d) Short Term Interest Program (S.T.I.P.)
 - (1) S.T.I.P. shall be an unallocated account made up of interest collected on all ASUCSD funds, including mandated reserves.
 - (2) S.T.I.P. funds may only be allocated for the purpose of stipends unless the Council, by a three-fourths vote of the entire membership, agrees to allocate money from S.T.I.P. for another purpose.
 - (3) This account shall roll over annually and not be returned to the General Unallocated Account.

§1.5. Underwrites

- (a) Underwrites are interest-free loans from the ASUCSD that must be paid back in full.
- (b) All underwrites must be approved by a majority vote of the Council.
- (c) An entity with an underwrite must pay it back in full within thirty calendar days.
- (d) In the event that the underwrite is not repaid by the deadline, the Vice-President Finance and Resources may order a hold placed on the principal members' academic registration until the underwrite is repaid.
- (e) At the beginning of every academic quarter, the Office of Finance and Resource shall contact every entity with an outstanding underwrite with the payment due date.

§1.6. Freezing of Accounts

- (a) If any entity within the ASUCSD, including student organizations, overspends or misappropriates any allocations or for any other purpose violates the Standing Rules, the Vice President Finance and Resources, the President, or the Council may freeze the account.
- (b) If the Vice-President Finance and Resources or the President freezes an account, the freezing of an account must be reported to the Council at the next regular meeting. The Council may overrule the decision to freeze the account by a majority vote.
- (c) An account may be unfrozen by the Vice President Finance and Resources, the President, or the Council. The account may be unfrozen pending repayment by the registered student organization's principal members or an agreed upon settlement between the Vice-President Finance and Resources and the registered student organization.

§1.7. Accounting Procedures

- (a) All allocations shall be subject to normal ASUCSD and University of California business and accounting policy and procedures.
- (b) All ASUCSD funds shall be maintained by the ASUCSD Business Office.
- (c) The ASUCSD reserves the right to withdraw funding in the event that a student organization violates any ASUCSD policy. It is the responsibility of the principal members to become familiar with all policies regarding student organizations and activities.
- (d) Any funds allocated and not spent from a specific allocation shall automatically be returned to the General Unallocated account at fiscal close, unless the Council has authorized a specific allocation or account to roll over.

- (e) All reimbursements and expenditures must be authorized by the spending authority designated in this subsection. This section shall not apply to salaries or stipends, when there is a contract or valid written agreement already governing the line item, student organization funding, mandate reserves allocations, services that have no staff, memberships, or funding that goes directly to College Councils.
 - (1) The spending authority for all office budgets shall be the cabinet member in charge of that office, except the “Travel and Conferences” line item, for which the spending authority shall be the President or the Vice-President External.
 - (2) The spending authority for all service and commission budgets shall be the General Manager, Executive Director, or equivalent of the service or commission.
 - (3) The spending authority for the Senators line item shall be the Vice-President Finance and Resources.
 - (4) The spending authority for all Administrative Supplies and Expenses and Marketing budgets shall be the Director of Associated Students Administration or an officer.
 - (5) The spending authority for all election line items shall be the Election Manager.
 - (6) If the spending authority for a certain line item is unclear or does not exist, the President or Vice-President Finance shall be the spending authority.

Chapter 2. Student Organizations

§2.1. Office of Student Organizations

(a) Appointment of the Associate Vice-President Student Organizations

- (1) Whenever the Vice-President Finance and Resources desires to appoint the Associate Vice-President Student Organizations, the Vice-President Finance and Resources shall convene a Special Committee to Select the Associate Vice-President Student Organizations.
- (2) The membership of the committee shall consist of
 - (a) the Vice-President Finance and Resources, or designee, who shall chair the committee;
 - (b) the Associate Vice-President Student Organizations at the Vice-President Finance and Resources’s discretion;
 - (c) a member of the ASUCSD appointed by the SOLO Director; and
 - (d) three Senators appointed by the Vice-President Finance and Resources.
- (3) The committee shall solicit applications for the position, screen and interview candidates for the position, and make a recommendation to the Vice-President Finance and Resources on the appointment of the Associate Vice-President Student Organizations. The type and manner of the recommendation shall be specified by the Vice-President Finance and Resources at the first meeting of the committee.
- (4) The Vice-President Finance and Resources shall consider the recommendation of the committee and submit a nominee for the position to the Council.
- (5) The committee shall dissolve upon the approval of the appointment by the Council.
- (6) The Vice-President Finance and Resources is required to execute this appointment process every year during Seventh Week of Spring Quarter unless the incumbent Associate Vice-President Student Organizations was appointed during or after First Week of that year’s Winter Quarter.

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

(b) Structure of the Office

(1) Associate Vice-President Student Organizations

(2) Assistant to the Associate Vice-President Student Organizations appointed by the Associate Vice-President Student Organizations

§2.2. Student Organization Funding Process

(a) Operating Funding Process

(1) A student organization may request funding for operating costs by submitting a request to the Associate Vice-President Student Organizations.

(2) Operating expenses can only be requested once each academic year and will provide for the general operations and functioning of the student organization for the remainder of the academic year.

(3) The Associate Vice-President Student Organizations may approve up to \$20.00 per student organization annually for operating costs.

(4) A student organization may appeal the decision of the Associate Vice-President Student Organizations to the Council. The appeal shall be heard by the Finance Committee at the next regular meeting, and the Finance Committee shall make a recommendation to the Council.

(5) No student organization may receive operating funds if they charge mandatory membership dues.

(b) Quarterly Funding Process

(1) Student Organizations may request funding for the upcoming quarter on or before noon on Friday of the fifth week of the current quarter. Appointments for a hearing with the Associate Vice-President Student Organizations may be made at the time of the request submission.

(2) The Associate Vice-President Student Organizations shall review these requests during the sixth and seventh weeks of the quarter and make recommendations to the Council for consideration during the ninth week meeting. Student organizations will be notified of these recommendations by Monday of eighth week.

(3) A student organization may appeal the decision of the Associate Vice-President Student Organizations to the Council by submitting the appeal by Friday of eighth week. The appeal shall be heard by the Finance Committee during the ninth week meeting, and the Finance Committee shall make a recommendation to the Council.

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

(c) Travel Funding Process

(1) Student Organizations may request funding for travel by submitting a request to the Associate Vice-President Student Organizations. The request should include valid documentation about the event and content.

(2) The Associate Vice-President Student Organizations shall submit the request the Council for consideration.

(3) A student organization that has been registered as a new SOLO organization for less than ten weeks is ineligible to receive travel funding.

(d) Emergency Funding Process

- (1) The Vice-President Finance and Resources may allocate up to \$300.00 to a student organization from the student organization unallocated account for emergency situations.
 - (2) All emergency allocations must be reported to the Council at the next regular meeting.
- (e) Print Media Funding Process
- (1) Media Student Organizations may request funding for a publication for the upcoming quarter on or before noon on Friday of the fifth week of the current quarter. Appointments for a media hearing with the Associate Vice-President Student Organizations may be made at the time of the request submission.
 - (2) The Associate Vice-President Student Organizations shall review the media requests during the sixth and seventh weeks of the quarter and make recommendations to the Council for consideration during the ninth week meeting. Student organizations will be notified of these recommendations by Monday of eighth week.
 - (3) A student organization may appeal the decision of the Associate Vice-President Student Organizations to the Council by submitting the appeal by Friday of eighth week. The appeal shall be heard by the Finance Committee during the ninth week meeting, and the Finance Committee shall make a recommendation to the Council.
 - (4) The Council shall approve the final quarterly media student organization funding no later than tenth week.

§2.3. Policies and Restrictions on Student Organization Funding

- (a) A student organization must be a registered student organization to request funding through a student organization funding process.
- (b) The person making the request or collecting a reimbursement from an allocation to the student organization must be a principal member of the student organization.
- (c) It is recommended, but not required, that the student organization's advisor sign any request for funding.
- (d) Student organization funding shall be made as a general allocation to a specific event or purpose. A student organization shall be able to apply its allocation towards any expenses incurred from that event or purpose, except that the following expenditures will not be reimbursed:
 - (1) scholarships;
 - (2) fines; and
 - (3) services provided by any member of the student organization.
- (e) Funds shall not be allocated for personal financial gain or for any event that is not open to all members of the ASUCSD with the exception of Travel Funding.
- (f) All reimbursement requests with all receipts and vouchers must be submitted to the Business Manager within thirty days of the expenditure or end of the event, whichever is later.
- (g) The allocation of funds to student organizations does not represent an endorsement or the official position of the ASUCSD, the University of California, or the Regents of the University of California.
- (h) Any publicity such as print, media, flyers, advertising, or public notice for any event, activity, service, program, or media which is sponsored in part or full by the ASUCSD

must mention and display the ASUCSD as its financial sponsor in a fully visible or audible manner.

