

**THE CONSTITUTION OF THE ASSOCIATED STUDENTS OF THE  
UNIVERSITY OF CALIFORNIA, SANTA BARBARA**

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# **The Constitution of the Associated Students of the University of California, Santa Barbara**

## **PREAMBLE**

We, the undergraduate students of the University of California, Santa Barbara, in order to provide for the promotion, regulation, and maintenance of the general and educational welfare, do ordain and establish this Constitution.

## **ARTICLE I - NAME**

The name of the organization shall be "The Associated Students of the University of California, Santa Barbara," herein referred to as the "Associated Students" or the "ASUCSB."

## **ARTICLE II - MEMBERSHIP**

All regularly registered undergraduate students carrying a study load of six (6) or more units shall pay the Associated Students Membership Fee of fifty three dollars twenty three cents (\$53.23) at the time of fee payment to University officials for Fall, Winter, and Spring quarters. Associated Students Members shall be entitled to vote in all ASUCSB Elections, seek an elective ASUCSB office, participate in all ASUCSB activities, and benefit from all ASUCSB services and programs. Associated Students Members shall neither seek more than one (1) elective office concurrently nor hold more than one (1) elective office concurrently.

## **ARTICLE III - LEGISLATIVE DEPARTMENT**

### **SECTION 1. LEGISLATIVE AUTHORITY**

The Legislative Authority shall be vested in a Legislative Council, which shall be the supreme policy-making body of the Associated Students and shall promote the welfare and interests of the Members of the Associated Students, subject to the limitations herein enumerated.

### **SECTION 2. MEMBERSHIP**

- A) The voting members of the Legislative Council shall be the elected Representatives of the Associated Students. Each Representative shall be elected by a plurality of his/her respective constituencies.
- B) The Presiding Officer of the Legislative Council may vote only to break a tie vote.
- C) A First Presiding Representative Pro-Tempore and Second Presiding Representative Pro-Tempore shall be nominated by the Internal Vice-President and approved by a two-thirds (2/3s) majority of the voting membership of the Legislative Council by the second (2nd) regular meeting following the installation of officers and may vote in all matters.
- D) A parliamentarian shall be appointed by the Internal Vice-President subject to a two-thirds (2/3s) majority approval of the voting membership of the Legislative Council.
- E) The line of succession for the Presiding Office of the Legislative Council shall be the First Presiding Representative Pro-Tempore followed by the Second Presiding Representative Pro-Tempore.

### **SECTION 3. APPORTIONMENT OF ELECTED REPRESENTATIVES**

- A) The apportionment of elected Representatives shall be determined every two (2) years beginning with the enactment of this Constitution. (Even-numbered years: updated February 2004.)
- B) The determination of Associated Students for purposes of apportionment shall be made by the Executive Director based upon average total as of the close of previous fiscal year and any other relevant factors, and shall be ratified by a majority vote (50% + 1) of the Legislative Council by the fourth (4th) regular meeting of Winter quarter.
- C) **Six (6) At-Large Representatives** based on one (1) representative for every three-thousand (3,000) undergraduate students rounding off to the nearest three thousand (3,000) based on the three (3) quarter average undergraduate enrollment of seventeen-thousand two hundred sixty (17,260).
- D) **Three (3) On-Campus Representatives** based on one (1) on-campus representative for every one-thousand (1,000) undergraduate students residing on the main campus, rounding off to the nearest one-thousand (1,000), of three-thousand seventy-five (3,075).
- E) **Thirteen (13) Off-Campus Representatives** based on one (1) off-campus representative for every one-thousand (1,000) undergraduate students residing off-campus, of twelve thousand seven hundred sixty six (12,766).
- F) **One (1) Representative** based on one (1) university owned housing representative for every one-thousand (1,000) undergraduate students residing in university owned housing, rounding off to the nearest one-thousand (1,000), one-thousand four hundred nineteen (1,419).

#### SECTION 4. DUTIES & POWERS

Legislative Council shall:

- A) Supervise and maintain the policies, properties and conduct of the Associated Students.
- B) Have authority over the responsibility for all Associated Students' revenues and expenditures.
- C) Approve by majority vote (50% + 1) the annual budget which shall include the allocation of:
  - 1) Five dollars and fourteen cents (\$5.14) per ASUCSB Membership per quarter will be collected and allocated to the campus media. These funds will be allocated as follows:
    - a) Eighty-five cents (\$0.85) for the *Daily Nexus*
    - b) Eighty-four cents (\$0.84) for the *La Cumbre yearbook*
    - c) One dollar and twenty cents (\$1.20) for KCSB-FM/KJUC-FM Cable
    - d) Two dollars and twenty-five cents (\$2.25) for the A.S. Communications Personnel.
  - 2) Five dollars and fifty cents (\$5.50) per ASUCSB Membership per quarter for A.S. Program Board.
  - 3) Thirty-five cents (\$0.35) per ASUCSB Membership per quarter for the UC Student Association.
  - 4) Three dollars (\$3.00) per ASUCSB Membership per quarter for the University Children's Center.
  - 5) One dollar and twenty-five cents (\$1.25) per ASUCSB Membership per quarter for the Educational Opportunity Program (E.O.P.).
  - 6) Twenty-six cents (\$0.26) per ASUCSB Membership per quarter for the A.S. Student Commission On Racial Equality (S.C.O.R.E.).
  - 7) Seventy-five cents (\$0.75) per ASUCSB Membership per quarter for the A.S. Bike Shop.

- 8) Twelve dollars (\$12.00) per ASUCSB Membership per quarter for the Student Health Center.
  - 9) One dollar and seventy-five cents (\$1.75) per ASUCSB Membership per quarter for the Disabled Students Program.
  - 10) Two dollars and fifty cents (\$2.50) per ASUCSB Membership per quarter for the Intramural Sports Programs.
  - 11) One dollar and fifteen cents (\$1.15) per ASUCSB Membership per quarter for Community Affairs Board.
  - 12) Seventy-five cents (\$0.75) per ASUCSB Membership per quarter for the A.S. Recycling program.
  - 13) Seventy-five cents (\$0.75) per ASUCSB Membership per quarter for the MultiCultural Center student salaries, services, and programming.
  - 14) Seventy-five cents (\$0.75) per ASUCSB Membership per quarter for the improvement and maintenance of the UCSB bicycle pathway and bicycle-parking system.
  - 15) One dollar and fifty cents (\$1.50) per ASUCSB Membership per quarter for Isla Vista services and improvements to be administered under the auspices of the A.S. Vice-President for External Affairs, in consultation with the A.S. Community Relations Committee and other advisors.
  - 16) One dollar (\$1.00) per ASUCSB Membership per quarter for the Isla Vista Tenants Union.
  - 17) Twenty-five cents (\$0.25) per ASUCSB Membership per quarter for A.S. student child care grant to be administered by the Community Affairs Board.
  - 18) Twenty-five cents (\$0.25) per ASUCSB Membership per quarter to support Environmental Affairs Board (EAB).
  - 19) One dollar and fifty cents (\$1.50) per ASUCSB Membership per quarter for the Legal Resource Center.
  - 20) Forty cents (\$0.40) per ASUCSB Membership per quarter to support Associated Students Women's Commission, twenty cents (\$0.20) of which will go to Take Back The Night.
  - 21) Three dollars and thirty-three cents (\$3.33) to guarantee that all undergraduates will be provided with access to on-campus night and weekend parking the same as that provided to all other permit-holders. Fee is subject to reaffirmation in 2005.
- D) Place each annual allocation expressly mandated herein on the General Election ballot biannually subsequent to the adoption of this Constitution. Such allocations shall not be mandated herein in succeeding fiscal years upon a two-thirds (2/3s) majority vote in opposition to their continuation, with at least twenty percent (20%) of the Associated Students Membership voting.
- E) Approve and publish the annual audit by a Certified Public Accountant chosen by the Executive Director and subject to the majority approval (50% +1) of the Legislative Council members present.
- F) Keep minutes of all proceedings.
- G) Ratify all appointments of the President, Presiding Officer, and the Judicial Council by a majority vote (50% + 1) of the Legislative Council members present, unless otherwise provided herein.
- H) Be empowered to authorize all boards, commissions, committees, and other agencies of the Associated Students, which shall:
- 1) Aid in the execution of the policies and programs of the Associated Students.

- 2) Have the power of legislative initiative.
  - 3) Report regularly to the Legislative Council.
  - 4) Keep records of all proceedings.
- I) Be empowered to establish and disband lower Judicial Council(s) as provided herein.
  - J) Be empowered to investigate all matters pertaining to their legislative function.
  - K) Be empowered to override a Presidential veto by a two-thirds (2/3s) majority approval of the voting membership.
    - 1) Have the power to enact a phone vote if the vetoed legislation is deemed urgent in nature.
  - L) Be empowered to authorize the expenditure of investment reserve funds by a three-fourths (3/4ths) majority approval of the voting membership.
  - M) Be empowered to dismiss appointees of the President, the Presiding Officer, and the Judicial Council by a two-thirds (2/3s) majority approval of the voting membership, unless otherwise provided herein.

SECTION 5. SESSIONS, MEETING, & QUORUM

- A) Sessions: Each session of the Legislative Council shall commence with the last regular meeting of Spring quarter.
- B) Meetings: The Legislative Council shall regularly meet at least once a week during periods of regular instruction, herein referred to as "school weeks." Special meetings may be called by the Presiding Officer of the Legislative Council, by petition of at least one-sixth (1/6) of the voting membership of the Legislative Council, or by petition signed by two percent (2%) of the Associated Students' membership.
- C) Quorum: A quorum shall consist of a majority (50% + 1) of the voting membership of the Legislative Council.

**ARTICLE IV - EXECUTIVE DEPARTMENT**

SECTION 1. EXECUTIVE AUTHORITY

The Executive Authority shall be vested in one (1) President, one (1) Internal Vice-President, one (1) Vice-President for Local Affairs, and one (1) External Vice-President for Statewide Affairs together with such boards, commissions, committees, and other agencies authorized by the Legislative Council to execute the policies and programs of the Associated Students therein established.

SECTION 2. EXECUTIVE OFFICERS

The Executive Officers of the Associated Students shall be elected annually by a majority vote (50% + 1) of the Associated Students' Membership.

- A) The President shall:
  - 1) Be the Chief Executive Officer of the Associated Students and shall coordinate and be responsible for the functioning of the A.S. Executive Director.



- 2) Serve as official representative of the Associated Students in all campus, system wide, local, state and federal matters, unless otherwise provided herein.
- 3) Deal with all student affairs.
- 4) Appoint the Chair people of all boards, commissions, committees, and other agencies of the Executive Department from the membership of the Associated Students.
- 5) Name the Chairperson of the Judicial Council from its membership subject to a two-thirds (2/3s) majority approval of the voting membership of the Legislative Council.
- 6) Appoint all student representatives to University administration, faculty, staff, or other advisory bodies.
- 7) Formulate an annual budget to be submitted to the Legislative Council for approval by the fifth (5th) regular meeting of Spring quarter.
- 8) Be a non-voting ex-officio member of all boards, commissions, committees, and other agencies of the Executive Department.
- 9) Be empowered to veto legislation of the Legislative Council within two (2) days of its adoption.
- 10) Be empowered to appoint a Cabinet of Advisors not subject to Legislative Council ratification.

B) The Vice-President for Internal Affairs shall:

- 1) Serve as the Presiding Officer of the Legislative Council except when the office of the President becomes vacant.
- 2) Serve as the representative of Associated Students in all internal affairs.
- 3) Advise and inform the President and the Legislative Council on all campus matters.
- 4) In the event that the office of the President becomes vacant, serve as President until a new President is duly elected.

C) The External Vice-President for Local Affairs shall:

- 1) Serve as the official representative of the Associated Students on all Isla Vista and Santa Barbara County affairs.
- 2) Coordinate all Isla Vista and County of Santa Barbara issues that indirectly or directly affect UCSB students.
- 3) Advise and inform the President and Legislative Council on all local external matters and affairs.
- 4) In the event that both the offices of the President and the Vice-President for Internal Affairs become vacant, serve as President until a new President or Vice-President for Internal Affairs is duly elected.

D) The External Vice-President for Statewide Affairs shall:

- 1) Serve as the official representative of the Associated Students on the University of California Students' Association (UCSA) Board of Directors.
- 2) Serve as the representative of Associated Students in all state, federal and UC system wide matters.

- 3) Advise and inform the President and Legislative Council on all state, federal and UC system wide matters.
- 4) In the event that the offices of the President, the Vice-President for Internal Affairs and the External Vice-President for Local Affairs should become vacant, serve as President until a new President or Vice-President for Internal Affairs or External Vice-President for Local Affairs is duly elected.

## **ARTICLE V - JUDICIAL DEPARTMENT**

### **SECTION 1. JUDICIAL AUTHORITY**

The Judicial Authority shall be vested in one (1) Judicial Council and any other lower (sub) Judicial Council(s) established by provisions herein enumerated.

### **SECTION 2. MEMBERSHIP**

- A) The voting members of the Judicial Council shall be:
  - 1) Four (4) Members-At-Large and one (1) Chairperson
- B) Each voting member shall be appointed by the Judicial Council from the membership of the Associated Students and ratified by a two-thirds (2/3s) majority of the voting membership of the Legislative Council and may be removed only by recall.
- C) No Judicial Department member shall concurrently hold an elective office of the Associated Students.
- D) Non-voting advisory members may be selected by a majority (50% + 1) of the voting membership of the Judicial Council.

### **SECTION 3. TERM OF OFFICE**

The members of the Judicial Department shall sit as long as they are in continual regular undergraduate attendance at the University of California, Santa Barbara campus.

### **SECTION 4. QUORUM**

Three (3) members of Judicial Council shall constitute a quorum.

### **SECTION 5. DUTIES & POWERS**

- A) The Chairperson of Judicial Council shall:
  - 1) Be responsible for all administrative duties of the Judicial Department.
  - 2) Be empowered to preside at all meetings within the Judicial Department as a non-voting member unless otherwise stated herein.
  - 3) Be empowered to delegate the presiding power to any member of the Judicial Council.
- B) The Judicial Council shall:
  - 1) Appoint the membership of the Judicial Council subject to a two-thirds (2/3s) majority approval of the voting membership of the Legislative Council. In the event that all seats on Judicial Council are vacant, the President shall be empowered to appoint one (1) member to Judicial Council subject to a two-thirds (2/3s) majority approval of the voting membership of the Legislative Council.

- 2) Hear all cases in original jurisdiction which it deems are necessary.
- 3) Act as an appellate body for the lower (sub) Judicial Council(s).
- 4) Coordinate and be responsible for the activities of the lower (sub) Judicial Council(s).
- 5) Appoint the membership of lower (sub) Judicial Council(s) from the membership of the Associated Students subject to majority approval (50% +1) of the voting membership of the Legislative Council.
- 6) Be empowered to render advisory opinions upon the request of a three-fourths (3/4ths) majority of the voting membership of the Legislative Council.

SECTION 6. LOWER (SUB) JUDICIAL COUNCIL (S)

- A) Lower (sub) Judicial Council(s) shall be established by majority approval (50% + 1) of the voting membership of the Judicial Council and may be disbanded by a two-thirds (2/3s) majority of the voting membership of the Judicial Council.
- B) Three (3) members shall sit on each lower Judicial Council and two (2) shall constitute a quorum.

**ARTICLE VI - EXECUTIVE DIRECTOR**

SECTION 1. SELECTION & TERM

The selection and job description of the Executive Director of the Associated Students shall be the responsibility of the Legislative Council. The Executive Director's term shall be indefinite, and shall be terminated by written notice of either the Executive Director or the Legislative Council in accordance with current UCSB personnel policies and procedures. The Legislative Council shall require a three-fourths (3/4ths) majority approval of the voting membership in order to (1) ask for the Executive Director's resignation, and/or (2) make a written, formal request to the UCSB Personnel Department asking for the termination of the Executive Director.

SECTION 2. DUTIES & POWERS

The Executive Director shall:

- A) Be the official representative of the Associated Students in all of its business and financial dealings.
- B) Keep a suitable system of accounts, records, and books of the Associated Students and its various activities. All of the accounts shall be kept in standard form so that a true statement of the Associated Students' financial status may be prepared at any time.
- C) Be responsible to provide, at reasonable notice, any information pertaining to the functioning of the Executive Director upon the request of the Legislative Council.
- D) Supervise collection and expenditure of all monies of the Associated Students.
- E) Have the authority to borrow money in the name of the Associated Students with the prior approval of the Legislative Council.
- F) Be responsible for the appointment and termination of all Associated Students' employees. At the request of the Legislative Council, the Executive Director shall provide information pertaining to any personnel action and shall report all actions taken in this regard to the Associated Students' President on a frequent and regular consultative basis.

- G) Act as trustee for the Associated Students in maintaining trustee accounts for various university organizations.

### SECTION 3. CONTRACTS

All contracts and other obligations shall be executed in the name of the Associated Students. The Executive Director shall sign all contracts subject to prior approval of the Legislative Council.

### SECTION 4. DEPOSITS

The monies of the Associated Students shall be kept on deposit in a federally insured bank, savings and loan, or credit union, and drawn out only by checks signed by the Executive Director. One (1) University career employee may be authorized by the Legislative Council to sign checks in the case of an emergency created by the prolonged absence of the Executive Director.

## **ARTICLE VII - ELECTIONS**

### SECTION 1. TERM OF OFFICE

The term of office of all elected officers of the Associated Students shall begin at the last regular meeting of Spring quarter, approximately four (4) weeks following the completion of the General Election. The interim period between the election and installation of Legislative officers will be designed as an orientation and training period. The term of office shall be approximately one (1) year.

### SECTION 2. TIME OF ELECTIONS

General Elections shall be completed by the fifth (5th) week of the Spring quarter.

### SECTION 3. ELECTION PROCEDURES

- A) All Elections shall be by secret ballot.
- B) All additional Election procedures and regulations shall be stated in The By-Laws.

### SECTION 4. RUNNER-UP SYSTEM

- A) Candidates for Representative positions who are not elected become official runners-up for the position for which they ran.
  - 1) To be an official runner-up, the candidate must receive a total number of votes that is at least ten percent (10%) of the number used for the apportionment of his/her respective Representative position.
- B) The runners-up are prioritized in order of the number of votes they received with the highest vote-getter who did not win being the first (1st) runner-up. In the case of a vacancy, the first (1st) runner-up may choose to fulfill that vacancy. If the first (1st) runner-up declines the council position, then the second (2nd) runner-up may decide to fulfill the council position and so on down the line.
- C) In the case of no official runners-up, a Legislative Council Ad-Hoc Committee, chaired by the First Pro-Tempore, shall be formed to interview possible replacements and submit their recommendation for approval by a required two-thirds (2/3s) approval by the full Legislative Council. The quorum for this Ad-Hoc committee, including the chair, shall be no less than 1/5 of the membership of the full Legislative Council. The President, Internal Vice-President, and

Committee on Committees chairperson shall be considered non-voting, ex-officio members of the Committee. Motions offered by ex-officio members shall not be in order.

## **ARTICLE VIII - SPRING GENERAL, SPECIAL AND RECALL ELECTIONS PROCEDURES**

### **SECTION 1. SPRING GENERAL ELECTION**

- A) The "Spring General Election" which shall occur on the fourth week of Spring Quarter, must consist of Associated Students Executive Officer and Representative Elections. In addition, the following categories may be included:
- 1) Constitutional Amendments and/or Reaffirmations
  - 2) Initiatives
  - 3) Referenda
  - 4) Plebiscites
  - 5) Recall Election
  - 6) Any other categories deemed necessary by the Elections committee with the approval of the Legislative Council.
- B) All ballot measures must be approved by a two-thirds (2/3s) majority of the voting membership of the Legislative Council, or Legislative Council must ratify any petitions submitted, no later than the first week of Spring Quarter.

### **SECTION 2. SPECIAL ELECTION**

- A) "Special Elections" procedures shall be adhered to and used in the following circumstances: Constitutional Amendments, Initiatives and Referenda.
- 1) A Special Election shall be held if a petition is presented to the Legislative Council with the required number of signatures as stated in Sections 3 or 4 below.
  - 2) Upon approval of a two-thirds (2/3s) majority of the voting membership of the Legislative Council, a Special Election may be called.
  - 3) A Special Election shall be held no more than one (1) time per quarter, at a date determined by the Elections Committee and the Executive Director, with final approval by the Legislative Council.

### **SECTION 3. INITIATIVES AND REFERENDA**

- A) The Associated Students shall have the power to initiate legislation by means of a petition signed by its members in a number equal to fifty plus one (50% +1) of the total number of its members who voted for the office of Associated Students' President in the immediately preceding Associated Students' General Election, and presented to the Legislative Council.
- B) Any legislation adopted by the Legislative Council may be subjected to a referendum vote of the Associated Students upon presentation of a petition to the Legislative Council signed by students in a number equal to fifty percent plus one (50% +1) of the total number of its members who voted for the office of Associated Students' President in the immediately preceding Associated Students' General Election. The Legislative Council shall repeal such legislation or submit same to a vote of the Associated Students in the next General or Special Election.
- C) A majority (50% + 1) vote with at least twenty percent (20%) of the Associated Students' Membership voting shall be necessary for adoption of an initiative or repeal of legislation.
- D) Initiatives not adopted or legislation repealed in the above manner shall not be introduced again for at least one (1) year.

SECTION 4. RECALL ELECTION

- A) Elected Officers of the Associated Students shall be subject to a "Recall Election" upon presentation to the Legislative Council of a petition signed by its constituent members in a number equal to fifty percent plus one (50% + 1), except Executive Officers which will be in a number equal to ten percent (10%) of the total membership, of its members who voted for the said office in the immediately preceding Associated Students' General Election. Members of the Judicial Council are subject to recall by presentation of a petition, signed by ten percent (10%) of the Associated Students' Membership, to the Legislative Council.
- 1) If a "Recall Election" petition is presented to the Legislative Council by their fifth (5th) meeting of either the Fall or Winter Quarters, an election must be held before the end of that quarter. If the petition is presented after the fifth (5th) meeting, an election must be held by the fourth (4th) week of the following quarter, or during the "Spring General Election," whichever comes first.
- B) Recall shall be effective immediately upon a two-thirds (2/3s) majority vote of the appropriate constituency, with at least twenty percent (20%) of the constituency voting.

**ARTICLE IX - AMENDMENTS**

SECTION 1. METHODS OF PROPOSING AMENDMENTS

- A) Upon approval of a two-thirds (2/3s) majority of the voting membership of the Legislative Council.
- B) By a petition signed by members of Associated Students in a number equal to fifty percent (50%) of the total number of its members who voted for the office of Associated Students' President in the immediately preceding Associated Students General Election.
- C) Upon fulfillment of either (A) or (B) above, the Legislative Council shall submit the amendments to a vote of the Associated Students in the next General or Special Election as appropriate.

SECTION 2. ELECTION PROCEDURES

- A) Regular Election procedures shall be followed.

SECTION 3. PUBLICITY & DISTRIBUTION OF TEXTS

- A) The Legislative Council shall arrange for proper publicity which may include, but is not limited to, the publication and broadcast of the text of the amendment during the school week prior to the Election. Full texts shall also be made available at the polls, and at other regular distribution locations.

SECTION 4. NECESSARY VOTER TURNOUT

- A) A two-thirds (2/3s) majority of the votes cast with a least twenty percent (20%) of the Associated Students voting shall be necessary for adoption.

**ARTICLE X - BY-LAWS**

SECTION 1. ENACTMENT

- A) The By-Laws of the Associated Students shall be established by a three-fourths (3/4ths) majority of the voting membership of the Legislative Council. To enact a new By-Law, a Bill proposal must have at least a two-thirds (2/3s) majority vote of an A.S. Legislative Council quorum.

- B) Amendments to The By-Laws shall be proposed and automatically tabled one (1) school week prior to a vote by the Legislative Council.

# THE BY-LAWS OF THE ASSOCIATED STUDENTS OF UCSB

## ARTICLE I - ASUCSB LEGAL CODE

### SECTION 1. ASUCSB LEGAL CODE

- A) The official documents of the Associated Students shall be the A.S. Constitution, A.S. By-Laws, and A.S. Standing Policies. They shall be compiled together and collectively be known as the ASUCSB Legal Code.
- B) Distribution of power and authority among these documents shall be allotted in the following order: A.S. CONSTITUTION, A.S. BY-LAWS, A.S. STANDING POLICIES. With reference to this order, any contradiction which arises between these documents and the work contained therein, shall be decided in favor of the document higher in rank order. The wording of the lesser document involved shall automatically be void and struck from the document.
- C) All appointed Chairpersons and Elected Officers of the Associated Students and their Secretaries shall have copies of the ASUCSB Legal Code.
- D) The Chairperson of the Constitution and By-Laws Committee shall be responsible for the organization, maintenance, and distribution of the ASUCSB Legal Code, along with the coordination of Constitution & By-Law Committee members.
- E) The Associated Students Legal Code shall be approved and revised when necessary by a majority (50% + 1) vote of Legislative Council. Any revision of an Associated Students Legal Code shall be presented one (1) week prior to consideration by the Legislative Council and referred to the individual group concerned for comment.

## ARTICLE II - MEMBERSHIP

### SECTION 1. REGULAR MEMBERSHIP

Upon payment of the Associated Students membership fee of fifty-three dollars twenty three cents (\$53.23) as defined by Article II of the Associated Students Constitution, an undergraduate shall be entitled to regular membership in the Associated Students. The full benefits of a regular Associated Students' membership shall be as follows:

- A) Free or reduced admission to all assemblies, rallies, dramas, forensics, musical and social events sponsored by the Associated Students.
- B) A copy of each edition of the UCSB *Daily Nexus,* free of charge.
- C) Participation in all activities sponsored by the Associated Students upon payment of any fees levied for specific activities.
- D) Service of the Cashier's Office.
- E) Use of the Associated Students' Legal Resource Center, Associated Students' Bike Shop, Associated Students' Notetaking and Publications, as well as the following services:
  - 1) ASUCSB Map & Directory
  - 2) A.S. Ticket Office
  - 3) A.S. CAB Senior Citizens Cards
  - 4) A.S. CAB UCSB Student Blood Account
  - 5) KCSB- FM & KJUC-FM Cable
- F) Awards under the conditions prescribed by the A.S. Legal Code and the Legislative Council.



- G) All other gifts and privileges as may be prescribed by the Legislative Council.

SECTION 2. ASSOCIATE MEMBERSHIP

Upon payment of the Associated Students' membership fee (\$53.23 per student, per quarter) all students carrying less than six (6) units, on limited status, or in graduate division courses, shall be entitled to associate membership in the Associated Students. The benefits of the associate Associated Students' membership shall be those of regular membership with the exclusion of the right to vote and the privilege of running for and/or holding an Associated Students' office.

SECTION 3. REFUNDS

Refunds on Associated Students' fees may be made to students withdrawing from the University of California, Santa Barbara, on a pro-rated basis up to and including the fourth (4th) week of the quarter. The pro-rata basis shall be as follows:

- A) Eighty percent (80%) for the first (1st) week;
- B) Sixty percent (60%) for the second (2nd) week;
- C) Forty percent (40%) for the third (3rd) week;
- D) Twenty percent (20%) for the fourth (4th) week.

SECTION 4. HONORARY MEMBERSHIP

The Associated Students shall offer to all Santa Barbara area Senior Citizen residents (shall be defined as any person fifty-five (55) years of age or older) an honorary membership in the Associated Students. The card will be issued by the Associated Students' Community Affairs Board Office, and the University Arts & Lectures Office, and will offer the following benefits:

- A) Free or reduced admission to all assemblies, rallies, drama, forensics, music, and social events sponsored by the Associated Students.
- B) A copy of each edition of the UCSB *Daily Nexus*, free of charge.
- C) Participation in all activities sponsored by the Associated Students upon payment of any fees levied for specific activities and designated by the Legislative Council.

**ARTICLE III - OFFICERS**

SECTION 1. ELIGIBILITY

- A) Executive Officers:
  - 1) In order to be eligible to run for an executive office, a person must have completed at least sixty (60) units accredited at UC Santa Barbara by the end of the Winter quarter immediately prior to the Spring General Election.
  - 2) The Executive Officers shall have completed at least one (1) quarter in residency at UC Santa Barbara prior to the Spring general election within the academic year.
  - 3) Once elected, the Executive Officers shall be required to complete at least six (6) units per quarter (excluding summer) during the term of office and maintain at least a two point zero (2.0) overall grade point average.
  - 4) In the event that these requirements are challenged or not met, the Executive Officers shall have two (2) school weeks to appeal any error in recording units or any extenuating circumstances to the Elections Committee.

B) Representatives:

- 1) In order to be eligible to run for Representative offices, a person must have completed at least twelve (12) units by the end of the Winter quarter immediately prior to the Spring General Election.
  - 2) The Legislative Council Representatives shall have completed at least one (1) quarter in residency at UC Santa Barbara prior to the Spring General Election.
  - 3) Once elected the Legislative Council Representatives shall be required to complete at least six (6) units per quarter during the term of office and maintain at least a two point zero (2.0) overall grade point average.
  - 4) The Legislative Council Representatives must live among their constituents during Fall, Winter, and Spring quarters of their year of elective service. Any Representative Officers appointed by the President and approved by the Legislative Council during Fall, Winter, or Spring quarters must live among their constituents.
  - 5) In the event that these requirements are challenged or not met, the Representative Officers shall have two (2) school weeks to appeal any error in recording units or any extenuating circumstances to the Elections Committee.
- C) Verification of the eligibility of all candidates, as provided for in the Election Code shall occur through the Office of the Registrar in the following manner:
- 1) The Elections Committee Chairperson and/or Administrative Advisor will deliver the candidate eligibility petitions and applications to the Dean of Students or his/her designee.
  - 2) The Dean of Students will notify the Administrative Advisor of the results of the candidate eligibility check, as outlined in the Elections Code.
  - 3) The Administrative Advisor will notify the Elections Committee Chairperson of the results of the candidate eligibility check.
  - 4) A list of eligible candidates will be posted in the Associated Students Main Office by 4pm on Friday, week ten of winter quarter.

SECTION 2. TERM OF OFFICE

The term of office for Associated Students' Officers shall be approximately one (1) year. This is defined as the time period between the annual installation of Legislative Councils. The date of this installation shall be the last Legislative Council meeting of Spring quarter.

SECTION 3. VACANCY

An office shall be declared vacant upon formal announcement, during the Action Items portion of the Legislative Council meetings, to the Legislative Council of the removal or resignation of an officer.

SECTION 4. APPOINTED OFFICERS

- A) The appointed officers of the Associated Students are the Associated Students' Board, Committee and Commission Chairpersons.
- B) Representation reflective of the racial and sexual composition of the campus shall be considered by the A.S. President in appointing members to all Boards, Committees, and Commissions.

## **ARTICLE IV - DISBURSEMENT OF ASSOCIATED STUDENTS' FUNDS**

### **SECTION 1. GENERAL POLICIES**

- A) Operating monies are those monies which are collected from A.S. fees during each fiscal year, and those monies in A.S. General Accounts.
- B) All Operating Account monies not spent by June 30 will be transferred into the A. S. Suspense account and retained for the fiscal year two years hence unless otherwise provided herein.
  - 1) Final approval of all trustee accounts must be completed by the eighth week of the Spring Quarter. If an account is not approved, funds remaining in the account at the end of the fiscal year will go back to the Suspense Account. The Executive Director shall submit to the Legislative Council, the request, which shall approve the request as an action item.
  - 2) A written request must be submitted by the sixth week of Spring quarter to the Executive Director, requesting that a trustee account be set up or, in the case of an existing account, maintained. The request should include an explanation of how and when the monies are going to be spent, why monies were not spent during the fiscal year, as well as a valid reason why a trustee account is being requested. Some valid reasons would be staffing considerations, long-range purchases, technical support, and on-going projects.
  - 3) All A.S. Businesses, plus the following entities, are exempt from this process and can maintain trustee accounts up to \$5,000 without special consideration: Administration, Main Office, Staff Salaries Account, Staff Development Account, Tech Support, Legal Services, and Childcare Grant.
  - 4) Exceptions listed below: All the Operating accounts monies not spent by June 30<sup>th</sup> will be transferred to their Trustee accounts.
    - a) EOP
    - b) KCSB
    - c) Program Board
    - d) Communications Personnel
    - e) Recycling
    - f) IV Improvements
    - g) IV Tenants Union
    - h) Shoreline Preservation
    - g) Community Affairs Board
- C) All funds derived from any activity budgeted by A.S. allocations shall be deposited promptly into the proper A.S. account.
- D) Approval of funds for expenditure from the A.S. membership fee:
  - 1) All funding must be approved by Legislative Council prior to expenditure, encumbrance or request for payment. All other requests are considered retroactive and are not allowed by policy.
  - 2) Legislative Council approval of financial expenditures in Board and Committee minutes shall constitute encumbrance of said funds.
- E) No Associated Students funds may be spent on gifts, parties, entertainment, or any other personal expenditure unless the budget category specifically stating expenses has already been approved by the Legislative Council. These expenditures must be in compliance with the guidelines established in the A. S. Financial Policies and Procedures.
- F) A.S. Funds shall be spent in accordance with University and Campus Regulations.

- G) No monies allocated to organizations, departments, student groups, etc. (including Lock-ins) shall be used for the purpose of loans to individual members of that group.
- H) Upon recommendation from the A.S. Investments Committee, Legislative Council, at its discretion, may approve loans guaranteed by a promissory note to campus organizations.
  - 1) Terms & Conditions
    - a) The interest rate levied on loans must be no less than the current rate of return being earned on its Capital Reserves.
    - b) If the organization is late 60 days or more on a payment, Associated Students reserves the right to demand repayment of the loan in full within 30 days.
    - c) The A.S. Executive Director is responsible for the other terms and conditions contained in the promissory note, as outlined in Article VI, Section 3 of the ASUCSB Constitution.
- I) Upon initial approval by Finance Board and final approval of minutes by Legislative Council, loans guaranteed by a promissory note may be granted to registered campus organizations from un-allocated funds of the A.S. membership fee.
  - 1) Terms and Conditions
    - a) If the organization is late 30 days or more on a payment, Associated Students reserves the right to charge the BARC account of the officers of the committee in question, as specified by a signed contract.
    - b) No organization will be granted a loan while it has outstanding financial obligations with Associated Students.
    - c) The organization meets all of the criteria stated in Article IV, Section 5 of the Associated Students By-Laws.