- (i) Student organizations shall not spend activity fee allocations for events taking place or publications published during the summer term, with the exception of summer conferences and competitions.
- (j) If a student organization has received funding for an event on a specific date, the student organization must obtain prior approval from the Associate Vice-President Student Organizations to change the date or reallocate the funds to a different event or use the funds for a different purpose.
- (k) If a student organization exceeds its allocated budget, the principal members of the student organization are responsible for reimbursing the exceeded amount.
- (l) Print Media Funding
 - (1) The principal members of each Student Media Organization are individually and jointly responsible for the content of the publications of their Student Media. UCSD is not responsible for the contents of the publications of Student Media.
 - (2) Student Media Organizations who receive funding from the ASUCSD are required to include the following disclaimer in every one of their publications. The disclaimer must be published in the same size font used for the text content of the publication and must be located on the title page of the publication or on the reverse side of the title page and be separate from any other content in the publication. If the publication has no printed text the disclaimer must be printed in at least 12 point font size. The disclaimer must state as follows: “The publication may have been funded in part or in whole by funds allocated by the ASUCSD. However, the views expressed in this publication are solely those of <publication’s name here>, its principal members and the authors of the content of this publication. While the publisher of this publication is a registered student organization at UC San Diego, the content, opinions, statements and views expressed in this or any other publication published and/or distributed by <publication’s name here> are not endorsed by and do not represent the views, opinions, policies, or positions of the ASUCSD, GSAUCSD, UC San Diego, the University of California and the Regents or their officers, employees, or agents. The publisher of this publication bears and assumes the full responsibility and liability for the content of this publication.”
 - (3) Student Media Organizations shall give a copy of each issue of a publication to the Associate Vice-President Student Organizations for archiving before the issue is distributed.
 - (4) Student Media are required to follow any additional guidelines established by the Associate Vice-President Student Organizations in the “Media Funding Guide.”

Chapter 3. Enterprise Operations

§3.1. Office of Enterprise Operations

- (a) Appointment of the Associate Vice-President Enterprise Operations
 - (1) Whenever the Vice-President Finance and Resources desires to appoint the Associate Vice-President Enterprise Operations, the Vice-President Finance and Resources shall convene a Special Committee to Select the Associate Vice-President Enterprise Operations.

- (2) The membership of the committee shall consist of
 - (a) the Vice-President Finance and Resources, or designee, who shall chair the committee;
 - (b) the Associate Vice-President Enterprise Operations at the Vice-President Finance and Resources's discretion; and
 - (c) three Senators appointed by the Vice-President Finance and Resources.
 - (3) The committee shall solicit applications for the position, screen and interview candidates for the position, and make a recommendation to the Vice-President Finance and Resources on the appointment of the Associate Vice-President Enterprise Operations. The type and manner of the recommendation shall be specified by the Vice-President Finance and Resources at the first meeting of the committee.
 - (4) The Vice-President Finance and Resources shall consider the recommendation of the committee and submit a nominee for the position to the Council.
 - (5) The committee shall dissolve upon the approval of the appointment by the Council.
 - (6) The Vice-President Finance and Resources is required to execute this appointment process every year during Seventh Week of Spring Quarter unless the incumbent Associate Vice-President Enterprise Operations was appointed during or after First Week of that year's Winter Quarter.
 - (7) This subsection shall not apply to interim appointments, which the Vice-President Finance and Resources may make without the advice of a committee or the consent of the Council.
- (b) Purpose of the Office
- (1) The Office of Enterprise Operations functions as a service to the Associated Students in the area of business management, expansion, and development. It exists to improve both the service and efficacy of current Associated Students' Enterprises, while simultaneously building foundations for future AS run student enterprises. Additionally, the office shall work towards the procurement of future enterprise locations by taking an active role in cooperation with AS representatives to all pertinent and applicable committees, throughout their appointment process and term of office. Finally, the office shall develop connections with both students and campus organizations interested in entrepreneurial business efforts, by organizing outreach efforts to these students and organizations.
 - (2) The areas through which the Office of Enterprise Operations seeks to maintain and improve existing Associated Students Enterprises include, but are not limited to, the following:
 - (a) Overseeing operations, enhancing efficiency, and setting direction for the ASUCSD Enterprises by coordinating logistics, discussing relevant issues, and eliminating committee or personnel redundancy.
 - (b) Analyzing and discussing the status or progress of current enterprises.
 - (c) Strengthening the sense of cooperation between the Enterprises and the ASUCSD.
 - (d) Encouraging the exchange of effective management ideas between the various Enterprises.
 - (3) The areas through which the Office of Enterprise Operations seeks to develop future enterprises include, but are not limited to, the following:

- (a) Establishing the necessary groundwork for pursuing new enterprises, including the creation of any and all necessary student committees
 - (b) Obtaining the support of existing committees, such as the University Centers Advisory Board (UCAB) or others, throughout the enterprise creation process
 - (c) Researching and preparing finalized concepts of new enterprises for AS Council review and approval.
 - (d) Developing applicable business plans and coordinating enterprise startup procedures
 - (e) Reviewing enterprise functionality as it transitions from a pending operation to an existing operation.
- (4) The areas through which the Office of Enterprise Operations seeks to develop connections with individual students or campus organizations include, but are not limited to, the following:
- (a) Promotion of the Office of Enterprise Operations as an advocacy body for student entrepreneurial efforts.
 - (b) Active communication with registered campus organizations that seek to support student entrepreneurial efforts.
 - (c) Continued support of student or organization based enterprises through staff cooperation and assistance when said enterprises do not directly compete with established enterprises of the Associated Students.
- (c) Structure of the Office
- (1) Associate Vice-President Enterprise Operations
 - (a) Shall oversee all business and management within the office of Enterprise Operations
 - (b) Shall have final authority and control over the enterprises listed below in this Chapter, and may make any decision regarding those enterprises consistent with any Associated Students contract and the rules of the Associated Students.
 - (b) Shall appoint the membership of the office with the consent of the Council.
 - (2) Assistant to the Associate Vice-President Enterprise Operations
 - (a) Shall assist in all day to day responsibilities of the Office of Enterprise Operations, as outlined in this document
 - (b) Shall coordinate efforts with the entire Enterprise Operations staff on the promotion, development, and creation of student owned enterprises
 - (c) Shall assist in management and oversight of Enterprises as deemed necessary
 - (d) Shall act as the official delegate and perform the duties of the Associate Vice-President Enterprise Operations when so directed
 - (3) Director of Marketing
 - (a) Shall be responsible for promoting and advertising all enterprises
 - (b) Shall lead the creation and development of new and innovative ways of promoting enterprises to students, staff, and faculty
 - (c) Shall work with the Associated Students marketing and public relations staff to find new sources of advertisement.
 - (4) Director of Enterprise Development
 - (a) Shall determine new ways to create revenue through the existing enterprises

- (b) Shall focus on understanding currently operating businesses and determining how to most effectively direct them to meet the needs of the students and create revenue
- (c) Shall research and develop innovative new opportunities for enterprises.
- (d) Shall determine the feasibility and fiscal impact of potential new enterprises.
- (e) Shall develop a business and operational plan for any proposed new enterprises.
- (5) Director of Dining Operations
 - (a) Shall monitor and oversee dining and food related operations, including, but not limited to, the Grove Caffe
 - (b) Shall work with the Director of Enterprise Development to institute new programs and opportunities for these enterprises
- (6) Director of Recreational Operations
 - (a) Shall monitor and oversee recreational related operations, including, but not limited to, the UCSD Challenge Course
 - (b) Shall work with the Director of Enterprise Development to institute new programs and opportunities for these enterprises
- (7) Director of Academic Operations
 - (a) Shall monitor and oversee academic related operations, including, but not limited to, Soft Reserves and Lecture Notes
 - (b) Shall work with the Director of Enterprise Development to institute new programs and opportunities for these enterprises
- (d) Managers of the Enterprises
 - (1) The Manager shall be paid and shall oversee all business or management within the enterprise they are responsible for.
 - (2) The Manager shall meet with the appropriate director on a biweekly basis to discuss past, current, or future business opportunities.
 - (3) The Manager shall coordinate efforts with the Enterprises staff to further promote the enterprise.

§3.2. Enterprises

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

Chapter 4. Student Services

§4.1. Office of Student Services

(a) Appointment of the Associate Vice-President Student Services

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

(b) Structure of the Office

(1) Associate Vice-President Student Services

- (a) Shall oversee all business and management within the office of Student Services
- (b) Shall have final authority and control over the services listed below in this Chapter, and may make any decision regarding those services consistent with any Associated Students contract and the rules of the Associated Students.
- (c) Shall appoint the membership of the office with the consent of the Council.

(2) Assistant to the Associate Vice-President Student Services

- (a) Shall assist the Associate Vice-President Student Services with any tasks and management of the office.

§4.2 Student Run Television Station (SRTV)

(a) Mission and Objectives

- (1) SRTV's primary mission is to enrich the university experience of UCSD students with a television broadcast environment created, maintained, and perpetuated by students themselves.
- (2) SRTV intends to meet this mission by providing the UCSD community with information and student programming including video, news, music, and

entertainment of a diverse nature which usually cannot be obtained elsewhere in San Diego or which serves student interests.

- (3) SRTV's major objective is to afford any interested UCSD student facilities for training in television arts and science topics which are not part of a regular formal UCSD instruction program and a regular broadcast medium for artistic and informative expression.

(b) Structure and Management

(1) Managers

(a) General Manager

- (1) Appointed by the Associate Vice-President Student Services with the consent of the Council after consultation with the outgoing SRTV management
- (2) Reports to and acts under the direction of the Associate Vice-President Student Services
- (3) Shall be chiefly responsible for the general welfare and success of SRTV, accomplishment of SRTV purpose and objectives, and oversight of the SRTV student management
- (4) Responsible for ensuring compliance with the SRTV rules.
- (5) Shall work with the SRTV managers and directors to prepare an annual budget
- (6) Shall maintain the list of active members who have media center access
- (7) Shall have been a Member of SRTV for at least one quarter.
- (8) Shall be a member of the ASUCSD

(b) Operations Manager

- (1) Appointed by the General Manager with the consent of the Associate Vice-President Student Services
- (2) Responsible for the daily operations of SRTV
- (3) Responsible for oversight of SRTV operations and facilities
- (4) Shall assist the General Manager in the execution of that person's duties.

(2) Directors

(a) Programming Director

- (1) Appointed jointly by the General Manager and the Operations Manager
- (2) Manages and adds content to the rerun system
- (3) Maintains the timeslot allocation

(b) Events Director

- (1) Appointed jointly by the General Manager and the Operations Manager
- (2) Maintains communication with the Associate Vice-President Programming
- (3) Makes the SRTV service available to other student organizations

(c) Technical Director

- (1) Appointed jointly by the General Manager and the Operations Manager
- (2) Maintains technical setup
- (3) Teaches equipment use to members and recruits

(d) Publicity Director

- (1) Appointed jointly by the General Manager and the Operations Manager
- (2) Manages the website
- (3) Posts and maintains the weekly schedule

- (4) Takes promotional photographs and video at SRTV events
 - (5) Coordinates quarterly recruitment campaign
 - (6) Works with other organizations to promote SRTV
- (e) Music Director
 - (1) Appointed jointly by the General Manager and the Operations Manager
 - (2) Works with music labels to get music videos
 - (3) Works with Events Director to arrange interviews with bands
 - (4) Manages online database and collection of music videos
 - (5) Coordinates music gathering with KSDT
- (3) Members
 - (a) A member shall be any member of the ASUCSD who, in the determination of the managers and directors, has satisfactorily completed the required training in station operations and training in the SRTV rules as a Recruit.
 - (b) Shall have access to the Media Center and its resources
 - (c) Producers
 - (1) Members who create content using SRTV resources are producers.
 - (2) Producers shall be ultimately responsible for the content of the show they produce.
 - (3) Recruits may not be producers.
- (4) Recruits
 - (a) Any member of ASUCSD that expresses interest in getting involved with SRTV may serve as a Recruit.
 - (b) Recruits shall not be producers, but may participate in the production activities of another member.
 - (c) Shall complete no less than ten weeks of SRTV training before being considered for promotion to Member.
 - (d) Shall sign a statement agreeing to abide by this section and all SRTV rules and regulations.
- (c) Station Operations
 - (1) Access to the Station
 - (a) The General Manager shall authorize and assign OmniLock access codes. The General Manager shall maintain a current list of assigned access codes and ensure that the Associate Vice-President Student Services and Student Center Manager have a current copy of that list.
 - (b) The managers, directors, and members shall all have individual access codes.
 - (c) Sharing of OmniLock access codes is prohibited.
 - (d) Anyone with access to the station shall sign a statement agreeing to abide by this section and all SRTV rules and regulations.
 - (e) Anyone with an access code to the station shall provide a copy of their Student ID and another form of state-issued identification, which shall be kept on file by the General Manager.
 - (f) The Associate Vice-President Student Services or a delegate authorized in writing has access to the SRTV station at any time.
 - (g) Unauthorized access to the station is a violation of this section.
 - (2) Broadcast Rules and Regulations
 - (a) Unauthorized copyrighted material is prohibited at all times.

- (b) Obscene material is prohibited at all times. A broadcast can only be considered obscene if it satisfies all three of the following criteria:
 - (1) An average person, applying contemporary community standards, must find that the material, as a whole, appeals to the prurient interest;
 - (2) The material must depict or describe, in a patently offensive way, sexual conduct specifically defined by applicable law; and
 - (3) The material, taken as a whole, must lack serious literary, artistic, political, or scientific value.
 - (c) Indecent material is prohibited between 6:00am and 10:00pm. Indecency is defined as language or material that, in context, depicts or describes, in terms patently offensive as measured by contemporary community broadcast standards for the broadcast medium, sexual or excretory organs or activities. Indecent programming contains patently offensive sexual or excretory material that does not rise to the level of obscenity.
 - (d) If a producer suspects that a future episode of a show may violate this section, that person must discuss the situation with the Operations Manager and Programming Director and videotape the show unless told it is not necessary by the Operations Manager or Programming Director.
- (d) Complaints
- (1) Program Review Panel (PRP)
 - (a) Operations Manager, Chair
 - (b) Programming Director
 - (c) One member of the Council appointed by the Associate Vice-President Student Services
 - (d) One members of the ASUCSD who is not a member of the Council appointed by the Vice-President Student Life
 - (2) Procedure
 - (a) The complaint must be filed with the Clerk within fourteen days of the incident.
 - (b) The complaint must contain the date and approximate time of airing on SRTV.
 - (c) When the complaint is about content of a program the complainant must address how the Broadcast Rules and Regulation were violated.
 - (d) The PRP must review any complaints about any producer or show to determine whether or not this section was violated. If, by a majority vote, they find the producer responsible of violating this section, they should recommend a sanction to the General Manager.
 - (e) If the complainant or the producer disagrees with the findings of the PRP, that person may appeal once to the General Manager. The General Manager has the authority to vacate the findings of the PRP and ask that they look at the case again.
- (e) Non-compliance
- (1) If any member should violate this section, the General Manager, in consultation with the Operations Manager and the Directors, shall impose an appropriate penalty up to and including termination of production rights, termination of membership, and revocation of access to the station.
 - (2) If any of the Directors or the Operations Manager should violate this section or fail to adequately perform their duties, the General Manager, in consultation with the

Operations Manager and Directors where appropriate, shall impose an appropriate penalty up to and including termination of appointment and revocation of access to the station.

- (3) If the General Manager should violate this section or fail to adequately perform the duties of General Manager, the Associate Vice-President Student Services, in consultation with the President, may suspend the General Manager, by informing that person in writing and notifying the Council of the suspension and submitting a bill for dismissal of the General Manager at the next regular Council meeting. This notification and must be submitted at least two academic days before the Council meeting in which the dismissal will be considered and must include the specific violation or duty neglected. If the Council does not remove the General Manager, the suspension shall terminate immediately. The General Manager may only be suspended once for an alleged infraction. During the suspension or in the event of a vacancy due to a dismissal, the Associate Vice-President Student Services shall serve as Acting General Manager.

§4.3 KSDT Radio

- (a) Purpose. KSDT Radio shall be a radio station operated by the ASUCSD.
- (b) Board of Directors
 - (1) General Manager
 - (a) Shall be responsible for the external affairs of KSDT
 - (b) Shall coordinate efforts of the Director's Board
 - (c) Shall be responsible for writing and managing the budget
 - (2) Operations Manager
 - (a) Shall be responsible for the internal affairs of KSDT
 - (b) Shall be responsible for coordinating the training of new DJs
 - (3) Music Directors
 - (a) Shall be responsible for maintaining the music collection at KSDT
 - (b) Shall be responsible for obtaining new submissions to expand the KSDT music library
 - (c) Shall be responsible for ensuring that DJ selections of music are appropriate
 - (4) Webmaster
 - (a) Shall be responsible for maintaining the webserver and the Shoutcast server at KSDT
 - (b) Shall be responsible for maintaining and updating the content of the KSDT website
 - (5) Sound Engineer
 - (a) Shall be responsible for maintaining the sound equipment at KSDT and for notifying the Board of any problems
 - (b) Shall be responsible for running live shows at KSDT
 - (6) Programming Director
 - (a) Shall be responsible for creating a new show schedule every quarter and updating the schedule when necessary
 - (b) Shall be responsible for monitoring show attendance by DJs and quality of shows
 - (7) Publicity Director
 - (a) Shall publicize events occurring at KSDT

- (b) Shall promote the station and aid in raising awareness about KSDT, both locally and globally
- (8) Promotions Director
 - (a) Shall be responsible for contacting promotions companies in San Diego and obtaining tickets to concerts and other promotional materials
 - (b) Shall be responsible for working with the Publicity Director to promote KSDT and publicize events occurring at KSDT
- (9) Secretary
 - (a) Shall be responsible for taking minutes at KSDT Board meetings
 - (b) Shall be responsible for distributing the minutes for each meeting to all of the directors
 - (c) Shall be responsible for giving DJs information regarding station activities and board meetings
- (c) Selection of Directors
 - (1) All Directors shall be members of the ASUCSD.
 - (2) All DJs who have completed at least one quarter of a show at KSDT are voting members for the purpose of selecting new directors at election time.
 - (3) Election of new directors shall occur no later than every 10th Week of Spring Quarter.
 - (4) If any positions on the board are not filled after an election, the new board shall appoint individuals to fill the open position.
- (d) Policies
 - (1) KSDT Directors shall not intentionally give a show to anyone whose show will promote racism or sexism.
 - (2) KSDT DJs shall obey the current Music Policy as dictated by the KSDT Directors.

§4.4 Safe Rides

§4.5 Volunteer Connections

- (a) Volunteer Connections is a service of the Associated Students that exists to provide volunteer opportunities to members of the ASUCSD.
- (b) The Associate Vice-President Student Services shall appoint the Director of Volunteer Connections, who shall establish and appoint the membership of the service.