SECTION 2. A.S. BUDGET PRIORITIES

- A) The A.S. President, Executive Director, and the Chair of Finance Board shall prepare discretionary goals and priorities for the next two fiscal years and present them to Finance Board and the Legislative Council on or before the 15<sup>th</sup> of February.
- B) Priority for funding shall be determined by the following criteria:
  - 1) Mandatory spending as established by constitutional lock-ins or internal lock-ins established by the By-Laws.
  - 2) All Departments as follows:
    - a) Department of Administration
    - b) Staff Salaries
    - c) Central Telephone Account
    - d) External audit
    - e) Main Office
    - f) University recharges
    - g) Mary K. Hunt Copy Machine
    - h) Mail Services
    - i) Honoraria
  - 3) Enterprises as follows:
    - a) Bike Shop
    - b) Cashiers/Ticket Office
    - c) Map and Directory
    - d) KCSB

- e) Notetaking
  - f) Program Board
- 4) All other A.S. Boards, Committees and Commissions, including the Legislative Council and Judicial Council.
  - 5) All Student Groups.
- C) All A.S. entities that do not go through the standard A.S. Budget Process shall receive, if funding is available, a set minimum amount of funding of one hundred dollars (\$100.00). This amount shall be placed in the appropriate account and left there until the end of the Winter Quarter. The money shall only become available for appropriation once the position of Chair has been filled by a confirmation of Legislative Council. If no such person has been nominated and confirmed by the end of the Winter Quarter, then the money shall be transferred to the Unallocated Account for distribution by the A.S. Finance Board. The amount of minimum funding shall be as follows:
- 1) \$50.00 in duplicating
  - 2) \$50.00 in supplies
- D) All student groups that meet the following criteria must be given consideration for funding in the annual budget process, as follows:
- 1) Organizations that meet the priorities for funding as defined by A.S. Financial Policies and Procedures shall be eligible to receive an operating budget of one hundred fifty dollars (\$150.00) and shall seek any further funding from the Finance Board in the following academic year. The breakdown of the operating budget shall be as follows:
    - a) \$35.00 Duplicating
    - b) \$15.00 Supplies
    - c) \$50.00 Advertising
    - d) \$50.00 Food
  - 2) Any group that can demonstrate that the operating expenses of the organization exceed \$150.00 and that the failure to allocate an increased operating budget would severely hamper the operation of their organization will be considered for an increased operating budget allocation.
- E) Consideration for funding of groups, both for annual allocations and before the Finance Board, shall be based on the following priorities:
- 1) Goals and Objectives: Funding for the fiscal year will be based, in part, on the degree to which the Board/Committee/Group/Organization has attained its goals and objectives.
    - a) Campus Service: How well the Board/Committee/Group/Organization reflects students' needs and interests.
    - b) Community Service: Does the group provide community service? How does the community respond to this service? What is the success level of the program?
    - c) Uniqueness: Avoidance of duplication of efforts and services.
    - d) Members: The number of active participants in the group's activities. Group membership growth rate.
    - e) Income/Alternate Funding: Willingness of the group to help raise alternate funding (e.g., fundraising, donations, grants, department funding).
    - f) Cooperation: How well does the group cooperate with and support Associated Students? How well do they follow policies and procedures including A.S. Financial Policies and Procedures and Finance Board Workshops? What are their fiscal responsibilities (i.e., current accounts)?
    - g) Consideration should be given to currently funded Boards, Committees, Groups, and Organizations.

SECTION 3. A.S. BUDGET PROCESS

- A) Before the budget process may begin, the Chair of Finance Board shall review the previous year's budget packets, and update the same. In addition, the Chair shall prepare a budgetary timetable for completing the budget process in consultation with the President and Executive Director. The prepared packets shall be transmitted by the appropriate Advisors to every Board, Committee, Council, or Commission.
- B) Notification of the budget packets availability to Student Groups through electronic mail, flyers, and the campus media, must include the location of the budget packets and all appropriate requirements.
- C) Notification of the budget packets availability to Boards, Committees, Councils, or Commissions shall be made by their Advisor and it shall be the Advisor's duty to meet with their respective groups on budget requests.
- D) A budgetary process presentation by the Chair of Finance Board shall be made to Legislative Council and Finance board no later than the 15<sup>th</sup> of February. This report shall include the projections for the next year's budget. These projections should include the projected enrollment for the next year, the size of the budget, the percentage and dollar amounts that must be allocated to lock-in funded groups, and amount of monies available to non-locked-in groups and any other information necessary for the establishment of the budget.
- E) After budget packets have been submitted by the pre-specified deadline, as stated in the budgetary timetable, the budget hearings may convene.
- F) Active participation at the budget hearings shall be defined as follows:
  - 1) The A.S. President and/or his/her designee shall attend all budget hearings.
  - 2) The Finance Board Chair and/or his/her designee shall attend all budget hearings.
  - 3) The Finance Board members shall attend all budget hearings, unless excused by the Finance Board Chair.
  - 4) The Legislative Council members shall attend a minimum of forty percent (40%) of the budget hearings, unless excused by the A.S. Internal Vice-President.
    - a) Amendments to the Budget: In order for Legislative Council to make line item changes to the proposed budget, the Council must have a majority of its Members attend the required number of budget presentations (1 presentation equals approximately ten minutes and breaks do not count toward the minimum presentation requirement). It shall be in order for Members who attended the required number of hearings to offer amendments to the budget if they meet the quorum requirements set forth in section 3(F)(4) above and such amendments shall be agreed to by a majority vote.
    - b) Point of Order: It shall not be in order for any Member to propose amendments to the budget if less than a majority of the voting membership of the Council attend the budget presentations.
- G) When Finance Board convenes hearings on the proposed budget, the following shall present their budget requests for the following fiscal year:
  - 1) Student Groups requesting over \$150.00
  - 2) Departments
  - 3) Enterprises that are non-self sufficient
  - 4) A.S. Boards, Committees, Councils or Commissions
  - 5) A.S. Lock-Ins requesting more than the amount of their lock-in as set in the Constitution or By-Laws

- H) Every presenter at the budget hearings shall be able in these hearings to justify their reasoning for receiving an annual budget by demonstrating their compliance with the criteria for annual funding stipulated in section 2(E)(1) of this Article.
- I) No recommended allocations shall be discussed at the budget hearings. After the final budget hearings, the Finance Board shall meet in closed session to formulate a recommended budget to the A.S. President.
- J) The Budget timeline shall be as follows:
  - 1) Within one week following its closed session deliberations, Finance Board will report its recommended budget to the A.S. President.
  - 2) The A.S. President shall formulate a preliminary budget, and present it to Finance Board by the second week of Spring Quarter, during their regularly scheduled meeting for final discussion and recommendation. This preliminary budget is subject to change, based on the results of the spring quarter election.
  - 3) The preliminary budget will be forwarded to Legislative Council the third week of Spring Quarter.
  - 4) The A.S. President will forward his or her final budget to Legislative Council the fourth week of Spring Quarter.
  - 5) Legislative Council shall turn to the consideration of, and take some action on, the budget by the fifth week of Spring Quarter.
  - 6) If Legislative Council does not approve the budget by the sixth week of Spring Quarter, then it will be assumed that the A.S. President's budget will be the approved budget for the fiscal year starting July 1<sup>st</sup>.
- K) The present Legislative Council shall have the responsibility of final approval of the budget for the fiscal year starting July 1<sup>st</sup> of that year by a majority vote.

SECTION 4. ASSOCIATED STUDENTS FUNDS POLICIES

- A) Expenditures shall not exceed revenues in any fiscal year. This provision may be waived by the affirmative vote of three-fifths of the Members of the Legislative Council duly chosen and sworn.
- B) All gifts and rebates received by the Associated Students must be approved in advance by the Finance Board.
- C) All of A.S. and A.S. groups are required to buy and use at least thirty-five (35%) post consumer copy paper for duplication.
  - 1) All use of A.S. copy machines, laser printers
  - 2) A.S. Publications-when using white paper
  - 3) All A.S. and A.S. groups are required, when applicable, to double side.
- D) Guidelines for Fundraising Activities:
  - 1) Student organizations will be granted no more than \$500.00 by Finance Board for fundraising events.
  - 2) Net funds earned by student groups using A.S. budget allocations may be transferred into Trustee Accounts in their name, starting in May. These funds may be spent in the next fiscal year.

- 3) Net income earned by student groups using fundraisers may request that their funds be transferred into their OSL account upon a majority approval of Finance Board and Legislative Council.
  - 4) Net income earned by RHA groups using fundraisers may request that their net income monies be deposited into the RHA Trustee Accounts upon a majority approval of Finance Board and Legislative Council.
- E) Guidelines for Transfer of Funds:
- 1) Finance Board shall not accept any after-the-fact transfers.
  - 2) All transfers of five hundred dollars (\$500.00) or less between existing categories may be approved solely by the A.S. Executive Director in consultation with the Finance Board Chair and the Finance Board Advisor.
- F) Purchase Guidelines:
- 1) For purchases over \$1,500 made from Associated Students funds to off-campus vendors, the following requirements shall be met prior to making said purchase or entering into an agreement (verbal or written) to make said purchase:
    - a) Three quotes shall be obtained, each from different vendors, for identical or similar products. All quotes shall include shipping, handling, tax, and any additional expenses.
    - b) The person(s) making said purchase shall justify the uniqueness of the product if it is more expensive than another, yet only slightly different than a similar item.
  - 2) The person(s) making said purchase must provide written proof in the form of a purchase estimate form attached to a requisition to A.S. Administration.
    - a) The purchase estimate form shall include a reminder that resources are available which index businesses owned or staffed by women and minorities.
    - b) The purchase estimate form shall also be attached to budget requests for Finance Board, when the funds being requested are to be applied to a purchase over \$1500.
- G) Annual Review of A.S. Boycotts;
- 1) It is the duty of the Second Representative Pro-Tempore to make an annual report at the first regular Legislative Council meeting during Winter quarter. This report shall consist of an overview of current A.S. boycotts, including the dates and bill numbers under which said boycotts were enacted, and those bills' stated reasons for the enactment of said boycotts.
- H) Boycott of California Table Grapes:
- 1) No Associated Student funds shall in any way be used to purchase, order, or promote California table grapes from UCen Catering, Dining Services, and any other institution, on or off campus, affiliated with the distribution of California table grapes.
  - 2) This restriction of A.S. Funds shall remain enacted until the international California Table Grape Boycott is officially declared over by the United Farm Workers (UFW); however, if in the future, the UFW was to declare another boycott on California Table Grapes the restriction of Associated Student funds shall immediately be reenacted.
- I) The Associated Students disclaim any and all responsibility for debts incurred by any person or organization whatsoever that is not contracted under the authorization of the Legislative Council and directed and managed by appointees of the Legislative Council.



J) Boycott of R&P Printing:

- 1) No Associated Students funds shall in any way be used to purchase, order, or promote products that are from R&P Printing.
- 2) This Boycott shall remain effective until such time as Legislative Council determines an end by appropriate legislation.

K) Short-Term, Emergency Student Loans

- 1) The Associated Students may, through the A.S. Cashiers or other A.S. entity designated by the Executive Director, issue interest-free, emergency loans which will be processed through the A.S. Cashiers Office and applied to the University BARC account, to registered undergraduate students. The loan may not exceed two hundred dollars (\$200.00) per student per quarter. Any defaulted loans will be dealt with according to the procedures followed by BARC office, which processes and will determine the uncollectible funds.
- 2) Policies and procedures governing the issuing of loans and further student eligibility for them, as well as handling or processing fees, and penalties for defaulted loans, shall be determined by the A.S. Cashiers or other designated entity upon approval of the Executive Director, in accordance to the effective policies under the university BARC office, in an effort to collect upon any defaulted loans. These policies shall be included in the A.S. Financial Policies and procedures upon their approval by the A.S. Legislative Council.
- 3) These loans are not grants and represent one of many loan options available to undergraduate students on campus. They are not to be confused with any federal, university, or campus-organized grant, or the A.S./EOP grant, and disbursements thereof.

SECTION 5. REQUIREMENTS FOR USING ASSOCIATED STUDENTS FUNDS

A) The following policies shall be adhered to when looking at funding for any group coming before Finance Board:

- 1) A Performance Contract must be filled out two (2) weeks ahead of time if a speaker or performer wants to be paid before the event. If a contract is not filled out two weeks in advance and signed and turned in, the speaker or performer will be paid after the event.
- 2) All publicity must say "Funded By Associated Students" and include the A.S. logo.
- 3) Only A.S. Boards, Committees, Commissions or Councils may travel using A.S. money as it is specifically defined in the job description of the person traveling in the Legal Code (see Associated Students Finance Board Policies and Procedures for more clarification).
- 4) Student Groups will be allocated one hundred dollars (\$100.00) for food to use throughout the year.
- 5) A one-time exception may be used for any purpose by any student group once during the year, save only:
  - a) Retroactive Reimbursements; and
  - b) Traveling for Student Groups

SECTION 6. ADMINISTERING UNIVERSITY SUPPORT CONSTITUTIONAL LOCK-IN FUNDING (NON-EXHAUSTIVE GUIDELINES)

A) Disabled Students Program (DSP)

1) Appropriation and Use of Funds

- a) The amount received from the Constitutional lock-in shall be allocated annually in order to assist the Disabled Students Program (DSP). The DSP funds shall be used to maintain regular student staff support during the academic year in order to provide services to increase the retention and graduation rates of students with disabilities and to help foster student independence.
  - b) The Director of DSP is responsible for determining how the funds are to be allocated and for preparing the annual budget packet for Associated Students funds. Each year, the DSP Director shall be required to submit a budget proposal to A.S. Finance Board in the Winter Quarter for the following fiscal year detailing the allocation of funds for the student staff support.
  - c) The Associated Students Executive Director is responsible for the forwarding of funds for DSP to the proper account. The funds being used to maintain regular student staff support during the academic year will be placed in a "Sub-2, Student Wages/General Assistance" account in DSP's budget account administered through Cheadle Hall.
- 2) The Director of the Disabled Students Program shall submit a monthly report (a copy of DSP's GLO 60) and annual report on September 1 to the Associated Students Executive Director at the end of the fiscal year summarizing the expenditure of funds of the prior fiscal year.

B) Educational Opportunity Program (EOP)

1) Appropriation and Use of Funds

- a) The amount received from the Constitutional lock-in shall be allocated annually in order to assist the Educational Opportunity Program. The AS/EOP funds shall be used to meet unusual educationally-related expenses that are incurred by regularly enrolled student members of the Educational Opportunity Program (EOP) during the fiscal year for which their grant is requested. In addition, said AS/EOP funds shall be used to purchase equipment (such as computers), for programming purposes, and to hire student peer advisors. AS/EOP Grants are available to EOP students eligible to receive need-based financial aid through the UCSB Office of Financial Aid in accordance with nationally approved need analysis standards and UCSB deadlines and awarding procedures. The maximum of all grants shall not exceed four hundred dollars (\$400.00) per student per year, with the exception of fifteen (15) grants of one thousand five hundred dollars (\$1,500.00) each, set aside for serious medical emergency situations. In addition a maximum of five (5) grants of one thousand dollars (\$1,000.00) each for dire situations, as determined by two Program Directors and approved by the EOP Director, can be allocated for situations that are beyond the scope of these guidelines. The EOP grants are to be used in the case of an emergency as described below.
- b) The Program Directors are responsible for determining how the funds are to be allocated and for preparing the budget breakdown of Associated Student funds. Each year, the Program Directors shall be required to submit a budget proposal to Finance Board in Winter Quarter for the following fiscal year detailing the allocation of funds between grants and other student support services (e.g., supplies and typewriter rentals).
- c) Types of Grants Available:
  - i) Medical/Dental Grants (e.g., eye glasses, medically necessary contact lenses, and other expenses not covered under the student health insurance plan). However, only those costs that are in excess of the

- financial aid allowance for medical and dental expenses will be met by the AS/EOP Grant.
- ii) Emergency Grants to meet transportation expenses incurred due to the death or severe illness of an immediate family member and/or for Off-Campus rental costs in the event of a financial emergency resulting from an eviction notice, or evidence of other unusual and/or extenuating circumstances when rental costs have exceeded the financial aid allowances for any given quarter; \$5814.00 per academic year (9 months) or \$1,938.00 per quarter for 2005-06. The necessary documentation required in order to receive the grant is a copy of a notice of eviction from the student grantee's present residence and/or a current lease-rental agreement along with receipts showing that rental expenses have exceeded \$5814.00 for the nine-month period or \$1938.00 for any given quarter (based on estimated figures from Financial Aid Office for the year 2004-05 and does not necessarily represent the current amount issued) beginning with the start of the academic year.
  - iii) Grants for Graduate Program Testing Fees (e.g., CBEST, GRE, GMAT, MCAT & LSAT) only after documentation has been submitted which indicates that a waiver of such a fee is not possible.
  - iv) Grants to Offset Graduate/Professional Program Application Fees (with a maximum of five applications) will be granted only if the student can provide documentation which indicates that a waiver of such a fee is not possible or that it has been denied.
  - v) Grants to fund campus sponsored Graduate Preparatory Exam (e.g., CBEST, GRE, GMAT, MCAT & LSAT) workshops and programs during the academic year.
  - vi) Grants for Childcare-for students who provide proof that they have exceeded their allocated financial aid allowance and do not qualify for an augmentation through the Financial Aid Office.
  - vii) Grants for textbooks and/or supplies related to the student's attendance at UCSB are permitted in the event of lost, damaged or stolen books. In all instances, proof (e.g. police report) and course syllabi must be submitted. Students whose expenses for textbooks exceed the financial aid budgeted allowance (\$1437.00 per year or \$479.00 per quarter for 2005-06) will be referred to the Office of Financial Aid for additional aid consideration and submission of the "Student Request for Budget Increase."
- d) The amount of each grant shall be recommended by the EOP counselor, reviewed by a second EOP staff member, and then submitted to the A.S. Executive Director for approval. The application materials and award amounts will remain confidential in accordance with federal rights and privacy standards. Grant applications will be available in the EOP Office. Student applicants must provide the EOP counselors with original, itemized bills or receipts detailing their expenses prior to the disbursement of the grant award. Students may, however, submit a grant application with a written estimate, and if the grant is awarded, the funds will be encumbered for those recipients so that they are guaranteed the funds. These students have the follow-up responsibility of turning in original, itemized bills or receipts to the EOP counselor, who will forward the receipts to the A.S. Administration Office, before the actual funds will be received. Grants and encumbrances will be processed by the A.S. Administration Office. Except for extraordinary circumstances, grant awards must be authorized by May 20 of each year, and all funds must be used no later than June 30 of the same fiscal year. A limited amount of Grant funds will be managed or reserved in such a manner as to insure that eligible students with emergencies later in an academic year are not denied access to these Grant funds.
- e) Students are required to consult an EOP Counselor.
- f) Each fiscal year, recharge fee (based on the proportional activity generated) will be paid to the A.S. Administration Office towards the costs of administering the program.

- 3) The A.S. Executive Director is responsible for preparing an annual report of fund balances and fund usage (e.g., dollar amounts, types of grants and support services) that preserves the confidentiality of the grant recipients.
- 4) All funds remaining in this account at the end of the fiscal year are designated to be placed in the AS/EOP Trustee Account.

C) Intramural Sports Program (ISP)

1) Appropriation and use of funds

- a) The amount received from the constitutional lock-in shall be allocated annually in order to assist the intramural sports program (ISP). The ISP funds shall be used to maintain general support needs during the academic year in order to support the expenses of ISP.
  - b) The Director of ISP is responsible for determining how the funds are to be allocated and for preparing the annual budget packet for Associated Students funds. Each year, the ISP Director shall be required to submit a budget proposal to A.S. Finance Board during Winter Quarter for the following fiscal year detailing the allocation of funds for student staff, support, supplies, and expenses.
  - c) The Associated Students Executive Director is responsible for the forwarding of funds for ISP to the proper accounts. The funds being used to maintain regular student staff support during the academic year will be placed in a "sub-2 student wages/general assistance" account. The funds for supplies and expenses shall be subject to the limitations provided in the A.S. Financial Policies and Procedures of Associated Students, prohibiting any use of funds for awards, trophies, gifts, personal items, etc. and will be placed in a "sub-3, supplies/expenses" account in ISP's #680325-20000 budget account administered through Cheadle Hall.
- 2) The Director of ISP shall submit a monthly report (a copy of ISP's GLO 60) and an annual report on September 1st to the Associated Students Executive Director at the end of the fiscal year summarizing the expenditure of funds.

D) Student Health Service (SHS)

1) Appropriation and Use of Funds

- a) The amount received from the Constitutional lock-in shall be allocated annually in order to assist Student Health Service (SHS). The SHS funds shall be used to maintain general support needs during the academic year in order to help support the expenses of SHS.
  - b) The Director of SHS is responsible for determining how the funds are to be allocated and for preparing the annual budget packet for Associated Students funds. Each year, the Director of SHS shall be required to submit a budget proposal to A.S. Finance Board in Winter Quarter for the following fiscal year detailing the allocation of funds for supplies and materials support.
  - c) The Associated Students Executive Director is responsible for the forwarding of funds for SHS budget accounts (i.e., Administration, Outpatient, Health Education, Laboratory, X-Ray, and Pharmacy). The funds are being used to maintain regular office expenses which parallels A.S. expenditure categories such as Workstudy, Non-Workstudy, Duplicating, Rentals, Maintenance Agreements, Supplies, Telephone, Equipment, etc.
- 2) The Director of SHS shall submit a quarterly financial report and an annual report on September 1st to the Associated Students Executive Director summarizing the expenditure of funds from the prior fiscal year.

E) Child Care Center (CCC)

1) Appropriation and Use of Funds

- a) The amount received from the Constitutional lock-in shall be allocated annually in order to assist the Child Care Center (CCC). The CCC funds shall be used to maintain regular student staff support and to purchase educational supplies and materials during the academic year in order to provide quality childcare services to the University community.
- b) The Director of the CCC is responsible for determining how the funds are to be allocated and for preparing the annual budget packet for Associated Students funds. Each year, CCC Director shall be required to submit a budget proposal to A.S. Finance Board in Winter Quarter for the following fiscal year detailing the allocation of funds for student staff support. The Associated Students Executive Director is responsible for the forwarding of funds for CCC to the proper accounts.
- c) The funds being used to maintain regular student staff support during the academic year will be placed in a "Sub-2, Student Wages/General Assistance" account and in a "Sub-3, Supplies" account in CCC's #8-768400-42263 budget account administered through Cheadle Hall.

- 2) The Director of the Child Care Center shall submit a monthly report (a copy of CCC's GLO60) and an annual report on September 1st to the Associated Students Executive Director at the end of the fiscal year summarizing the expenditure of funds.

F) MultiCultural Center (MCC)

1) Appropriation and Use of Funds

- a) The amount received from the Constitutional lock-in shall be allocated annually in order to assist the MultiCultural Center (MCC). The MCC funds shall be used to maintain regular student staff support and programming during the academic year in order to provide quality services to the University community.
- b) The Director of the MCC is responsible for determining how the funds are to be allocated and for preparing the annual budget packet for Associated Students funds. Each year, the MCC Director shall be required to submit a budget proposal to A.S. Finance Board in Winter Quarter for the following fiscal year detailing the allocation of funds for student staff support and programming. The Associated Students Executive Director is responsible for the forwarding of funds for MCC to the proper accounts.
- c) The funds being used to maintain regular student staff support and programming during the academic year will be placed in a "Sub-2, Student Wages/General Assistance" account and in a "Sub-3" account in MCC's budget account administered through Cheadle Hall.

- 2) The Director of the Multicultural Center shall submit a monthly report and an annual report on September 1st to the Associated Students Executive Director at the end of the fiscal year summarizing the expenditure of funds.

SECTION 7. RESERVES

Reserves are those monies that have accumulated from prior years. By delegation of authority, the Regents have made the Chancellor responsible for the fiscal solvency of the Associated Students and thereby insures that any activity under control of the student government is operated in accordance with sound business practices consonant with University policies and procedures (see Systemwide University

Policies Applying to Campus Activities, Organizations and Students). The Chancellor has, in turn, delegated the normal daily activity of the Associated Students to the Legislative Council, who in turn, has delegated it to the A.S. Executive Director, in keeping with the A.S. Legal Code and the job description of the A.S. Executive Director.

A) Reserves Policies and Guidelines:

- 1) Monies shall be kept on deposit in a federally insured bank, savings & loan, credit union, UCSB Short Term Interest Program (STIP) or brokerage firm, which provides casualty insurance to depositors at least equal to that of a federally insured institution.
- 2) Funds kept on deposit in a brokerage firm must be managed by a Securities and Exchange Commission (SEC) Registered Investment Advisor (RIA) who is registered with the International Board of Standards and Practices for Certified Financial Planners (IBCFP).
- 3) Funds not kept in a federally insured bank, savings & loan, or credit union must be reviewed quarterly by the Investments Advisory Committee and the Executive Director. The Chairperson of the Investment Advisory Committee or his/her delegate must report to the Legislative Council at least quarterly, and must include in his/her report:
  - a) The total value, in U. S. dollars, of all funds in the reserves account which are not on deposit in a federally insured bank, savings and loan, or credit union.
  - b) A complete explanation for any gains or losses incurred.
  - c) A total of all brokerage fees incurred in the current quarter including commissions paid, front or end load amounts, and other broker related expenses.
  - d) An overview stating whether or not expected return levels have been accomplished, and what are future estimated rate of returns, based on a 90% confidence level.
- 4) All expenses relating to funds not kept in a federally insured bank, savings and loan, or credit union must be fully disclosed in quarterly reports of that firm and reviewed by the Investments Advisory Committee and the Executive Director.
- 5) All investments and deposits must be socially responsible.
- 6) Reserves may be placed into other socially responsible investment projects with a two-thirds (2/3s) vote of the Investments Committee and the Legislative Council.
- 7) Capital Reserves will be 17% of the annual amount of A.S. membership fees received by Associated Students. This amount would not include those funds transferred directly to departments (Article IV, Section 2 funds) or funds for Daily Nexus, La Cumbre Yearbook, or UCSA. (Note: Outside and campus auditors were consulted regarding the amount Associated Students should set aside for Capital Reserves and it is recommended that the auditors be consulted annually).
- 8) At the discretion of the Executive Director, the Associated Students Investment Committee is allowed up to 10% of the Reserves amount to invest in short term investments during that fiscal year.
- 9) When Capital Reserves doubles the minimum amount necessary as defined in paragraph 7, the following policy shall go into effect regarding the distribution of funds:
  - a) Take the total amount of Capital Reserves as of December 31<sup>st</sup> of the current year, minus the dividends and interest.
  - b) Double the minimum required in Capital Reserves after adjustment in Paragraph 7 above.
  - c) Subtract the difference in (a) from (b) arriving at the grand total.
  - d) 25% of the Grand Total shall be available for use in the operating budget for the next fiscal year.

- 10) Funds which exceed those that are needed for the above-mentioned collateral may be spent on the following:
  - a) Major equipment purchases
  - b) Equipment renovation
  - c) Facility renovation
  - d) Start up costs for new programs and business services.
- 11) Approval of expenditures of such funds shall be accomplished by a three-fourths (3/4) vote of the Legislative Council. The recommendation of the Investments Committee should be sought before any Reserve withdrawals are voted on by the Council.

B) Trustee Reserves:

- 1) The Trustee Reserves must equal the account balances in the trustee accounts. Any transfers to ensure this amount will be done at year-end.

C) Suspense Account Policy:

- 1) The remaining balance for the previous fiscal year's Suspense Account after closing is to be placed in the operating budget two fiscal years hence (Example: Year end 6/30/02 balance placed in budget for 03/04).
  - a) Unallocated can be funded as a line item for purposes of forming and preparing the budget for the next fiscal year.
  - b) Capital Reserves can be funded as a line item for purpose of forming and preparing the budget for the next fiscal year.

D) Reserves Interest Policy:

- 1) A three year average (based on current year plus last two fiscal years) of the interest and dividends from Capital Reserves shall be placed in the operating fund in the budget income for the fiscal year two years hence. (Example: year-end 6/30/04 balance placed in budget for 2005-2006).
- 2) However, if the Capital Reserves amount does not meet the mandatory 17% rule as of June 30<sup>th</sup> of the prior fiscal year, the amount needed will be retained for the fiscal year two years hence budget under the Capital Reserves budget line item not to exceed 10% up to \$10,000. (Example: June 30, 2004 short in Capital Reserve will start payback on the 2005-2006 budget).
- 3) Capital Reserves can be funded as a line item for the purpose of forming and preparing the budget for the next fiscal year.
- 4) All of the interest from Trustee Reserves shall be placed the operating fund in the budget for the fiscal year two years hence. (Example: year-end 6/30/04 balance placed in budget for 2005-2006).

E) Capital Improvements Policy:

- 1) Capital Improvements shall be spent according to the following guideline:
  - a) Equipment purchases under \$5000.00.
  - b) Start up costs for programs, and new business services under \$5000.00.
  - c) One-time expenses to improve an existing program or service under \$5000.00.
  - d) Facility renovation or improvements under \$5000.00
- 2) Money not spent or appropriated at the end of the fiscal year shall be put into the Suspense Account to be used in the budget for the next fiscal year.

- 3) Capital Improvements shall be funded as a line item for the purpose of forming the budget for the next fiscal year.
- 4) The University Center is responsible for the Associated Students building maintenance. Associated Students is responsible for contents only.
- 5) Money not spent or appropriated at the end of the fiscal year shall be put into the Suspense Account to be used in the budget for the fiscal year two years hence. (Example: year-end 6/30/02 balance placed in budget for 03/04).

F) Program Board Capital Reserves Policy

- 1) Program Board Capital Reserves are funded by those monies remaining in the Program Board Operating Account at the end of each fiscal year and which protect the operating solvency of the Program Board.
  - a) If the Program Board Operating Account shows a positive balance at fiscal year-end closing, then funds not to exceed \$7,500.00 will replenish the Isla Vista Enhancement Trustee Account to the level of \$7,500.00. The remaining balance will be automatically carried forward to the Program Board Capital Reserves Account.
- 2) Funds may be spent on the following:
  - a) To replace and purchase equipment
  - b) To promote "in house" events
  - c) To cover Program Board deficits
  - d) To cover one time unexpected/unbudgeted needs
  - e) To cover facility/minor office renovations.
- 3) Program Board Capital Reserves monies shall never fall below a base of twenty five thousand eight hundred fifty (\$25,850) without a two-thirds (2/3s) vote of Program Board, and the Legislative Council. The base will be adjusted for inflation (adjusted through December 2000).
- 4) Approval of the expenditures of the Program Board Reserve funds shall be accomplished as follows:
  - a) Expenditures of up to seven thousand five hundred dollars (\$7,500) require a two-thirds (2/3s) vote of Program Board.
  - b) Expenditures of seven thousand five hundred dollars (\$7,500) or more requires a two-thirds (2/3s) vote of Program Board and Legislative Council.
- 5) Upper Reserve Limit
  - a) The Program Board Capital Reserves Account shall not exceed the amount of one hundred thousand dollars (\$100,000). All monies over one hundred thousand dollars (\$100,000) on June 30<sup>th</sup> (end of fiscal year) shall be spent in the following fiscal year or shall be transferred to the Program Board Operating Account.

G) KCSB Capital Reserves Policy

- 1) The KCSB Capital Reserves are funded by those monies which are remaining in the KCSB Operating Account at the end of each fiscal year and which protect the operating solvency of KCSB.
  - a) If KCSB as a whole shows a positive balance in the KCSB Operating Account, then that amount will be automatically carried forward to the KCSB Capital Reserves Account.
- 2) The funds may be spent on the following:



- a) To replace and purchase equipment
  - b) To promote "in house" events
  - c) To cover KCSB deficits
  - d) To cover one time unexpected/unbudgeted needs
  - e) To cover facility/minor office renovations
- 3) KCSB Capital Reserves monies shall never fall below a base of twenty four thousand four hundred one dollars (\$24,401) without a two-thirds (2/3s) vote of the KCSB Executive Committee and Legislative Council. The base shall be adjusted for inflation (adjusted through December 2000).
- 4) Approval of the expenditures of the KCSB Capital Reserves Funds shall be accomplished as follows:
- a) Expenditures of up to seven thousand five hundred dollars (\$7,500) require a two-thirds vote of KCSB Executive Committee.
  - b) Expenditures of over seven thousand five hundred dollars (\$7,500) require a two-thirds (2/3s) vote of KCSB Executive Committee and Legislative Council.
- 5) Upper Reserve Limit
- a) The KCSB Capital Reserves Account shall not exceed the amount of one hundred thousand dollars (\$100,000). All monies over one hundred thousand dollars (\$100,000) on June 30<sup>th</sup> (end of fiscal year) shall be spent in the following fiscal year or shall be transferred to the Communications Personnel Account.

## **ARTICLE V - LEGISLATIVE DEPARTMENT**

### **SECTION 1. LEGISLATIVE COUNCIL MEETING PROCEDURES**

- A) All regular and special meetings of the Legislative Council shall be conducted according to Robert's Rules of Order as interpreted by the A.S. Internal Vice-President and the A.S. Parliamentarian.
- 1) Measure Voting Procedures:
- a) There shall be three votes toward a motion on the floor;
    - i) Aye: affirmative vote for the measure.
    - ii) Nay: opposition to the measure.
    - iii) Abstention: neither for nor against the measure and does not take from quorum.
- B) Closed meetings of the Legislative Council (Executive Sessions) shall be held only upon a two-thirds (2/3s) vote of present voting members, but can only be held for reasons consistent with those allowed by the Brown Act (Government Code #1112.5 & #1112.6). Proxies may be requested to leave by the Presiding Officer of the Legislative Council. The Council may invite non-Council members to be present during these closed meetings by a two-thirds (2/3s) majority vote of the Legislative Council.
- C) Upon the acceptance of minutes, Legislative Council may not open discussion of Finance Board's minutes without a majority vote by the Council. Legislative Council can only alter Finance Board's allocations with a two-thirds (2/3s) majority vote.
- D) In order to hear any student group's request for money as an action item, approval by a majority vote of the Legislative Council is required prior to the acceptance of the agenda. Legislative Council can only allocate funds to groups with a two-thirds (2/3s) majority vote.
- E) The Legislative Council shall not pass any bill in ex post facto.

SECTION 2. LEGISLATIVE COUNCIL PHONE VOTE PROCEDURES

- A) Phone votes may be used only if an action must be taken with regard to a presidential veto or matters which concern internal administrative legislative council affairs.
- B) Phone voting may be used if action must be taken before the next regularly scheduled meeting
- C) Business which directly involves student money, welfare, or business may be conducted via phone only if the student body and all Legislative Council members are duly notified via email and phone call 24 hours prior to the vote and if the “speakerphone” or “conference call” mechanism is reasonably utilized to expand participation. At this time any motions to postpone, withdraw or table an issue will be mentioned.
- D) In the event that quorum is satisfied in a meeting, no means can be used to circumvent quorum in order to satisfy the use of a phone vote.
- E) Only elected members of the Legislative Council and A.S. Executive Branch shall have the authority to request a phone vote. Any topic for a phone vote requires an author and a second. The author or second must submit either a pro or con statement to the IVP.
- F) The Internal Vice President shall solicit additional pro and con statements in writing, on the issue. No phone vote may be taken without both statements.
- G) The A.S. Secretary and the Internal Vice President shall, at reasonably varying times, call each voting member of the Legislative Council to present the pro and con statements and record the votes cast. The same requirements for passage of measures in “live” session will apply for phone voting. Dialogue influencing a Legislative Council member’s vote shall be prohibited, except for the solicitation of pro and con statements.

SECTION 3. LEGISLATIVE COUNCIL “RUSH” PHONE VOTE PROCEDURES

- A) Members of A.S. Boards and Committees may request a “rush” phone vote for the approval of minutes when extenuating circumstances exist or when early approval is necessary. Extenuating circumstances include but are not limited to: meeting cancellations caused by holidays or lack of quorum and errors in including minutes for approval on Legislative Council meeting agendas.
- B) An elected member of the Legislative Council or A.S. Executive Branch shall have the authority to initiate a “rush” phone vote at the request of a board or committee member.
- C) The Legislative council member or Executive Officer who initiates the vote will be responsible for the preparation of the following:
  - 1) A statement of the pertinent elements of the minutes which must include:
    - a) Date and time at which the meeting occurred
    - b) Number of voting members in attendance out of total voting membership
    - c) List of all monetary allocations of A.S. monies with breakdown of votes of each allocation.
  - 2) Both a pro and a con statement which are factually accurate and include any foreseeable issues of concern.
- D) A phone call will be made by either the Internal Vice President or an A.S. Main Office Secretary to each member of the Legislative Council. Any member not available upon initial attempt to contact will be called at least one additional time and will have at least one full hour after the initial attempt to contact to respond and vote.
- E) The “rush” phone vote will be determined final no earlier than one full hour following the last initial phone call made, and will last no longer than can be facilitated by the Internal Vice President or one of the A.S. Main Office Assistants.

- F) Minutes must be approved by the same number as would be required at a regular session of the Legislative Council. This number is fifty percent plus one (50% + 1). If less than this amount of the council can be reached, or if the minimum number are reached but do not all vote in favor of passage, then the minutes may not be passed.
- G) If the minutes are not passed they will still be put to a vote through the regular procedure during the next regularly scheduled Legislative Council meeting.

SECTION 4. LEGISLATIVE COUNCIL MEMBERS' JOB DESCRIPTION

Legislative Council Members shall:

- A) Agree to the condition that Associated Students' responsibilities take precedence over any other extracurricular activity.
- B) Attend all regularly scheduled Legislative Council meetings.
- C) Agree to hold a minimum of three (3) regularly scheduled office hours per week:
  - 1) All representatives shall hold at least two (2) office hours in the Associated Students Main Office.
  - 2) Off-Campus Representatives are encouraged to hold one (1) tabling in front of the UCen, Library or in the Hub at least twice a month.
  - 3) On-Campus Representatives are encouraged to hold one (1) in a public place in the residence halls or dining commons at least twice a month.
  - 4) The University Owned Housing Representatives are encouraged to hold one (1) in a public place in any university owned housing facility or in any of the aforementioned places at least twice a month.
  - 5) Representatives at Large are encouraged to hold one (1) in any of the aforementioned places at least twice a month.
- D) Serve on at least two (2) active committees which shall include: at least one (1) A.S. Committee. Each member of Legislative Council shall not be assigned to more than one board or committee with an internal lock in.
  - 1) Each Legislative Council representative has the responsibility within the first two weeks of an academic quarter to obtain the information pertaining to their appointed boards, committees, or commissions meeting time and place, and to be in attendance at the aforementioned meetings. Hence, any unexcused absences that happen during this two-week grace period will not affect the total number of unexcused absences that a Legislative Council representative may acquire.
  - 2) A Legislative Council representative may submit a request to be removed and reassigned to an alternative board, committee, or commission to the Committee on Committees if either of the following criteria occurs:
    - d) If the appointed boards, committees, or commissions of a Legislative Council representative conflict with Article 5, Section 4F of The By-Laws of the Associated Students of UCSB.
    - e) A valid academic reason which must be pre-approved by the committee on Committees Chair.
  - 3) Any excused absence from board, committees and commissions must be approved by the head of that board, committee, or commission, as well as the Internal Vice-President of Associated Students.

- E) Serve as an active member of Legislative Council Ad Hoc Committees as needed.
- F) Attend meetings specific to their position.
  - 1) Off-Campus Representatives:
    - a) Shall attend at least three (3) community meetings (i.e. Isla Vista Town Hall meetings, Isla Vista Tenants Union, and County Board of Supervisors) per quarter.
  - 2) On-Campus Representatives:
    - a) Shall attend all Residence Hall Association (RHA) Coordinating Board meetings.
    - b) Shall serve on one (1) internal RHA committee.
    - c) Shall attend at least three (3) Composite Hall meetings per quarter.
  - 3) University Owned Housing Representatives:
    - a) Shall attend all Single Student Apartment Community Council (SSACC) meetings.
  - 4) Representatives at Large:
    - a) Shall attend one (1) Off-Campus Representative meeting per quarter.
    - b) Shall attend one (1) On-Campus Representative meeting per quarter.
    - c) Shall attend one (1) University Owned Housing Representative meeting per quarter.
- G) Undertake four (4) or five (5) Group Projects as an entire Council during their term of office.
  - 1) Each Legislative Council member shall participate in at least one (1) group project.
  - 2) This project is intended to be long-term in nature.
  - 3) Weekly reports shall be made to Legislative Council on the group project's progress.
- H) Shall attend at least one meeting and one event per quarter of any historically underrepresented organizations (including, but not limited to: people of color, queer, women and disabled) that is not an official entity of Associated Students, and with which they do not associate.
- I) Submit, on a quarterly basis, an Honoraria Form to the Committee on Honoraria.
- J) Be active in the budget process as outlined in the Standing Policy on A.S. Budget Process.
- K) Become familiar with the A.S. Legal Code, A.S. Financial Policies and Procedures, Robert's Rules of Order, A.S. Staff Job Descriptions, Campus Regulations, and UCSB Administrative Personnel.
- L) Shall remember that they are elected to the ASUCSB Legislative Council for the sole purpose of serving students and shall during Legislative Council meetings, show the highest degree of respect, regard, and decency to their fellow students.
- M) Be highly encouraged to participate in a community service event at least once a quarter.

SECTION 5. PROCEDURES AND EXCEPTIONS REGARDING BREACH OF RULES AND DUTIES

- A) The voting and non-voting members of the Legislative council shall attend regular and special meetings during periods of regular instruction, excluding the tenth (10th week of instruction where attendance must be voluntary; thus any absence or proxy received during such a meeting will not be counted against the yearly and quarterly totals. Furthermore, no meetings called during finals week will be considered official and proxy is acceptable.

- B) An excused absence from required meetings will be given for medical reasons or a death in the family, as well as extenuating academic circumstances, which must be pre-approved with the critical discretion of the Internal Vice-President. In order for an absence to be considered excused, the absent representative must submit a written representative report to be read by the Internal Vice-President during the Legislative Council meeting or have adequately informed their proxy of an update to give during the allotted time for Representative's Reports. There is no limit to the number of excused absences provided that a proxy is provided, and that the proxy is approved by Internal Vice-president in advance. If the student withdraws from the University, even for medical reasons or a death in the family, the Internal Vice-president shall recommend his/her removal from Legislative Council with two-thirds (2/3s) vote of the approval by the Legislative Council.
- C) When a representative must send a proxy, the representative must present a memorandum to the Internal Vice-President before the meeting begins (via e-mail, written notification, and or verbal notification). The memorandum must give the name of the proxy, and by delegating a proxy, the representative will take responsibility for the proxy's vote on any item. Neither another representative nor the Recording Secretary may proxy for a representative, neither shall any Executive Officer, or the A.S. Elections Committee Chair, voting members of the A.S. Elections Committee or any member of the Judicial Council be accepted as a proxy for a representative.
- D) All excuses for absences are subject to the approval of the Legislative Council. All absences and proxies are subject to the approval of the Legislative Council.
- E) A Legislative Council representative who acquires two (2) unexcused absences in an academic quarter shall be subject to removal by the Legislative Council, pending review by the Legislative Council of mitigating circumstances, which may take place in a closed session if requested by the representative up for removal and passed with a majority vote (50% + 1) of the Legislative Council.
  - 1) If a Legislative Council representative comes before the Legislative Council and the Council chooses not to remove the representative by a two thirds (2/3s) vote, then the representative will given one (1) additional unexcused absence. If that one (1) unexcused absence is then acquired by the Legislative Council representative, that representative will immediately be placed under the Action Items of the Legislative Council for removal. A majority vote (50% + 1) will be required be the current membership of Legislative Council in order to remove the respective representative from office.
  - 2) An unexcused absence shall include:
    - a) An unexcused absence from a Legislative Council Meeting and/or
    - b) Three unexcused absences from a board, committee, or commission.

SECTION 6. DUTIES OF THE FIRST AND SECOND REPRESENTATIVE PRO-TEMPORES

- A) The Duties of the First Representative Pro-Tempore are as follows:
  - 1) Shall serve as the Chairperson of the Constitution & By-Laws Committee.
  - 2) Shall follow up on all action items passed by the A.S. Legislative Council and insure that business is properly completed.
  - 3) Shall assist the Internal Vice-President in reviewing the honoraria requests of Legislative Council, Board and Committee, and Commission members. Additionally, shall preside as Vice-Chair of the A.S. Committee on Honoraria.
  - 4) Meet at least twice a quarter with each member of the Legislative Council to help facilitate the completion of all duties delineated in Article V, Section 4 of the A.S. Bylaws.
  - 5) The duties of the First Representative Pro-tempore may be used in lieu of the Representative's Group Project participation.

- 6) In the event that the office of the Internal Vice President becomes vacant; the first Pro-Tempore shall serve as Vice President of Internal Affairs until a new Vice President of Internal Affairs is duly elected.
- B) The Duties of the Second Representative Pro-Tempore are as follows:
- 1) The Second Representative Pro-Tempore shall assume all the responsibilities of the First Representative Pro-Tempore in the absence of the First Representative Pro-Tempore.
  - 2) Assist the First Representative Pro-Tempore with his/her Pro-Tempore Responsibilities if he/she should request it.
  - 3) Shall aid the Internal Vice-President in reviewing the honoraria requests of Legislative Council, Board and Committee, and Commission members.
  - 4) Be responsible for formulating the budget package of the Legislative Council and presenting it at the Finance Board budget allocation hearings.
  - 5) Shall serve as the Student-Sponsored Bill Liaison.
  - 6) Shall make an annual report at the first regular Legislative Council meeting during Winter quarter. This report shall consist of an overview of current A.S. boycotts, including the dates and bill numbers under which said boycotts were enacted, and those bills' stated reasons for the enactment of said boycotts.

SECTION 7. DUTIES OF THE STUDENT-SPONSORED BILL LIAISON

- A) Be responsible for either authoring or finding a consenting author for all Student-Sponsored Bills (that have met the requirements as per Section A of the A.S. Standing Policy #3 on Student-Sponsored Legislation) within one week of that Bill's submittal.
- B) Facilitate conference between the Student Sponsor, Student Co-Sponsor and Representative Author.
- C) Be responsible for providing or for delegating responsibility to a willing Representative or assistant who will then provide adequate visual and literary information to students in order to promote student participation in this program.
- D) When consulted, follow up and insure that the Legislative Council member authoring the Student-Sponsored Bill has insured that each Student-Sponsored Bill is submitted in correct, typewritten or computer A.S. Bill Format to the Internal Vice-President, as per the Standing Policy on Student-Sponsored Legislation.
- E) When consulted, shall follow up and insure that Parliamentary procedure is explained to each Student Sponsor.

SECTION 8. REPLACEMENT PROCEDURES

- A) After the removal or resignation of a Legislative Council Representative, the official runner-up shall be notified by the Internal Vice-President and sworn in no later than two (2) weeks after the removal or resignation is official.
- B) In the case of no official runners-up, the official Legislative Council Ad-Hoc Committee formed to interview possible replacements has five (5) weeks, after the official resignation or removal of the Legislative Council Representative, to submit its recommendation for approval by the full Legislative Council.
- C) In case of a tie between the official runners-up, a Legislative Council Ad-Hoc Committee, chaired by the First Pro-Tempore, shall be formed to interview the two (2) or more official runners-up

and submit its recommendation for approval by a required two-thirds (2/3s) approval by the Legislative Council. The quorum for this Ad-Hoc committee, including the chair shall be less than 1/5 of the membership of the full Legislative Council. The President, Internal Vice-President, and Committee on Committees chairperson shall be considered non-voting, ex-officio members of the Committee. Motions offered by ex-officio members shall not be in order.

## **ARTICLE VI - EXECUTIVE DEPARTMENT**

### **SECTION 1. DUTIES AND POWERS OF ALL A.S. EXECUTIVE OFFICERS**

*(See also Article IV of the A.S. Constitution)*

- A) Provide leadership to Legislative Council members.
- B) Act as official A.S. Representative(s) to the UCSB Administration and Academic Senate on all policy, personnel, and financial matters.
- C) Meet weekly with the Executive Director to discuss current business.
- D) Coordinate policy and committee issues among all A.S. Boards, Committees, and Commissions.
- E) Attend at least one (1) staff meeting per quarter.
  - 1) The first meeting of every month shall include the complete A.S. Staff, the A.S. President, and the A.S. Executive Director.
  - 2) Other staff meetings should be instigated by the A.S. President on a regular basis to ensure constant, open communication.

### **SECTION 2. COLLECTIVE DUTIES AND POWERS OF ALL A.S. EXECUTIVE OFFICERS**

By consensus of their membership, the A.S. Executive Officers (or proxy) shall attend all meetings of the following A.S. or University committees and affiliate groups:

- A) Academic Affairs Board (One Executive Officer)
- B) A.S. Committee on Honoraria (Internal Vice-President)
- C) Environmental Affairs Board (External Vice-President for Local Affairs)
- D) A.S. Finance Board (President and Internal Vice-President)
- E) Isla Vista Community Relations Committee (External Vice-President for Local Affairs)
- F) Student Fee Advisory Committee (All Executive Officers)
- G) Graduate Students' Association (One Executive Officer)
- H) UCSB Foundation (President)
- I) Alumni Association (President)

### **SECTION 3. ADDITIONAL DUTIES & POWERS OF THE PRESIDENT**

- A) Supervises the Executive Director and conducts necessary or required personnel evaluations.
- B) The President is empowered to veto legislation of the Legislative Council within two (2) business days of its adoption. The President is then responsible for submitting a statement explaining the reason(s) for the veto within three (3) business days of the passed legislation.
  - 1) Distribution of the statement shall be as follows:
    - a) One (1) copy to each member of the Legislative Council, twenty-four (24) copies total.
    - b) One (1) copy to each Executive Officer and the Executive Director, five (5) copies total.
    - c) One (1) copy to the *Daily Nexus*.
    - d) One (1) copy to be placed in the minutes of the next Legislative Council meeting.

- e) The President shall have the option of charging the secretary(ies) to inform all of the aforementioned persons via e-mail regarding the availability of the hardcopy that states the reason(s) for the veto.
- 2) The vetoed legislation shall automatically be placed on the next Legislative Council agenda, under Old Business.
- 3) Legislative Council may override a veto by a two-thirds (2/3s) vote of the voting membership.
- C) Shall hold a minimum of eight (8) office hours per week.
- D) Shall report to the Legislative Council no less than five (5) times per quarter on his/her actions.

SECTION 4. ADDITIONAL DUTIES & POWERS OF THE INTERNAL VICE-PRESIDENT

- A) Coordinates committee applications and screening process in conjunction with the President.
- B) Serves as the supervisor of the Committees Coordinator.
- C) Shall hold a minimum of six (6) office hours per week.
- D) Shall meet a minimum of once per quarter with the G.S.A. President to discuss coordination of activities.
- E) Coordinate and facilitate the completion of Legislative Council Group Projects.
- F) Shall preside as the Chair of the A.S. Committee on Honoraria.
- G) Shall nominate a First and Second presiding Representative Pro-Tempore after an application and interview process has been duly conducted under the following outlined responsibilities:
  - 1) Shall inform the Legislative Council-Elect of the duties, powers, and application/interview process of the First and Second Pro-Tempores by the eighth week of Spring Quarter, (the Inaugural Legislative Council Meeting).
  - 2) Shall determine the logistics of the application/interview process in consensus with the A.S. President.
  - 3) Shall initiate an application and interview process for the First and Second Pro-Tempore positions in accordance with the A.S. Constitution.
  - 4) Shall consider the candidate's familiarity with the A.S. Legal Code and Roberts's Rules of Order.
  - 5) Shall consider the candidate's dedication, enthusiasm, and time commitment.
  - 6) Shall keep and update a file of the application and interview process for future Internal Vice-Presidents to review for transition purposes.
- H) Shall nominate a parliamentarian after an application and interview process has been duly conducted under the following outlined responsibilities:
  - 1) Shall initiate an application and interview process for the Parliamentarian by the second (2<sup>nd</sup>) regular meeting following the installation of officers.
  - 2) Shall select a Parliamentarian by the fourth (4<sup>th</sup>) regular meeting following the installation of officers.



- 3) Shall strongly consider the candidate's familiarity with the A. S. Legal Code and Robert's Rules of Order.
- 4) Shall consider the candidate's dedication, enthusiasm, and time commitment.
- 5) Shall keep and update a file of the application and interview process for future Internal Vice-Presidents to review for transition purposes.

SECTION 5. ADDITIONAL DUTIES & POWERS OF THE EXTERNAL VICE-PRESIDENT FOR LOCAL AFFAIRS

- A) The External Vice-President for Local Affairs acts as liaison and official Associated Students' representative to Isla Vista governmental agencies and the Santa Barbara County Board of Supervisors.
- B) Meet a minimum of once a quarter with the following entities:
  - 1) A.S. Isla Vista Community Relations Committee Chairperson
  - 2) A.S. Community Affairs Board Chairperson
  - 3) A.S. Environmental Affairs Board Chairperson
  - 4) 3rd District Supervisor and/or Aide
  - 5) Isla Vista Tenants Union (IVTU)
- C) Shall hold a minimum of six (6) office hours per week to be distributed between the A.S. and the IV Community Services Center offices.
- D) Shall attend (or designate a proxy to attend) the following meetings regularly:
  - 1) Isla Vista Recreation and Park District
  - 2) Isla Vista Property Owners Association
  - 3) Santa Barbara County Board of Supervisors (when issues affect students)
  - 4) Redevelopment Agency (when in effect)
  - 5) UCSB Isla Vista Youth Task Force
  - 6) Goleta Water District (when issues affect students)
  - 7) UCSB Major Events Committee
  - 8) Isla Vista Community Advisory Committee
- E) Shall report to the Legislative Council a minimum of five (5) times per quarter regarding his/her actions.
- F) It is mandatory that the EVPLA attend California Student Sustainability Coalition/Institute for Reverential Ecology spring retreat annually. Should the EVPLA be unable to attend, an A. S. representative will be appointed to attend the retreat in place of the absent EVPLA. Funding will be allocated from the A.S. budget annually to allow every EVPLA to attend the retreat.
- G) Shall work with the OSL Voter Registration Intern to coordinate voter registration on campus and in Isla Vista.

SECTION 6. ADDITIONAL DUTIES & POWERS OF THE EXTERNAL VICE-PRESIDENT FOR STATEWIDE AFFAIRS

- A) The External Vice-President for Statewide Affairs acts as liaison and official Associated Students' representative to the UC Regents, Systemwide Administration, the UC Student Association, and state and national student coalitions.
- B) Shall hold a minimum of six (6) office hours per week.
- C) Shall report to the Legislative Council a minimum of five (5) times per quarter regarding his/her actions.
- D) Shall meet a minimum of four (4) times per quarter with the A.S. Student Lobby Coordinators to discuss lobbying activities.

- E) Attend all UCSA and UC Regents meetings as funds permit.
- F) Supervise the activities of the State Affairs Organizing Director.
- G) Shall seek students from each of the following committees to represent A.S. on state and nationwide issues specific to the group affiliation in conjunction with the office of the External Vice-President for Statewide Affairs (EVPSA):
  - 1) A.S. SCORE: to work in coalition with the state and national people of color student organizations (i.e., statewide M.E.C.H.A., national People of Color Student Coalition).
  - 2) A.S. Women’s Commission: to work in coalition with state and national student organization for women (i.e., the National Women’s Student Coalition).
  - 3) Queer Commission: to work in conjunction with state and national Lesbian/Gay/ Bisexual student organizations (i.e., NSQU, NQSOC, UCLGBT, UCSA Queer Caucus, etc.).
  - 4) A.S. UCSB Lobby Corps/A.S. Student Lobby: to work in conjunction with Student Lobby and ASUCSB’s Lobby Corps Board of Directors.
  - 5) A.S. Commission on Disability Access: to work in conjunction with local, state, and national disabled student organizations (i.e., Disabled Students Program, Americans with Disabilities Act Advisory Group, USSA National Coalition for Students with Disabilities).
- H) Supervise the coordination and activities of the aforementioned student representatives.

**ARTICLE VII - A.S. JUDICIAL DEPARTMENT**

SECTION 1. A.S. JUDICIAL COUNCIL

- A) Charge of the Council

The Judicial Council shall be empowered to hear and decide any case under original jurisdiction as set forth in Article V of the A.S. Constitution. Included in this provision is the responsibility to adjudicate completely and diligently questions pertaining to The A.S. Legal Code, and as such the by-laws and policies of any A.S. entity including, but not limited to, all A.S. Boards and Committees, KCSB and all A.S. Business Services in order to render a just and equitable resolution. Accordingly, the Judicial Council may hear, under the auspices of just representation, cases on alleged violations by a candidate of the Elections By-Laws. Fines for substantiated campaign violations may be imposed, including, but not limited to, illegal printing of literature, improper expenditure filing, improper leafleting, illegal use of A.S. email accounts, and failure to file endorsements. Moreover, the Judicial Council may hear cases regarding balloting issues including, but not limited to, review of ballot wording. In addition, the Judicial Council shall operate independently and with unabridged sovereignty from the Student/Faculty Commission on Student Conduct. Furthermore, the Sub-Judicial Council is to conduct preliminary hearings into cases referred to the Judicial Department (with the exception of Mandatory Fee Refund Applications, as mandated by Smith v. Regents, which shall only be heard by the Judicial Council and are, therefore, not open to appeal). The Judicial Council shall act as the final appellate body, to which all appeals are directed. Additional guidelines of Sub-Judicial Committees are addressed with some detail in Article V, Section 6 of the A.S. Constitution.

SECTION 2. RELEASE OF PUBLIC RECORDS

- A) Prior to release of information, all matters of a confidential nature will be handled by Judicial Council in accordance with University Policies and Regulations.

SECTION 3. JUDICIAL COUNCIL HEARING PROCEDURES

#### A) Petition for Hearing

- 1) Anyone wishing to bring a case concerning a Constitutional, By-Law, or policy matter must submit to the Judicial Council six (6) copies of a written petition which must include:
  - a) Petitioner name, phone number and who s/he is representing
  - b) Respondent name, phone number and who s/he is representing
  - c) Charges and contentions
  - d) Policy or By-Law at issue
  - e) Statement of the case
  - f) Evidence (including names and phone numbers of all persons involved, all written evidence and any documentation)
  - g) Remedy sought
- 2) Upon receipt of petition, Judicial Council will date and number it.
- 3) Judicial Council will notify the respondent, Attorney General, Public Defender, and Executive Director of a case submitted within two (2) days of receiving petition.
- 4) Anyone wishing to bring a case concerning a Constitutional, Bylaw or policy matter must ensure that the Respondent(s) have been served with their Petition for Hearing before the Judicial Council can take any action on the matter.

#### B) Preliminary Hearing

- 1) Judicial Council will decide whether or not to hear the case. This decision should be made at the next regularly scheduled mandatory meeting of Judicial Council.
  - a) The hearing will occur not less than one week from the time of preliminary hearing.
  - b) If any portion of the petition is unclear, Judicial Council may request clarification.
  - c) Judicial Council will notify both petitioner and respondent within two (2) days after the decision has been made on whether the case will be heard.
  - d) The concurrence of two members of the Judicial Council shall be sufficient in making an affirmative decision on whether or not to hear a case.
- 2) If Judicial Council does not accept the case, it will be dropped.
- 3) If Judicial Council accepts the case, a hearing date will be set.
  - a) Both parties will be given at least three (3) days notice of scheduled hearing.
- 4) The petitioner and respondent both shall submit to Judicial Council seven (7) copies of a written brief outlining his/her case no later than one day prior to the scheduled hearing, to be distributed as follows: Briefs shall not exceed ten pages in length without special approval from the Judicial Council.
  - a) Judicial Council members (5)
  - b) Executive Director (1)
  - c) Judicial Council Office (1)
  - d) The Petitioner(s) and Respondent(s) shall serve each other with written copies of their briefs no later than one full day prior to the scheduled meeting.
- 5) Should this date prove to allow insufficient preparation, a written Motion for Continuance must be submitted to Judicial Council no less than twenty-four (24) hours before the scheduled Hearing date.
- 6) At this time the Judicial Council may issue a temporary restraining order and/or an injunction with a majority vote.

C) Formal Hearing Procedures

- 1) Format:
  - a) Opening Statements
  - b) Presentation of arguments, evidence, and cross-examination
  - c) Rebuttals and Refutation
  - d) Summation
  - e) Courtroom returns into Executive Session
- 2) Judicial Council has the authority to impose time limits on proceedings.
- 3) Judicial Council has the authority to limit the number of witnesses and/or active participants.
- 4) Judicial Council will enter private deliberation and decide the issue(s) based on the arguments and evidence presented.
- 5) Judicial Council shall not hear or decide matters not originally raised by the Petitioner(s) in their Petition for Hearing.
- 6) The Chair shall decide all motions to dismiss, motions in limn of either witnesses or other evidence, motions for summary judgments, motions for continuances, motions to substitute, demurrers, other administrative matters of the Council, and all objections. Such decisions shall be subject to appeal by the full Council upon the objection of either party. Judicial Council shall determine whether or not to allow debate on these matters.

D) Release of Decision(s) and Opinion(s)

- 1) The opinion of the Court will be written by the appointee of the Chairperson or the senior member of the majority. The other members may either sign the opinion, write a concurring opinion, or write a dissenting opinion.
- 2) Opinion(s) will be released within one (1) week of the hearing.
- 3) Copies of the decision(s) and opinion(s) will be distributed as follows:
  - a) Judicial Council Members (5)
  - b) Principals of the case
  - c) A.S. Office (1)
  - d) A.S. Executive Director (1)
  - e) A.S. President (1)
  - f) Campus Media (1)
  - g) A.S. Attorney General (1)
  - h) Public Defender/Constitution and By-Laws Chairperson (1)

E) Judicial Council has the authority to extend all time limits.

F) All members serving on the Judicial Council as well as the Lower (sub) Judicial Council shall attend a mandatory weekly meeting on a specified day at a specified time as set forth and prescribed by the Judicial Council Chairperson during the regular school session, unless otherwise provided herein.

- 1) Except during Dead Week and Finals Week of each quarter.

G) Any member missing two "unexcused" meetings per quarter shall be permanently dismissed from his/her respective Council (Judicial or Sub-Judicial) position by the Judicial Council, with a majority approval (50% + 1) of Legislative Council.

- 1) The term "unexcused" shall be determined by a quorum vote of the Judicial Council.

- 2) In the absence of quorum, the President shall have the power to remove delinquent members with a majority approval (50% + 1) of Legislative Council.
- H) The Judicial Council may adopt its own additional rules for the administration of cases not subject to Legislative Council approval, provided they are published and accessible to all, not adopted in ex post facto, and do not otherwise conflict with the Legal Code, or any other directive of the Legislative Council.

SECTION 4. APPOINTMENT OF THE CHAIRPERSON

- A) The A.S. President shall appoint the Chairperson of Judicial Council within two (2) school weeks of vacancy, with two-thirds (2/3s) approval of the Legislative Council.

SECTION 5. SUB-JUDICIAL COUNCIL

- A) Charge of the Sub-Judicial Council:

- 1) The Sub-Judicial Council shall be empowered to hear and decide any case under original jurisdiction as set forth in Article V of the A.S. Constitution. Additionally, Sub-Judicial Council is charged with the same responsibilities entrusted to Judicial Council as set forth in Article VII, Section 1, Paragraph 1 of the A.S. Legal Code.
- 2) Sub-Judicial Council members shall also fill short-term vacancies and absences on the Judicial Council, when invited by the Chair of the Judicial Council to do so. However, no more than five persons shall sit on any one Judicial Council at a time and substitute Sub-Judicial Council members appointed for such a purpose shall not count for quorum. Substitute members appointed in this manner need the majority approval of the Judicial Council members in attendance before so sitting.

- B) Sub-Judicial Council Operating Procedures:

- 1) The Sub-Judicial Council shall follow all of the operating procedures as written and enumerated for Judicial Council in Article VII of the A.S. Legal Code.

- C) Appointment of the Chairperson:

- 1) The Chairperson of the Sub-Judicial Council shall be appointed by the Judicial Council Chairperson, confirmed by a 2/3 majority vote of the Judicial Council, and approved by a 2/3 majority vote of the Legislative Council.

- D) Terms of Office:

- 1) All Sub-Judicial Council members, including the Chairperson will serve a term of one academic year.

- E) Office Hours:

- 1) The Sub-Judicial Council Chairperson shall be required to hold a minimum of two (2) office hours each school week, per Quarter, per academic year.
  - a) Except during Dead Week and Finals.

- F) Sub-Judicial Council Hearing Procedures:

- 1) All Sub-Judicial Council hearing procedures will be in accordance with Article VII, Section 2 of the A.S. Legal Code, unless otherwise provided for herein.

SECTION 6. CASE HISTORY AND PUBLIC ACCESS

- A) All material, including but not limited to, documents, recordings, evidence, Petitions for Hearing, and statements by the Council or Principals of the case shall be included in the case file.

- B) All case files shall be kept in the Judicial Council office indefinitely to ensure adherence to judicial precedent and to serve as a knowledge base for future Judicial Councils.
  - 1) Should issues of storage space arise, the Chairperson will designate an appropriate means of storage with majority (50% + 1) vote of the Legislative Council.

**ARTICLE VIII- HONORARIA**

*A.S. Boards and Committees that receive their own lock-in fees are allowed to distribute honoraria to their members, regardless of what Legislative Council decrees in the Budget Directives in regards to the payment of honoraria to the rest of Associated Students for elected and appointed officers of boards and committees that do not have a designated lock-in. Refer to Article VIII, Section 3, Subsection L for more details.)*

SECTION 1. ELECTED OFFICERS -- ACADEMIC YEAR HONORARIA

- A) From Associated Students' funds:
  - 1) Each Executive Officer may receive a maximum honorarium of four hundred dollars (\$400.00) per quarter.
  - 2) Each Executive Officer must receive full payment of university-assessed undergraduate fees, excluding non-resident tuition and health insurance, for each of Fall, Winter and Spring quarters for his/her term.
  - 3) Legislative Council Members may receive a maximum honorarium in the amount of four hundred dollars (\$400.00) per quarter.

SECTION 2. ELECTED OFFICERS -- SUMMER HONORARIA

- A) Legislative Council Members and Executive Officers who are members of summer Legislative Council may receive an honorarium of up to one-third (1/3) of their quarterly honorarium.
- B) During the summer, no more than summer session fee expenses for one full-time student shall be allocated among the A.S. Executive Officers in a manner agreeable to all.

SECTION 3. APPOINTED OFFICERS

- A) Each of the following Appointed Officers may receive a maximum honorarium of three hundred (\$300.00) per quarter.
  - 1 Academic Affairs Board Chairperson
  - 1 Bicycle Improvements Keep Everyone Safe Chair
  - 1 Campus Point Editor-in-Chief
  - 1 Commissioner on Disability Access
  - 1 Committees Coordinator
  - 1 Community Affairs Board Chair
  - 1 Community Affairs Board Vice-Chair
  - 1 Community Affairs Board Childcare Director
  - 1 Community Affairs Board Family Literacy Program Coordinator [amount to be split if two (2) Coordinators are appointed]
  - 1 Increase the Peace Chair
  - 1 or 2 Environmental Affairs Board Chair(s)
  - 1 Finance Board Chair
  - 1 Investment Committee Chair
  - 1 Isla Vista Community Relations Committee Chair
  - 2 S.C.O.R.E. Commissioners
  - 1 State Affairs Organizing Director
  - 2 Queer Commission Commissioners
  - 2 Women's Commission Co-Chairs

- B) Each of the following Appointed Officers may receive a maximum honorarium of two hundred fifty dollars (\$250.00) per quarter:
- 1 Assistant Committees Coordinator
  - 1 Business Services Chairperson
  - 1 Co-Commissioner on Disability Access
  - 1 Increase the Peace Vice Chair
  - 1 Isla Vista Community Relations Committee Vice-Chair
  - 1 Judicial Council Chair
  - 1 Student Lobby Chair
  - 1 Student Lobby Vice Chair
  - 1 Student Lobby Labor Coordinator
- C) Each of the following Appointed Officers may receive a maximum honorarium of two hundred dollars (\$200.00) per quarter:
- 1 Attorney General
  - 1 Community Affairs Board Public Relations Coordinator
  - 1 Community Affairs Board Public Outreach Coordinator
  - 2 Controller(s)
  - 2 EAB Co-Chairs
  - 1 Publicity Commissioner
  - 7 Shoreline preservation Fund Directors
  - 1 or 2 Student Advocates
  - 1 Student Relations Coordinator
  - 1 Sub-Judicial Council Chairperson
  - 2 Women's Commission Supporting Coordinators
  - 1 *Herstory* Coordinator
- D) Each of the following officers may receive a maximum honorarium of one hundred fifty dollars (\$150.00) per quarter
- 1 *Campus Point* Features Editor
  - 1 *Campus Point* Photo Editor
  - 1 *Campus Point* Copy Editor
  - 1 *Campus Point* Layout Editor
  - 1 *Campus Point* Advertising Manager
  - 1 EAB Outreach Chair
  - 1 EAB Education Chair
  - 1 EAB Community Chair
- E) Each of the following Appointed Officers may receive a maximum honorarium of one hundred dollars (\$100.00) per quarter:
- 1 Business Service Book Exchange Chairperson
  - 1 IVCRC Treasurer
  - 4 Judicial Council Members
  - 1 Parliamentarian
  - 1 SCORE Correspondence Coordinator
  - 1 SCORE Treasurer
  - 1 SCORE Historian
  - 1 SCORE Intern (Spring Quarter Only)
- F) Each appointed A.S. Finance Board member may receive a maximum honorarium of two hundred fifty dollars (\$250.00) for Fall and Spring quarters. For Winter quarter, each Finance Board member may receive a maximum honorarium of two hundred seventy five dollars (\$275.00).
- G) The Elections Committee Chair may receive an honorarium of fifty dollars (\$50.00) for Fall quarter unless there is a special election which takes place fall quarter, then they may be eligible

to receive a maximum honoraria of three hundred dollars (\$300.00) for Fall quarter. For Winter and Spring Quarters the Elections Committee Chair may receive a maximum honorarium of two hundred and fifty dollars (\$250.00) per quarter.

- H) No Appointed Officer shall receive an honorarium exceeding a total of six hundred dollars (\$600.00) per quarter.
- I) The A.S. Shoreline Preservation Fund (SPF) shall internally handle the honorarium of each of the seven (7) SPF Board of Directors, then submit their findings to the A.S. Committee on Honoraria, with final approval by the A.S. Legislative Council.
- J) The Committee on Honoraria shall review the rates of compensation in Winter Quarter of every even numbered year, and shall make their report in writing to the Council no later than the ninth week of that Quarter.
- K) Associated Students' boards and committees that are furnished with their own lock-ins are allowed to distribute honoraria to their members, regardless of the current financial situation of Associated Students as a whole and any mention in the budget directives that state to the contrary, if they feel that they are financially able and it is necessary to do so.
  - 1) The decision of a board to furnish its members with honoraria shall be made internally by the board, with the advice of their advisor, a written recommendation from the previous year's chair to the new chair, and a two-thirds (2/3) vote of approval by the current board.
    - a) This vote should be taken annually, after careful examination of the organizations' individual budget for the coming year.
    - b) This vote should take place on or before the second meeting after the transition meeting.
  - 2) A second vote shall also be taken by the board in order to determine the amount of honoraria to be paid out to members, with the advice of their advisor, a written recommendation from the previous year's chair to the new chair, and a two-thirds (2/3) vote of approval by the current board.
    - a) The amount awarded each committee/board member shall not exceed the amounts already outlined in Article VIII, Section 3.
    - b) Honoraria shall only be provided to those positions that are listed under Article VIII, Section 3.
  - 3) Quarterly honoraria for a board may not exceed thirty percent (30%) of the board's quarterly budget.
  - 4) Honoraria must also be provided for the Legislative Council Representative by the respective committees with lock-ins.
    - a) The amount allocated to Legislative Council Representatives shall not exceed that amount outlined in Article VIII, Section 1, Subsection 3.
    - b) The board or committee distributing honoraria to its members is responsible for providing the funds for honoraria for its Legislative Council Representative in years that A.S. is not able to do so. In years that A.S. is able to fund honoraria, boards and committees will not be required to continue paying their Legislative Council Representatives honoraria.
    - c) If the honoraria committee finds that the Legislative Council Representative is eligible for honoraria upon completion of their duties for their respective committees the amount of honoraria given to the Legislative Council Representatives shall no be less than the smallest amount of honoraria given to a regular member of the respective board or committee.