Chapter 5. Policies Relating to Use of Facilities and Equipment

§5.1. Office Space

- (a) Allocation of Office Space
 - (1) The Vice-President Finance and Resources shall allocate office space assigned to the Associated Students in a manner consistent with this section.
 - (2) Each Officer shall have their own closed office space.
 - (3) The Associate Vice-President Programming and the Associate Vice-President Student Advocacy shall each have their own closed office space.
 - (4) The person or people to whom the office space is allocated shall have the authority to determine who has access to the office space.
 - (5) Subsections (2) and (3) shall apply starting January 2008.
- (b) Alcohol and Drugs
 - (1) The presence of alcoholic beverages or illegal drugs in any office space shall be prohibited.

- (2) If any person violates this subsection, the Advocate General review the matter and issue any appropriate sanction for violations of this subsection up to and including suspension or termination of office space privileges for the individual. The individual may appeal the decision of the Advocate General to the Council.

(c) Copy Machine

- (1) The copy machine shall only be used for official Associated Students business.
- (2) Any member of the Council may check out the copy card from the Clerk.
- (3) The Vice-President Finance and Resources may authorize members of the Council to have their UCSD Student ID card programmed as a copy card.

§5.2. Conference Room Space

(a) Reservation Procedures

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

(b) Room Setup

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

(c) Charges

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

(d) Audio/Visual and Technical Services

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

(e) Conduct and Responsibility

- (1) Groups reserving space are responsible for the behavior of their guests and members and must restore the facilities to original condition.
- (2) It is agreed that any charge arising from this use of University Center's facilities will be billed to the organization or individual indicated, but will remain the obligation of the individual until paid. This will include any theft or property damage occurring from the use of the facility under the provisions of this agreement.
- (3) It is understood that the organization promises and agrees to abide by University regulations. The University Center facilities are for use by all members of the university community. The usage policy outlined above is intended to facilitate the use of the Center with the least possible infringement on the activity or freedom of individuals or groups.
- (4) The using group agrees to indemnify, defend and hold the Associated Students, Price Center, Student Center, UC Regents and UCSD and officers, employees and agents harmless against all claims, loss or liability arising from damage to or amendment to Standing Policies or death to persons occurring because of or related to this reservation.
- (5) Off campus and student organizations that charge admission for their events are not insured under the existing policy. Off campus groups must provide proof of insurance naming University Centers' and the UC Regents as additional parties with a general liability limit of no less than one million dollars (\$1,000,000.00). A copy of the certificate must be provided to the Reservations Office at least one week prior to event.

§5.3. Neighborhood Electric Vehicle (Cart)

- (a) The following people may reserve the cart for use by any person by notifying the Associated Students Administrative Assistant of the date and time of use, and the person who will be checking out and driving the cart
 - (1) the Officers; and
 - (2) Associate Vice-President Programming.
- (b) The following people may reserve and use the cart by notifying the Associated Students Administrative Assistant of the date and time of use. These people may not reserve the cart for use by another person.
 - (1) Election Manager;
 - (2) Director of Associated Students Administration;
 - (3) Associated Students Executive Assistant;
 - (4) Associated Students Administrative Assistant; and
 - (5) Associated Students Software Developer.
- (c) Terms of Use
 - (1) The cart may be used for official Associated Students business only.
 - (2) The person checking the cart out must have a valid Driver License.
 - (3) The person checking the cart out for use must sign the "Cart Use Waiver" at the front desk. The person checking the cart out will receive the key to the cart at the time of checkout.
 - (4) If the person is a UCSD student, the person checking the cart out must leave their UCSD student ID card with the front desk until the cart is checked back in and the cart key is returned.

- (5) The only person who may drive the cart is the person who checked out the cart and signed the “Cart Use Waiver.”
 - (6) Only one passenger is allowed in the cart in addition to the driver.
 - (7) The person checking out the cart is responsible for properly unplugging and plugging in the cart before and after use.
 - (8) The person checking out the cart is liable for and must report any accidents or damages to the cart at the time of return.
- (d) Violation of the Terms of Use
- (1) If the terms of use of the golf cart are violated, the President or the Vice-President Finance and Resources may terminate any person’s privilege to check out and drive the cart by informing the Associated Students Administrative Assistant. The Council may reinstate these privileges by a majority vote.
 - (2) If the cart has been damaged, the President or the Vice-President Finance and Resources may fine the person who checked out the cart or the person who reserved the cart the cost to repair the damage. The Council may waive the fine by a majority vote.

§5.4. Faculty Club Membership

- (a) The President, Vice-President Finance and Resources, or Director of Associated Students Administration may authorize use of the faculty club membership.

§5.5. Email Listserver

- (a) The official email listserv for the Council shall be ascouncil@ucsd.edu.
- (b) The listserv shall be closed and maintained by the Clerk; only members of the listserv can receive or send emails to it.
- (c) Any person with an email address ending with “ucsd.edu” may be a member of the listserv by contacting the Clerk and asking to be added.

Chapter 6. Policy on Compensation

§6.1. Stipend

- (a) Stipends shall be paid bi-weekly for the stipulated number of weeks. The stipend should be paid for the academic weeks. If the stipulated number of weeks is greater than thirty, the stipend for the weeks exceeding thirty should be paid for weeks determined by the Vice-President Finance and Resources.
- (b) When a person is appointed that collects a stipend, the Vice-President Finance and Resources must sign the “Appointment Form” authorizing the allocation of the stipend from the appropriate pool of money.

§6.2. Parking Permit

- (a) The Officers shall receive an “A” parking permit upgrade for their term of office.
- (b) The Associate Vice-Presidents shall receive a “B” parking permit upgrade for their term of office.

TITLE VI
Council

Chapter 1. Meetings of the Council

§1.1. Time and Location of Regular Meetings

- (a) The Council shall meet every Wednesday at 6:00pm during the ten academic weeks of the Fall, Winter, and Spring Quarters, except that the Council may, by a majority vote, cancel a regular meeting.
- (b) The location of the regular meetings shall be the Price Center Ballroom A. The President may, with a good cause, change the location before the start of the regular meeting to any place on the UCSD campus by notifying the Clerk and the members of the Council at least half an hour before the start of the meeting. The Clerk shall make a reasonable effort to notify members of the public interested in attending the meeting of the change in location.

§1.2. Calling of Special Meetings

(a) Call By the President

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

(b) Call by a Majority of the Voting Membership of the Council

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

§1.3. Order of Business and Processing of Bills

(a) Submission of Bills

- (1) Any member of the Council may sponsor a bill for consideration and action. Any number of members of the Council may sponsor a bill.
- (2) To submit any bill other than an appointment, the member shall email the Clerk with the text of the bill.
- (3) To submit an appointment that requires the consent of the Council and therefore must be processed as a bill, the sponsor must follow the process for appointments outlined in Title VIII.

- (4) The deadline for submission of bills for regular meetings is 10am on the Friday preceeding the meeting. The deadline for submission of bills for special meetings is thirty hours before the start of the special meeting. If the Council, by a majority vote, suspends the time requirements described in this Chapter and allows a bill to be submitted late, the Clerk shall treat the bill as if it were submitted on time.
 - (5) For all bills other than appointments, the Clerk shall respond by email confirming receipt of the bill.
- (b) Submission of Member Reports.
- (1) To submit a written member report, the member shall email the Clerk with the report.
 - (2) The Clerk shall respond by email confirming receipt of the member's written report.
 - (3) The deadline for submission of written reports shall be the same as the deadline for submission of bills.
- (c) Publication of Order of Business and Referral of Bills to Committee
- (1) The Order of Business shall be published and distributed to the members of the Council no later than the Friday preceeding a regular meeting and no later than twenty-four hours before a special meeting.
 - (2) The Speaker shall review the submitted bills and refer them to the appropriate committee or the Council Floor for consideration before the Order of Business is published.
 - (3) The published order of business shall include the Order of Business for the Council and the text of all bills being considered by the Council or by any committee that meeting.
- (d) Expiration of Bills in Committee
- (1) If a committee does not report on a bill referred to it at the following meeting of the Council, the bill shall expire unless the committee reports that they will be considering the bill at a future date, in which case the bill shall expire when that date has passed if the committee has not reported on it at that time.
 - (2) A bill that has expired in committee shall not appear on the published order of business and shall not be subject to further consideration by the committee.
- (e) Sponsor Withdrawal or Amendment of a Bill
- (1) The sponsor of the bill may withdraw the bill until it has been considered by a committee.
 - (2) The sponsor of the bill may amend the bill until the Order of Business has been published.
- (f) Any bill adopted by the Council shall become an Act and be properly executed by the Clerk.

Chapter 2. Standing Committees

§2.1. Committee on Rules and Contracts

(a) Membership

- (1) The Speaker shall appoint the chair and membership of the committee. Only Senators are eligible to be appointed by the Speaker.
- (2) The Speaker is ineligible to serve as chair.
- (3) The President and Vice-President Finance and Resources shall be ex-officio members of the committee.

(4) There shall be up to seven Senators on the committee, including the chair.

(b) Duties

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

(2) Determine the rules and procedures for the committee

(3) Regularly review the existing rules and contracts of the ASUCSD

§2.2. Committee on Finance

(a) Membership

(1) The Speaker shall appoint the chair and membership of the committee. Only Senators are eligible to be appointed by the Speaker.