- d) Honoraria given to Legislative Council Representatives shall be calculated into the percentage described in Article VIII, Section 3, Subsection K, Number 3.
- L) Each of the following appointed officers may receive a maximum honorarium of six hundred dollars (\$600.00) per quarter:

- 1 Program Board Commissioner
- 1 Program Board Deputy Commissioner
- 11 Program Board Coordinators:
  - 1) Concerts Coordinator
  - 2) Special Events Coordinator
  - 3) Lectures Coordinator
  - 4) Film Coordinator
  - 5) Cultural/Fine Arts Coordinator
  - 6) Art Coordinator
  - 7) Security Coordinator
  - 8) Production Coordinator (2)
  - 9) Publicity Coordinators (2)
  - 10) Ticket Manager
  - 11) Webmaster

- L) Each of the following appointed officers may receive a maximum honorarium of four hundred and fifty dollars (\$450.00) per quarter.

- Program Board Production Assistant (2)
- Program Board Programming Assistant (optional position)

#### SECTION 4. CONDITIONS FOR RECEIVING HONORARIA

- A) In order to receive an honorarium, each Elected and Appointed Officer must fulfill the job description of his/her position as delineated in the A.S. Constitution, A.S. By-Laws, and any specific assignments made by the Legislative Council. Elected and Appointed Officers shall be required to complete a minimum of six (6) units per quarter and maintain at least a two point zero (2.0) cumulative grade point average during the term of office.
- B) Guidelines for allocating Legislative Council's honorarium are as follows:
- 1) 20% of honoraria for that quarter for attendance at Legislative Council Meetings.
  - 2) 20% of honoraria for that quarter for holding sufficient office hours, as designated in the A.S. By-Laws.
    - a) It will be the responsibility of the Committee on Honoraria for Board and Committee Chairs and the Internal Vice-President and/or First Representative Pro-Tempore to record and follow the amount of office hours held.
  - 3) 20% of honoraria for that quarter for involvement and attendance at each member's respective A.S. Boards and/or Committee meetings.
  - 4) 10% of honoraria for that quarter for attendance at each member's respective Academic Senate and Advisory Committee meetings.
  - 5) 10% of honoraria for that quarter for participating in one of the Council's group projects.
  - 6) 20% of honoraria for that quarter for conducting the remaining duties and responsibilities as delineated in the A.S. Constitution or A.S. By-Laws.
- C) Guidelines for allocating an Appointed Officer's honorarium are as follows:
- 1) 20% of honoraria for that quarter for holding regularly scheduled meetings.

- 2) 20% of honoraria for that quarter for holding the respective amount of office hours on a regularly scheduled weekly basis, as designated in the A.S. By-Laws.
  - 3) 60% of honoraria for that quarter for conducting the duties and responsibilities as delineated in the A.S. Constitution or A.S. By-Laws to a satisfactory degree.
- D) Guidelines for allocating an Executive Officer's honorarium are as follows:
- 1) 100% of honoraria for that quarter for conducting the duties and responsibilities as delineated in the A.S. Constitution or A.S. By-Laws to a satisfactory degree.
- E) Each of the Appointed Officers listed in Section 3 must have their honoraria request approved by a majority (50%+1) vote of the Legislative Council each quarter.
- F) Amendments to the recommendations made by the Honoraria Committee regarding Legislative Council member's honoraria require a majority (50% + 1) approval of Legislative Council.
- G) It is the responsibility of Legislative Council to approve or deny such an honorarium requisition on the amount of work put into the job, responsibility taken in the position, conditions cited in Section 4A above, and any other non-political and non-personal reasons.
- H) Upon review of the Honoraria Committee, as appropriate, and approval of Legislative Council, the Internal Vice-President will submit a list of approved honoraria, to the Honoraria Committee advisor for processing of payments. In addition, the Internal Vice-President is authorized to sign all honoraria requisitions.
- I) In order for the group described under Article VIII, Section 3, Subsection K to receive honoraria payments from their lock-in fees, they must fulfill the conditions outlined under Article VIII, Section 4, Subsections A and C. Each committee shall submit their findings to the Honoraria committee, which shall submit their findings to Legislative council, as outlined in Article VIII, Section 4, Subsection H.

#### SECTION 5. PAYMENT OF HONORARIA

- A) Each elected and appointed officer shall be paid one-third (1/3) of his/her annual honorarium at the end of the ninth (9th) week of each quarter served if the honoraria request is turned in by the deadline.
- 1) In the case of extenuating circumstances, a portion of the honorarium, pro-rated to the current week of the quarter may be paid prior to the above deadline, with a two-thirds (2/3s) approval of Legislative Council.
  - 2) Approvals for honoraria of future quarters may not be obtained. Legislative Council may approve, at its discretion, honoraria requisitions for past quarters during the current fiscal year.
- B) In the case of an officer leaving office, the officer shall be eligible for a pro-rated amount of his/her quarterly honorarium for the time in office.

#### SECTION 6. DENIAL OF HONORARIA

- A) Any student or member of the general public may request that an officer be denied his/her honorarium, by submitting his/her reasons in writing to the Honoraria Committee Advisor no later than the end of the eighth (8th) week of a quarter.
- B) The Officer in question shall be notified of these charges immediately and shall have one (1) week to answer the charges, in writing, to the Executive Officers.
- C) Based on the substance of the evidence presented, the Honoraria Committee, less any parties in question, shall decide whether to deny or approve payment of the honorarium or any portion thereof by the end of the ninth (9th) week of the quarter.

- D) Payment of honoraria due between the receipt of the request for denial and the time at which the matter is cleared up shall be delayed until after the Committee on Honoraria have announced their decision and A.S. Administration has been notified.
- E) Honoraria cannot be denied to the organizations outlined in Article VIII, Section 3, Subsection K on any basis other than the groups board or committee is not upholding the duties outlined for them to carry out either as students or appointed officers, as outlined under Article VIII, Section 4, Subsections A and C. Legislative Council and the Honoraria Committee are not allowed to use the overall budget of Associated Students as a whole or the fact that everyone involved in Associated Students is not receiving honoraria as a viable reason for denial of honoraria to the appointed officers of the organizations outlined in Article VIII, Section 3, Subsection L.

SECTION 7. APPEAL OF HONORARIA DENIAL

- A) Any officer whose honorarium has been denied by Legislative Council or the Committee on Honoraria, with the exception of the Chair or any members of the Judicial Council, may submit a formal appeal to the Judicial Council by the end of the ninth (9th) week of the corresponding quarter.
- B) The appeal must be co-authored by any Legislative Council member and must be seconded by any other Legislative Council member.
- C) It is the responsibility of the Judicial Council Chair to have scheduled an appropriate hearing and to have submitted a decision on any honoraria appeal by the end of the tenth (10th) week of the corresponding quarter.

ARTICLE IX - COMMITTEE ON COMMITTEES

SECTION 1. THE CHARGE OF THE COMMITTEE

The A.S. Committee on Committees shall be responsible for the students who sit on the Associated Students, Academic Senate and Administrative Advisory Committees. This Committee will supervise and facilitate the dissemination of information from the student representatives to the appropriate A.S. Board, Committee, or Commission. The Committee's responsibilities shall also include making sure there are student representatives on Academic Senate and Administrative Advisory Committees, and making recommendations to fill vacant spots when necessary.

SECTION 2. THE PURPOSE OF THE COMMITTEE

- A) To provide a pool of student representatives as to insure a student representative will be at all Academic Senate and Administrative Advisory Committees or ad-hoc committee meetings.
- B) To gather any and all information from Academic Senate and Administrative Advisory Committees.
- C) To gather information and responses from the A.S. Boards and Committees to direct and advise the student representatives to the Academic Senate and Administrative Advisory Committees.

SECTION 3. THE MEMBERSHIP OF THE COMMITTEE

- A) Voting
  - 1) Committees Coordinator
  - 2) Assistant Committees Coordinator
  - 3) Advisory and Academic Senate Liaison
  - 4) A.S. Internal Vice-President
  - 5) A.S. President
  - 6) Two (2) Legislative Council Members

SECTION 4. DUTIES AND RESPONSIBILITIES OF THE COMMITTEE

- A) Assist in the application and interview process for A.S. Boards and Committees as needed.
- B) Design and implement programs, as necessary, to increase communication among student representatives, A.S. Boards and Committees, and Legislative Council.
- C) Serve as the primary liaison between undergraduate representatives to Academic Senate and Administrative Advisory committees, as well as Associated Students Boards and Committees.
- D) The Committee shall be responsible for recommending to the A.S. President and the Legislative Council the removal of any student from an Academic Senate or Administrative Advisory committee based on that student's lack of attendance to his or her appointed committee meetings.

SECTION 5. THE COMMITTEES COORDINATOR

- A) Appointment of the Committees Coordinator
  - 1) The Committees Coordinator shall be recommended by the Internal vice President, approved by the President, and approved by a majority (50% + 1) vote of the Legislative Council.
- B) Term of Office:
  - 1) The Committees Coordinator shall serve a term of office of one (1) academic year.
- C) Duties and responsibilities of the Committees Coordinator:
  - 1) Report at two (2) non-consecutive Legislative Council meetings per quarter.
  - 2) Schedule, advertise, and attend interviews of applicants for Academic Senate and Administrative Advisory Committees student representative positions.
  - 3) Be responsible to ensure that all applicants to Academic Senate and Administrative Advisory Committees are contacted, and formally notify each applicant of his/her acceptance or rejection.
  - 4) Supervise the orientation of student representatives to Academic Senate and Administrative Advisory Committees.
  - 5) Hold at least five (5) regular-posted office hours per week.
  - 6) Chair all of the Committee on Committees meetings.

SECTION 6. DUTIES AND RESPONSIBILITIES OF THE ASSISTANT COMMITTEES COORDINATOR

- A) Appointment of the Assistant Committees Coordinator:
  - 1) The Assistant Committees Coordinator shall be recommended by the Committees Coordinator, appointed by the President, and approved by a majority (50% + 1) vote of the Legislative Council.
- B) Term of office:
  - 1) The Assistant Committees Coordinator shall serve a term of office of one (1) academic year.
- C) Duties and Responsibilities of the Assistant Committees Coordinator:

- 1) Assists the Committees Coordinator in his/her duties.
- 2) Responsible for maintaining the Committees Catalog.
- 3) Must work with the A.S. Internal Vice-President to put committee appointments on the A.S. Legislative Council agenda for ratification.
- 4) Contact all approved appointees and maintain a current list of who accepts or declines each position.
- 5) Responsible for ensuring contact information for the appointees are entered onto the Main office database.
- 6) Reports weekly to the Committee on Committees on which positions are open; tracks all resignations and removals of office.
- 7) Should be present for interviews of A. S. applicants.
- 8) Works with the Committee on Committees to promote and improve A.S. recruitment.
- 9) Must attend all Committee on Committees meetings.

SECTION 7. ADVISORY AND ACADEMIC SENATE LIAISON

A) Appointment of the Advisory and Academic Senate Liaison:

- 1) The Advisory and Academic Senate Liaison shall be recommended by the Committee on Committees appointed by the President, and approved by a majority (50% + 1) vote of the Legislative Council.

B) Term of office:

- 1) The Advisory and Academic Senate Liaison shall serve a term of office of one (1) academic year.

C) Duties and Responsibilities of the Advisory and Academic Senate Liaison:

- 1) Responsible for continually updating Appendix A and Appendix B of the A.S. Legal Code.
- 2) Must work with the Assistant to the A.S. Executive Director to annually update all things in the A.S. Legal Code pertaining to Advisory Committees and Academic Senate Committees.
- 4) Acts as a liaison between A.S. and Advisory Committees and Academic Senate Committees.
- 5) Must create and maintain a contact list of the staff contact for each Advisory and Academic Senate Committee.
- 6) Works with the Committee on Committees to promote and improve A.S. recruitment.
- 7) Must attend all Committee on Committees meetings.

**ARTICLE X – A.S. ACCOUNTABILITY DIRECTOR**

SECTION 1. APPOINTMENT OF THE ACCOUNTABILITY DIRECTOR

- A) The Director of Accountability shall be recommended by the Committee on Committees, appointed by the President, and approved by a majority (50% + 1) of the Legislative Council

SECTION 2. TERM OF OFFICE

- A) The Director of Accountability shall serve a term of office of one (1) academic year.

SECTION 3. DUTIES OF THE DIRECTOR OF ACCOUNTABILITY

- A) Works with the Internal Vice-President to ensure Legislative Council Representatives attend committee meetings, including but not limited to:
- 1) Reading weekly minutes of A.S. Boards, A.S. Commissions, A.S. Committees, Advisory Committees, and Academic Senate Committees.
  - 2) Establishing and maintaining contact with the Chair and/or Secretary of A.S. Boards, A.S. Commissions, A.S. Committees, Advisory Committees and Academic Senate Committees regarding the attendance and performance of Legislative Council members.
  - 3) Establishing and maintaining contact with the Legislative Council members themselves.
- B) Works with the Advisory and Academic Senate Committees Liaison to contact all A.S. Boards, A.S. Commissions, A.S. Committees, Advisory Committees and Academic Senate Committees to get information on every student representative's attendance and performance at his or her appointed committees.
- C) Works with the Advisory and Academic Senate Committees Liaison to create a thorough report listing every student representative's attendance and performance at his or her appointed committees. This report will be presented to the Committee on Committees each 3<sup>rd</sup> and 6<sup>th</sup> week of the quarter (totaling 6 reports during the academic year).
- D) Shall be a member of the Committee on Committees.
- E) Shall be an Ex-Officio member of all A.S. Boards, Commissions and Committees.

**ARTICLE XI - BOARDS, COMMITTEES & COMMISSIONS**

SECTION 1. SELECTION, NOMINATION & TERM OF OFFICE

- A) The selection of Board, Committee and Commission members shall be determined by the A.S. President with the aid of the Committee on Committees under the following timeline.
- 1) Advertisement for applications to the Committees will begin the fifth (5<sup>th</sup>) week of Winter Quarter.
    - a) In order to insure full consideration for Spring appointments, applications shall be received by Tuesday of the fifth (5<sup>th</sup>) week of Spring Quarter.
  - 2) Interviews will begin the fourth (4<sup>th</sup>) week of Spring Quarter and end in the seventh (7<sup>th</sup>) week of Spring Quarter. The interview process must consist of members of the Committees-on-Committees, A.S. President-Elect, and if necessary, with guidance from the currently acting A.S. President.
  - 3) The President-Elect shall submit the appointments to the Legislative Council-Elect by the Monday of the eighth (8<sup>th</sup>) week of Spring Quarter.
  - 4) Notification of placement will be sent out by the ninth (9<sup>th</sup>) week of Spring Quarter.
- B) Term of Office of Board, Committee and Commission members shall be one (1) academic year, unless otherwise specified. Executive Officers and Legislative Council Representatives' Board, Committee and Commission membership shall commence the Fall quarter following the Spring Election and will not end until the end of the Spring quarter in which their term is completed.

- C) By week nine (9) of Spring Quarter, all Boards and Committees shall organize an orientation meeting between in-coming and out-going committee members.
- D) In accordance with the University of California Nondiscrimination Statement, the President shall outreach to all students, including those of historically underrepresented groups, during the recruitment process. His/her selection of these applicants to Boards, Committees, Commissions, and open offices on the Legislative Council and Finance Board shall be considered based on enthusiasm, dedication, and time commitment.

SECTION 2. AUTONOMY OF A.S. BOARDS, COMMITTEES AND COMMISSIONS

- A) Recommendations for By-Law changes that may affect any Board, Committee or Commission must have written or oral consultation with all parties involved.
  - 1) All parties involved shall be determined by the following:
    - a) The Board, Committee or Commission's leadership/ chairperson.
    - b) The members of that Board, Committee or Commission.
    - c) The Legislative Council Representatives who sit on that Board, Committee or Commission.
    - d) Any interested undergraduate that has attended at least two-thirds (2/3s) of the meetings of the said Board, Committee or Commission, who is not identified by the above.
- B) All A.S. Boards, Committees, and Commissions that receive an operating budget through Associated Students must submit minutes to A.S. Legislative Council for each official meeting of the group. These minutes must enumerate all expenses over fifty (\$50.00) dollars. Failure to do so will result in the immediate suspension and freezing of the account in question; all requisitions/reimbursements will be denied. Suspended accounts can be re-activated pending Legislative Council approval of back minutes. The chairs and advisors of all committees targeted for suspension will be given a directive to comply with this policy via their Legislative Council representatives, and each committee will have one week to submit back minutes before accounts are suspended. In the event that extenuating circumstances or accidental oversight prevent approval of minutes, appeals can be made directly to Legislative Council. The Council can override this policy on a case by case basis by two-thirds majority vote.
- C) All interviews shall be conducted by a minimum of three members of the Committee on Committees. All information gathered during said interviews shall be compiled by the Committees Coordinator and forwarded to the President-Elect by Monday of the sixth week of Spring Quarter for his/her consideration.
- D) Recommendations for By-Law changes/revisions for inactive or non-functional Boards, Committees or Commissions shall be allowed without any consultation, if there are no members/ chairperson to do so otherwise.
- E) Each Board, Committee or Commission may create its own interview structure, separate from the present Committee on Committees format, and their recommendations shall be forwarded to the A.S. President for approval by Legislative Council. Furthermore, each year during Spring quarter if a Board, Committee, or Commission has not initiated an internal recruitment process by the sixth (6th) week of Spring quarter to fill positions for the following year, then the Committee on Committees will recruit to fill these positions.
  - 1) The Executive Officers and Legislative Council may be consulted to ensure no reasonable doubt of said recommendations.
  - 2) The persons recommended for appointments must also complete the Committee on Committee appointment application, just for the Executive Officers and Legislative Council's own records.

- F) Any and all honoraria changes or revisions must have direct consultation with the respective Board, Committee, and Commission, before being forwarded to Legislative Council for approval.
- G) The direction, goals and agenda of each Board, Committee and Commission shall be determined by the respective parties, with respect to the campus community, student needs and the constituency represented at board meetings.

SECTION 3. A.S. ACADEMIC AFFAIRS BOARD

A) Charge of the Academic Affairs Board:

The Academic Affairs Board's purpose is to improve the quality of undergraduate education at the University, by representing the students' needs. AAB provides services that help students find and define their educational goals, and increases the communication among students, faculty, and the Administration.

B) Voting Membership:

- 1) AAB Chairperson
- 2) AAB Vice-Chairperson
- 3) Two (2) Legislative Council Representatives
- 4) Any current registered undergraduate UCSB student who, after attending two (2) consecutive meetings, demonstrates an interest, and is eligible for appointment by the President to a voting position on the board.

C) Non-Voting Membership:

- 1) One (1) A.S. Executive Officer
- 2) A.S. Controller(s)
- 3) A.S. Committees Coordinator
- 4) A.S. Executive Director
- 5) A.S. Attorney General
- 8) A.S. Advisor
- 9) A.S. Accountability Director

D) Selection and Term of Office of the AAB Chairperson and Representatives:

- 1) The AAB Chairperson and the two (2) At-Large Representatives shall be nominated by the A.S. President and appointed by the Legislative Council for a term of one (1) academic year. The two (2) Legislative Council Representatives shall be nominated by the Internal Vice President and approved by the Legislative Council for the term of one (1) year.

E) Duties and Powers of the AAB Chairperson:

- 1) Hold a minimum of three (3) regularly scheduled office hours per week.
- 2) Schedules and attends weekly meetings of the AAB.
- 3) Reports monthly to the A.S. President, Vice-Presidents, and the Legislative Council. The Chairperson shall be responsible for attending at least two non-consecutive Legislative Council meetings per month to report on the board's action.
- 4) Appoints Vice Chairperson, Treasurer, Secretary, and any other necessary positions.
- 5) Must sit as one of the undergraduates on the Academic Senate Committee of Educational Policy and Academic Planning (CEPAP).
- 6) Shall be responsible in assisting in the completion of the budget packet for the following year.



F) Duties and Powers of the AAB Vice-Chairperson:

- 1) Shall resume chair's responsibilities in leading meetings and all other important AAB business affairs due to chairperson's absence.
- 2) Shall be responsible in assisting in the completion of the budget packet for the following year.

G) Duties and Powers of the AAB Treasurer:

- 1) Shall be responsible for all AAB financial matters.
- 2) Shall be responsible for fundraising.
- 3) Shall be responsible in assisting in the completion of the budget packet for the following year.

H) Duties and Powers of the AAB Secretary:

- 1) Shall record minutes at every meeting.
- 2) Shall be responsible for maintaining record of attendance.

SECTION 4. A.S. BICYCLE IMPROVEMENTS KEEP EVERYONE SAFE COMMITTEE

A) Charge of the Committee:

The A.S. Bicycle Improvements Keep Everyone Safe (A.S. BIKES) shall prioritize expenditures of funds collected from the A.S. and Graduate Students Association Bicycle Lock-In fees. The committee shall be responsive to student input related to bicycle paths and bicycle parking at UCSB. Finally, the committee shall be an active bicycle system advocate, and shall take all reasonable steps to increase student, staff, faculty, and administration awareness of bicycle system issues.

B) Voting Membership:

- 1) Undergraduate representative to the Public Safety Committee
- 2) Two (2) undergraduate representatives to the Parking and Transportation Committee
- 3) A.S. Legislative Council Representative
- 4) Graduate Students Association Vice President of Administrative Affairs
- 5) Any current registered undergraduate UCSB student who, after attending two (2) consecutive meetings, demonstrates an interest, and is eligible for appointment by the President to a voting position on the board.

C) Non-Voting Membership:

- 1) Representative of the Office of Budget and Planning
- 2) Representative of Physical Facilities
- 3) Representative of Environmental Health and Safety
- 4) Representative of Parking Services
- 5) Associated Students Executive Director
- 6) A.S. Accountability Director
- 7) Any and all interested undergraduate students.

D) Selection and Term of Office of all Voting Members:

- 1) The A.S. Legislative Council Representative shall be nominated by the A.S. Internal Vice President and approved by a majority (50%+1) vote of the Legislative Council. The

Chairperson shall be selected by the voting members at the first meeting of the academic year. All members shall serve a term of one (1) academic year.

E) Duties of Voting Members:

- 1) All voting members shall regularly attend meetings of their primary committee, as defined in Section B.

F) Duties of the Chairperson:

- 1) Hold a minimum of three (3) weekly office hours.

G) Frequency of meetings:

- 1) The A.S. Bicycle Improvements Keep Everyone Safe (A.S. BIKES) shall meet bi-quarterly and as deemed necessary by the Chair. The date and times of the meeting shall be set by the Chair of the Committee.
- 2) The first meeting shall be held prior to the fifth week of Fall Quarter.

H) Authorized Expenditure of A.S. Bicycle System Improvement Funds:

- 1) Public awareness activities (including but not limited to, advertising, event planning, lobbying, and promotions) shall be limited to no more than \$5,000.00 per year.
- 2) All funds, excluding public awareness activities (see section H.1) and the Chairperson's honoraria, shall be allocated exclusively to capital improvements to the bicycle system, excluding routine maintenance. Capital improvements are defined as: upgrades or additions to bicycle paths, upgrades or additions to bicycle parking, and improved pedestrian crossings.
- 3) Projects must be planned in coordination with the Office of Budget and Planning, Physical Facilities, Environmental Health and Safety, and other relevant campus bodies.
- 4) Funds for capital improvement projects shall be released to the appropriate campus bodies at the final meeting of Spring Quarter (no later than May 5).
- 5) Projects shall be completed during Summer Session.
- 6) Funds may be held over for one year to fund larger capital improvement projects.

I) University matching funds:

- 1) If, within the twelve (12) months immediately preceding the final A.S. Bicycle Improvements Keep Everyone Safe (A.S. BIKES) meeting of the academic year, the university fails to allocate an amount equal or greater to the A.S. and Graduate Students Association Bicycle Lock-In fee, this fee shall be terminated.
- 2) In the event of fee termination, all remaining fees collected to date shall be allocated to a bicycle system capital project at UCSB.

SECTION 5. A.S. BUSINESS SERVICES COMMITTEE

A) Charge of the Committee:

To act as a consulting body for the following Associated Students' Businesses and Services: A.S. Bike Shop, A.S. Cashiers, A.S. Publications, A.S. Ticket Office, A.S. Legal Resource Center, and any new services which may be developed by the Sub-Committee. This committee will serve as a recommending body for the aforementioned groups to the Legislative Council and the A.S. Executive Director. In conjunction with the Business Managers, will make recommendations to Finance Board regarding the yearly budget. It will review, evaluate, and ensure compliance with

business policies and contracts. It will also serve as a liaison between A.S. Business Managers, student employees and Legislative Council. The Committee will seek proposals for other business enterprises or ventures and will serve as the recommending body to Legislative Council for all proposals for future A.S. business enterprises.

A.S. Business Services Committee will seek to improve the existing business enterprises. This may include but is not limited to seeking ways to improve sales through advertising, sales promotions, and other methods. The Committee may make recommendations as to improvements in daily operations. Finally, the Committee will seek, explore and develop proposals for new business enterprise ventures.

An A.S. Business Enterprise is one that is defined as an enterprise that offers a well-defined service to the student body of UCSB as well as the surrounding community. Any A.S. "enterprise" which employs personnel, and operates in full or in part on earned revenue shall be deemed an A.S. Business Enterprise and be subject to the policies and rules governing such.

An A.S. Service is one that is defined as offering a service to the student body of UCSB as well as the surrounding community. Unlike an enterprise, a service shall be treated as a special project and may or may not employ personnel. The primary goal of an A.S. Service is to provide a beneficial service and shall be operated primarily by A.S. funding and all proceeds, if any, shall be reallocated to A.S. through the Suspense Account Process.

B) Voting Membership:

- 1) Chairperson
- 2) Book Exchange Chairperson
- 3) Six (6) Students At-Large
- 4) One (1) Legislative Council Representative

C) Non-voting Membership:

- 1) Business Managers from respective A.S. Enterprises
- 2) Student Managers/ Accountants from respective A.S. Enterprises
- 3) A.S. Executive Director
- 4) A.S. Assistant Director for Administration
- 5) A.S. Executive Officers
- 6) A.S. Controller(s)
- 7) A.S. Attorney General
- 8) A.S. Accountability Director

D) Selection & Term of Office:

- 1) The Chair, Book Exchange Chairperson, Students At-Large, and Legislative Council Representatives shall be nominated by the President to Legislative Council for a term of one (1) academic year. The one (1) Legislative Council Representative shall be nominated by the Internal Vice President and approved by the Legislative Council for the term of one (1) year.
- 2) Student Managers/ Accountants shall be chosen within the respective business to be represented on A.S. Business Services Committee.

E) Duties and Powers of the Committee:

- 1) Advise Legislative Council on all policies of the Associated Students' Legal Resource Center, Notetaking, Publishing, Bike Shop, Cashiers, Ticket Office and any new services developed by the sub-committee.
- 2) Facilitate networking between the businesses.
- 3) Assist in the improvements of existing A.S. Business Services.
- 4) Draft, review, and implement proposals for new A.S. Businesses and Services.

- 5) Serve as a formal recommending body to Legislative Council for all business enterprise affairs.
  - 6) Assist the businesses in the formation of the annual budget presented to Legislative Council. During the Winter Quarter, the committee will assist the businesses in presenting their respective budgets to Finance Board during the annual Budget Hearings.
  - 7) Review existing contracts for all A.S. Businesses and Services. This will include overseeing the bidding process for Legal Service contracts.
  - 8) Establish a liaison system between voting members of the committee and student managers of the enterprises. Require monthly meeting between the same.
  - 9) Conduct a yearly evaluation of all A.S. Businesses and Services. This may be conducted by student evaluations of the businesses and services.
  - 10) Sponsor a book exchange during the first week of classes for the Fall, Winter, and Spring quarters.
  - 11) Prepare an annual budget for the book exchange trustee account, to be presented to Finance Board during the budgeting process.
- F) Duties and Powers of the Chair:
- 1) Hold weekly meetings with the committee.
  - 2) Attend two (2) Legislative Council meetings per quarter and deliver a report to Legislative Council.
  - 3) Hold at least two (2) weekly office hours.
  - 4) Improve and maintain networking between A.S. Businesses and Associated Students.
- G) Duties and Powers of the Book Exchange Chairperson:
- 1) Run the Associated Students Book Exchange.
  - 2) Attend the weekly meetings facilitated by the chairperson of the committee.
  - 3) Attend two (2) Legislative Council meetings per quarter to deliver a report regarding the status of the book exchange.
  - 4) Hold at least two (2) weekly office hours.

SECTION 6. A.S. CAMPUS POINT

A) Charge of the Board:

*Campus Point* was created for the purpose of outreach to the students, staff and faculty at UCSB through a medium of written and artistic coverage of events within the campus community.

B) Voting Membership:

- 1) Editor(s)-in-Chief of *Campus Point Magazine*
- 2) *Campus Point* Features Editor
- 3) *Campus Point* Opinions Editor
- 4) *Campus Point* Senior Managing Editor
- 5) *Campus Point* Copy Editor
- 6) *Campus Point* Photography Editor

- 7) *Campus Point* Advertising Manager
- 8) *Campus Point* Layout Editor
- 9) One (1) Legislative Council Representative
- 10) One (1) Executive Officer
- 11) Any interested current Associated Students member who demonstrates an interest is eligible for nomination by the President to a voting position on the board.

C) Non-voting Members:

- 1) A.S. Committees Coordinator
- 2) A.S. Controller(s)
- 3) A.S. Program Advisor
- 4) A.S. Executive Director
- 5) A.S. Accountability Director

D) Selection and Term of Office of Voting Members:

- 1) The *Campus Point* Editor in Chief will be nominated by the *Campus Point* staff, appointed by the A.S. President pending two thirds majority ratification by Legislative Council for the term of one academic (1) year.
- 2) The one (1) Legislative Council Representative shall be nominated by the Internal Vice President and approved by the Legislative Council for the term of one academic (1) year.
- 3) All other voting members will be selected internally through an application process by current *Campus Point* voting members and approved by the A. S. President.

E) The *Campus Point* shall:

- 1) Be published on a regular and timely basis dependent upon available funds and fulfillment of its charge.
- 2) Serve as a conduit for factual information about Associated Students.
- 3) Concern itself primarily with the coverage of the following with no less than fifty percent (50%) being of:
  - a) Business of Legislative Council and Finance Board.
  - b) Open positions and opportunities for involvement within Associated Students.
  - c) Associated Students sponsored and co-sponsored events, especially A.S. Program Board events.
  - d) Investigative reporting of campus issues pertinent to student life.

F) Duties and Powers of *Campus Point* Editor(s)-in-Chief:

- 1) Organize and take responsibility for all *Campus Point* business, including finances, production and final approval of each issue of the *Campus Point*.
- 2) Assume final responsibility for all material published in the *Campus Point*, and is thus responsible for ensuring that *Campus Point* contents adhere to the Canons of Journalism.
- 3) Ensure all voting members of *Campus Point* are doing their respective jobs in accordance with By-Laws.
- 4) Shall recommend to the A.S. Executive Director and A.S. President a pay scale for employees that accurately reflects available funds.
- 5) Hold at least three (3) office hours per week, excluding regularly held meetings such as staff and Legislative Council.

- 6) Attend at least two (2) non-consecutive Legislative Council meetings per quarter to report on the action of *Campus Point*.
  - 7) Is required to attend or designate a proxy for all University Press Council meetings.
  - 8) Responsible for assigning and solicitation of articles informing students on:
    - a) Activities of UCSB students, pre-professional groups and events, activities of the RHA and GSA.
    - b) Ongoing activities of the University and within the UC system (especially those pertaining to UCSA & the Regents).
    - c) Activities of A.S. Boards, Committees and Commissions, Legislative Council and Finance Board business, as well as projects of individual Legislative Council Members, open positions.
    - d) Opportunities for involvement.
    - e) Associated Students contact information.
  - 9) Responsible for editing Student Life articles.
  - 10) Responsible for assigning and soliciting articles informing students on
    - a) Campus events including: Associated Students sponsored and co-sponsored events (especially ASPB events), art events, music events, film events, and those of interest to the student population.
    - b) Cultural groups and events
    - c) Campus activities at the MCC, Women's Center, and other campus entities.
    - d) Arts & Lectures productions.
  - 11) Responsible for editing Arts & Entertainment articles.
- G) Duties and Powers of all *Campus Point* Editors:
- 1) Attend all regular *Campus Point* editorial meetings.
  - 2) Adhere to the Canons of Journalism.
  - 3) Regularly and actively pursue new readership and staff.
  - 4) Responsible for ensuring that no less than fifty percent (50%) of the *Campus Point* reflects section E.
- H) Additional Duties and Powers of the *Campus Point* Features Editor:
- 1) Responsible for producing and editing, in cooperation with other board members, articles that cover undergraduate activities inside and outside of the Associated Students, in-depth features on current issues, figures, and topics of interest to a student population.
- I) Additional Duties and Powers of the *Campus Point* Senior Managing Editor:
- 1) Responsible for the production and design phase of *Campus Point*.
- J) Additional Duties and Powers of the *Campus Point* Opinions Editor:
- 1) Responsible for soliciting and editing articles of opinion that are of interest to the student population.
  - 2) Responsible for handling and directing submissions.
  - 3) Responsible for appropriate disclaimers.
- K) Additional Duties and Powers of the *Campus Point* Layout Editor:

- 1) Responsible for the layout phase of *Campus Point* production.
- L) Additional Duties and Powers of the *Campus Point* Copy Editor:
- 1) Responsible for all copy reading and editing of pre and post production content of *Campus Point*.
- M) Additional Duties and Powers of the Photography Editor:
- 1) Responsible for acquisition, selection, and distribution of photography assignments.
- N) Duties and Powers of the Advertising Manager:
- 1) Responsible for soliciting advertising from the community and University that are of general interest to the students.
  - 2) Responsible for ensuring that ads are printed and paid for in a timely fashion and in accordance with the advertiser's wishes whenever possible.
  - 3) Responsible for working with the Managing Editor and Editor in Chief whenever necessary.
  - 4) Responsible for ensuring that advertisers are in accordance with ASUCSB boycott policies, and that they are environmentally, socially, and politically responsible.
  - 5) Offer discounted advertising space to Associated Students committees, groups, or businesses based on available funds.

SECTION 7. A.S. COMMISSION ON DISABILITY ACCESS

A) Charge of the Commission:

The Commission on Disability Access (CODA) is dedicated to improving the status of students with temporary or permanent disabilities on campus and in the community. CODA shall outreach, network, and explore ways to increase retention and graduation rates, and promote social, educational, and academic programs regarding the disabled student community. CODA is committed to advocating for disabled students and educating the campus community on the importance of equal access by raising disability issues, interests, and awareness on a local, state, and national level.

B) The commission shall be comprised of the following members:

- 1) One (1) Commissioner
- 2) One (1) Co-Commissioner
- 3) One (1) Legislative Council Representative
- 4) One (1) Graduate Students Association Representative
- 5) A.S. External Vice-President for Statewide Affairs
- 6) A.S. State Affairs Organizing Director
- 7) A.S. Student Advocate(s)
- 8) All undergraduate and graduate students who are enrolled in the Disabled Students Program.
- 9) Any student who attends three (3) consecutive meetings

C) Selection and Term of Office:

- 1) The Commissioner shall be first selected and approved by the Commission, then nominated by the President and confirmed by Legislative Council for a term of one (1) academic year.

- 2) The Co-Commissioner shall be first selected and approved by the Commission, then nominated by the President and confirmed by Legislative Council for a term of one (1) academic year.
  - 3) The Legislative Council Representative shall be first recommended by the Commission, then nominated by the Internal Vice-President and confirmed by Legislative Council for a term of one (1) academic year.
- D) The Commissioner shall:
- 1) Serve as the official representatives and spokespersons of the Commission.
  - 2) Facilitate all weekly Commission meetings.
  - 3) Have the primary responsibility for fiscal management.
  - 4) Prepare the Commission's budget for the following year.
  - 5) Meet regularly with administrative personnel from the office of the Disabled Students Program.
  - 6) Present at least two (2) reports to the Legislative Council per quarter regarding the activities of the Commission.
  - 7) Hold a minimum for four (4) regularly scheduled office hours per week to be split between the A.S. office and the Office of Disabled Students Program.
- E) The Co-Commissioner shall:
- 1) Take the minutes of each meeting and shall be responsible for the distribution of the same.
  - 2) Meet regularly with administrative personnel from the office of the Disabled Students Program.
  - 3) Maintain an updated mailing list for people wanting information about the Commission.
  - 4) Have the responsibility for the coordination of informing and educating the campus community about meetings, programs and projects of the Commission.
  - 5) Hold a minimum of three (3) regularly scheduled office hours per week to be split between the A.S. office and the Office of Disabled Students Program.