(2) The Speaker is ineligible to serve as chair.

(3) The President and Vice-President Finance and Resources shall be ex-officio members of the committee.

(4) There shall be up to eight Senators on the committee, including the chair.

(b) Duties

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

(2) Determine the rules and procedures for the committee

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

§2.3. Committee on Appointments

(a) Membership

(1) The Speaker shall appoint the chair and membership of the committee. Only Senators are eligible to be appointed by the Speaker.

(2) The Speaker is ineligible to serve as chair.

(3) The President and Vice-President Student Life shall be ex-officio members of the committee.

(4) There shall be up to seven Senators on the committee, including the chair.

(b) Duties

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

(2) Determine the rules and procedures for the committee

§2.4. Committee on Campus and Public Affairs

(a) Membership

(1) The Speaker shall appoint the chair and membership of the committee. Only Senators are eligible to be appointed by the Speaker.

(2) The Speaker is ineligible to serve as chair.

(3) The President, Vice-President Student Life, and Vice-President External Affairs shall be ex-officio members of the committee.

(4) There shall be up to seven Senators on the committee, including the chair.

(b) Duties

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

(2) Determine the rules and procedures for the committee

Chapter 3. Special Committees

§3.1. Establishment of Special Committees by Charter

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

§3.2. Establishment of Special Committees by an Officer

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

§3.3. Establishment of Special Committees by Standing Rule

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

Chapter 4. Attendance

§4.1. Requirement

- (a) Council Meetings. The voting members of the Council and the members of the Cabinet are required to attend all regular and special meetings of the Council. If a member that is required to attend is not present during a roll call, it is counted against the member as half an absence. The Speaker or a majority vote of the Council may excuse a member required to attend. The attendance of each member of the Council is recorded by the Clerk even if that member is not required to attend.

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

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

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

Chapter 5. Non-voting Membership

§5.1. Members of the Cabinet, except the Officers

§5.2. Advocate General

§5.3. Election Manager if any is currently appointed

§5.4. College Council Chairs or equivalent

§5.5. Alumni Association President

§5.6. Graduate Student Association (GSA) Representative appointed by GSA

§5.7. Student Affirmative Action Committee (SAAC) Representative appointed by SAAC

§5.8. Interfraternity Council (IFC) Representative appointed by IFC

§5.9. Panhellenic Representative appointed by the Panhellenic Council

§5.10. Multicultural Greek Council (MGC) Representative appointed by MGC

§5.11. Intercollege Residents Association (ICRA) Representative appointed by ICRA

§5.12. Triton Athletes Council (TAC) Representative appointed by TAC

Chapter 6. Advisor

§6.1. The Director of Associated Student Administration shall serve as the advisor to the Council.

§6.2. The Advisor shall have all the rights and privileges of membership on the Council, except that of voting.

Chapter 7. Clerk

§7.1. The Associated Students Executive Assistant shall serve as the Clerk of the Council, herein referred to as the "Clerk."

§7.2. Responsibilities

(a) Properly assemble and distribute the agenda for meetings of the Council and Standing Committees

(b) Take, distribute, and maintain the minutes for the Council meetings

(c) Keep an updated roster of the membership of the Council

(d) Maintain the integrity of the documents containing the rules of the Association

(e) Check and report the eligibility of the members of the Council

(f) Any other duties applicable to the position as assigned by the Council

Chapter 8. Minutes of Council Meetings

§8.1. In addition to what is required by the parliamentary authority, the minutes of the Council meeting shall include:

(a) the list of attendance for both roll calls.

§8.2. The minutes of a meeting of the Council shall be distributed to the members of the Council no later than four academic days after the meeting.

§8.3. After the minutes have been approved by the Council, they shall be signed by the Clerk and the President and made available to the public.

Chapter 9. Responsibilities of Senators

§9.1. College Senators

(a) Attend all required meetings of their respective College Council

(b) Carry out at least three projects every year that benefit the students of their respective College

(c) Serve on one standing committee

§9.2. Academic Division Senators

(a) Attend all required meetings of their respective academic division council, if one exists; if none exists, meet regularly with the administration of the academic division

(b) Carry out at least three projects every year that benefit students of their respective academic division

(c) Serve on one standing committee

§9.3. UCSD Senators

(a) Serve on at least two campus-wide committees

(b) Carry out at least six projects every year that benefit the student body

(c) Serve on one standing committee

§9.4. Freshmen Senators

(a) Serve on at least two campus-wide committees

(b) Carry out at least six projects every year that benefit the freshmen class

(c) Serve on one standing committee

§9.5. Transfer Senator

(a) Serve on at least two campus-wide committees

(b) Carry out at least six projects every year that benefit transfer students

(c) Serve on one standing committee

Chapter 10. Appointment of Freshmen and Transfer Senators

§10.1. Special Committee to Select the Freshmen Senators.

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

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

(2) four members of the Council, at least one of whom must be a freshman senator appointed by the President; and

(3) a College Council Chair appointed by the Associate Vice-President College Affairs.

(b) The membership of the committee shall be appointed by second week of Fall Quarter, at which time the committee shall come into existence.

(c) The committee shall solicit applications for the positions of Freshman Senator, screen and interview candidates for the position, and make a recommendation to the Council on the appointment of the Freshmen Senators.

- (d) The recommendation should be made to the Council by fifth week of Fall Quarter, at which time the committee will dissolve.

§10.2. Special Committee to Select the Transfer Senator.

- (a) The membership of the committee shall consist of:
 - (1) the President or designee, who shall chair the committee;
 - (2) three members of the Council appointed by the President;
 - (3) the Transfer Senator or designee; and
 - (3) All Campus Transfer Association President or designee.
- (b) The membership of the committee shall be appointed by second week of Fall Quarter, at which time the committee shall come into existence.
- (c) The committee shall solicit applications for the position of Transfer Senator, screen and interview candidates for the position, and make a recommendation to the Council on the appointment of the Transfer Senator.
- (d) The recommendation should be made to the Council by fifth week of Fall Quarter, at which time the committee will dissolve.

Chapter 11. Vacancies in the Voting Membership of the Council

§11.1. Officers and UCSD Senators

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

§11.2 Academic Division Senators

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

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

§11.3 College Senators

(a) Within five academic days of when the vacancy occurs, the President shall notify the appropriate College Council of the vacancy and request a permanent replacement.

(b) Upon the appointment of a permanent replacement by the College Council, the College Council Chair shall properly file an "A.S. Appointment Form" naming the new Senator.

(c) The person appointed by the College Council may not take the Oath of Office until procedures outlined in this section have been properly completed.

§11.4 Freshmen and Transfer Senators

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

(b) The composition of the committee shall be the same as the appropriate selection committee described in the previous Chapter.

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

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

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

TITLE VII
Career and Student Staff

Chapter 1. Director of Associated Students Administration

§1.1. Funds

- (a) The funds for the Director of Associated Students Administration, hereinafter referred to as “the Director,” shall be provided by the Registration Fee Advisory Committee.
- (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 must be made up of students. The President shall appoint the student membership of the search committee.
- (c) The search committee shall recommend one name to the Assistant Vice-Chancellor Student Life, who may hire that person. If the Assistant Vice-Chancellor Student Life does not accept the recommendation of the search committee, the Assistant Vice-Chancellor Student Life may only fill the position with the consent of the President.
- (d) The Assistant Vice-Chancellor Student Life may only appoint an Interim Director of Associated Students Administration with the consent of the President.

§1.3. Job Card, Working Title, and Supervisor

- (a) Any amendments to a job card for the Director must be approved by the President.
- (b) Any changes to the working title for the Director must be approved by the Council by an amendment to this chapter.
- (c) The Director shall report to the Assistant Vice-Chancellor Student Life.

§1.4. Review

- (a) The Assistant Vice-Chancellor Student Life must consult the President for input during the “Performance Appraisal Process” for the Director.
- (b) No corrective action against or termination of the Director may take place without the consent of the President.

Chapter 2. Career Staff Funded Greater Than 50% by the Associated Students

§2.1. Established Positions

- (a) Admin Assistant II
 - (1) Working Title: Administrative Assistant
 - (2) FTE Provided: 0.90 FTE
 - (3) Supervisor: the Director
- (b) Admin Assistant III
 - (1) Working Title: Executive Assistant
 - (2) FTE Provided: 1.00 FTE
 - (3) Supervisor: the Director
- (c) Programmer/Analyst II
 - (1) Working Title: Software Developer
 - (2) FTE Provided: 1.00 FTE
 - (3) Supervisor: the Director

- (d) Fiscal Assistant III
 - (1) Working Title: Payroll and Fund Manager
 - (2) FTE Provided: 1.00 FTE
 - (3) Supervisor: Director of Student Programs Business Office

§2.2. Funds

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

§2.3. Vacancy and Hiring

- (a) Whenever any position in this chapter becomes vacant, the President, or designee, and the Director shall co-chair a search committee to fill the vacancy.
- (b) A majority of the search committee must 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 recommend one name to the Director, who may hire the person with the consent of the President.
- (d) If a recommendation of the search committee is not accepted, the search committee shall recommend another name to the Director, who may hire the person with the consent of the President.

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

- (a) The job card for all newly created position in this chapter must be approved by the President.
- (b) Any amendments to a job card for any position in this chapter must be approved by the President.
- (c) Any changes to the working title, classification, supervisor, or FTE funding for a position in this chapter must be approved by the Council by an amendment to this chapter.

§2.5. Review

- (a) The supervisor must consult the President for input during the “Performance Appraisal Process” for every position in this chapter.
- (b) No corrective action or termination of career employees for any position in this chapter may take place without the consent of the President.

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

§3.1. Established Positions

- (a) Admin Specialist
 - (1) Working Title: Human Resources Specialist
 - (2) FTE Provided: 0.50 FTE
- (b) Admin Specialist
 - (1) Working Title: Bookkeeper
 - (2) FTE Provided: 0.30 FTE

§3.2. Funds

- (a) The funds for all career staff funded less than or equal 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 must be a search committee to fill the vacancy.
- (b) At least the fraction of the membership of the search committee that is equal to the fraction of the position funded by the Associated Students shall be appointed by the President.

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

- (a) The job card for all newly created positions in this chapter must be reviewed and commented on by the President.
- (b) Any amendments to a job card for any position in this chapter must be reviewed and commented on by the President.
- (c) Any changes to the working title, classification, or FTE funding for a position in this chapter must be approved by the Council by an amendment to this chapter.

§3.5. Review

- (a) The supervisor should consult the President for input during the “Performance Appraisal Process” for every position in this chapter.

Chapter 4. Student General Staff

§4.1. Established Positions

- (a) Graphic Artists (2)
- (b) Webmaster
- (c) Office Assistant – AS
- (d) Office Assistant – SPBO
- (e) Public Relations Assistant

§4.2. Funds

- (a) The funds for all student general staff shall be allocated from the Campus Activity Fee revenue in the annual budget.
- (b) The salary and benefits 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 President shall, in consultation with the Director, establish an appropriate selection process.

§4.4. Job Card, Supervisor, and Working Title

- (a) The job card for all student general staff may be established or modified by the President in consultation with the Director.
- (b) The supervisor for all student general staff shall be a career staff position determined by the President in consultation with the Director.
- (c) Any changes to the working title for a position in this chapter must be approved by the Council by an amendment to this chapter.

§4.5. Review

- (a) The supervisor must consult the President for input during any performance appraisal process for every position in this chapter.
- (b) No corrective action or termination of student employees for any position in this chapter may take place without the consent of the President.

Chapter 5. Student Office Interns

§5.1. Established Positions

- (a) President's Office Intern
- (b) Student Life Intern
- (c) External Affairs Intern
- (d) Finance and Resources Intern

§5.2. Funds

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

§5.3. Vacancy and Hiring

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

§5.4. Job Card, Supervisor, and Working Title

- (a) The job card for all student office interns may be established or modified by the appropriate member of the Cabinet in consultation with the Director and with the consent of the President.
- (b) The supervisor for all student general staff shall be the Director.
- (c) Any changes to the working title for a position in this chapter must be approved by the Council by an amendment to this chapter.

§5.5. Review

- (a) The supervisor must consult the appropriate member of the Cabinet for input during any performance appraisal process for every position in this chapter.
- (b) No corrective action or termination of student employees for any position in this chapter may take place without the consent of the appropriate member of the Cabinet.

Chapter 6. Date of Effectiveness

§6.1. This title shall become effective on July 1, 2007.

TITLE VIII
Documentation and Recordkeeping

Chapter 1. Processing of Appointments

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

Chapter 2. Maintenance of the Rules Documents

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

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

(b) Formatting and Numbers of the Standing Rules

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

Chapter 3. Correspondence

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

TITLE IX
Election Code

Chapter 1. General Elections

§1.1. Election Manager

- (a) The President shall appoint the Election Manager with the consent of the Council no later than fourth week of Winter Quarter to a term that expires when the new Council takes office.
- (b) Once the Election Manager has been appointed, only the Judicial Board shall have the authority to remove the Election Manager. The Judicial Board shall remove the Election Manager if the Election Manager cannot or has not faithfully performed the duties of the office.
- (c) The Election Manager shall not be a candidate for elected office or publicly support or oppose any candidate, slate or referendum in that year's election.
- (d) Responsibilities
 - (1) Publicize the upcoming election in order to solicit candidates, inform the ASUCSD of relevant information concerning the dates, times, and locations of voting, and increase voter turnout to the maximum number possible
 - (2) Secure the college representatives to the Election Committee from the College Councils
 - (3) Publish the complete list of candidates and referenda for public viewing
 - (4) Publicize and advertise any fee referenda on the ballot and increase voter turnout to the maximum number possible
 - (5) Schedule, coordinate and publicize candidate debates, speeches and forums, including at least one Presidential debate
 - (6) Solicit and appoint poll workers
 - (7) Work with the Clerk to ensure the proper maintenance of all election financial records, complaints, violations and other documents pertaining to the election
 - (8) Ensure the overall success of the election
 - (9) If a situation arises that is not provided for in the election rules, the Election Manager has broad authority to make any decision that is consistent with the spirit of the election rules. The Election Committee may overrule the Election Manager in this regard with good cause.
 - (10) Any other duty or responsibility assigned to the Election Manager by the election rules

§1.2. Election Committee

(a) Membership

- (1) The Election Manager will serve as chair of the committee.
- (2) One student appointed by the Vice-President Student Life with the consent of the Council by seventh week of Winter Quarter.
- (3) One student appointed by each College Council by seventh week of Winter Quarter. If a College Council does not appoint their representative by the deadline, the Election Manager shall appoint a student from that college.
- (4) The Election Manager shall appoint an Assistant Election Manager to serve in the absence of the Election Manager. Only members of the Election Committee are

eligible to serve as the Assistant Election Manager. The Assistant Election Manager shall serve as vice-chair of the committee.

- (5) The members of the Election Committee shall not be candidates for elected offices or publicly support or oppose any candidate, slate or referendum in that year's election.
 - (6) The Election Committee shall dissolve when the new Council takes office.
 - (7) Once the members of the Election Committee have been appointed, only the Judicial Board shall have the authority to remove any of the members. The Judicial Board shall remove members of the Election Committee if they cannot or have not faithfully performed their duties.
 - (8) The President shall not be a member of the Election Committee.
- (b) Responsibilities
- (1) Assist the Election Manager with the planning and execution of the election
 - (2) Any other duty or responsibility assigned to the Election Committee by the election rules

§1.3. Filing for Candidacy

- (a) Filing Period. The filing period for candidates shall begin at noon on Wednesday of eighth week Winter Quarter and end at noon on Wednesday of ninth week Winter quarter.
- (b) Eligibility. A candidate must meet the eligibility requirements articulated in the Constitution for that office in order to be a candidate in the election. The Clerk will verify eligibility of all candidates twice: once at the end of the filing period and once the week before voting begins. If a candidate is found to be ineligible for office, that person will be immediately so notified by the Election Manager.
- (c) Single Office Restriction. Because the Constitution requires that no person may hold more than one voting position, no person is permitted to file for candidacy for more than one voting position on the Council.
- (d) Candidate Forms. Candidates must submit the forms listed below in this subsection by the end of the filing period. Candidates may not falsify any information on the forms.
 - (1) Candidate Intent Form
 - (a) The intent form must include a signed statement that the candidate will adhere to the election rules and any information provided in the mandatory candidates meeting. The Election Manager may waive this requirement with good cause, including but not limited to if the individual is abroad; however, even if the Election Manager waives the requirement, the candidate shall still be bound by the election rules and any information provided in the mandatory candidates meeting.
 - (2) Voluntary Spending Limit Contract
 - (3) Candidate Endorsement Petition. Candidates for an Officer position must collect 150 signatures of members of the ASUCSD. Candidates for Senator positions are not required to collect signatures.
 - (a) To be considered valid, a signature on the petition must contain a printed name, signature, and last four digits of the student's UCSD PID number.
 - (b) The Clerk will validate the petition, and if after validation a candidate does not have enough signatures, the Election Committee may disqualify the candidate.
 - (4) Candidate Statement

- (a) The candidate statement should be submitted online at <http://as.ucsd.edu/elections/statements>.
 - (b) Candidates for Officer positions are allowed up to 1500 non-white space typographical characters and candidates for Senator positions are allowed up to 500 non-white space typographical characters.
- (5) Candidate Affiliation
- (a) The candidate affiliation may be submitted online at the Associated Students website. If a candidate does not submit a candidate affiliation, the candidate affiliation shall be the slate name of the candidate, unless the candidate is not on a slate, in which case the candidate affiliation shall read "Independent."
 - (b) Candidate affiliation shall be a maximum of 40 non-white space typographical characters; any additional characters shall be truncated.
- (e) Withdrawal as a Candidate. A candidate may withdraw from the election by informing the Election Manager and the Clerk in writing. If a candidate withdraws from the election, none of the votes the candidate receives will be counted towards the candidate and every effort will be made to remove the candidate's name from the ballot.
- (f) Slates, Slate Authorization Form, Withdrawal from a Slate
- (1) If two or more candidates for ASUCSD offices wish to run a joint campaign or run under a common group name, they must properly file a Slate Authorization Form.
 - (2) Each member of the slate is accountable for the actions, conduct, and expenditures of any member of the slate and the slate as a whole.
 - (3) The first person listed on the Slate Authorization Form shall be considered the authorized representative of the slate and empowered to act on behalf of the slate.
 - (4) A candidate may withdraw from a slate without withdrawing from the election until the end of the filing period by informing the Election Manager and the Clerk.
- (g) Mandatory Candidates Meeting
- (1) A meeting of all the candidates shall be held ninth week of Winter Quarter after the end of the filing period and conducted by the Election Manager.
 - (2) The meeting is mandatory for all candidates to attend and candidates are responsible for all information given during the meeting. If a candidate is unable to attend the meeting, the candidate must have a proxy attend in the candidate's place. A person may serve as a proxy for only one candidate.
 - (3) During the meeting, the candidates will be introduced to the Election Committee, and informed of the administrative and logistical details of the election, including the election calendar.
 - (4) The order in which the candidates will appear on the ballot will be decided during this meeting by a random alphabetical selection process.
 - (5) Pictures for the ballot of the candidates will be taken at the meeting. If a candidate is not present, they may have their picture taken in a location determined by the Election Manager by a deadline determined by the Election Manager to have it appear on the ballot.