SECTION 8. COMMISSION ON PUBLIC SAFETY (C.O.P.S.)

A) Charge of the Board:

C.O.P.S. is dedicated to working on increasing student relations with the local Isla Vista Foot Patrol, California Highway patrol, UC Police Department, and the Office of Student life in a positive manner. The board will work to increase communication on new and standing policies between the two groups.

B) Voting Membership:

- 1) One (1) Chair
- 2) Two (2) Vice-Chairs
- 3) One (1) Legislative Council Representative
- 4) All other members of C.O.P.S.

C) Non-voting Membership:



- 1) A.S. Advisor
- 2) A.S. Accountability Director

D) Selection and Term of Office:

- 1) The Chair and Vice-Chairs of C.O.P.S. shall be selected and recommended by the outgoing C.O.P.S. Chair and Vice-Chairs plus three regular attending members of the board, nominated by the A.S. President, and final approval being given by Legislative Council for a term of one (1) academic year.
- 2) The one (1) Legislative Council Representative shall be nominated by the Internal Vice President and approved by the Legislative Council for the term of one (1) year.

E) Policies of C.O.P.S.

- 1) To hold at least one town hall meeting a quarter to create discussion about issues between law enforcement, the Office of Student Life, and students.

SECTION 9. A.S. COMMITTEE ON HONORARIA

A) Charge of the Committee:

To oversee the allocation of all A.S. money towards honoraria, except for Legislative Council members honoraria. The Committee on Honoraria shall be responsible for reviewing all honoraria requests through examination of written requests as well as through discussions with chairpersons and members of committees affected. The Committee shall make a recommendation on its findings, and shall make all reporting available for Legislative Council review.

B) Voting Membership:

- 1) Internal Vice-President (votes only in the event of a tie)
- 2) Legislative Council First Pro-Tempore
- 3) Three (3) Legislative Council Representatives

C) Non-Voting Membership:

- 1) A.S. Executive Director
- 2) A.S. Committees Coordinator
- 3) A.S. Controller(s)
- 4) A.S. Attorney General
- 5) Legislative Council Second Pro-Tempore
- 6) A.S. Accountability Director

D) Selection and Term of Office of all Voting Members:

- 1) The Three (3) Legislative Council Representatives will be appointed by the A. S. Internal Vice President with the final approval being given by Legislative Council for a term of one (1) academic year.

E) Duties and Powers of Voting Members:

- 1) Oversee approval of all honoraria requests, except for Legislative Council.
- 2) Review and investigate all honoraria requests.
- 3) Make recommendations to Legislative Council by the ninth (9th) week of the quarter, based on a review of the honoraria requests.
- 4) The Internal Vice-President shall preside as the Chair.

- 5) The First Pro-Tempore shall preside as the Vice-Chair.
  - 6) The Internal Vice-President and First Pro-Tempore shall not be eligible for additional honoraria for presiding as the Chair and Vice Chair respectively.
- F) The subdivisions of this committee, the A.S. Committee on Legislative Council Honoraria, is empowered to only oversee the allocation of the Council's honoraria, excluding the Internal Vice-President, with the following outlined responsibilities:
- 1) Voting Membership shall include:
    - a) Internal Vice-President
    - b) Legislative Council First Pro-Tempore
    - c) Legislative Council Second Pro-Tempore
  - 2) Non-Voting Membership shall include:
    - a) A.S. Executive Director
    - b) A.S. Committees Coordinator
    - c) A.S. Controller(s)
    - d) A.S. Attorney General
    - e) A.S. Accountability Director
  - 3) Duties and Powers of the Voting Members:
    - a) Review and investigate honoraria requests of the Legislative Council, excluding the Internal Vice-President.
    - b) Shall make recommendations to Legislative Council by the ninth (9<sup>th</sup>) week of the quarter based on a review of the honoraria requests.
    - c) Although the Legislative Council cannot review their own requests during the process of recommendations, the Council shall have final approval of the A.S. Committee on Legislative Council's Honoraria recommendations.
    - d) The First and Second Presiding Representative Pro-Tempores empowered to review his/her own request since he/she sits on the Legislative Council, shall abstain from voting and discussion pursuant to the Conflict of Interest clause charged by A.S. Standing Policy.

SECTION 10. A.S. COMMUNITY AFFAIRS BOARD (CAB)

A) Charge of the Board:

Community Affairs Board (CAB) is dedicated to enhancing both the educational and personal experiences of all UCSB students by providing easy access to community service opportunities. CAB accomplishes this mission by promoting the ethics of public service, maintaining information on community and campus volunteer opportunities, and by creating and sponsoring community service projects. Participation in volunteer activities is open to all UCSB students.

B) Voting Membership:

- 1) One (1) Chair
- 2) One (1) Vice-Chair
- 3) One (1) Fundraising Chair
- 4) Committee Chairpersons
- 5) One (1) Legislative Council Representative
- 6) One (1) Public Relations Coordinator
- 7) One (1) Public Outreach Coordinator
- 8) Two (2) Family Literacy Coordinators

- 9) External Community Coordinator
- 10) Internal Community Coordinator
- 11) One (1) Childcare Director

C) Non-Voting Membership:

- 1) A.S. Advisor
- 2) A.S. Controller(s)
- 3) A.S. Committees Coordinator
- 4) A.S. Executive Director
- 5) One (1) Residence Hall Liaison
- 6) A.S. Attorney General
- 7) Local Affairs Organizing Director
- 8) A.S. Accountability Director

D) Selection and Term of Office of the Chair, Committee Chairpersons and Coordinators:

- 1) The Chair, Vice-Chair, Fundraising Chair, Public Relations Coordinator, Public Outreach Coordinator, Family Literacy Coordinators, Internal Community Coordinator, External Community Coordinator, and Committee Chairpersons shall be selected by an internal process subject to the approval of the Chair. The term of office is one (1) academic year.
- 2) The one (1) Legislative Council Representative shall be nominated by the Internal Vice President and approved by the Legislative Council for the term of one (1) year.

E) Duties and Powers of the CAB Chair:

- 1) Act as a liaison between the community and the UCSB campus and establish student volunteer programs to work with various community service organizations and projects.
- 2) Responsible for attending at least two non-consecutive Legislative Council meetings per month to report on the Board's action.
- 3) Must hold a minimum of five (5) office hours per week, exclusive to CAB related meetings and fieldwork.
- 4) Must coordinate at least one weekly leadership meeting in conjunction with the Vice Chair.

F) Duties and Powers of the CAB Vice-Chair:

- 1) Hold a minimum of five (5) office hours per week, exclusive of CAB related meetings and fieldwork.
- 2) Responsible for running CAB's Business meetings.
- 3) Attend one Legislative Council meeting per quarter.
- 4) Meet weekly with the CAB Chair.
- 5) Responsible for maintaining CAB's Project Record Log.
- 6) Assist Chair in implementing effective student volunteer projects.
- 7) Assist Chair in recruiting and retaining volunteers.
- 8) Responsible for overseeing all funding proposals that come to CAB.
- 9) Act for the Chair in his/her absence.

G) Duties of the CAB Public Relations Coordinator:

- 1) Coordinate all public relations between community service organizations and projects, and the Associated Students and the community.
- 2) Hold a minimum of three (3) office hours per week, exclusive to CAB related meetings and fieldwork.
- 3) Coordinate publicity needs of all key volunteers.
- 4) Compose and send out Public Service Announcements.
- 5) Coordinate publicity for Special Events.
- 6) Assist the Chair and Vice-Chair in recruiting and retaining volunteers.
- 7) Act for the Chair and Vice-Chair in their absence.

H) Duties of the CAB Public Outreach Coordinator:

- 1) Coordinate all public outreach efforts between community service organizations and projects, and the Associated Students and the community.
- 2) Hold a minimum of three (3) office hours per week, exclusive to CAB related meeting times and fieldwork.
- 3) Coordinate outreach presentations for all CAB programs and events with the CAB Public Relations Coordinator and the necessary media resources.
- 4) Assist the CAB Chair and Vice-Chair in the recruitment and retention of volunteers.
- 5) Act for the Chair and Vice-Chair in their absence.

I) Charge of the CAB Family Literacy Program:

The CAB Family Literacy Program matches UCSB students with the children of local families to tutor them in an effort to promote literacy. Tutors will spend 1-2 hours a week with their pupil, reading to them, playing educational games with them, and helping them with homework.

- 1) The Program will be run by two (2) coordinators who will share the following duties, and honoraria:
  - a) To oversee all aspects of the program from start to finish.
  - b) To hold three (3) office hours per week, each, exclusive to CAB related meetings and fieldwork.
  - c) To hold one (1) board meeting per week, the board will be comprised of the two (2) coordinators, and the following five (5) positions, to be recruited and filled by the coordinators:
    - aa) Outreach/Publicity Coordinator
    - bb) Family Relations Coordinator
    - cc) Tutor Relations/Training Coordinator
    - dd) Activities Coordinator
    - ee) Purchasing Coordinator
  - d) Attend one (1) Legislative Council meeting per quarter.
  - e) Facilitate the growth and improvement of the program.
- 2) The duties of the five (5) volunteer positions shall be as follows:

- a) Outreach/Publicity Coordinator: To promote the Family Literacy Program through advertisements, flyers, phone calls, radio spots, and any other means possible to recruit new tutors and families.
- b) Family Relations Coordinator: To keep in contact with the families participating to ensure that the program is meeting their needs.
- c) Tutor Relations/Training Coordinator: To keep in close contact with the participating student tutors to ensure that the program is providing sufficient resource for them in their service, and to contact prospective tutors and train those interested.
- d) Activities Coordinator: To provide activities in which the tutors can interact with their children outside of the home environment. Two (2) activities per quarter.
- e) Purchasing Coordinator: To maintain an adequate inventory of books, games puzzles, markers, stickers, etc. for the tutors to use with their children.

J) Duties of the Fundraising Coordinator:

- 1) Coordinate quarterly fundraising events. Brainstorm for different fundraising projects such as restaurants, car washes, auctions, etc., and plan at least 3 fundraisers a quarter.
- 2) Attend Weekly CAB meetings.
- 3) Hold a minimum of 3 office hours.
- 4) Work with outreach coordinator to hold large fundraising projects.
- 5) Work with public relations coordinator to outreach to UCSB students for fundraising purposes.

K) Duties of the Internal Community Coordinator:

- 1) In charge of coordinating events that will help build community amongst cabbies. Plan events such as barbecues, social gatherings, and outings.
- 2) Attend weekly CAB meetings.
- 3) Hold a minimum of 3 office hours.
- 4) Help coordinate weekly CAB active meetings.

L) Duties of the External Community Coordinator:

- 1) The External Community coordinator is in charge of informing the UCSB Greek life and service club organizations of upcoming CAB events and projects.
- 2) Hold a minimum of 3 office hours.

M) Charge of the A.S. Childcare Committee:

The A.S. Childcare Committee reviews applications requesting emergency childcare grants and is in charge of the distribution of grants pending Legislative Council approval. A letter explaining the need for an emergency childcare grant during midterms, finals, and/or papers, proof of enrollment in the course, copy of the course syllabus, and proof of children (e.g. birth certificate), are required. Furthermore, proof of services rendered must be signed by both the childcare provider and the recipient and returned to the committee after childcare has been provided. These grants are not restricted to Financial Aid students.

- 1) Administrative/Advisory Membership:

- a) Childcare Director
  - b) Director of Women's Center or liaison
  - c) Campus Childcare Advisory Committee (CCAC) liaison
  - d) Legislative Council Representative for the Campus Childcare Advisory Committee
  - e) Associated Students Advisor
  - f) Any other student, faculty, or staff member interested in childcare issues.
- 2) Granting Committee Membership:
- a) Childcare Director
  - b) Director of Women's Center or liaison
  - c) Associated Students Advisor
- 3) Duties and responsibilities of the Administrative/Advisory members:
- a) Create advertising
  - b) Outreach to all University Programs
  - c) Apply for annual A.S. budget
  - d) Set up guidelines and criteria for the grants
  - e) With the help of the Granting Committee, set up application deadlines.
  - f) Additional duties of the Childcare Director include:
    - i) Hold a minimum of three (3) office hours a week, exclusive to CAB related meetings and fieldwork
    - ii) Attend two (2) non-consecutive Legislative Council meetings per quarter
- 4) Duties and responsibilities of the granting committee:
- a) With the help of the Administrative/Advisory Committee, set up application deadlines.
  - b) Review and award grants.
  - c) Monies from this account will be distributed in the amount of up to, and not to exceed \$125.00 plus \$25.00 for each additional child per student/family per quarter, with the maximum of \$200.00 per student/family per quarter.
  - d) Track and provide reports on all grants to ensure individual awards do not exceed \$125.00 plus \$25.00 for each additional child per student/family per quarter, with the maximum of \$200.00 per student/family per quarter..

SECTION 11. A.S. CONSTITUTION & BY-LAWS COMMITTEE

A) Charge of the Committee:

This Committee is responsible for recommending on all matters pertaining to the ASUCSB Legal Code. The Committee will study the code and make recommendations on needed legislation.

B) Membership:

- 1) One (1) Chairperson (Legislative Council First Pro-Tempore)
- 2) One (1) Attorney General
- 3) One (1) Legislative Council Representative
- 4) Two (2) Students At-Large
- 5) A.S. Controller(s) (non-voting)
- 6) A.S. Committees Coordinator (non-voting)
- 7) A.S. Executive Director (non-voting)

C) Selection and Term of Office of the Members:

- 1) The two (2) Students At-large members shall be nominated by the President and appointed by the Legislative Council for a term of one (1) academic year. The one (1) Legislative Council Representative shall be nominated by the Internal Vice President and approved by the Legislative Council for the term of one (1) year.

D) Duties and Powers of the Committee:

- 1) Study the ASUCSB Legal Code and make recommendations on needed legislation.
- 2) Meet to review any legislation that is proposed which deals with the ASUCSB Legal Code and present recommendations and /or amendments to the Legislative Council.
- 3) Work with the Chairperson and Attorney General in the defense and prosecution, respectively, of cases involving the ASUCSB Legal Code.

E) Duties and Powers of the Chairperson:

- 1) Act as the legal defender in ASUCSB Legal Code cases when requested by the defending party.
- 2) Hold a minimum of three (3) weekly office hours.
- 3) Responsible for attending at least two non-consecutive Legislative Council meetings per quarter to report on the Committee's action.

SECTION 12. A.S. ELECTIONS COMMITTEE

A) Charge of the Committee:

Elections Committee coordinates the mechanics of the A.S. Elections. The main functions of the Committee are to run the Spring General Election and any Special Election(s).

B) Elections Committee Composition:

- 1) The Election Committee shall consist of a composition of the following:
  - a) Voting Membership:
    - 1) Five (5) At-Large Representatives
  - b) Non-Voting Membership:
    - 1) Chairperson
    - 2) A.S. Advisor
    - 3) A.S. Controller(s)
    - 4) A.S. Committees Coordinator
    - 5) A.S. Executive Director
    - 6) Two (2) A.S. Legislative Council Members
    - 7) A.S. Accountability Director
- 2) Selection and Term of Office of the Chairperson and Voting Members:
  - a) The Chairperson and the five (5) At-Large Representatives shall be nominated by the A.S. President and appointed by the Legislative Council for a term of one (1) academic year. The two (2) Legislative Council Representatives shall be nominated by the Internal Vice President and approved by the Legislative Council for the term of one (1) year.
  - b) No voting member or Chairperson of the Committee may be holding any other elected office.
  - c) Once a student has declared candidacy, he/she cannot be a member of the Committee.

C) Duties of the Chair:

- 1) Call and preside over meetings throughout the school year.
- 2) Report on the major activities of the Committee to Legislative Council.
- 3) Responsible for being an authorized signature on the A.S. Elections Account.
- 4) Involved in the recruitment of committee members.
- 5) Represents the A.S. Elections Committee on the Campus Elections Commission.
- 6) Responsible for the creation of a timeline for elections.
- 7) Shall maintain absolute impartiality in the administration and conduct of all elections.
- 8) Shall have jurisdiction over all Associated Students election related processes during the academic school year.
- 9) Ensure that each sub-committee has a sub-committee chair and to appoint voting members in each respective sub-committee.
- 10) Hold a minimum of 3 office hours per week Winter quarter and 3 office hours per week Spring Quarter.

D) Election Committee Duties and Responsibilities:

- 1) Responsible for attending weekly committee meetings.
- 2) Shall actively participate on sub-committees.
- 3) May disband Elections Sub-Committees by a two-thirds (2/3) majority vote.
- 4) Determines processes for on-line voting in accordance with parameters defined by contracted agency.
- 5) Preside over the assessment of on-line results.
- 6) Shall be responsible for the implementation and interpretation of Election policies.
- 7) Schedule, arrange, and moderate a Candidates' Forum and any other public activity to further aid the electorate in understanding ballot issues and Candidates' platforms.
- 8) Shall be the sole determiner of eligibility for those running for an A.S. Office, and shall:
  - a) Enforce the A.S. Constitution and By-Laws in all aspects of eligibility for an Associated Students' position.
  - b) Declare the eligibility decision on all candidates in writing to the candidates on or before the first (1<sup>st</sup>) Friday of Spring quarter.
- 9) Shall hold information sessions two times per week after paper campaigning begins to address the candidate's questions and concerns.

E) Duties of the Sub-Committees:

- 1) Advertising/Publicity Sub-Committee:
  - a) Shall arrange for all advertising to be in accordance with the Election Code.
  - b) Produce advertising campaigns to promote all Election events.



- c) Responsible for meeting with the Elections Committee Chair to request that the necessary funds for all advertising be included in the Elections Committee overall Budget.
- 2) Candidate Liaison Sub-Committee:
- a) Responsible for maintaining detailed files of all of the candidates, including: the Declaration of Candidacy, Candidate check-off list, formal complaints and any other documents concerning candidates.
  - b) Responsible for corresponding with all candidates and ensuring that they have received written notification of the following items: eligibility, disqualification, any formal complaint forms filed and important events.
- 3) The Election Regulations Enforcement Sub-Committee:
- a) Shall be in charge of ensuring that the elections regulations set forth in the Election Code are adhered to all times by the candidates and others.
  - b) Responsible for maintaining a written log of all election violations committed by candidates or by others, and at the conclusion of the election must turn the log over to Judicial Council for review.
  - c) Responsible for informing the Elections Chair and Elections Advisor of any violations of the election regulations upon such violations becoming known.
  - d) There will be individuals appointed by the Elections Committee to serve as the Elections Enforcement Officers. It will be up to the Committee to appoint the people who they feel are the most unbiased individuals. Duties of Enforcement Officers are:
    - i) To make daily rounds on campus and locate any illegally posted campaign signs.
    - ii) To remove these signs that are illegally posted.
    - iii) All signs are to be kept in the Elections Office until the end of elections.
    - iv) Must notify whomever the sign is endorsing that they had illegally posted signs and state to them the fines that can be sanctioned for continuing to post illegally.
    - v) Serve as witness(es) to the Attorney General for any cases brought before Judicial Council concerning illegal posting.

SECTION 13. A.S. ENVIRONMENTAL AFFAIRS BOARD

A) Charge of the Environmental Affairs Board:

The charge of the Environmental Affairs Board is to protect, preserve and enhance the natural outdoor environment, principally at UCSB and its surrounding communities, but also globally. The Board should act to preserve the environment by working with UCSB students to educate and raise ecological awareness, on campus and off. The Board should coordinate with different groups in order to promote environmental perspectives throughout the University and the surrounding communities.

B) Voting Membership:

- 1) EAB Chairperson
- 2) EAB Vice-Chairperson
- 3) EAB Community Service Chair
- 4) EAB Environmental Education Chair
- 5) EAB Current Events Chair
- 6) EAB Restoration Chair
- 7) EAB Outreach Chair
- 8) One (1) Legislative Council Representative

C) Non Voting Membership:

- 1) A.S. President
- 2) A.S. Vice-President for External Affairs
- 3) A.S. Controller(s)
- 4) A.S. Committees Coordinator
- 5) A.S. Executive Director
- 6) Any and all interested undergraduate students
- 7) State Affairs Organizing Director
- 8) Local Affairs Organizing Director

D) Selection and Term of Office:

- 1) The Environmental Affairs Board Chairperson, Vice-Chairperson, Community Service Chair, Environmental Education Chair, Current Events Chair, Restoration Chair and Outreach Chair shall be nominated by the A.S. President and approved by the Legislative Council for a term of one (1) academic year.
- 2) If a returning member is available and willing, the Environmental Affairs Board Chairperson should be a returning member.
- 3) For the positions of Chairperson, Vice-Chairperson, Community Service Chair, Environmental Education Chair, Current Events Chair, Restoration Chair and Outreach Chair, Environmental Affairs Board shall provide the A.S. President and Legislative Council with a recommendation.
- 4) The one (1) Legislative Council Representative shall be nominated by the Internal Vice-President and approved by the Legislative Council for the term of one (1) year.

E) Duties and Responsibilities on the Environmental Affairs Board:

- 1) Outreach to student groups on environmental issues, including outdoor recreational programs, such as kayaking, field trips, etc. Organize protests and petition drives on pertinent environmental issues such as:
  - a) Oil spills from offshore platforms and passing tankers
  - b) Lagoon pollution
  - c) Campus and community development projects (such as the LRPD)
  - d) Water conservation
  - e) Campus and Community Recycling Issues
  - f) Environmentally friendly businesses or products
- 2) Organize an Earth Day celebration in April.
- 3) Put out a bi-quarterly STATUS OF THE ENVIRONMENT report in the *Campus Point*.
- 4) Seek the involvement of students, in groups or individually, in protecting and enjoying our environment.

F) Duties and Responsibilities of the EAB Chairperson:

- 1) Coordinate the activities of the committee members, subcommittees, workers and volunteers.
- 2) Serve as an official representative and spokesperson of the Environmental Affairs Board and chair the weekly meetings.
- 3) Attend at least one (1) Legislative Council meeting per month to report on the activity of the Board.
- 4) Hold a minimum of four (4) office hours per week.

- 5) Act in the capacity of any EAB Subcommittee Chairperson, EAB Coordinator or Liaison in the event of that person's absence.

G) Duties and Responsibilities of the EAB Vice-Chairperson:

- 1) Serve as an official representative and spokesperson of the EAB.
- 2) Attend at least one (1) Legislative Council meeting per month to report on the activity of the Board.
- 3) At a minimum, shall coordinate and serve as the head of bi-quarterly beach cleanup. Shall coordinate walking sand cleanups.
- 4) Maintain and fulfill its official Adopt-a-Beach agreement with the California Coastal Commission.
- 5) Encourage and aid other student groups interested in enhancing the coastal environment to officially adopt other beach areas neighboring the UCSB community.
- 6) Encourage the student body and other groups to participate in beach clean-ups.
- 7) Responsible for providing adequate publicity for the beach cleanups.
- 8) Hold a minimum of three (3) office hours per week.
- 9) In the event that there are two EAB Chairpersons the responsibilities and duties of the Vice Chair shall fall to the EAB Chairpersons and the Vice Chair position shall not be filled.

H) Duties and Responsibilities of the EAB Environmental Education Chair:

- 1) Plan, organize and develop an elementary level program to be held weekly at Isla Vista Elementary school, focusing on observation of the local environment, natural history, sustainability, local issues and pollution preventing.
- 2) Begin and maintain a garden project at IV Elementary to provide hands on learning, planting and observation of the life cycles of a variety of plants.
- 3) Coordinate an Environmental Fair during the spring at IV Elementary for all the students to better understand key environmental issues. This project shall include partnership and assistance with ITP, Surfrider and CALPIRG.
- 4) Expand the environmental awareness of the UCSB/IV Community through education at events such as, but not limited to, waste awareness week, Earth Day, Arbor Day and the Environmental Conference.
- 5) Develop an Arbor Day Festival including information concerning the importance of trees, and native tree planting to improve the local ecosystem.
- 6) Maintain contacts with the staff of IV Elementary and the National Arbor Day Foundation.
- 7) Hold at least three (3) office hours per week.

I) Duties and Responsibilities of the EAB Current Events Chair:

- 1) Keep up to date on various environmental justice struggles throughout the world.
- 2) At meetings keep EAB members informed on relevant events that are taking place locally, nationally and globally.

- 3) Make contact and correspond with other environmental justice movements around the world.
  - 4) Organize events such as teach-ins, rallies, petition drives, etc. as needed.
  - 5) Hold a minimum of three (3) office hours per week.
- J) Duties and Responsibilities of the EAB Restoration Chair:
- 1) Serve as official representative for EAB on various restoration projects on campus and in the community.
  - 2) Coordinate with EAB Chairperson on restoration projects.
  - 3) Explore the possibilities for restoration projects on campus and in the community.
  - 4) Work with community and campus groups in order to coordinate restoration efforts on campus and community wide.
  - 5) Hold a minimum of three (3) office hours per week.
- K) Duties and Responsibilities of EAB Outreach Chair:
- 1) Serve as an official representative on outreach activities.
  - 2) Inform UCSB students and community members of the activities relating to EAB and local environmental affairs.
  - 3) Coordinate with current events chair, education chair, community chair, restoration chair, and co-chairs.
  - 4) Maintain EAB website.
  - 5) Responsible for recruiting EAB members.
  - 6) Act as a liaison with other environmental groups such as Increase the Peace, Shoreline, etc.
  - 7) Hold a minimum of three (3) office hours per week.
- L) Duties and Responsibilities of EAB Community Service Chair:
- 1) Organize the preparation of weekly dinners at the Salvation Army Hospitality House while raising awareness of local, national and global environmental concerns.
  - 2) To organize environmental activities bringing together community groups in order to raise environmental awareness.
  - 3) Help organize events with the Coalition for Peace and facilitate support from EAB members.
  - 4) Hold a minimum of three (3) office hours per week.

SECTION 14. FINANCE BOARD

A) Charge of the Board:

A.S. Finance Board is the financial arm of the A.S. Legislative Council. It is responsible for all budget allocations of Associated Students monies and implementation (education and enforcement of A.S. Financial Policies and Procedures). In addition, Finance Board will be responsible for approving all travel and entertainment of all A.S. entities unless otherwise noted.

Legislative Council, via the approval of Finance Board minutes must approve all motions made by Finance Board.

B) Voting Membership:

- 1) A.S. President or Internal Vice-President
- 2) Five (5) Legislative Council Representatives
- 3) Eleven (11) Students At-Large
- 4) Finance Board Vice-Chairperson

C) Non-Voting Membership:

- 1) Chairperson (votes only in the event of a tie)
- 2) A.S. Internal Vice-President or A.S. President
- 3) A.S. Executive Director
- 4) A.S. Administration Office Liaison (Finance Board Advisor)
- 5) A.S. Controller(s)
- 6) A.S. Committees Coordinator
- 6) A.S. Attorney General
- 7) A.S. Accountability Director

D) Selection and Term of Office of Chairperson and Members:

- 1) The Chairperson and the eleven (11) Student Representatives shall be nominated by the A.S. President and approved by the Legislative Council for a term of one (1) academic year. In addition to these eleven (11) Student Representatives, the President shall appoint a Vice-Chairperson, subject to Legislative Council's approval. The five (5) Legislative Council Representatives shall be nominated by the Internal Vice President and approved by the Legislative Council for the term of one (1) academic year.

E) Attendance:

- 1) A Finance Board Member who acquires two (2) unexcused absences in an academic quarter shall be subject to removal by the Finance Board Chairperson, and two-thirds (2/3s) vote by Legislative Council, pending review by Finance Board of mitigating circumstances.
- 2) A voting member of Finance Board is allowed an excused absence only if the Finance Board Chairperson has received prior notification by twelve noon (12:00 PM) on the day of the Finance Board meeting.
- 3) A voting member shall be allowed only two (2) proxies per quarter. When a voting member is to be represented by a proxy, the member must present this fact to the A.S. Finance Board Chairperson before twelve noon (12:00 PM) on the day of the Finance Board meeting. A voting member may not represent another voting member by proxy and a proxy does not necessarily mean that the absence was excused.

F) Duties of the Chairperson:

- 1) Be responsible for implementing the budget hearings. In preparation, the Chairperson must advertise, schedule, prepare budget binders, and outline the budget process for Finance Board Members.
- 2) Hold at least 5 office hours per week, excluding the Finance Board meeting.
- 3) Attend five (5) Legislative Council meetings per quarter and designate at least one other member of Finance Board to attend the remainder of all Legislative Council Meetings to report on the boards actions and represent Finance Board in discussion of the Finance Board Minutes.

- 4) Act as liaison for all A.S. Boards, Committees, Commissions, and Councils and be responsible for educating (conducting workshops) them on the A.S. Financial Policies and Procedures.
  - 5) Be responsible for the submission of weekly Finance Board minutes to the Legislative Council with the aid of the Finance Board secretary.
  - 6) Vote in case of a tie.
  - 7) Obtain an A.S. electronic mail address and to check it daily.
  - 8) Review all bills affecting the A.S. Financial Policies and Procedures from the year previous to their term of office, and make updates accordingly during the summer to be approved by Legislative Council with a two-thirds majority.
  - 9) Be responsible for meeting with the newly appointed Finance Board Chairperson and informing them of the duties of the position as well as any long term project that needs to be continued.
  - 10) Be responsible for making the weekly agenda and giving it to the secretary.
- G) Duties of the Vice-Chairperson:
- 1) Assume the duties of the Chairperson when s/he is absent or as designated.
  - 2) Hold at least four (4) office hours per week, excluding Finance Board meetings.
  - 3) Attend at least four (4) Legislative Council meetings per quarter to represent Finance Board in the discussion of the Finance board minutes.
  - 4) Be responsible for assigning Finance Board members (including him/herself) student groups and assisting them when needed, with the education (workshops) of the A.S. Financial Policies and Procedures to student groups. The Vice-Chairperson will also not assign more than four (4) student groups to Legislative Council Representatives.
  - 5) Maintain an accurate spreadsheet of all Finance Board member's email addresses, office hours, and student groups.
  - 6) Be responsible for knowing, and reading aloud the amount of money remaining in the unallocated account after every appropriation has been passed through Finance Board.
  - 7) Obtain an A.S. email account and check it daily.
- H) Duties of Finance Board Members:
- 1) Review the A.S. Financial Policies and Procedures as needed.
  - 2) Hold at least three (3) office hours per week excluding Finance Board meetings.
  - 3) Be responsible for educating (conducting workshops) their assigned student groups on A.S. Financial Policies and Procedures, and completing the authorized signers sheet, before their student group requests money from Finance Board.
  - 4) Be responsible for assisting student groups in seeking out sources of funding within and outside of the University, and helping prepare budget breakdowns before the student groups presents before Finance Board.
  - 5) Be responsible for meeting with student groups immediately after Finance Board has allocated funds and informing them of the requisition process. If needed, the Finance Board members should schedule a meeting to help students with requisition procedures for requesting purchase orders, encumbrances, checks and transfers.

- 6) Attend at least three (3) Legislative Council meeting per quarter to represent Finance Board in the discussion of the Finance Board minutes.
  - 7) Maintain an electronic mail address and check it bi-weekly at a minimum.
- I) Finance Board meeting Procedures:
- 1) Unless otherwise noted in this section, Finance Board shall be conducted according to the guidelines set forth for Legislative Council Meetings, in Article V, Section 1, A-D of the A.S. By-laws.
  - 2) When hearing a request for funds, the student group will first be allowed to present uninterrupted. The Chairperson will then move to a question and answer session.
  - 3) Finance Board shall hear all petitions for allocations before any debate is allowed. Such petitions shall be heard in no particular order.
  - 4) Once all petitions are heard and all questions and answer sessions have been completed, Finance Board shall debate any allocations.
  - 5) When an amendment is made to a motion, the author of the motion shall have the privilege of accepting it as friendly, or not accepting it as unfriendly. If friendly, the amendment automatically becomes the main motion of the floor. If unfriendly, the amendment will require two-thirds (2/3s) majority vote to become the main motion on the floor. When the amendment becomes the main motion, the author of the amendment will become the author of the motion on the floor.

SECTION 15. INCREASE THE PEACE ALLIANCE

A) Charge of Increase the Peace:

The purpose of the Increase the Peace (ITP) Alliance is to act and preserve the world's rain forest; to educate and increase awareness of our interconnectedness with these forests at UCSB. The board should continually act to preserve the rain forests in a fun and entertaining manner creating a positive association with helping the environment. Increase the Peace should work to save the lives of indigenous peoples and permanently preserve acres of rain forest land. The board should continue to enlighten the campus community with music, art, multi-media and fundraising activities which bring attention to all environmental issues, especially rain forests. Increase the Peace will continue to work together with the Associated Students Environmental Affairs Board and Community Affairs Board to promote unification amongst activists and expand the pool of volunteer opportunities.

B) Voting Membership:

- 1) ITP Chair and Vice-Chair
- 2) ITP/EAB Liaison
- 3) ITP/CAB Liaison
- 4) ITP/RAN Liaison
- 5) ITP Treasurer
- 6) Any current registered undergraduate UCSB student who, after attending three (3) consecutive meetings, demonstrates an interest, and is eligible for appointment by the President to a voting position on the board.

C) Selection and Term of Office:

- 1) The Increase the Peace Alliance shall vote within its membership for the Chair and Vice-Chair, the ITP/EAB Liaison, the ITP/CAB Liaison, and the ITP Treasurer. These recommendations will then be made to the A.S. President and Legislative Council.

- 2) The positions of Chair and Vice-Chair, ITP/EAB Liaison, ITP/CAB liaison, and ITP Treasurer shall be filled with UCSB students who have been members of Increase the Peace for one full year.
  - 3) Should the positions of ITP/EAB Liaison and/or ITP/CAB Liaison not be filled by ITP members, they shall then be filled by a selected member of EAB or CAB respectively.
- D) Duties and Responsibilities of Increase the Peace:
- 1) Maintain Rain-Forest Thursdays
    - a) Every Thursday concerts are put on locally to promote awareness, fundraise and associate preserving the rain forests with having fun.
  - 2) Maintain affiliation with the Rain Forest Action Network (RAN)
    - a) RAN is a non-profit organization that works to maintain ecological and cultural integrity in preserving the rain forest and its inhabitants.
  - 3) Money made through projects and fundraising will go directly toward protecting indigenous people and rain forests, with the only exception being money spent to support projects and separate fundraisers benefiting rain forests.
  - 4) Keep the UCSB campus educated and informed on current rain forest issues including, but not limited to, its interconnectedness with the rain forest.
  - 5) To provide at least one large concert festival a year in Isla Vista to reach out and educate a larger pool of people about the rain forest.
- E) Duties and Responsibilities of the ITP Chair:
- 1) Coordinate the activities of the board members, workers and volunteers.
  - 2) Serve as an official representative and spokesperson of ITP and chair the weekly meetings.
  - 3) Attend at least one (1) Legislative Council meeting per quarter to report on the activity of the board.
  - 4) Hold a minimum of four (4) office hours per week.
- F) Duties and Responsibilities of the ITP Vice Chair:
- 1) Serve as an official representative and spokesperson of ITP.
  - 2) Hold a minimum of three (3) office hours per week.
  - 3) Responsible for registering ITP as an OSL group and fulfilling the duties associated with its membership.
- G) Duties and Responsibilities of the ITP/EAB Liaison:
- 1) Serve as an official representative for ITP on various rain forest issues and as an official liaison between EAB and ITP.
  - 2) Hold a minimum of one (1) office hour per week.
- H) Duties and Responsibilities of the ITP/CAB Liaison:
- 1) Serve as an official representative for ITP on various rain forest issues and as an official liaison between ITP and CAB.