§1.4. Campaign Procedures for Candidates

- (a) Conduct of the Campaign for Candidates
 - (1) The campaign period for candidates begins at 8pm Sunday of first week Spring Quarter and ends when the polls close on the final day of voting. Candidates and

any person acting on behalf of a candidate may only campaign during the campaign period.

- (2) All campaign materials must include the clearly discernable phrase “VOTE AT TRITONLINK.”
 - (3) Candidates or someone acting on behalf of any candidate may not willfully destroy, deface, move, or remove from their places posters, signs, flyers, banners, or campaign materials of any other candidate or slate.
 - (4) False information may not be written on any campaign material.
 - (5) Candidates or someone acting on behalf of a candidate may not libel or slander another candidate.
 - (6) Candidates or someone acting on behalf of a candidate may not tamper with or improperly influence the distribution, collection, tabulation, or storage of the election ballots.
 - (7) There shall be no campaigning within 50 feet of official polling locations as measured by the Election Manager when voting is taking place. Notwithstanding, wearing clothing or accessories that advertise any candidate or slate while walking by the polls is permitted so long as the individual does not loiter.
 - (8) Use of equipment that amplifies sound is prohibited within 150 feet of official polling locations when voting is taking place.
 - (9) Use of ASUCSD offices, services, enterprises or equipment to campaign is prohibited.
 - (10) Campaigning in any classroom or lab is prohibited except during student organization meetings. Notwithstanding, wearing clothing or accessories that advertise any candidate or slate in classrooms or labs is permitted.
 - (11) Candidates and any person acting on behalf of a candidate must abide by any decision, order, or penalty of the Election Committee while campaigning.
- (b) Campaign Finance Rules for Candidates
- (1) No University or ASUCSD allocated funds may be used in support of or against a candidate or slate, except that this restriction does not apply to any print or electronic media editorial funded by ASUCSD allocated funds.
 - (2) Campaign contributions may not be accepted from any source not affiliated with UCSD, with the exception of the personal funds of the immediate family of a candidate.
- (3) Voluntary Spending Limits
- (a) Candidates Not on Slates. If any candidate has accepted voluntary spending limits and is not on a slate, the candidate may not spend more than \$500 if running for an Officer position or \$200 if running for Senator. Each candidate not on a slate that accepts voluntary spending limits must submit a campaign financial report as described below to the Clerk.
 - (b) Candidates on Slates. If any candidate on a slate accepts voluntary spending limits, the slate and all candidates on it are bound by the voluntary spending limits. In this case, the total expenditures for the slate may not exceed the sum of \$250 for every candidate running for an Officer position on the slate plus \$100 for every Senator running on the slate. A slate must file a campaign financial report as described below with the Clerk for the whole slate.

- (c) Campaign Financial Report. This subsection shall only apply if the candidate or slate has accepted voluntary spending limits.
 - (1) Prior to distribution of any campaign material except clothing, an original receipt, one sample of each piece of all campaign materials produced, and an itemized Campaign Expense Record form must be submitted.
 - (2) Prior to being worn by any person to campaign, an original receipt for all clothing produced and an itemized Campaign Expense Record must be submitted.
 - (3) All items used in the campaign must be included in the itemized Campaign Expense Record. The use of residences, personal phone, staples, staple guns, tape, and tacks are exempt from this requirement and do not have to be reported.
 - (4) The fair market estimated value of donated items, supplies, or services by a person other than a candidate must be itemized on the Campaign Expense Record, and this fair market estimated value shall be applied against the voluntary spending limits as if it were an expenditure. The Election Manager will determine the fair market value.

§1.5. Mechanics of the Election

- (a) Voting Period. Voting shall begin at 10am Monday of second week Spring Quarter and continue through 4pm on Friday of second week Spring Quarter.
- (b) Manner of Voting. Voters shall cast their vote on TritonLink.
- (c) Official Ballot. Both referenda questions and candidate elections for office may appear in a general election. The ballot rules regarding elections for office appear below in this subsection. The ballot rules for referenda appear elsewhere in the election rules.
 - (1) Immediately prior to the first candidate, the ballot should detail what it means to accept or decline voluntary spending limits, including the amounts of the spending limits.
 - (2) Candidates shall appear grouped by office in the order assigned at the Mandatory Candidates meeting.
 - (3) Next to each candidate's name, the following shall appear:
 - (a) A hyperlink to a new window with the Candidate Statement;
 - (b) Candidate Affiliation;
 - (c) The phrase "Accepted Voluntary Spending Limits" if the candidate has accepted voluntary spending limits or the phrase "Declined Voluntary Spending Limits" if the candidate has declined voluntary spending limits; and
 - (d) Candidate picture if available.
 - (4) To vote for a candidate, voters should select the checkbox next to the name of the candidate. The number of candidates a voter may cast a vote for in any race is equal to the number of seats in that race. A voter's candidate selections are not recorded until the voter completes the entire voting process.
 - (5) In races in which there is only one seat, an option for "Abstain" shall appear in addition to options for the candidates.
- (d) Polls
 - (1) The Election Manager shall determine the official polling locations and hours of operation. These official polling locations and hours of operation shall be well

- publicized by the Election Committee. Once decided, the official polling locations and hours of operation may not be changed except with good reason.
- (2) The official polling locations shall contain several laptops for voters to use to cast their vote. However, voters do not have to go to the official polling locations to cast a vote; they may use any internet-enabled computer to cast their vote at any time during the voting period.
 - (3) A 50 foot area around the official polling locations will be clearly marked by the Election Manager.
 - (4) At the time designated for the close of the official polling locations, those already in the process of voting shall be allowed to complete the voting process.

Chapter 2. Special Elections

§2.1. Calling of a Special Election

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

§2.2. Special Election Manager

- (a) The President shall appoint the Special Election Manager with the consent of the Council no later than three weeks prior to the first day of voting of the special election to a term that expires when the results of the special election are certified and when there are no pending grievances. However, if an Election Manager for the general election has already been appointed, that person may serve as the Special Election Manager at the President's discretion.
- (b) Once the Special Election Manager has been appointed, only the Judicial Board shall have the authority to remove the Special Election Manager. The Judicial Board shall remove the Special Election Manager if the Special Election Manager cannot or has not faithfully performed the duties of the office.
- (c) The Special Election Manager shall not publicly support or oppose any referendum in that special election.
- (d) The Special Election Manager shall have all applicable powers, responsibilities, and restrictions of an Election Manager as described in these election rules.

§2.3. Special Election Committee

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

- (4) The Special Election Manager shall appoint an Assistant Special Election Manager to serve in the absence of the Special Election Manager. Only members of the Special Election Committee are eligible to serve as the Assistant Special Election Manager. The Assistant Special Election Manager shall serve as vice-chair of the committee.
- (5) The members of the Special Election Committee shall not publicly support or oppose any referendum in that special election.
- (6) The Special Election Committee shall dissolve when the results of the Special Election have been certified and there are no pending grievances.
- (7) Once the members of the Special Election Committee have been appointed, only the Judicial Board shall have the authority to remove any of the members. The Judicial Board shall remove members of the Special Election Committee if they cannot or have not faithfully performed their duties.
- (8) The President shall not be a member of the Special Election Committee.
- (b) The Special Election Committee shall have all applicable powers, responsibilities, and restrictions of an Election Committee as described in these election rules.

§2.4. Mechanics of the Election

- (a) Voting Period. Voting shall begin at 10am on the first day of voting as set by the President and continue through 4pm on the last day of voting as set by the President.
- (b) Manner of Voting. Voters shall cast their vote on TritonLink.
- (c) Official Ballot. Only referenda questions may appear in a special election. The ballot rules regarding referenda appear elsewhere in these election rules.
- (d) Polls
 - (1) The Special Election Manager shall determine the official polling locations and hours of operation. These official polling locations and hours of operation shall be well publicized by the Special Election Committee. Once decided, the official polling locations and hours of operation may not be changed except with good reason such as inclement weather.
 - (2) The official polling locations shall contain several laptops for voters to use to cast their vote. However, voters do not have to go to the official polling locations to cast a vote; they may use any internet-enabled computer to cast their vote at any time during the voting period.
 - (3) A 50 foot area around the official polling locations will be clearly marked by the Special Election Manager.
 - (4) At the time designated for the close of the official polling locations, those already in the process of voting shall be allowed to complete the voting process.

Chapter 3. Referenda in a General or Special Election

§3.1. Reference to Election Managers and Election Committees

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

§3.2. Approval and Eligibility of Referenda for an Election

(a) Fee Referenda

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

(b) Review Referendum Petitions

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

(c) Other Referenda

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

§3.3. Official Ballot

- (a) Referenda shall appear in an order assigned by the Election Manager after any candidate elections for office.
- (b) Fee Referenda

- (1) For each fee referendum question, only the options “yes” and “no” shall appear after the language of the referendum approved by the Council. A voter may select only one of the options.
- (2) Pro and Con statements for each fee referendum question shall be presented to the voter. The maximum length for the pro and con statements shall each be 2000 non-white space typographical characters. The Election Manager shall assign the submitters of the pro and con statements, except that the Election Committee may override the decision of the Election Manager with good cause.
- (3) A vote in any fee referendum question is not recorded until the voter completes the entire voting process.

(c) Review Referenda

- (1) When a review referendum petition is submitted, each action of the Council that is being petitioned for review shall be on the ballot as a separate review referendum question.
- (2) Each review referendum question shall be phrased as “Do you approve the following action of the Associated Students Council?” with the text of the action of the Council following.
- (3) Only the options “yes” and “no” shall appear after the language of each review referendum question. A voter may select only one of the options.
- (4) Pro and Con statements for each review referendum question shall be presented to the voter. The maximum length for the pro and con statements shall each be 2000 non-white space typographical characters. The Election Manager shall assign the submitters of the pro and con statements, except that the Election Committee may override the decision of the Election Manager with good cause.
- (5) A vote in any review referendum question is not recorded until the voter completes the entire voting process.

(d) Other Referenda

- (1) For referendum questions that are neither fee referendum questions nor review referendum questions, only the options approved by the Council shall appear after the language of the referendum approved by the Council. The number of options a voter may select shall be determined by the Council.
- (2) The President shall determine if pro and con statements are to appear with each such referendum question. If pro and con statements are to be presented to voters with the referendum question, the maximum length for the pro and con statements shall each be 2000 non-white space typographical characters. The Election Manager shall assign the submitters of the pro and con statements, except that the Election Committee may override the decision of the Election Manager with good cause.
- (3) A vote in any such referendum question is not recorded until the voter completes the entire voting process.

§3.4. Campaign Procedures for Referenda

(a) Conduct of the Campaign for Referenda

- (1) Campaigning may begin when the Council approves the referendum question or when the review referendum petition is submitted.
- (2) All campaign materials must include the clearly discernable phrase “VOTE AT TRITONLINK.”

- (3) There shall be no campaigning within 50 feet of official polling locations as measured by the Election Manager when voting is taking place. Notwithstanding, wearing clothing or accessories that have campaign material on them while walking by the polls is permitted so long as the individual does not loiter.
- (4) Use of equipment that amplifies sound is prohibited within 150 feet of official polling locations when voting is taking place.
- (5) Campaigning in any classroom or lab is prohibited except during student organization meetings. Notwithstanding, wearing clothing or accessories that have campaign material on them in classrooms or labs is permitted.
- (6) Anyone campaigning must abide by any decision, order, or penalty of the Election Committee while campaigning.
- (b) Campaign Finance Rules for Referenda
 - (1) No University or ASUCSD allocated funds shall be spent on a referendum except in a neutral manner, such as providing educational information including both sides of the issue.
 - (2) Campaign contributions for referenda may not be accepted from any source not affiliated with UCSD.

Chapter 4. Violations of the Election Code

§4.1. Reference to Election Managers and Election Committees

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

§4.2. Violation Grievances

(a) Filing Grievances

- (1) Any member of the ASUCSD may file with the Clerk a Violation Grievance Form alleging that a candidate, slate, referendum proponent, or referendum opponent has violated the election rules.
- (2) The signed Violation Grievance Form must detail as much information about the alleged violation as possible, including the date, time, and location of the violation.
- (3) The Violation Grievance Form must be submitted no later than the close of the polls on the final day of voting.

(b) Hearing

- (1) Both the complainant and the accused may assign a representative to act on their behalf.
- (2) The Election Committee shall conduct the hearing on the grievance within seventy-two hours of the filing of a Violation Grievance Form unless a later time is agreed upon by both parties and the Election Manager.
- (3) A date and time for the hearing must be announced and all parties notified at least twenty-four hours before the start of the hearing. This requirement may be waived if both parties and the Election Manager agree.

- (4) The accused shall be provided with a copy of the Violation Grievance Form at least twenty-four hours before the start of the hearing. The accused may waive this right.
 - (5) The procedures for the hearing shall follow the “Formal Hearing Procedure” outlined in the Judicial Board Rules and Procedures, except that the Election Committee shall serve as the hearing board and the Election Manager shall chair the hearing.
 - (6) Candidates must appear before the Election Committee when so requested and candidates must speak the truth when speaking before the Election Committee. If a candidate fails to do so, either party to the hearing may petition the Election Committee for sanctions against the candidate within one academic day of the hearing.
 - (7) The Office of Student Advocacy shall not represent or provide support to either party.
- (c) Decision
- (1) The decision on the grievance will be based on the preponderance of the evidence that was presented at the hearing only.
 - (2) All deliberations shall be open only to the membership of the Election Committee.
 - (3) The decision shall be made by a majority vote of the Election Committee.
 - (4) If a candidate or slate is found responsible of violating the election rules, the Election Committee may impose any appropriate sanction, up to and including disqualification as a candidate; however, for disqualification to be considered as a penalty, the complainant must demonstrate
 - (a) willful or repeated violations on the part of the accused; or
 - (b) that the violation was so significant that it likely changed the outcome of the election in favor of the accused.
 - (5) If a referendum proponent is found responsible of violating the election rules, the Election Committee may impose any appropriate sanction, up to and including disqualifying the referendum question; however, for disqualification to be considered as a penalty, the complainant must demonstrate
 - (a) willful or repeated violations on the part of the accused; or
 - (b) that the violation was so significant that it likely changed the outcome of the election in favor of the accused.
 - (6) If a referendum opponent is found responsible of violating the election rules, the Election Committee may impose any appropriate sanction, up to and including referring the accused to Student Policies and Judicial Affairs for disciplinary action.
 - (7) The decision of the election committee shall be prepared in writing and published within one academic day of the conclusion of the hearing.
 - (8) Any minority decision shall be published with the decision of the election committee but shall not be binding.
- (d) Appeal
- (1) The decision of the election committee may be appealed to the Judicial Board by either party within forty-eight hours of the publication of the decision of the election committee.

§4.3. Protest of the Procedures of an Election

- (a) Within one academic day following the final day of voting, any candidate may file a protest of the election with the Judicial Board. The protest must be based on a mechanical difficulty with the election that prejudiced the result.
- (b) The Judicial Board shall review the case and submit its findings to the Council and the Election Committee. If the Judicial Board finds that the election results have been substantially affected, the Judicial Board may void the elections. The Judicial Board may not void an election on any other grounds or by any other procedures. The Council may not void an election.

Chapter 5. Tabulation, Announcement and Certification of Results

§5.1. Reference to Election Managers and Election Committees

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

§5.2. Tabulation

- (a) TritonLink shall tabulate the results immediately after the close of the polls on the last day of voting.
- (b) The number of candidates as there are seats that have the greatest number of votes is the winner. For fee referenda and review referenda questions, the option receiving the greatest number of votes is the prevailing option. For other referenda questions, the Council shall interpret and properly apply the results.
- (c) TritonLink shall deliver the election results to the Election Manager in the presence of a representative of UCSD Student Affairs.

§5.3. Certification

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

§5.4. Announcement and Publication

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

Chapter 6. College Council Participation in an Associated Students Election

§6.1. Reference to Election Managers and Election Committees

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

§6.2. Any College Council may run an election on the Associated Students ballot in either a General Election or a Special Election.

§6.3. Submission of College Election Data and Reconciling Conflict of Election Rules

- (a) For General Elections, the College representative to the Election Committee shall submit to the Election Manager a complete list of positions, candidates, and referendum questions for that College at the end of the filing period for candidates.
- (b) For Special Elections, the College representative to the Election Committee shall submit to the Election Manager a complete list of positions, candidates, and referendum questions for that College no later than two weeks before the first day of voting.
- (c) All candidates running in College Council elections must submit candidate statements in the same manner as candidates for Associated Students elections in order for their candidate statement to appear on the ballot. Candidates for College Council elections are allowed up to 400 non-white space typographical characters in their candidate statements.
- (d) All candidates running in College Council elections may submit their Candidate Affiliation in the same manner as candidates for the Associated Students. If a candidate running in a College Council election does not submit their Candidate Affiliation, the Candidate Affiliation shall be blank.
- (e) To have their picture appear on the ballot, all candidates running in College Council elections must have their pictures taken in the same manner as candidates for Associated Students elections.
- (f) The College shall establish its own election rules, and if there is a change in the status of any of the College ballot questions after the deadline, for example if a candidate for College Council office is disqualified by the college, the College representative to the Election Committee shall inform the Election Manager to make the appropriate changes to the ballot.
- (g) If the election rules of any College and these election rules should come into conflict, these election rules shall be superior. Accordingly, a college may not disqualify any candidate for any Associated Students office even if such an office is also an office on the College Council.

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

APPENDIX A

Glossary

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

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

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