- 2) Hold a minimum of one (1) office hour per week.
- I) Duties and Responsibilities of the ITP/RAN Liaison:
- 1) Serve as official representative on various rain forest issues and as an official liaison between RAN and ITP.
  - 2) Hold a minimum of one (1) office hour per week.
  - 3) Responsible for quarterly written article in RAN magazine.
- J) Duties and Responsibilities of the ITP Treasurer:
- 1) Responsible for reporting bi-quarterly update on ITP's financial status.
  - 2) Responsible for collecting all money and properly depositing it.
  - 3) Responsible for taking minutes at all ITP meetings.
  - 4) Hold a minimum of one (1) office hour per week.

SECTION 16. A.S. INVESTMENT ADVISORY COMMITTEE (ASIAC)

A) Charge of the Committee:

To act as an advisory committee to the Legislative Council and the Associated Students for the investments of A.S. funds. The Legislative Council will make final policy decisions and the Executive Director will make operating decisions on all investments.

B) Structure:

- 1) The ASIAC shall consist of one (1) Executive Committee.
- 2) The Executive Committee shall consist of seven (7) voting members.

a) Voting Members:

- 1) One (1) Chairperson
- 2) One (1) Vice-Chairperson
- 3) One (1) ASIAC Finance Board Liaison
- 4) Two (2) Legislative Council Representatives
- 5) One ASIAC Program Board Liaison
- 6) One (1) ASIAC KCSB Liaison
- 7) Six (6) appointed members

b) Ex-Officio Members (non-voting):

- 1) A.S. Executive Director
- 2) A.S. Committees Coordinator
- 3) A.S. Controller(s)
- 4) A.S. Attorney General
- 5) A.S. Accountability Director
- 6) A.S. Internal Vice President

C) Selection and Term of Office:

- 1) The Chairperson, Vice-Chairperson, and six (6) members shall be nominated by the A.S. President and approved by the Legislative Council for a term of one (1) academic year. The two (2) Legislative Council Representatives shall be nominated by the Internal Vice President. The ASIAC Finance Board Liaison shall be the Finance Board Chair or his/her appointed representative. The Program Board Liaison shall be the Program Board

Commissioner or his/her appointed representative. The KCSB Liaison shall be the KCSB General Manager or his/her appointed representative.

D) Duties and Powers of Executive Committee:

1) Chairperson:

- a) Presides over all Executive Committee meetings.
- b) Formulates the operating budget and presents it to A.S. Finance Board.
- c) Formulates the agenda for each Executive Committee meeting.
- d) Attends at least two (2) non-consecutive Legislative Council meetings per month to report on the committee's action.

2) The Vice-Chairperson:

- a) Fulfills the duties of the Chair if the Chair is unable to do so.
- b) Responsible for the keeping and submission of all minutes when a secretary is not available.

3) ASIAC/Finance Board Liaison:

- a) Maintains communication between the ASIAC and the A.S. Finance Board.

4) ASIAC/Program Board Liaison:

- a) Maintains communication between the ASIAC and the A.S. Program Board.

5) ASIAC/KCSB Board Liaison:

- a) Maintains communication between the ASIAC and KCSB.

F) Meetings:

- 1) The Executive Committee and Sub Committees shall hold weekly meetings, open to all interested students, during the regular school term.
- 2) At all meetings, time will be provided for any interested students to express their opinions or suggestions regarding A.S. investments subject to reasonable time constraints.

G) Voting:

- 1) A quorum of eight (8) or two-thirds of the appointed members is needed for all Executive Committee actions.
- 2) To constitute a formal Executive Committee recommendation to the Legislative Council or the A.S. Executive Director, a two-thirds (2/3) majority of those present is needed. For all other matters, a simple majority (50% +1) will suffice.

H) Sub-Committees:

- 1) The Executive Committee shall have the authority to form sub-committees as necessary.
- 2) The Executive Committee shall have the authority to appoint any voting members as a sub-committee chairperson or vice-chairperson.

SECTION 17. ISLA VISTA COMMUNITY RELATIONS COMMITTEE

A) Charge of the Committee:

Isla Vista Community Relations Committee is responsible for the education of the campus and student communities regarding issues within Santa Barbara County and Isla Vista that have an effect on students. Such issues may include but are not limited to: safety, police/community relations, landlord/tenant relations, emergency and other vehicle access in Isla Vista, parking, and County and University funding for programs and services in Isla Vista.

B) Voting Membership:

- 1) External Vice-President for Local Affairs
- 2) IVCRC Chairperson (Local Affairs Organizing Director)
- 3) IVCRC Vice-Chairperson
- 4) Treasurer
- 5) Two (2) Legislative Council Members
- 6) One (1) Isla Vista Tenants Union Member
- 7) One (1) Fraternity/Sorority Council Representative
- 8) Any undergraduate student who attends three (3) consecutive meetings

C) Selection and Term of Office:

- 1) The Chair and Vice-Chair shall be appointed by the A.S. President and approved by Legislative Council for a term of one (1) academic year.
- 2) The two (2) Legislative Council Representatives shall be nominated by the Internal Vice President and approved by the Legislative Council for the term of one (1) academic year.
- 3) The Treasurer shall be selected by an internal process subject to the approval of the Chair, Vice-Chair and External Vice-President for Local Affairs.
- 4) The Isla Vista Tenants Union and Fraternity/Sorority Council members shall be selected within their respective organizations, then approved by an internal process subject to the approval of the Chair, Vice-Chair and External Vice-President for Local Affairs.

D) Duties and Powers of the Committee:

- 1) Advise the Associated Students President, External Vice-President for Local Affairs, and the Associated Students Legislative Council on all matters pertaining to student life in Isla Vista.
- 2) Responsible for serving as a liaison between Associated Students and the following groups or organizations:
  - a) Isla Vista Recreation and Park District
  - b) Isla Vista Property Owners Association
  - c) Santa Barbara County Board of Supervisors
  - d) Isla Vista Tenants Union
  - e) Redevelopment Agency (when in effect)
  - f) UCSB/Isla Vista Community Services Center
  - g) UCSB Isla Vista Youth Task Force
  - h) Goleta Water District
- 3) Hold weekly meetings at an announced time and location.
- 4) Hold or co-sponsor at least one (1) event per academic quarter. Such co-sponsorship or event should directly pertain to the IVCRC charge stated in Letter "A" above.
- 5) Encourage attendance and participation from students and community members at all meetings and forums.
- 6) The Voting Membership shall oversee the administration of the A.S. Isla Vista Community Improvements Lock-In fund.

E) Duties and Powers of the Chairperson:

- 1) Shall work directly with the External Vice-President for Local Affairs.
  - 2) Schedule and chair the weekly committee meetings at an announced time and location.
  - 3) Hold a minimum of four (4) regularly scheduled office hours per week, devoted to project planning and outreach for the campus and Isla Vista community.
  - 4) Attend at least two (2) non-consecutive Legislative Council meetings per quarter to report on the committee's actions.
  - 5) Make verbal or written recommendations from IVCRC to Legislative Council on all Associated Students' bills relating to the Isla Vista Community.
  - 6) Advise the Associated Students President, External Vice-President for Local Affairs and the Associated Students Legislative Council on all matters pertaining to student life in Isla Vista.
  - 7) Shall actively recruit members to participate in IVCRC projects.
  - 8) Schedule the IVCRC quarterly event.
- F) Duties and Powers of the Vice-Chairperson:
- 1) Shall assume the responsibilities of the Chairperson in his/her absence.
  - 2) Assist Chairperson in the oversight of all IVCRC projects.
  - 3) Shall be responsible for the completion of the budget packet for the following year.
  - 4) Shall actively recruit members to participate in IVCRC projects.
  - 5) Shall hold a minimum of three (3) regularly scheduled office hours per week devoted equally on-campus and Isla Vista.
  - 6) Shall take minutes at meetings and send out via e-mail to A.S. Administration, IVCRC, and Legislative Council.
- G) Administration of the A.S. Isla Vista Community Improvements Lock-In:
- It is the charge of IVCRC to oversee the distribution of the Isla Vista Improvements Lock-In funds. This fund has been established in order to facilitate community programs which seek to better the living environment of the students, families and residents of Isla Vista by providing financial, technical and administrative support for student initiated and/or non-profit community improvement services and projects.
- H) Duties of the Treasurer:
- 1) Has responsibility for fiscal management of the Committee.
  - 2) In conjunction with the Chair, shall prepare Committee's budget for the following year.
  - 3) Give a weekly report to the Committee.
  - 4) Hold two (2) office hours per week.
  - 5) Shall be responsible for collecting all requisitions and returning them to the Chair.

SECTION 18. A.S. LEGAL RESOURCE CENTER

- A) Charge of the Board

The primary purpose of this service shall be to offer legal advice and education on any matters of concern to UCSB undergraduates that are not prohibited by its contract. It shall be administered by a standing committee, which will determine the direction and structure of this service.

B) Standing Committee Membership

- 1) One (1) Chairperson
- 2) Two (2) Legislative Council Representatives
- 3) One (1) Representative from Student Lobby
- 4) Two (2) Representative from IVCRC
- 5) Four (4) Students-at Large
- 6) Lawyer

C) Selection and Term of Office:

- 1) The Chairperson and the four (4) Students-at-Large shall be nominated by the A.S. President and approved by the Legislative Council for a term of one (1) academic year. The two (2) Legislative Council Representatives shall be nominated by the Internal Vice President, the Lobby Representative shall be chosen by Student Lobby, and the IVCRC Representative shall be chosen by IVCRC and approved by the Legislative Council for the term of one (1) year.
- 2) The lawyer shall be hired to facilitate this service. (S)he shall be hired as an independent contractor, and not a University employee, and shall be fully hireable and accountable to the student body, via Legislative Council. His/her contract will be subject to Legislative Council approval, and shall state that any action pursued will not be directed by one UCSB student against another, nor against any student group on this campus. The lawyer shall be contracted on a yearly basis.
- 3) The bidding process for the Legal Services contract will be overseen by a bidding committee consisting of : the current chair of the Legal Resource Center, no more than one half of the student-at-large representatives from Legal Resource Center, no more than two A.S. Legislative representatives, the chair of A.S. Business Services Committee, and the A.S. President. The A.S. President may designate another Executive Officer to serve on the bidding committee in his/her place. The A.S. Executive Director may serve as an ex-officio member of the bidding committee. Student-at-large representatives from Legal Resources that are not voting members of the bidding committee can serve as ex-officio members. The committee will make a recommendation in the name of Associated Students as to who should receive a contract bid. The recommendation will be received by the Associated Student's President and the Executive Director.

SECTION 19. MEDIA RELATIONS COMMITTEE

A) Charge of the Committee:

The Media Relations Committee is the official internal resource for Associated Students to publicize their events and projects as well as the information source for all external media groups that are interested in the coverage of A.S. events and projects. The Media Relations Committee is to act as the liaison between Associated Students and all media, including but not limited to KCSB, the *Daily Nexus*, and the *Santa Barbara News Press*, for the purpose of dissemination of information.

B) Voting Membership:

- 1) One (1) A.S. Press Secretary (Chair)
- 2) One (1) Internal Vice-Chair
- 3) One (1) External Vice-Chair
- 4) Two (2) Legislative Council Representatives
- 5) Four (4) Students At Large
- 6) Any student who attends two (2) consecutive meetings

C) Non-Voting Membership:

- 1) A.S. Executive Officers
- 2) A.S. Executive Director
- 3) A.S. Accountability Director

D) Duties and Responsibilities of the Chair:

- 1) Hold regularly scheduled meetings.
- 2) Hold a minimum of three (3) regularly scheduled office hours per week.
- 3) Attend at least five (5) Legislative Council meetings.
- 4) Keep the Media Relations Committee abreast of A.S. activities.
- 5) Coordinate the distribution of A.S. press releases to the relevant campus and community organizations and/or media sources pertaining to issues concerning the student body.
- 6) Act as the contact person for any outside media source seeking to communicate with any A.S. entity or representative.
- 7) Maintain a weekly "A.S. It Is" column in the *Daily Nexus*.

E) Duties and Responsibilities of the Internal Vice-Chair:

- 1) Hold a minimum of two (2) regularly scheduled office hours per week.
- 2) Act as the liaison between Media Relations and all A.S. Boards, Committees and Commissions.
- 3) Coordinate advertisement and publicity for all A.S. Boards, Committees and Commissions, including but not limited to flyers, posters, and articles.

F) Duties and Responsibilities of the External Vice-Chair:

- 1) Hold a minimum of two (2) regularly scheduled office hours per week.
- 2) Act as the liaison between A.S. Media Relations, UCSB faculty, staff and the greater student body as whole; including but not limited to all campus clubs and organizations.
- 3) Assist the chair with the coordination and distribution of A.S. press releases and with all media sources seeking to communicate with A.S. entities.

SECTION 20. A.S. PROGRAM BOARD

A) Charge of the Board:

The Associated Students Program Board is a student-funded, student-run campus organization dedicated to producing and supporting entertaining and culturally diverse events for the UCSB campus and surrounding community. The Board also provides an opportunity for students to gain a wide range of experience in planning and producing university activities and entertainment. Program Board is made up of fifteen (15) separate planning, production, and support committees, each headed by a student coordinator, or specified:

- |                        |                                  |
|------------------------|----------------------------------|
| 1) Commissioner        | 8) Graphics                      |
| 2) Deputy Commissioner | 9) Security                      |
| 3) Concerts            | 10) Production ( 2 Coordinators) |

- |                   |                                |
|-------------------|--------------------------------|
| 4) Special Events | 11) Publicity (2 Coordinators) |
| 5) Lectures       | 12) Ticket Manager             |
| 6) Film           | 13) Production Assistant       |
| 7) Cultural Arts  | 14) Programming Assistant      |
|                   | 15) Webmaster                  |

B) Voting Membership:

- 1) Twelve (12) Coordinators of each of the Committees
- 2) Deputy Commissioner
- 3) Two (2) Legislative Council Representatives
- 4) Production Assistant
- 5) Programming Assistant (2)
- 6) RHA Liaison, after attending three consecutive meetings

C) Non-voting membership:

- 1) Program Board Commissioner (except to break a tie)
- 2) Associate Director for Student Programming
- 3) A.S. Executive Director
- 4) A.S. Attorney General
- 5) A.S. Controller(s)
- 6) Local Affairs Organizing Director
- 7) A.S. Accountability Director

D) Selection and Term of Office:

- 1) The Program Board Commissioner, the Deputy Commissioner, and each voting member shall be selected and recommended by a committee of out-going Program Board members, nominated by the A.S. President, and final approval being given by Legislative Council for a term of one (1) academic year.
- 2) The two (2) Legislative Council Representatives shall be nominated by the Internal Vice President and approved by the Legislative Council for the term of one (1) year.

E) Duties and Responsibilities of Program Board:

- 1) Hold regularly scheduled public meetings with public agenda approximately every week during periods of regular school instruction, excluding Dead Week.
- 2) Plan and produce a diverse schedule of entertaining and cultural events.
- 3) Encourage and foster creativity and diversity in programming.
- 4) Maximize student input into the programming area.
- 5) Continually improve the quality of student activities.
- 6) Encourage student growth and development of new skills and expertise in the area of program planning and production.
- 7) Solicit student input for all programming areas, recruit Committee and Board members, provide avenues for student participation at the Committee and Board level, and delegate authority to committee members for completion of specific tasks.
- 8) Establish and constantly update a set of operating policies and codes which are subject to Legislative Council approval.
- 9) Prepare and present to Finance Board, in conjunction with the Commissioner, the annual Program Board budget.

- 10) Select and nominate new Board members (with the exception of Leg Council Reps) to the incoming A.S. President and Legislative Council for approval.
- 11) Report weekly to Legislative Council (by way of Program Board minutes and Legislative Council Representatives), and twice per month by a report from the Commissioner.
- 12) Each Coordinator must hold at least five (5) regularly scheduled office hours per week so as to be available for clients, students, and A.S. staff.
- 13) Act as primary board of approval for all Program Board events and expenditures.

F) Policies of Program Board:

- 1) Abide by Robert's Rules of Order in order to facilitate orderly meetings; however, informal meeting procedures may be used at the discretion of the Chair.
- 2) A quorum shall consist of a majority (50%+1) of the voting membership of Program Board.
- 3) All proxies for Program Board must be approved by a two-thirds (2/3s) vote of Program Board.
- 4) All Program Board meetings shall be facilitated by the Program Board Commissioner, or in her/his absence, by the Deputy Commissioner. In the event that the Deputy Commissioner is not able to chair the meeting, the Commissioner shall appoint a qualified replacement as chair.
- 5) Program Board Selection Committee may give preference, if it chooses, to candidates with previous or present Program Board or other A.S. experience for the position of Program Board Commissioner.
- 6) All financial expenditures must be approved by a majority (50%+1) of the voting membership of Program Board.
- 7) No group shall use the name of Program Board for sponsorship or other purpose without the express approval of a majority (50%+1) of Program Board.

G) Duties and Powers of the Program Board Commissioner:

- 1) Serve as official representative of A.S. Program Board in all campus, system wide, local, state, and federal matters, unless otherwise provided herein; shall be the official spokesperson for the Board.
- 2) Facilitate all Program Board meetings.
- 3) Hold at least five (5) regularly scheduled office hours per week.
- 4) Be responsible for the fiscal management of the entire Board.
- 5) Prepare and present to Finance Board, in conjunction with Program Board, the yearly Program Board budget.
- 6) Coordinate the operations of all Program Board Coordinators and assist in solving any programming problems or issues which may arise.
- 7) Conduct Program Board phone votes when the action in question must be taken before the next regularly scheduled Board meeting. The Commissioner must provide pro and con statements to **each** voting member when conducting a phone vote.
- 8) Attend, or send a designate to, at least two (2) Legislative Council meeting per quarter to report on Program Board's activities.



- 9) Coordinate all Program Board office activities including, but not limited to, hiring/dismissing of office staff, staff supervision, and staff payroll.
- 10) The Commissioner or her/his designate shall be responsible for coordinating the Program Board office during the Summer session, including supervising any paid office staff, and shall coordinate, with the Advisor, planning for the upcoming academic year.
- 11) Shall meet with each coordinator at least twice per quarter and shall meet with the Associate Director and the Deputy Commissioner regularly.

H) Duties and Powers of the Deputy Commissioner:

- 1) Hold at least five (5) regularly scheduled office hours per week.
- 2) Attend all Program Board meetings as a voting member, and chair meetings in the absence of the Commissioner. Assist the Commissioner as necessary.
- 3) Serve as primary liaison for Program Board to all campus agencies, groups, and services; maintain an ongoing dialogue with all campus agencies relevant to the functioning of Program Board; and coordinate and obtain approval for necessary campus services.
- 4) Seek funding/support from both large corporations and local businesses in order to finance the annual Extravaganza and other Program Board events.
- 5) Make regular reports to Program Board on status of all funding-related co-sponsorships.
- 6) Upon the vacancy of the position of Commissioner, shall assume all duties of the Commissioner and act as interim-Commissioner until such time as a new Commissioner can be appointed and approved.

I) Duties and Powers of all Program Board Coordinators:

- 1) Hold at least five (5) regularly scheduled office hours per week in order to be available for agents, promoters, musicians/bands, lecturers, interested students, A.S. staff, etc., as appropriate.
- 2) Attend all Program Board meetings, or send a qualified proxy.
- 3) Have ultimate fiscal responsibility to Program Board for each event they produced.
- 4) Responsible for communicating and working with all relevant campus agencies, in conjunction with the Deputy Commissioner, before, during, and after any event.
- 5) Responsible for each event produced by each committee from primary negotiations to final settlement. \*
- 6) Work closely with other "programming" Coordinators when events may involve more than one programming committee (i.e., Cultural w/Concerts, Concerts w/Special Events, etc.).
- 7) Ensure that Program board maintains a positive reputation within the entertainment community and with other college campuses.

**Note: \* applies only to Coordinators whose committees plan and produce Program Board events/programming and activities (i.e. Concerts, Film, Lectures). More detailed job descriptions of Program Board Coordinators may be found in the Program Board Operations Manual.**

J) Duties and Powers of the Concerts/Special Events Coordinator:

- 1) Coordinate the planning and production of ECEN Concerts for UCSB and the surrounding community.
  - 2) Shall be responsible for the planning and coordination of Storke Plaza shows.
  - 3) Serves as Representative to ECen Advisory Board.
  - 4) Responsible for annual production and planning for annual Extravaganza.
  - 5) Work closely with the Programming Assistant for upcoming events.
- K) Duties and Powers of the Concerts Coordinator:
- 1) Coordinate the planning and production of a variety of Ucen and Campbell Hall events and concerts.
  - 2) Work closely with the Programming Assistant for upcoming events.
  - 3) Maintain an ongoing relationship with Talent Agents
  - 4) Keep up on current entertainment trends.
- L) Duties and Powers of the Programming Assistant:
- 1) To assist Special Events or Concert coordinators in any duties he/she feels necessary.
  - 2) To attend all regularly scheduled meetings.
  - 3) To hold three (3) regularly scheduled weekly office hours.
  - 4) Shall be required to attend concerts and special events.
- M) Duties and Powers of the Lectures Coordinator:
- 1) Coordinate the planning and production of a wide variety of lectures for UCSB and the surrounding community.
  - 2) Work with other campus departments for co-sponsorships.
- N) Duties and Powers of the Cultural Coordinator:
- 1) Coordinate the planning and production of a wide variety of Cultural and Fine Arts events for UCSB and the surrounding community..
  - 2) Coordinate events to co-sponsor with various other student groups on campus, including Cultural Weeks; and oversee the cultural input of other board chairpersons, including reminding the Board of Cultural Weeks and special dates.
  - 3) Work with the MCC, EOP, and other campus departments.
- O) Duties and Powers of the Publicity Coordinator:
- 1) Shall assemble and maintain each year an active volunteer Committee membership to assist in Program Board events.
  - 2) Coordinate the design and implementation, with each coordinator, of advertising and publicity for all Program Board Events.
  - 3) Act as liaison for Program Board to campus and local media, including television, radio, and newspaper agencies, as well as on and off campus graphics and printing services.

- 4) Works closely with the Programming Coordinators during planning of events to determine advertising and publicity needs, strategies, budgets, deadlines, etc.
  - 5) Work closely with all Programming Coordinators and the Deputy Commissioner to research possible co-sponsorships, promotional tie-ins, etc. for Program Board events.
  - 6) Maintain a working relationship with the *Daily Nexus*.
  - 7) Coordinate the research and writing of all Public Service Announcements, press releases, and reviews for all upcoming Program Board events.
- P) Duties and Powers of the Program Board Graphics Coordinator:
- 1) Shall work with the Publicity coordinator to coordinate the design and implementation of advertising and publicity for all Program Board events.
  - 2) Design the Program Board Thursday Page and Monday box.
  - 3) Maintain a working relationship with the *Daily Nexus*.
  - 4) Shall create and/or commission all artwork necessary for ads, posters, flyers and other promotional material for Program Board events.
- Q) Duties and Powers of the Program Board Film Coordinator:
- 1) Shall maintain a working relationship with the staff at IV Theater and Campbell Hall.
  - 2) Shall be responsible for the regular screening of IV Theater movies and with maintaining relationships with theatrical distributors.
  - 3) Coordinate special screening (i.e. Lagoon screenings, sneak peeks, etc.)
- R) Duties and Powers of the Production Coordinator:
- 1) Assemble, train, and supervise a paid production crew to perform production duties for all Program Board events; and shall be responsible for preparing payroll of all production employees and submitting to the Associate Director.
  - 2) Coordinate production (sound, stage, and lighting) for all program Board events, including arranging for the use of Program Board production equipment and crewmembers, and, if necessary, contracting for production services from off-campus companies.
  - 3) Shall be responsible for the upkeep of Program Board production equipment; shall research sound, stage, and lighting requirements for capital improvements of Program Board production equipment; and shall oversee loaning and rental of program Board equipment.
- S) Duties and Powers of the Production Assistant:
- 1) To assist the Production Coordinator in any duties he/she deems necessary.
  - 2) To be available for pre-and post-show meetings in the absence of the Production Coordinator.
  - 3) To hold three (3) scheduled weekly office hours.
  - 4) Shall attend all regularly scheduled Program Board meetings.

T) Duties and Powers of the Security Coordinator:

- 1) Assemble, train, and supervise a paid security/usher crew to perform ushering duties for all Program Board events.
- 2) Shall be responsible for preparing payroll of all security employees and submitting to the Associate Director.
- 3) Coordinate security for all Program Board events, including arranging for the use of CSO's and UCSB Police and, if necessary, contracting for professional security services from off-campus companies.
- 4) Shall be responsible for the upkeep of Program Board security equipment including barricade, staff T-shirts, placement of all event banners and flashlights. Shall research barricade and security requirements for capital improvements of Program Board when necessary.

U) Duties and Powers of the Volunteer Coordinator

- 1) Shall assemble and maintain each year active volunteer Committee membership to assist in Program Board events.
- 2) Hold monthly developing meetings with volunteers to brief them on upcoming events and to maintain a close relationship with volunteers.
- 3) Develop an Arbor presence to outreach to incoming freshman and other students who will be interested in volunteering at ASPB events.
- 4) Develop a volunteer newsletter to advertise upcoming events.
- 5) Work more closely with Arts coordinator to develop
- 6) Be the main contact person for volunteers.
- 7) Hold at least five (5) regularly scheduled office hours per week.

V) Duties and Powers of the Webmaster:

- 1) Shall assemble and maintain Program Board's internet presence throughout the academic school year.

W) Duties and Powers of the Ticket Manager:

- 1) Shall be responsible for handling tickets for all Program Board events.
- 2) Prepare a ticket summary for each event with copies to be distributed to: Event Coordinator, master file, and AS Administration Office.
- 3) Responsible for all aspects of ASPB ticket sales, including dealing with Ticket Office Managers and Sellers and daily ticket counts, at all ticket outlets utilized by ASPB.
- 4) Responsible for all aspects of ASPB tickets on day of show:
  - a) Compile a complimentary ticket list in conjunction with the event coordinator, and monitor the list at the event.
  - b) Pick up all unsold tickets at all outlets and prepare tickets for sale at the door.
- 5) Ensure the availability of complimentary tickets per area.

X) Duties and Powers of Legislative Council Representative:

- 1) Hold at least five (5) regularly scheduled office hours per week in order to be available for agents, promoters, musicians/bands, lecturers, interested students, Program Board Coordinators, A.S. staff, etc., as appropriate.
- 2) Attend all Program Board meetings as a voting member, or send a proxy.
- 3) Work closely with all A.S. Program Board coordinators and Assistants to assist in any duties he/she feels necessary.
- 4) Responsible for the communication of upcoming events to the Legislative Council at all meetings.
- 5) Shall be required to attend concerts and special events.
- 6) Shall participate in events equal to the hours of that of an ASPB Coordinator.

Y) Program Board Complimentary Ticket Policy:

- 1) Complimentary A.S. tickets for "In House" events:
  - a) An "In House" event is defined as an event in which Program Board assumes all financial responsibility.
  - b) The Programmer shall make available to Legislative Council:
    - i) Eight (8) tickets for every Events Center or Robertson Gym Show.
    - ii) Four (4) tickets for every Campbell Hall or Hub Show.
  - c) The Programmer shall make available to the Executive Department:
    - i) Two (2) tickets for every Events Center or Robertson Gym Show.
    - ii) One (1) ticket for every Campbell Hall or Hub Show.
  - d) Distribution of Tickets:
    - i) Distribution will follow a first-come, first-served process, and will be overseen by the Ticket Manager. [One (1) complimentary ticket per person.]
    - ii) Only designates may use the complimentary tickets. No complimentary ticket may be exchanged or sold. One (1) complimentary ticket per person.
  - e) Supplementary Tickets:
    - i) The Program Board, at her/his discretion, may make available additional tickets at the time of, or before, the show.
    - ii) These tickets shall be for non-sold-out events only.
    - iii) The Programmer shall not discriminate between members when issuing additional tickets.
    - iv) Members shall sign off for the ticket when it is received.
    - v) Associated Student Staff members may request up to one complimentary ticket, to be considered on an event-by-event basis.
- 2) Cash on Delivery (C.O.D.) A.S. Tickets for Promoter Events:
  - a) A "Promoter Event" is defined as an event in which the A.S. Program Board shares financial responsibility for the event with an off-campus promoter.

- b) The Programmer shall follow the guidelines as outlined in Area 1 (above) for distribution and availability of tickets. Members, upon receiving tickets, shall supply payment for the ticket (C.O.D.) to the Ticket Manager.
- 3) KCSB shall receive three (3) complimentary tickets for each Program Board Concert.
- 4) Complimentary Tickets for A.S. Program Board Members:
  - a) The Associate Director, Commissioner, Deputy Commissioner, shall receive a complimentary ticket for themselves for all Hub and Campbell hall shows or any other venue of comparable size.
  - b) The Associate Director, Commissioner, Deputy Commissioner, and the voting members of ASPB shall receive a complimentary ticket for themselves for all Events Center and Robertson Gym shows or any other venue of comparable size. They are also entitled to the option of purchasing the seat adjacent to theirs.

SECTION 21. A.S. QUEER COMMISSION

A) Charge of the Commission:

The A.S. Queer Commission shall serve as an educational and advocacy forum for Lesbian, Gay, Bisexual, and Transgender (LGBT) student's rights, with a commitment to representing and improving the status of LGBT students on campus and in the community. The A.S. Queer Commission is working toward becoming a diverse group of members that increases awareness, educates, elicits appreciation, offers insights, towards the LGBT community at UCSB and also the Tri-County areas. The Commission will also work together with other campus and community groups to overcome problems such as homophobia.

B) Membership:

1) Mandatory Membership:

- a) Two (2) Commissioners
- b) One (1) Legislative Council Member

2) Voting Members:

- a) All mandatory membership
- b) Any student present at the meeting(s) in which the issue is discussed

C) Selection and Term of Office of the Mandatory Membership:

- 1) The two (2) A.S. Queer Commission's Commissioners shall be first selected and approved by the Commission (which includes a representative from the Women's Center, the chair of EUCALYPTUS, the Queer Peer, and the leadership of the QSU), then nominated by the A.S. President, with final approval being given by the Legislative Council for a term of one (1) academic year.
- 2) Each Committee Coordinator shall be first selected and approved by the Commission (which includes a representative from the Women's Center, the chair of EUCALYPTUS, the Queer Peer, and the leadership of the QSU), then nominated by the A.S. President, with final approval being given by the Legislative Council for a term of one (1) year.
- 3) The Legislative Council Representative shall be first recommended by the Commission, then selected and nominated by the A.S. Internal Vice-President, with final approval being given by the Legislative Council for a term of one (1) year.
- 4) The selection process shall be held during the third and fourth weeks of Spring Quarter.

D) Duties and Powers of the Commission:

- 1) Be an advocacy group aimed at improving the status of queer students both on campus and in the community.
  - 2) Be aware of and work to support the projects of other queer student's organizations on campus and in the community.
  - 3) Act as a referral source for students on any matter concerning LGBT issues.
  - 4) Work to educate the campus on issues pertaining to the LGBT community.
  - 5) Advise the Legislative Council on issues pertaining to LGBT students.
  - 6) Provide student representation for A.S. on ad hoc Administrative committees concerning LGBT issues.
  - 7) Work on advocating the rights of all LGBT students on campus.
- E) Duties and Powers of the Commissioners of the A.S. Queer Commission:
- 1) Stay abreast of the political environment in the community.
  - 2) Facilitate all Commission meetings and ensure a presenter for the second hour workshops.
  - 3) Handle public relations for the Commission and shall be the official spokespersons for the Commission.
  - 4) Have ultimate responsibility for the fiscal management of the entire Commission.
  - 5) Present or delegate a representative to give quarterly reports to the Legislative Council concerning the financial and programming activities of the Commission.
  - 6) Coordinate the operations of all committees and attempt to be of help in any problem or issue which may arise.
  - 7) Hold a minimum of five (5) regularly scheduled office hours per week.
  - 8) Be responsible for the fiscal management of the Commission.
  - 9) Prepare the Commission's budget for the following year.
  - 10) Record the minutes of each meeting.
  - 11) Be responsible for the distribution of the minutes.
  - 12) Compile a yearbook for the year, including pictures, articles, etc.
  - 13) Present at least two (2) reports to the Legislative Council per quarter regarding the activities of the Commission.
- F) Blood Drive Sub-Committee:
- 1) Charge of the Sub-Committee:  
The Blood Drive Sub-Committee is dedicated to educating UCSB about the Food and Drug Administration required donor questionnaires that discriminate against men who have had sex with another man, after 1977" and "women who have had sex with a man, who has had sex with another man, after 1977" from giving blood. The Sub-Committee shall ensure that the UCSB Campus Regulations will reflect the discriminatory status of blood drives on University owned, rented, or leased property during the reaffirmation of these regulations in the Fall of 2001 academic year, or subsequent years if no policy is

implemented during that term. Once the FDA required donor questionnaire is no longer discriminatory, this Sub-Committee shall be struck from the ASUCSB By-Laws.

- 2) Voting Membership:
  - a) One (1) A.S. CAB Key Blood Drive Volunteer
  - b) One (1) A.S. Queer Commission Networking Coordinator
  - c) One (1) A.S. Legislative Council Representative
  - d) Three (3) Students-At-Large
  - e) Any UCSB registered undergraduate who attends three (3) consecutive meetings before the vote.
- 3) Non-Voting Membership:
  - a) Two (2) Co-Chairpersons
  - b) One (1) A.S. Vice-President for External Affairs (Local/Statewide Affairs)
  - c) A.S. Queer Commission Secretary
  - d) A.S. Student Advocate(s)
  - e) A.S. Advisor
  - f) Office of Student Life Representative
  - g) Office of Housing and Residential Life Representative
  - h) Residence Halls Association Representative
  - i) Tri-Counties Blood Banks Representative
  - j) Queer Student Union Representative
  - k) Santa Barbara Food and Drug Administration Representative
  - l) Graduate Student Association Representative
- 4) Selection and Term of Office of the Co-Chairs and Students-At-Large:
  - a) A Co-Chair and the Students-At-Large shall be nominated by the A.S. President and appointed by the Legislative Council for a term of one (1) academic year.
  - b) One (1) A.S. Queer Co-Commissioner, who is internally selected by the A.S. Queer Commission, shall preside as the remaining Co-Chair.
- 5) Duties and Powers of the Blood Drive Co-Chairs:
  - a) Responsible for coordinating, leading, and advertising weekly meetings.
  - b) Attend one Legislative Council, CAB, and Queer Commission meeting per quarter.
  - c) Must hold a minimum of one (1) office hour per week, exclusive to Blood Drive related meetings and field work.
  - d) Responsible for acting as a liaison to Tri-County Blood Banks, Food and Drug Administration, University of California administration, and the student body.
  - e) Shall travel to Santa Barbara Food and Drug Administration Meetings as funds permit.
- 6) Duties and Powers of the A.S. Queer Commission Networking Coordinator:
  - a) Shall be aware of all blood drives that any UCSB student organization holds or sponsors.
  - b) Ensure that blood drive organizers are aware of the discriminatory issue by recruiting volunteers to table at each blood drive event.
- 7) Duties and Powers of the A.S. CAB Key Blood Drive Volunteer and Students-At-Large:
  - a) Attend all Blood Drive Committee Meetings.
  - b) Inform the committee's progress to their respective board, commission, and constituents.
  - c) Be active in educating UCSB students about the discriminatory issue through tabling at blood drive event.



SECTION 22. A.S. RECYCLING

A) Charge of the A.S. Recycling Committee:

To promote recycling, the buying of recycled products and reduction of waste on the UCSB campus and in the surrounding community. For the program to succeed now and in the future, A.S. Recycling must continue to provide dependable service, educational campaigns and keep a positive attitude. Reducing, recycling and buying recycled products is crucial to UCSB as an environmentally conscious institution as well as to the surrounding community. The A.S. Recycling Program will continue to work with the campus and community in reaching and exceeding the goals of state mandate A.B. 675. (A.B. 675 is a state mandate signed in 2000 requiring California's cities, counties, Universities and Colleges to develop waste management plans to divert 25% of waste from landfills by 2002 and an additional 25% by 2004. Reaching this goal necessitates efficient recycling, buying recycled products and the reduced use of resources.)

B) Voting Membership:

- 1) Program Coordinators (2)
- 2) Outreach Coordinators (2)
- 3) Program Route Workers (3)
- 4) Program Supervisor

C) Non-Voting Membership:

- 1) A.S. Advisor
- 2) A.S. Executive Director
- 3) 1 Legislative Council Representative
- 4) Members of the Recycling Committee
- 5) A.S. Accountability Director

D) Hiring and Term of Positions:

- 1) Paid Positions include:
  - a) Program Coordinators (2)
  - b) Outreach Coordinators (2)
  - c) Program Route Workers (3)

*For Hiring Procedures, please refer to the Program Operating Manual.*

- 2) The one (1) Legislative Council Representative shall be nominated by the Internal Vice-President and approved by the Legislative Council for the term of one (1) academic year.

E) Duties and Powers of the A.S. Recycling Program:

- 1) To manage and oversee annual lock-in fee to be used for wages, special projects, purchase of capital equipment and the maintenance of existing program resources.
- 2) To collect recyclables and maintain the 4-in-1 recycling stations located in the general areas (outside of buildings) and to improve recycling procedures within departments.
- 3) Serve as a formal recommending body to Legislative Council regarding issues related to recycling, reducing waste on and outside of campus, and the purchase of post-consumer recycled products.
- 4) To serve on and coordinate with the Recycling Committee in the education and execution of recycling / waste reduction projects in order to support recycling, divert campus waste from landfills, and to comply with State mandate A.B. 675.

- 5) To develop and implement educational projects designed to raise awareness regarding recycling related issues for the campus and surrounding communities.

F) Duties and of the Program Coordinators:

- 1) To create and manage the annual budget from student lock-in fees.
- 2) To train and oversee all Program employees in adherence to UCSB policies and regulations.
- 3) To coordinate actions and maintain communication with Program Supervisor and A.S. Executive Director.
- 4) To create and be the student sponsor of Legislative Council bills directed at improving the A.S. Recycling Program as well as aiding the campus in the compliance of A.B. 675.
- 5) To represent the A.S. Recycling Program on the Recycling Committee.

*For detailed job descriptions, please refer to the Program Operating Manual.*

G) Duties and Powers of the Outreach Coordinators:

- 1) To create and implement educational/outreach programs to inform the campus and surrounding communities regarding recycling procedures and waste reduction techniques.
- 2) To advise campus departments (via MSOs or administrative assistants) regarding campus recycling procedures and options for the departmental purchase of recycled products.
- 3) To research recycling markets, "green" recycled products and prices, and to communicate with other Universities in the search to improve recycling procedures and to identify quality and low-cost post consumer products.
- 4) To coordinate and organize all projects with the Program Coordinators.

*For detailed job descriptions, please refer to the Program Operating Manual.*

H) Duties and Powers of the Program Route Workers:

- 1) To collect recyclables from the 4-in-1 recycling stations via bicycle-cart vehicles and deposit in recycling dumpsters.
- 2) To clean, maintain and monitor the 4-in-1 recycling stations.
- 3) To monitor recycling and trash dumpster levels.
- 4) To serve as A. S. Recycling representatives to the campus population through education and question answering while on the route.
- 5) To initiate and execute individual special projects that will help AS. Recycling fulfill its mission statement.
- 6) To coordinate actions and maintain daily communication with the Program Coordinators.

*For detailed job descriptions, please refer to the Program Operating Manual.*

SECTION 23. A.S. SAFETY COMMITTEE

A) Charge of the Committee:

To act as an advisory committee to the Legislative Council and the Associated Students for the purposes of education, planning, outreach and problem solving in the name of safety issues throughout Isla Vista and on-campus. The Legislative Council will make all final policy decisions.

B) Structure:

- 1) The A.S. Safety Committee shall consist of one (1) Executive Committee and three (3) Advisory Sub-Committees.
- 2) The Executive Committee shall consist of seven (7) members. The Executive Committee shall consist of:
  - a) Voting Members:  
Five (5) Students At-Large  
Two (2) Legislative Council representatives
  - b) Ex-Officio Members (Non-Voting):  
A.S. Internal Vice President  
A.S. External Vice-President for Local Affairs  
A.S. Advisor  
A.S. Isla Vista Community Relations Committee representative(s)  
A.S. Women's Commission representative(s)
- 3) The Executive Committee shall contain the following positions which will be held by five (5) student members:
  - One (1) Chairperson
  - One (1) Vice-Chairperson
  - Three (3) Sub-Committee Chairpersons

C) Duties of the Executive Committee:

- 1) Chairperson:
  - a) Presides over all A.S. Safety Committee meetings.
  - b) Responsible for formulation of the agenda for each A.S. Safety Committee meeting.
  - c) Responsible for attending at least two (2) Legislative Council meetings per quarter to report on the committee's actions.
  - d) Hold a minimum of three (3) office hours per week.
- 2) Vice-Chairperson:
  - a) Fulfills duties of the Chair if Chairperson is unable to do so.
  - b) Chairs Sub-Committee meetings if Sub-Committee Chairs are unable to do so.
  - c) Responsible for attending at least one (1) Legislative Council meeting per quarter to report on the committee's actions.
  - d) Hold a minimum of three (3) office hours per week.

D) Charge of the Sub-Committees:

- 1) The UCSB Safety Sub-Committee shall:
  - a) Advise the Executive Committee and formulate a general long-term strategy and policy concerning safety matters on campus.
  - b) Assist the Executive Committee in discussing and evaluating any specific matters of safety on campus.
- 2) The Isla Vista Safety Sub-Committee shall:

- a) Advise the Executive Committee and formulate a general long-term strategy and policy concerning safety matters in Isla Vista.
    - b) Assist the Executive Committee in discussing and evaluating any specific matters of safety in Isla Vista.
  - 3) The University-Affiliated Safety Sub-Committee shall:
    - a) Advise the Executive Committee and formulate a general long-term strategy and policy concerning safety matters in all university-affiliated structures.
    - b) Assist the Executive Committee in discussing and evaluating any specific matters of safety in all university-affiliated structures.
  - 4) The Sub-Committees shall consist of one (1) Chairperson and an indefinite number of advisory members.
  - 5) Duties and Powers of the Sub-Committee Chairpersons:
    - a) Represent their respective Sub-Committee at all Executive Committee meetings.
    - b) Organize and preside over regular Sub-Committee meetings in an orderly fashion to ensure that the respective duties of the Sub-Committees are fulfilled.
- E) Meetings:
- 1) The Executive Committee and Sub-Committees shall hold weekly meetings during the regular academic school year.
  - 2) All meetings shall be open to all interested students, staff and faculty members.
- F) Voting:
- 1) A quorum of three (3) members is needed for all Executive Committee actions and recommendations.
  - 2) To constitute a formal Executive Committee recommendation to the Legislative Council, a two-thirds (2/3) majority of those voting members present is needed. For all other official matters, a simple (50% +1) majority of those voting members present is needed.

SECTION 24. A.S. STUDENT COMMISSION ON RACIAL EQUALITY

A) Charge of the Committee:

The A.S. Student Commission on Racial Equality is a body funded by the UCSB undergraduates concerned with providing a positive and comfortable learning environment for persons from diverse and underrepresented social backgrounds (i.e., Hispanics, Blacks, Asians, Native Americans, etc.). Its purpose is to confront and proactively resolve issues of ethnicity-related concerns and create and promote programs to educate the student body on issues concerning the campus and community that affect students of UCSB. This Commission shall implement and support rules and regulations that will help provide a more comfortable atmosphere for students of color on this campus, and network with other groups campus departments or other universities to help combat racism at UCSB or other educational institutions. The Commission shall form subcommittees as deemed necessary.

B) Voting Membership:

- 1) Two (2) Commissioners
- 2) One (1) student representative from each EOP component
- 3) Two (2) Legislative Council Representatives
- 4) One (1) Residence Halls Liaison
- 5) One (1) Correspondence Coordinator
- 6) One (1) Treasurer

7) One (1) Historian

C) Non-voting Membership:

- 1) One (1) staff person from each EOP component
- 2) A.S. Advisor
- 3) A.S. Executive Director
- 4) A.S. Committees Coordinator
- 5) A.S. Controller(s)
- 6) A.S. Attorney General
- 7) A.S. Accountability Director

D) Selection and Term of Office:

- 1) The Commissioners for the following academic year, shall be recommended by the Commission during the third (3<sup>rd</sup>) and fourth (4<sup>th</sup>) weeks of Spring quarter. These recommendations will be forwarded to the Committee on Committees Coordinator, appointed by the A.S. President, and approved by Legislative Council for a term of one (1) academic year.
- 2) The EOP student representatives shall be selected by the respective EOP components.
- 3) The Residence Hall liaison shall be selected by the Residence Hall Association.
- 4) The two (2) Legislative Council Representatives shall be nominated by the Internal Vice-President and approved by the Legislative Council for the term of one (1) year.
- 5) The Correspondence Coordinator, Treasurer, and Historian shall be selected from the active group membership during the academic year.

E) Duties and Powers of the Commission:

- 1) Advise Legislative Council on all issues affecting students of color on the UCSB campus and in the community.
- 2) Coordinate all members of the Campus Advisory, Academic Senate, and statewide organizations concerned with ethnicity issues.
- 3) Act as a referral source to all students seeking resources and/or programs dealing with ethnicity or minority advocacy and support.
- 4) Advocate measures and programs designed to combat racism and ethnocentricity on campus, and help students and groups towards achieving their goals on campus.
- 5) Collect and disseminate information regarding the needs of students of color to the student body and to campus organizations, departments, faculty and committees.
- 6) Coordinate speakers, lectures, entertainment, and other events in which to educate and make the campus and/or community aware of issues.
- 7) Strive to achieve cohesion and positive relations among the different racial groups on campus.

F) Duties and Powers of the Commissioners:

- 1) Schedule and facilitate weekly meetings of the Commission.
- 2) Set a minimum of five (5) regularly scheduled office hours per week.
- 3) Handle public relations for the Commission and be the official spokespersons for the Commission.

- 4) Have ultimate responsibility for the fiscal management of the entire Commission.
  - 5) Present quarterly reports to the Legislative Council concerning the financial and programming activities of the Commission.
  - 6) Be aware of the operations of all committees and attempt to be of help to students or student groups in any problems or issues which may arise.
- G) Duties and Powers of the EOP Student Representatives:
- 1) Serve as a liaison between the Commission and the students of their respective EOP components.
- H) Role of EOP Staff Representatives:
- 1) Shall serve as a liaison between the Commission and the staff persons of their respective EOP components.
- I) Duties of the Correspondence Coordinator:
- 1) Record the minutes of each meeting.
  - 2) Be responsible for the distribution of minutes.
  - 3) Be responsible for emailing and outreaching to committee and student body about upcoming events.
  - 4) Hold two (2) regularly scheduled office hours per week.
- J) Duties of the Treasurer:
- 1) Has responsibility for fiscal management of the Committee.
  - 2) In conjunction with the Chairs, shall prepare Committee's budget for the following year.
  - 3) Give a weekly financial report to the Committee.
  - 4) Hold two (2) regularly scheduled office hours per week.
- K) Duties of the Historian:
- 1) Assist in compiling a yearbook for the year, including pictures, articles, etc.
  - 2) Available as historical reference with respect to questions on commission's past.
  - 3) Hold two (2) regularly scheduled office hours per week.

SECTION 25. A.S. STUDENT LOBBY

A) Charge of the Board:

The overlying objective of A.S. Lobby shall be to advocate student interests and concerns into lobbying efforts on issues approved by the voting members of the board. In doing so, the Student Lobby shall give careful consideration to Position Papers and other directives of Legislative Council, EVPSA, EVPLA. As well as any and all campaigns being run by the University of California Students Association (UCSA) and the United States Students Association (USSA).

B) Membership:

- 1) Voting:
  - a) 1 Student Lobby Chair
  - b) 1 Student Lobby Vice-Chair
  - c) Any registered member who attends two consecutive meetings before the vote
  - d) One (1) Legislative Council Representative
  - e) Legislative Liaison
  - f) Labor Coordinator

- 2) Non-Voting:
  - a) A.S. Advisor
  - b) A.S. Executive Director
  - c) External Vice-President for Statewide Affairs
  - d) State Affairs Organizing Director
  - e) A.S. Internal Vice-President
  - f) A.S. President
  - g) Community Members
  - h) Graduate Students
  - i) A.S. Accountability Director

C) Selection Process and Term of Office:

- 1) Student Lobby Chair and Vice-Chair shall be recommended for appointment by Student Lobby's voting members, both of which will be subject to approval of the President and Legislative Council confirmation. The appointments shall be for a term of one (1) academic year.
- 2) The Labor Coordinator shall be selected by Student Lobby's voting members and approved by Legislative Council for the term of one (1) academic year.
- 3) The one (1) Legislative Council Representative shall be nominated by the Internal Vice-President and approved by the Legislative Council for the term of one (1) academic year.
- 4) The Legislative Liaison shall be appointed by the Student Lobby chair and the EVPSA and approved by the Legislative Council for the term of one (1) academic year.

D) Duties and Powers of the Student Lobby Chair:

- 1) Shall serve as the official representative of A.S. Lobby Board in all campus, system-wide, local, state and federal matters.
- 2) Shall work in coordination with the Legislative Council to maintain communications between all campus groups, so that Lobby is aware of their efforts and activities as well as to ensure that these groups are aware of Lobby's efforts and activities.
- 3) Shall hold a minimum of two (2) office hours per week.
- 4) Shall be responsible for attending at least two non-consecutive Legislative Council meetings per quarter to report on the board's actions.
- 5) Shall be responsible for coordinating Student Lobby travel.

E) Duties of the Student Lobby Vice-Chair:

- 1) Shall be responsible for the internal administrative responsibilities, including but not limited to the following:
  - a) Maintenance of an updated Registered Members list.
  - b) Maintenance of a variety of publications (i.e., journals, magazines, newspapers, books) in the Lobby office to be made accessible to interested persons.

- c) Maintenance of the internal Student Lobby Budget.
  - 2) Shall be responsible for scheduling and publicizing of all meeting times and locations.
  - 3) Shall be responsible for the preparation of the Student Lobby annual budget request, in conjunction with the Student Lobby External Coordinator.
  - 4) Shall work with the Student Lobby External Coordinator on internal, campus affairs.
  - 5) Shall hold a minimum of two (2) office hours.
- F) Duties of the Student Affairs Organizing Director:
- 1) Shall serve as the liaison between UCSA and A.S. Student Lobby.
  - 2) Shall assist Lobby in its Campus Advocacy Program.
- G) Duties of the Student Lobby Recruiter:
- 1) Shall actively recruit students into participation on Lobby efforts and issues.
  - 2) Shall be a voting member of A.S. Student Lobby Board, and thus be expected to attend all Student Lobby Board Meetings.
  - 3) Shall be responsible for the maintenance of the Student Lobby office space including but not limited to the following:
    - a) File and record the registered members list and all minutes and agendas.
    - b) Oversee the organization of the Student Lobby library and filing system.
    - c) Make necessary reports to the Board regarding office needs.
  - 4) Shall be responsible for coordinating recruitment of new Lobby members.
  - 5) Shall be responsible for creating outreach conducive strategies such as the creation of a phone tree or communications committee.
  - 6) Shall work in conjunction with the Student Lobby Chair in maintaining communications with other student groups on campus.
  - 7) Shall hold a minimum of two (2) office hours per week.
  - 8) Shall coordinate designing efforts for all Student Lobby literature and communiqués.
  - 9) Shall work with the Student Lobby Board on the design of posters and signs.
  - 10) Further duties shall be decided upon by the Board, and dependant upon his or her skills.
- H) Duties and Powers of the Legislative Council Liaison:
- 1) Shall be an elected Legislative Council Representative, appointed by the Internal Vice President to act as the Student Lobby Liaison.
  - 2) Shall serve as the official liaison between Lobby and Legislative Council.
  - 3) Shall present all Position Papers passed by Legislative Council to the Lobby within two (2) weeks of the Position Papers passage.
  - 4) Shall compose a subcommittee, consisting of no less than one-third of Lobby's active members, whose primary focus shall be to advocate for the issues supported Legislative Council's Position Papers.



- 5) Shall be responsible for making weekly reports to Legislative Council regarding the subcommittee's progress. These reports should be issued during the Representative Reports section of Legislative Council meetings.
  - 6) Shall be responsible, in cooperation with the Student Lobby External Coordinator, for contacting officers or members of student groups who may be interested in assisting Lobby in promoting Lobby's issues, especially Legislative Council's Position Papers.
- I) Duties of the Legislative Liaison:
- 1) Shall be responsible for informing the members of Student Lobby, the EVPSA, and the SAOD of all state and federal legislation affecting Higher Education.
  - 2) Shall be responsible for maintaining direct communication with the University of California Students Association (UCSA) Legislative Director in regards to all statewide legislative actions affecting Higher Education.
  - 3) Shall be responsible for maintaining direct communication with the United States Student Association (USSA) Legislative Director in regards to all federal legislative actions affecting Higher Education.
  - 4) Shall work in coordination with the Legislative Council Representative to formulate resolutions in response to state and federal legislation, which if passed, shall be used as a lobbying tool per the discretion of the members of Student Lobby.
  - 5) Shall coordinate all lobby appointments with local, statewide, and federal public officials.
  - 6) Shall to the best of their ability, build a rapport and working relationship with the offices of public official in our District.
  - 7) Is recommended to attend all UC regents meetings as fund permit.
  - 8) Shall maintain communication with the Student Regent.
  - 9) Shall work in coordination with the EVPSA to follow all UC Regent activities and the activities of the University of California Office of the President (UCOP).
- J) Duties of the Student Lobby Labor Coordinator:
- 1) Shall be responsible for informing the members of Student Lobby, the EVPSA, the EVPLA, SAOD, and Legislative Liaison on all labor issues dealing with or affecting the University of California.
  - 2) Shall be responsible for maintaining communication and coordinating labor efforts with the United Students Against Sweatshops (USAS) Organization.
  - 3) Shall maintain communication with the USSA Student Labor Action Project (SLAP) Director in coordinating statewide and national labor days of action and running labor oriented campaigns.
  - 4) Shall work with and maintain communication with the Institute for Labor and Employment within the University of California.
  - 5) Shall maintain communication with the Workers Rights Consortium (WRC) and inform student lobby members of their actions.
  - 6) Shall coordinate labor oriented campaigns in conjunction with registered student organizations on campus.
- K) Operating Procedures:

- 1) Daily Operating procedures will be established by the Student Lobby Chair.
- 2) Lobby Meetings:
  - a) Will be held on a regular basis with no more than two (2) weeks in between meetings.
  - b) Will be publicly announced in advance and open to the general public.
- 3) Student Lobby must take minutes at every official meeting. Legislative Council must then approve these minutes, even if Student Lobby did not allocate funds during its meeting.
- 4) All official decisions concerning Student Lobby actions, decisions, and agendas shall be made with the approval of a majority of the Student Lobby Board.
- 5) In the event that the Student Lobby does not have the membership required to elect the next year's members, the selection procedure shall revert to the selection process as dictated in the A.S. Legal Code.

SECTION 26. A.S. WOMEN'S COMMISSION

A) Charge of the Commission:

The A.S. Women's Commission is an educator about and an advocate for women's rights, with a commitment to representing and improving the status of women on campus and in the community. The A.S. Women's Commission is working toward becoming a diverse group of members reflecting the different voices of the campus and community.

The A.S. Women's Commission must constantly redefine itself if it is going to actively try to recognize how women's issues function within the intersections of race, class, age, sexual orientation, religion, culture and physical ability. Recognizing this means that we acknowledge that one group can never represent the voices of all women across these intersections. Therefore, we must look beyond the Women's Commission and into the campus and community.

B) Membership:

1) Mandatory Membership:

- a) Two (2) Co-Chairs
- b) Two (2) Supporting Coordinators
- c) One (1) *Herstory* Coordinator
- d) One (1) Legislative Council Representative

2) Voting Members:

- a) All mandatory membership
- b) Any student present at the meeting(s) in which the issue is discussed.

3) Non-voting Members:

- a) A.S. Advisor
- b) A.S. Controller(s)
- c) A.S. Committees Coordinator
- d) A.S. Executive Director
- e) A.S. Attorney General
- f) State Affairs Organizing Director
- g) A.S. Accountability Director

C) Selection and Term of Office of the Mandatory Membership:

- 1) The two (2) A.S. Women's Commission Co-Chairs shall first be selected and approved by the Commission, then nominated by the A.S. President, with final approval being given by the Legislative Council for a term of one (1) academic year.
- 2) Each Coordinator shall be first selected and approved by the Commission, then nominated by the A.S. President, with final approval being given by the Legislative Council for a term of one (1) academic year.
- 3) The Legislative Council Representative shall be nominated by the A.S. Internal Vice President, with final approval being given by the Legislative Council for a term of one (1) academic year.

D) Duties and Powers of the Commission:

- 1) Be an advocacy group aimed at improving the status of women both on campus and in the community.
- 2) Be aware of and work to support the projects of other women's organizations on campus and in the community.
- 3) Act as a referral source for students on any matter concerning women.
- 4) Work to educate the campus on issues pertaining to women.
- 5) Advise the Legislative Council on issues pertaining to women.
- 6) Provide student representation for A.S. on Ad Hoc committees concerning women's issues.
- 7) Attend cross-cultural and various other Women's groups (e.g. MUJER, ASIAN, AKANKE, Women Warriors, Take Back the Night) on campus, to serve as a liaison between those groups and A.S. Additionally, Women's Commission shall provide financial support to these organizations when possible.

E) Duties and Powers of the Commissioners of the A.S. Women's Commission:

- 1) Stay abreast of the political environment on campus and in the community.
- 2) Facilitate all Commission meetings.
- 3) Handle public relations for the Commission and shall be the official spokespersons for the Commission.
- 4) Have ultimate responsibility for the fiscal management of the entire Commission.
- 5) Present or delegate a representative to give quarterly reports to the Legislative Council concerning the financial and programming activities of the Commission.
- 6) Coordinate the operations of all committees and attempt to be of help in any problems or issues which may arise.
- 7) Hold a minimum of five (5) regularly scheduled office hours per week.

F) Duties of the three Supporting Coordinators:

- 1) Each Supporting Coordinator shall hold at least three (3) regularly scheduled office hours.
- 2) Present at least two (2) reports to the Legislative Council per quarter regarding the activities of the Commission.

- 3) Shall divide amongst themselves the following tasks:
  - a) Work toward building communication among campus and community groups.
  - b) Attend various cross-cultural and other women's interest groups on campus.
  - c) Be responsible for the coordination of education efforts regarding women's issues (e.g. forums, magazines, guest speakers, conferences, Round Tables, and artistic displays).
  - d) Give weekly reports of their individual projects at Women's Commission meetings.
  - e) Attempt to establish and maintain communication among women's organizations throughout the UC system.
  - f) Plan and organize group supported special projects (e.g. Women's History Month, Sexual Assault Awareness Month, days in celebration of Women's Achievements).
  - g) Coordinate and assist efforts in the organization and financial realization of Take Back the Night.
  - h) Assist the Co-Chairs in preparation of the next year's budget.
  - i) Record the minutes of each meeting, and be responsible for the distribution of minutes through e-mail.

G) Duties of the *Herstory* Coordinator:

- 1) Shall be responsible for the recruitment of committee staff.
- 2) Have ultimate responsibility for the fiscal management of the Women's Journal (e.g. fundraising, sponsorship, and donations).
- 3) Oversee the production and distribution of *Herstory*.
- 4) Explore the controversial and complicated issues of identity anthologies, the politics of publication, and artistic/political expression.

SECTION 27. A.S. DEPARTMENT OF PUBLIC WORMS

A) Charge of the A.S. Department of Public Worms:

To promote composting, the use of composted products including organic fertilizer, reduction of waste and increase the ecological literacy on the UCSB campus and in the surrounding community. For the program to succeed now and in the future, A.S. Department of Public Worms must continue to provide dependable service, educational programs and keep a positive attitude. Diverting the large amount of generated food waste into a compost system is crucial to UCSB as an environmentally conscious institution as well as to the surrounding community. Finally, the A.S. Department of Public Worms shall explore other methods to reduce organic waste, in addition to composting.

B) Voting Membership:

- 1) Program Coordinators (2)
  - a. Operations Coordinator
  - b. Outreach and Accounting Coordinator
- 2) Program Route Workers (3)
- 3) A.S. Advisor

C) Non-Voting Membership:

- 1) A.S. Executive Director
- 2) 1 Legislative Council Representative
- 3) Members of the Composting Committee

D) Hiring and Term of Positions:

- 1) Paid Positions include:
  - a) Program Coordinators (2)
    - aa) Operations Coordinator
    - bb) Outreach and Accounting Coordinator
  - b) Program Route Workers (3)
- 2) The one (1) Legislative Council Representative shall be nominated by the Internal Vice-President and approved by the Legislative Council for the term of one (1) academic year.
- 3) A.S. Advisor and coordinators shall perform all hiring.

E) Required expertise and training:

- 1) Outreach and Accounting Coordinator
  - a) Expertise:
    - aa) 0-4 years college education
    - bb) Good communication skills
    - cc) Grant writing experience
    - dd) Experience working with children k-12
    - ee) Proficiency in Microsoft Word and Microsoft Excel
  - b) Training (required upon hiring):
    - aa) Orientation to the program provided by the outgoing coordinator
    - bb) Finance orientation with the A.S. Executive Director and the A.S. Advisor
    - cc) A.S. Sexual harassment orientation
- 2) Operations Coordinator:
  - a) Expertise:
    - aa) Science-based educational background
    - bb) Previous composting and agriculture experience
  - b) Training (required upon hiring):
    - aa) site operations orientation provided by outgoing coordinator
    - bb) Any relevant equipment training provided by outgoing coordinator
    - cc) A.S. Sexual harassment orientation
- 3) Route Workers:
  - a) Expertise:
    - aa) proficient at riding a bike
    - bb) ability to lift loads up to 50lbs
  - b) Training:
    - aa) work training provided by Operations coordinator
    - bb) A.S. Sexual harassment orientation

F) Duties and Powers of the A.S. Department of Public Worms:

- 1) To collect food waste and maintain up to 20 4'x8'x3.5' wood/Trex combinations Vermicompost bins located in parks managed by Isla Vista Recreational and Park District.
- 2) Serve as a formal recommending body to Legislative Council regarding issues related to composting and reducing food waste on and outside of campus.
- 3) To develop and implement educational projects designed to raise awareness regarding composting related issues for the campus and surrounding communities.

- 4) Research and design of alternatives for organic waste reduction.

G) Duties and Powers of the Program Coordinators:

There shall be two coordinators, an Outreach and Accounting Coordinator and an Operations Coordinator.

Outreach and Accounting Coordinator:

- 1) To create and manage the annual budget from grants.
- 2) To respond to public inquiry and input.
- 3) To coordinate actions and maintain communication with Program Supervisor and A.S. Executive Director.
- 4) To create and be the student sponsor of Legislative Council bills directed at improving the A.S. Composting Program as well as aiding the campus in the compliance of A.B. 675.
- 5) To create and implement educational/outreach programs to inform the campus and surrounding communities regarding composting procedures and food waste reduction techniques.

Operations Coordinator:

- 1) Maintain a record of all operations.
- 2) To train and oversee all Program employees in adherence to UCSB policies and regulations.
- 3) Upkeep the site under composting supervision and program equipment.
- 4) Maintain a working relationship with all involved parties.

H) Duties and Powers of the Program Route Workers:

- 1) To collect food waste from campus eateries and local areas food business via bicycle-cart vehicles and deposit in compost bins.
- 2) To clean, maintain and monitor the compost bins.
- 3) To serve as A. S. Composting representatives to the campus and community population through education and question answering while on the route.
- 4) To coordinate actions and maintain daily communication with the Program Coordinators.

I) Funds:

- 1) Revenues generated from sales of products, grants and other revenue generating programs will remain in the A. S. Department of Public Worms account and will not be funneled into the General A.S. account unless directed by the voting members, A.S. Department of Public Worms.
- 2) Funds will be used for continued and expanded waste management services provided by A.S. Department of Public Worms as well as for outreaching to the community and other schools which may include funding other seed programs.
- 3) Funds remaining in the A.S. Department of Public Worms account at the end of the year will roll over to the next fiscal year.

## **ARTICLE XII - ACADEMIC SENATE COMMITTEES**

One (1) Student At-Large shall be appointed to each active Academic Senate Committee as specified in Appendix A of the ASUCSB Legal Code. The Student At-Large shall be recommended by the A.S. Committee on Committees, nominated by the A.S. President, and approved by the A.S. Legislative Council for the term specified in Appendix A.

## **ARTICLE XIII - ADMINISTRATIVE ADVISORY COMMITTEES**

Student(s) At-Large shall be appointed to each active Campus Administrative Advisory Committee as specified in Appendix B of the ASUCSB Legal Code. The Student(s) At-Large shall be recommended by the A.S. Committee on Committees, nominated by the A.S. President, and approved by the A.S. Legislative Council for the term specified in Appendix B.

## **ARTICLE XIV - ELECTIONS REGULATIONS**

### **SECTION 1. ELECTIONS CODE**

- A) All provisions of the Legal Code of the Associated Students at UCSB relating to elections shall be compiled annually as the ASUCSB Election Code and distributed to all candidates for Associated Students elected office. The Election Code shall be published by the Elections Committee and approved by a two-thirds (2/3s) vote of Legislative Council no later than the fifth (5<sup>th</sup>) week of Winter quarter. The Election Code shall include, but is not limited to:
- 1) Article VII of the Constitution
  - 2) Article VIII of the Constitution
  - 3) Article III, Section 1 of the By-Laws
  - 4) Article XI, Section 12 of the By-Laws
  - 5) Article XIV of the By-Laws

### **SECTION 2. DECLARING CANDIDACY**

- A) Candidates for an elected office are required to file a signed Declaration of Candidacy. The Declarations of Candidacy, which are public documents upon presentation to the Elections Committee, shall include:
- 1) Names of the Candidates, Perm Numbers, Local Living Addresses, Mailing Addresses and Phone Numbers. All A.S. Candidates must use their legal first and last name on the ballot.
  - 2) The position for which they are running.
  - 3) The number of quarter units s/he is currently carrying [six (6) units minimum].
  - 4) Acknowledgement that s/he has at least a two point zero (2.0) cumulative grade point average.
  - 5) The signatures and perm numbers of twenty-five (25) currently registered constituents.
  - 6) The signature of each Candidate, acknowledging:
    - a) The submission of the petition.
    - b) Knowledge of the dates, locations, and times of the Mandatory Candidates' Orientation.

- c) Knowledge of the fact that a photograph for a campus media supplement will be taken during the Mandatory Candidates' Orientation meeting.
- d) Knowledge of the fact that if the Candidate or his/her representative does not attend the Mandatory Candidates' Meeting, his/her name will not appear on the ballot.
- e) Knowledge of the fact that each candidate must post a thirty-five dollar (\$35.00) bond by four o'clock PM (4:00 PM) at the A.S. Administration Office on the following Monday after the Mandatory Candidates' Meeting, or the Candidate's name will not appear on the ballot.
- f) Knowledge of the fact that each Candidate must sign a statement reaffirming the following:

"My participation in the forthcoming election will be undertaken in accordance with and will be governed by: All applicable University policies and campus regulations and the Associated Students Election Code, as interpreted and implemented by the Elections Committee and the Elections Committee Chairperson. I acknowledge that I may be disqualified from the election process upon severe infraction of the Election Code at the discretion of the Elections Committee."

- g) Knowledge of the requirement to attend mandatory Legislative Council Training Spring and Fall quarters if elected.
- B) All Candidates (or a sufficient proxy) are required to attend the Mandatory Candidates' Meeting, held during the 9th week of Winter quarter, which is the day following the last day of sign-ups in order for the Candidates' name to appear on the Spring ballot. A "sign-in" roster will verify attendance. Candidates are responsible for any and all information disseminated at the Candidates' Orientation meeting. Any candidate or proxy not in attendance will be subject to disqualification.
- 1) The candidate must sign a waiver accepting all responsibility for all information given to his or her proxy during the Candidates' Orientation meeting.
  - 2) One proxy will be allowed per one candidate.
  - 3) Proxy will only be accepted for class conflicts or severe illness.
  - 4) Any candidate sending a proxy must meet with an Elections Committee member prior to the ballot being approved by Legislative Council.
- C) Each Candidate must post a thirty-five dollar (\$35.00) bond by four o'clock PM (4:00 PM) on Monday of the tenth (10<sup>th</sup>) week of Winter quarter. If this is not done, the Candidate's name shall not appear on the ballot. Furthermore, a similar bond must be posted by any person, group, or organization that wishes to campaign for or against any ballot measure, and/or plebiscite. Said signs or literature must comply with all procedures and guidelines established for the signs and Candidates in the Election Code.
- D) Any person who has expended money on campaign material or announcements, and who is not a Candidate on the ballot, will be considered a Write-In Candidate and must post a (\$35.00) bond.
- E) Each candidate is responsible for the actions of all persons and organizations participating in his/her campaign or sponsoring, endorsing, or promoting his/her candidacy. Candidates shall inform their supporters of the Elections Code rules and regulations.
- F) Disqualification/ withdrawal of Candidates:
- 1) If all candidates for an office are disqualified or withdraw, new nominations shall be accepted for a period of five school days immediately following the final election. A special election for the office shall be held within fifteen school days of the final petition filing date for this office.



- 2) The dates, times, and campaigning procedures for the special election shall be designated by the Election Committee & Chairperson with Legislative Council approval by a two-thirds (2/3) vote.

G) Declaration of Parties:

- 1) Parties wishing to be on the ballot are required to submit:
  - a) A Party's mission statement (which clearly states the goals of the party), which will be advertised in the Elections Supplement.
  - b) Party Affiliation Form which includes signatures of the running candidates who will be on the "Party Slate", name of a party liaison and his/her contact information.
  - c) A party liaison, who may or may not be a candidate, is responsible for the following:
    - aa) Making sure that the Mission Statement of the party is turned in by the date set by the Elections Committee, along with party members' signature.
    - bb) Coordinating with Elections Committee and the party members the liaison is representing dealing with fines and penalties charged to candidates.

SECTION 3. CAMPAIGN PROCEDURES

A) Dates:

- 1) Sign-ups for the General Election shall begin on Friday of the seventh (7<sup>th</sup>) week of Winter quarter, and shall continue for two (2) weeks, until Thursday of the ninth (9<sup>th</sup>) week.
- 2) The first (1st) day of campaigning shall begin at the close of the Candidates' Meeting. Campaigning by means of literature is prohibited until 12:00 am (midnight) the first (1st) day of the second (2nd) week of Spring quarter.
- 3) The days of the General Election shall be determined by the Elections committee and approved by Legislative Council, no later than the 5<sup>th</sup> week of winter quarter.
- 4) The Elections Committee will prepare a calendar of all deadlines to be included in the candidate's packet.

B) Publicity:

- 1) Announcements of sign-ups shall appear in a campus publication at the discretion of the Elections Committee.
- 2) An Elections Supplement shall come out by the Monday before the General Election. The Elections Committee shall ensure that no Candidate exceeds the space limit. All ballot propositions shall be included in this supplement.
- 3) A photographer designated by the Elections Committee shall take all pictures for this supplement. None may be submitted by the Candidates unless voted on and approved by the Elections Committee.
- 4) The Candidates' statements shall appear in the Campus Media in the order they appear on the ballot. Statements from Write-In Candidates who have posted their Election

bonds shall appear in the order that their statements were submitted to the Elections Committee.

- 5) The Elections Committee may only give guidelines for copy procedures for the supplement statements. They may not do any editing.
- 6) Media publications and/or posting advertisements shall be designed to include the following:
  - a) How to access on-line voting.
  - b) The hours and the dates of the Election.
  - c) The statement addressing the failure to vote, as required and stated within Section 10, D "Interpretation of Election Results."
  - d) How to access paper ballots in case of on-line difficulties.
- 7) At least two (2) candidate forums shall be sponsored for A.S. Presidential Candidates by the Elections Committee during the election campaign. At least three reporters from the campus student media (including the *Daily Nexus* and KCSB) will be invited to question the candidates. The various media outlets shall determine internally which reporters to send.
- 8) At least one debate shall be sponsored for A.S. Vice-Presidential Candidates the by Elections Committee during the election campaign. Reporters from the campus student media will be invited to question the candidates. The various media outlets shall determine internally which reporters to send.
- 9) A.S. Elections Committee shall determine the number, and form the parameters of all candidate forums including: chairs, microphones, informing candidates of debate time and place, cleaning up, etc.

C) Campaign Literature and Materials:

- 1) All campaign literature and materials must bear the name or group responsible for said material. Materials not bearing this information may be seized by the Elections Committee and held in the Elections Committee Office. This Code does not supercede any other campus posting regulations including, but not limited to, the Campus Regulations Applying to Campus Activities, Organizations, and Students, RHA Coordinating Board Manual, and UCen regulations.
- 2) Acceptable materials for candidates, proponents and opponents of constitutional amendments, proponents and opponents of fee changes, referendums and plebiscites shall not contain any content that is deemed to be offensive, abusive or inappropriate by the Elections Committee.
  - a) **Kiosks** – Office of Student Life (OSL) controls the posting on all Kiosks on campus (except in front of Campbell Hall, Snidecor Hall, and the Music building). Signs may be posted on these Kiosks by submitting your piece of literature to the Office of Student Life. Office of Student Life will approve your sign, via an approval stamp, and OSL will post no more than one piece of literature per kiosk. All non-approved literature will be removed and subject to fine.
  - b) **Classrooms** – No literature may be posted in any classroom.
  - c) **Departmental Bulletin Boards** – Any literature on departmental bulletin boards must be approved by the said department.
  - d) **Residence Halls** – All literature must comply with current Residence Halls Coordinating Board manual. Residence Halls include the physical building and land surrounding it.
  - e) **University Owned Housing** – All literature must comply with current University Housing Rules and Regulations.
  - f) **Banners** – No banner more than 8 feet in length and 4 feet in width is permitted anywhere within campus. Storke Plaza railings, bike tunnels exteriors on Pardall road and near Student Health Service and Robertson Gym are only approved areas for posting. There is no posting allowed in the interior of any tunnel. Only one

- banner per candidate, per area is allowed (i.e. Only one sign on each side of the bridge).
- g) **Ground Posting** – Signs must be posted in either lawn or dirt areas. Signs must not be less than 5 feet from any bike path and 3 feet from any walkway. Signs are not allowed in any roundabouts. Signs are not allowed to be placed in any type of area which would damage any type of groundcover (i.e. flower beds, plants). Signs are not allowed to be placed in grass circulars in front of HSSB and on the grass area in the Arbor alongside the library. Signs will also be limited campus-wide to one “party sign” per party, one “candidate sign” per candidate, and two signs per ballot measure. A “party sign” is any sign that displays a party name that is not an individual candidate’s sign. A “candidate sign” may or may not display a party name.
  - h) **Sandwich Boards** – Sandwich boards are allowed as long as they do not impede the normal flow of traffic and comply with University Regulations. Sandwich boards may not be chained, anchored or leaning to any fixed object. Sandwich boards found in violation will be removed immediately.
  - i) **Distribution of Literature** – Campaign or related literature may be passed out on campus as though not to disrupt any class and/or impede the flow of traffic. Candidate is responsible for the material stated within the literature.
  - j) **Illegal Posting on Current Material:** posting on top of or removing announcements (campaign and non-campaign material) that are current, is a violation.
  - k) **Illegal Posting Areas** – Signs may not be affixed to, written on, taped on, chalked on, or leaned against (on university property) any of the following: buildings, windows, cars residing on university property, interior of bike tunnels, bike railing, the white railing across from HSSB, walkways and bike paths, trees, traffic signs, fixed poles, and/or lamp poles.
  - l) **Damaged Literature** – Literature that is found to be damaged or poses a safety hazard will be removed by Elections Committee.
  - m) **Additional Regulations** – The Elections Committee reserves the right to modify posting regulations on a need basis. If such action is taken, appropriate notification will be given to the candidates.
- 3) No Associated Students e-mail account or any other Associated Students owned electronic medium may be used in any way to slander or promote, support, endorse, publicize or announce the campaign of any individual Candidate or slate of Candidates. Abuse of an Associated Students email account and/or electronic medium will be subjected to discipline as needed by the Elections Committee and if necessary referred to the appropriate authority. The Elections Committee shall also have the authority to disable the said source pending judicial action. Abuse of email and electronic mediums can result in substantial fines or possible disqualification.
  - 4) Unsolicited usage of an electronic medium (also refer to as electronic mail spamming) to slander, promote, support, endorse, publicize or announce the campaign of any individual Candidate or slate of Candidates shall be prohibited.
  - 5) Candidates must follow and obey all campus regulations in regard to signs and posting.

#### SECTION 4. FINANCING

- A) No money allocated by the Associated Students to any special interest or registered group (either partially or totally funded by A.S.) may be used in any way to promote, support, endorse, publicize, or announce the campaign of any individual Candidate or slate of Candidates. A specified amount of money allocated by the Associated Students may be used to educate students about Constitutional amendments, referenda, and initiatives. These monies will be placed in a Constitutional Initiative Account. These funds may be allocated to one group supporting a Constitutional measure and one group opposing a Constitutional measures contingent on a two-thirds (2/3) vote of the Legislative Council. No money from the Constitutional Initiative Account may be used for the Election bond. Endorsements of individual candidates, slates of candidates, or constitutional issues may only appear on official A.S. printed campaign literature; upon breach of this clause, the Associated Students shall freeze the funding of the said group and refer to the Judicial Council for further action.

- B) Candidates may advertise in all media.

SECTION 5. VOTING REGULATIONS

- A) Write-Ins shall be counted. If any Write-In Candidate receives sufficient votes in a General Election, s/he shall be elected.
  - 1) Write-In Candidates shall inform the Elections Committee Chairperson in writing of his/her candidacy for office and shall post a thirty-five dollar (\$35.00) bond prior to the opening of the polls on the first (1st) day of the Election. Failure to do so will mean that the Candidate cannot be elected.
  - 2) All Write-In Candidates shall adhere to the Election Code.
  - 3) In the event that a write-in candidate is one of the two top (2) first choice vote getters in an election with more than two (2) candidates or in the case that there is a tie considering second choice votes, a special election shall be held.

SECTION 6. BALLOTS

- A) The final ballot, including Constitutional amendments, fee changes, referenda, and plebiscites must be approved by the Legislative Council no later than the second (2nd) Legislative Council meeting of Spring quarter.
- B) All plebiscites must be approved by the Legislative Council by the ballot approval deadline date. Within two (2) days following Legislative Council approval, plebiscite proponents must post a thirty-five dollar (\$35.00) bond at the A.S. Administration Office. If the bond is not posted the plebiscite will not be allowed on the ballot.
- C) Ballots will be available at Voting Information Booths.

SECTION 7. VOTE TABULATION

- A) Run-off Calculations:
  - 1) The two candidates receiving the highest number of first choice votes will be considered in the immediate runoff.
  - 2) Those ballots where the first choice does not advance to the runoff will be reconsidered using their second choice candidate (or backup candidate).
    - a) Those ballots whose second choice candidates made it to the runoff will be added to the candidate's total.
    - b) Once all eligible second choice votes are accounted for, new totals for the top two candidates will be determined.
- B) The Executive Director and Chair of Elections shall coordinate with the on-line company all procedures regarding tabulation of ballots.
  - 1) The Elections Committee Chairperson shall bring the election results to all campus media and shall post the results in the Associated Students' Office immediately following the completion of the vote tabulation.
  - 2) Results of the election shall be included in the Legislative Council meeting following the Election, under the Elections Committee Report.

SECTION 8. VOTING PROCEDURES AND IRREGULARITIES

- A) General Election:
- 1) Immediate Run-off Procedure: If for a particular executive office, no candidate receives 50% + 1 of the vote, then the immediate runoff procedure will take effect.
    - a) Students who vote in the General Election for an executive office, with more than 2 candidates, will be given the opportunity to vote for a second choice (or a backup candidate).
    - b) For a student's second choice vote to be valid, he/she must vote for a different candidate than the first choice.
  - B) If any serious voting irregularities occur, as determined by the Elections Committee, a review will be conducted. If any student is caught practicing fraud, s/he will be brought before the Sub-Judicial Council and/or the Dean of Students for possible disciplinary action.

SECTION 9. INFORMATION BOOTHS/PAPER POLLS

- A) There shall be one or two information booths as deemed necessary by A.S. Elections Committee located as determined by the Elections Committee.
- B) No information booths shall be within 50 yards of any entity which has an initiative on any campus ballot.
- C) There shall be staff or Elections Committee Members at the Elections Information Booths. He/she shall be responsible for watching the ballot box and ensuring that all procedures are properly regarded.

SECTION 10. INTERPRETATION OF ELECTION RESULTS

- A) In order for any Constitutional or Fee-Related ballot measure to be valid, twenty percent (20%) of all registered, fee-paying undergraduate students must vote in the Election. The number of voters will be computed by counting the total number of ballots cast.
- B) In order for an individual ballot measure to be valid, fifteen percent (15%) of all eligible students must vote on that particular ballot measure.
- C) In order for a ballot measure to pass, two-thirds (2/3s) of all those students voting on that measure must vote YES. (Blank ballots will not be computed in the final percentages.)
- D) In order that a ballot measure be justifiable as a mandate, students must know in advance what their non-voting will mean. Therefore, a statement which reads as follows should be submitted to a campus media and should be included in all election publicity:

"If you choose not to vote on the measures in this Election, you are leaving the decision up to your peers. A blank ballot means that you trust their decision.
- E) The intent of this statement is to reduce the confusion experienced concerning the interpretation of blank ballots, thereby eliminating speculation about whether or not students understood a particular ballot measure.

SECTION 11. POST ELECTIONS

- A) The A.S. Executive Director shall instruct the contracted on-line company to maintain all records of ballots for three (3) weeks [twenty-one (21) days] following the Election.
- B) A Constitutional Lower (sub) Judicial Council shall be established in accordance with the Associated Students' Constitution to conduct hearings and assess fines for violations of these Election Codes.

- C) A recount shall be given whenever the difference between the candidates is two percent (2%) or less of the votes cast for the office; or whenever evidence of an erroneous count is shown and called to the attention of the Elections Committee Chairperson or the Legislative Council within one (1) week (seven (7) days) after the vote has been announced

SECTION 12. FINES & PENALTIES

- A) Fines are not limited to the amount of the bond and Candidates might be billed for additional penalties on their BARC (Billing Accounts Receivable Collections) account. BARC accounts will not be billed until fines are approved by Judicial Council and an opportunity is given to candidates to pay for their fines. It is the responsibility of the Elections Committee to inform all candidates of the BARC process and judicial appeal.
- B) By the Friday of the sixth (6<sup>th</sup>) week of Spring Quarter, the Elections Committee will forward to the AS Attorney General and the Chair of Judicial Council:
- 1) Any formal complaints filed regarding Candidates' violations of Elections procedures.
  - 2) Any formal recommendations may be filed by Elections Committee against Candidates after a majority vote (50% + 1) of members.
  - 3) A list of Candidates names who have yet to remove campaign material from the campus, Isla Vista, or any public area.
  - 4) Any evidence of violations of elections policies by formally accused candidate(s).
- C) It is the duty of the Attorney General to investigate and prosecute candidates with all formal complaints pending.
- D) The Judicial Council has complete autonomy in deciding which cases will be heard. The process by which cases are heard will be in accordance with the By-Laws under Judicial Council and Lower Judicial Council Hearing Procedures.
- E) Any Candidate is subject to partial or complete loss of his/her bond or fines by a majority decision of the Lower (sub) Judicial Council, upon violation of any Election regulation as established by the Elections Code.
- F) Candidates, Proponents and Opponents of Constitutional Amendments, Proponents and Opponents of Fee Changes, Referendums and Plebiscites may be assessed fines in accordance with the following guidelines:
- 1) Each Illegal sign posting: Fifteen dollars (\$15.00).
  - 2) Each Improper leafleting: Five dollars (\$5.00).
    - a) This category shall include such things as libelous or fraudulent information on literature or signs.
  - 3) Each candidate will receive one (1) warning for any sign posting violation; this warning will be on record with the Candidate Liaison Sub-Committee.
  - 4) Non-removal of campaign material after five (5) days (One hundred twenty (120) hours) past the Election: Minimum ten dollars (\$10.00).
    - a) If the Candidate refuses to remove campaign material after being notified by the Elections Committee, the Candidate is subject to additional penalties determined by Elections Committee. This additional fine would apply beginning ten (10) days after the Election.
- G) Money from fines shall be returned in full to the Elections Committee Account.
- H) Decisions from the Sub-Judicial Council may be appealed to the full Judicial Council. Notice of appeal must be filed with the Judicial Council Chairperson within two (2) days of the decision(s).

- I) The campaigning hours in the Residence Halls shall conform with those provided in the RHA code. All Candidates shall be required to remove their campaign posters and materials from the Residence Halls within five days (120 hours) and abide by all other RHA provisions.
- J) Any person may bring a complaint to the Judicial Council or report violations of posting regulations.
- K) Illegal use of Associated Students e-mail accounts shall result in the termination of the offender's account and a minimum fine of twenty dollars (\$20.00), the actual amount to be determined by the Elections Committee.

SECTION 13. THE BUDDY SYSTEM

- A) Following the Spring election, ASUCSB shall adopt a "Buddy System" which includes the following outlined responsibilities:
  - 1) The newly elected Student Representatives will pair off with one of their respective present Council Members.
  - 2) The newly elected Student Representatives will attend every Legislative Council Meeting prior to taking office.
  - 3) The newly elected Student Representatives will meet with their respective "Buddy" once a week prior to taking office. The responsibility of setting up these meetings lies both with the newly elected Student Representatives and the present Legislative Council Members. This will allow the newly elected representatives access to information on their future offices.
  - 4) The newly elected Representatives are also responsible for learning the ASUCSB Constitution and By-Laws, meeting the ASUCSB staff, and learning about ASUCSB Business Services prior to taking office.
  - 5) The newly elected Representatives are required to organize the recruitment and selection process, for their upcoming year's Board and Committees. The outgoing Committees Coordinator and outgoing Internal Vice-President will be advisors to the incoming Committee on Committees. ASUCSB shall implement this program by making it part of the Election chronology. All prospective Student Representatives shall be notified of this "Buddy System" at the initial Mandatory Candidates' Meeting.
- B) The actual changing of Councils will take place during the second-to-last meeting (week 8) of Spring quarter. When the present Council has completed all Old Business for their Election term, the new Council will take over with New Business halfway through the meeting.

SECTION 14. BALLOT INITIATIVE FINANCING AND FEE USE REGULATIONS

- A) Any entity not an official part of Associated Students wishing to place a mandatory fee initiative on an ASUCSB ballot or currently receiving funding from an ASUCSB initiative must meet the following criteria at all times.
  - 1) The organization must fund the entire cost of the election if a Special Election is requested and approved that calls for a vote on an initiative; the cost shall be established by the A.S. Election Committee.
  - 2) Agree to abide by all established guidelines regarding the use of A.S. Funds.
  - 3) Pay to ASUCSB the sum of three thousand dollars (\$3,000) within five (5) working days of the approval of the ballot wording by Legislative Council for each initiative it wishes to place on a regular election ballot.

- 4) Pay to ASUCSB the sum of five hundred dollars (\$500) no later than 4 pm on the first Friday of Spring Quarter every year an approved fee comes up for reaffirmation as called for in the A.S. Constitution.
  - 5) With the exception of the fees required, the group must be able to demonstrate, with 10 days notice, that the entire amount of the fee collected is being used either to employ undergraduate students or to subsidize undergraduate student user fees. This clause shall not apply to non-A. S. entities fees which are administered by Associated Students.
  - 6) Spend none of the funds collected on non-student salaries. Fifty percent (50%) of the total amount of the fee collected may be spent on non-student salaries if the fee in question was approved prior to the 1994-95 academic year.
  - 7) Be responsible for paying all costs incurred if the fee is administered by Associated Students. The amount of the costs shall be determined by the A.S. Executive Director in consultation with the A.S. Administration Office.
- B) If any entity is found to be in violation, the A.S. Executive Director or any person operating in that capacity shall take such actions as are necessary to freeze the flow of any further A.S. funding to the entity in question. The issue shall then be brought before Legislative Council at its regular meeting in order to determine any necessary sanctions. Sanctions may include but are not limited to:
- 1) Transferring administrative control of the A.S. fee in question to the A.S. Administration Office.
  - 2) Fine the entity a portion of its A.S. fee as a penalty.
  - 3) Hold a portion of future fees in the normal A.S. reserve account as a deposit on potential future violations.

SECTION 15. CAMPAIGN ISSUES ACCOUNT

- A) Organized proponents and opponents of any and all Constitutional amendments, initiatives, referenda, campus-wide fee measures, or other issues or measures placed on a ballot for student vote, may apply for funding from Associated Students. Only one group or organization in favor of and one group or organization in opposition to each ballot issue may apply for, receive, and use Associated Students funding. For this purpose, eight hundred dollars (\$800) shall be allocated annually by the Legislative Council from A.S. fees to a Campaign Issues Account. Applications for a portion of these funds may be made, and any funds allocated may be used as follows:
- 1) A Budget Request must be submitted to and approved by Finance Board. If the election is four or fewer weeks away, application for funding may be made directly to Legislative Council. The request shall be divided into expense categories, but the total of the entire request must not exceed two hundred dollars (\$200).
  - 2) All allocations must receive final approval from Legislative Council, and an election bond of thirty-five dollars (\$35) must be posted, before funds may be spent. No more than \$200 may be approved for the proponents or opponents of any ballot measure.
  - 3) Constitutional measures and A.S. ballot measures shall receive priority for funding over other election issues.
  - 4) An Account Authorization, establishing signature authority of the organization receiving funds, must be submitted to the Finance Board before funds may be spent. The names, addresses, and telephone numbers of a minimum of three representatives of the organization must be disclosed, and their signatures must be on file on the Account Authorization form. All authorized signers must have



attended a Finance Board workshop during the current academic year before they may sign the Account Authorization.

- 5) Funds must be spent in accordance with A.S. Financial Policies and Procedures.

B) Administration of Campaign Issues Account

- 1) Sub-accounts of the Campaign Issues account shall be established for both the proponents and opponents of any ballot measure if A.S. funds from any account are allocated for use by such proponents or opponents in a campaign for or against a ballot measure, and if no such sub-accounts have been previously established.
- 2) Any and all additional Associated Students funds that are to be used to promote or oppose a ballot measure must be transferred into an appropriate sub-account of the Campaign Issues Account. This transfer does not require approval of Finance Board or Legislative Council. No expenditures for any campaign purposes may be made directly from any other Associated Students account.
- 3) No more that two hundred dollars (\$200) may be spent from Associated Students funds on any campaign for or against a particular ballot measure. If funds are transferred from another A.S. account into a sub-account of the Campaign Issues Account, any amount allocated from the Campaign Issues account shall be lessened as needed, and funds transferred back to the Campaign Issues account, to bring the total amount of Associated Student funds allocated to the particular campaign to an amount not to exceed two hundred dollars (\$200).
- 4) Any funds unspent after the election shall be transferred back to the Campaign Issues account for use as needed in subsequent campaigns, or to the originating Associated Students account if a requisition for such a transfer is submitted to A.S. Accounting within three weeks after the election.

C) Limitations on Campaigns Using Associated Students Funds

- 1) If funds are allocated from or transferred to the Associated Students Campaign Issues Account for the use of organized proponents or opponents of any ballot measure, these organizations are required to limit themselves to a total expenditure on their campaign for or against the measure to a maximum of four hundred dollars (\$400). This limitation includes but is not limited to the maximum \$200 of funds drawn from any A.S. account; therefore, no more than \$400 may be spent on any campaign that receives and uses Associated Students funds.
- 2) Organizations must declare all expenditures for literature, materials, or any other campaign expenses, by submitting receipts or other documentation to the Associated Students Administration Office within two days of the expenditure, or remaining A.S. funds allocated to the organization will be withdrawn.
- 3) Organized proponents or opponents of any Constitutional amendments, initiatives, referenda, campus-wide fee measures, or other issues placed on a ballot for student vote, who will spend, expect to spend, or have spent more than \$400 on their campaign may not receive or use any Associated Students funds for campaign or other purposes.
- 4) No A. S. funds may be spent on election bonds.

**ARTICLE XV - A.S. CONTROLLER(S)**

SECTION 1. APPOINTMENT OF THE CONTROLLER(S)

- A) The Controller(s) shall be appointed by the A.S. President and shall be approved by a majority (50% + 1) vote of the Legislative Council. He/she must be a student in good standing (GPA of 2.0 or above).

SECTION 2. TERM OF OFFICE

- A) The Controller(s) shall serve a term of office of one (1) academic year.

SECTION 3. DUTIES OF THE CONTROLLER(S)

- A) The Controller(s) shall be an Ex-Officio Member of all A.S. Boards, Commissions and Committees.
- B) The Controller(s) duties shall be delegated by the A.S. President, and may include the following:
- 1) Assisting the Legislative Council with their accounts.
  - 2) Analyzing proposed capital expenditures.
  - 3) Advising the various Boards/Committees on the formulation of a budget.
  - 4) Advising the Administration Department on control of accounts, etc.
  - 5) Advising on overall increase in cost-effectiveness.
  - 6) Researching projects.
  - 7) And other miscellaneous duties as assigned by the A.S. President.
- C) If an optional second Controller is appointed, then he/she shall share all Controller(s) duties equally.
- D) The Controller(s) shall hold a minimum of three (3) office hours a week. In the case that an optional second Controller is appointed, then each shall hold a minimum of two (2) office hours a week.
- E) The Controller(s) shall attend at least two (2) Legislative Council Meetings a quarter. In the case that an optional second Controller is appointed, then each shall attend at least two (2) Legislative Council meetings a quarter.
- F) The Controller shall have the power to impound funds and return them to the unallocated account from all student groups, as well as A.S. Boards and committees, he/she deems dormant, provided protections for these funds do not otherwise exist.
- 1) The Controller shall issue a report to Finance Board and Legislative Council of all dormant groups and the amounts proposed to be impounded, two weeks prior to any action on these account.
  - 2) The Finance Board shall approve or deny the Controller's action by a majority (50%+1) vote on the following meeting subsequent to said report under the action items portion of their meeting.
  - 3) Following Finance Board's approval the Legislative Council shall approve or deny the Controller's action by a majority (50% + 1) vote on the following meeting subsequent to said report under the action items portion of their meeting.

SECTION 4. OPTIONAL SECOND CONTROLLER APPOINTMENT

- A) Per the discretion of the A.S. President, an optional second Controller may be appointed by the A.S. President and shall be approved by a majority (50% + 1) vote of the Legislative Council. He/she must be a student in good standing (GPA of 2.0 or above).

SECTION 5. TERM OF OFFICE OF OPTIONAL SECOND CONTROLLER

- A) The optional second Controller shall serve a term of office of one (1) academic year.

**ARTICLE XVI - A.S. LIAISON TO GREEK COMMUNITY**

SECTION 1. CHARGE OF THE LIAISON

To work with the Greek Community in order to open lines of communication and to integrate resources for the purpose of creating a positive relationship between the Greek Community and the Associated Students.

SECTION 2. SELECTION AND TERM OF OFFICE

The liaison shall be a student appointed by the A.S. President for a term of one (1) academic year.

SECTION 3. RESPONSIBILITIES AND DUTIES OF THE LIAISON

- A) To attend at least one meeting of each of the four Greek Councils (Inter-fraternity Council, National Pan-Hellenic Council, Collegiate Pan-Hellenic Council, United Fraternity Sorority Council) each month and one Inter-Greek Council.
- B) To provide an agenda to the Inter-fraternity Council, National Pan-Hellenic Council, Collegiate Pan-Hellenic Council, United Fraternity Sorority Council and Inter-Greek Council executives each week and keep them informed on current Legislative Council issues.
- C) To report, when necessary, to the Greek Community any issues or concerns of Legislative Council regarding the Greek Community.
- D) To report at a minimum of two (2) Legislative Council meetings each quarter regarding issues and events occurring within the Greek Community.
- E) To present a calendar of Greek events occurring each quarter, to be presented at the first of the required Legislative Council meetings at which a report is given.

**ARTICLE XVII - A.S. ATTORNEY GENERAL**

SECTION 1. APPOINTMENT

The Attorney General shall be appointed by the President and shall be approved by a majority vote of the Legislative Council. Judicial Council reserves the right to co-interview applicants with the President. S/he must be a student in good standing (GPA of 2.0 or above).

SECTION 2. TERM OF OFFICE

The Attorney General shall serve a term of office of one (1) academic school year.

SECTION 3. CHARGE OF OFFICE

The Attorney General shall act as the investigator and prosecutor in those cases which s/he brings to Judicial Council of violations against the A. S. Constitution & By-Laws. S/he may also serve as an advisor to those who wish to bring a case themselves.

SECTION 4. DUTIES AND POWERS

- A) Act as investigator and prosecutor in ASUCSB Legal Code cases.
- B) Advise those who bring their own cases.
- C) Hold a minimum of three (3) weekly office hours.
- D) Be an Ex-Officio member of all A.S. Boards, Commissions and Committees.
- E) Be a regular member of the A. S. Constitution and By-Laws Committee.
- F) Maintain a working knowledge of the Constitution and By-Laws.
- G) Shall be able to enlist the help of a student-at-large member of Constitution and By-Laws Committee for assistance in bringing cases, research, etc.

**ARTICLE XVIII - A.S. STUDENT ADVOCATE**

SECTION 1. CHARGE OF THE STUDENT ADVOCATE

The Student Advocate(s) shall be the person within Associated Students that is empowered with the duties of advocating for any student on the UCSB campus. This person should be knowledgeable of A.S., UCSB, and the University of California systemwide policies pertaining to student life. The Student Advocate shall be the person to discuss any and all student concerns and issues, where the student is the plaintiff against the University. The Student Advocate can research on any issue for any student. The Student Advocate's responsibilities are to give students the tools and information necessary to either remedy their situation themselves or be defended by the Student Advocate if requested. The Student Advocate shall also be empowered to challenge policies of the University, on behalf of the students of UCSB.

SECTION 2. SELECTION AND TERM OF OFFICE

- A) The Student Advocate(s) shall be appointed by the A.S. President and approved by the Legislative Council for a term of one (1) academic year.
- B) The A.S. President shall have the power to appoint more than one Student Advocate as deemed necessary.
- C) Shall be reaffirmed for this position if approved by a 50% + 1 vote of Legislative Council.

SECTION 3. DUTIES & POWERS OF THE STUDENT ADVOCATE(S)

- A) Assist the A.S. Student Lobby in projects.
- B) Assist the A.S. President when deemed necessary.
- C) Should be trained in conflict and mediation (IV Mediation Project or the Campus Ombuds office).
- D) Assist any and all undergraduate students in research of issues, policies and grievances against the Associated Students, University of California at Santa Barbara, and/or the University of California.
- E) Be knowledgeable of UCSB and UC policies pertaining to undergraduate students.

- F) Consult with the A.S. President on issues concerning UCSB students.
- G) Represent students on issues when requested.
- H) Gather, keep and maintain information on policies, procedures, laws and practices of UCSB for students to look up and review at any time.
- I) Agree to hold a minimum of four (4) regularly scheduled office hours per week which must be posted weekly in the *Daily Nexus*.
- J) Attend A.S. Lobby meetings twice a month.
- K) Attend at least two non-consecutive Legislative Council meetings to report on Student Advocate's actions.
- L) Shall question and challenge policies of the University when deemed necessary.

**ARTICLE XIX- A.S. DIRECTOR OF ALUMNI AFFAIRS**

SECTION 1. APPOINTMENT OF THE DIRECTOR OF ALUMNI AFFAIRS

- A) The Director of Alumni Affairs shall be appointed by the President and approved by simple majority (50% + 1) of Legislative Council

SECTION 2. TERM OF OFFICE

- A) The Director of Alumni Affairs shall serve a term of office of one (1) academic year beginning with the installation of the president elect and ending with the president's term of office.

SECTION 3. DUTIES OF THE DIRECTOR OF ALUMNI AFFAIRS

- A) Works with the President to facilitate and maintain communication between the students and alumni, duties include but are not limited to;
  - 1) Attend Alumni Association and Foundation events upon the request of the President
  - 2) Shall be the proxy for the President at Alumni Association or Foundation Events if the President cannot attend.
  - 3) Participate on subcommittees of the Alumni Association and Foundation upon request (ex. Alumni Association Homecoming Committee).
  - 4) Coordinate student participation in alumni events committees, etc.
- B) Works with Associated Students staff to maintain the A.S. Alumni Database.
- C) Coordinates events with alumni which include but are not limited to:
  - 1) Associated Students Reunion
  - 2) Associated Students and Alumni Barbeque
- D) Shall be a member of the President's Cabinet.
- E) Shall hold at least two (2) office hours per week.
- F) Shall report to Legislative Council at least once a quarter.

## **ARTICLE XX- A.S. STATEWIDE AFFAIRS ORGANIZING DIRECTOR**

### **SECTION 1. APPOINTMENT OF THE STATEWIDE AFFAIRS ORGANIZING DIRECTOR**

The Statewide Affairs Organizing Director shall be appointed by the External Vice-President for Statewide Affairs and shall be approved by a majority (50%+1) vote of the Legislative Council. He/she must be a student in good standing (GPA of 2.0 or above).

### **SECTION 2. TERM OF OFFICE**

The Statewide Affairs Organizing Director shall serve a term of office of one academic year.

### **SECTION 3. CHARGE OF THE STATE AFFAIRS ORGANIZING DIRECTOR**

- A) The Statewide Affairs Organizing Director acts as the primary student government organizer for Associated Students and shall oversee the external lobbying activities related to statewide affairs.
- B) Shall be responsible for tracking state legislation which impacts the University of California, and inform the Legislative Council of any and all recommended action.

### **SECTION 4. DUTIES OF THE STATEWIDE AFFAIRS ORGANIZING DIRECTOR**

- A) Shall be a voting member of A.S. Student Lobby, attending all Lobby meetings; and, shall carry out the duties described in Article X, Section 23, subsection F, duties of the State Affairs Organizing Director.
- B) Shall be an Ex-Officio member of A.S. Women's Commission, A.S. Environmental Affairs Board, and A.S. S.C.O.R.E.
- C) Shall attend all UCSA Board of Directors meetings as an ex-officio member of the Board as funds permit.
  - 1) Shall network with Statewide Affairs Organizing Directors systemwide.
  - 2) Shall be the primary on-campus organizer for UCSA campaigns.
  - 3) Shall coordinate logistics for UCSA Board of Directors meetings on campus.
  - 4) Shall recruit students for systemwide conferences and workshops.
- D) Shall attend at least three Legislative Council meetings to report on UCSA activities and legislative updates.
- E) Shall facilitate coalition building and maintain communication networks with student groups.
- F) Shall be primary point of contact for UCSA Collective Bargaining Program activities on campus.
- G) Shall work directly with the External Vice-President for Statewide Affairs.
- H) Shall hold a minimum of three office hours per week.
- I) In the event that the office of the External Vice-President of Statewide Affairs should become vacant, serve as External Vice-President of Statewide Affairs until a new External Vice-President of Statewide Affairs is duly elected.

## **ARTICLE XXI- A.S. LOCAL AFFAIRS ORGANIZING DIRECTOR**

### **SECTION 1. DUTIES OF THE LOCAL AFFAIRS ORGANIZING DIRECTOR**

- A) Shall be the Chair of the Isla Vista Community Relations Committee.

- B) Shall be an Ex-Officio member of A.S. Environmental Affairs Board, A.S. Program Board, A.S. Community Affairs Board, A.S. Isla Vista Tenants Union, A.S. Shoreline Preservation Fund, and A.S. Increase the Peace Rainforest Alliance.
- C) Shall work closely with the A.S. External Vice-President for Local Affairs as follows:
  - 1) Shall be the primary on-campus organizer for local campaigns.
  - 2) Shall recruit students for local conferences and workshops.
  - 3) Shall be a liaison to the Community Development Peers, IV Youth Task force, IV Recreation and Parks District, and IV Teen Center.
- D) Shall attend at least three (3) Legislative Council meetings to report on local activities.
- E) Shall facilitate coalition building and maintain communication networks with student and community groups.
- F) Shall hold a minimum of three office hours per week.
- G) In the event of the office of the External Vice-President of Local Affairs should become vacant, serve as External Vice-President of Local Affairs until a new External Vice-President of Local Affairs is duly elected.

#### **ARTICLE XXII-A.S. SHORELINE PRESERVATION FUND**

##### A) Charge of the Shoreline Preservation Fund:

The Shoreline Preservation Fund (SPF) shall provide funds to preserve, protect, and enhance the terrestrial and marine habitats associated with the shoreline of the University of California, Santa Barbara through preservation, education, open access, research, and restoration. The following five principles shall guide and govern the funding of projects by the SPF:

- 1) Preservation: Biodiversity, and the ecological integrity of the shoreline are essential and irreplaceable. The SPF is committed to preserving and enhancing these aspects of the shoreline.
  - 2) Education: Environmental education is vital to the future health and well being of the UCSB community. The SPF seeks to develop and utilize educational materials and opportunities that are fun, factual, proactive, and informative.
  - 3) Access: The right to safe open and low impact access to the shoreline must be maintained with respect to sensitive habitat. SPF supports the balance of Environmentally Sensitive Habitat Areas (ESHA) and public access.
  - 4) Research: Projects that promote education through research are fundamental to our understanding of coastal resources and the natural processes and human influences that act upon them. SPF encourages studies that further our understanding of the shoreline.
  - 5) Restoration: Understanding that past human activity has negatively affected the environment, SPF understands that restoration of habitat is critical to maintain natural and healthy ecosystems.
- B) Voting Membership:

The fund shall have no more than seven (7) board members and collectively they shall be known as the SPF Board of Directors. The Board of Directors shall consist of the following:

- 1) EAB Representative
- 2) Surfrider Representative
- 3) Department-wide Graduate

- 4) Department-wide Graduate
  - 5) Department-wide Undergraduate
  - 6) Department-wide Undergraduate
  - 7) Department-wide Undergraduate
- C) Ex-Officio membership:
- 1) A.S. Legislative Council Liaison
- D) Selection and Term of Office:
- 1) The SPF Chairperson and Vice-Chairperson shall be selected and approved by SPF's voting members, then nominated by the A.S. President, with final approval by the Legislative Council for a term of one (1) academic year.
  - 2) The EAB and Surfrider Representatives shall each be selected and approved within their respective organization, then nominated by the A.S. President, with final approval by the Legislative Council for a term of one (1) academic year.
  - 3) The A.S. Legislative Council Representative shall be a representative appointed by the Internal Vice-President, approved by the Legislative Council with final approval by the SPF Board of Directors, for a term of one (1) academic year.
  - 4) The two (2) department-wide undergraduates shall be selected and approved by the SPF Board of Directors, then nominated by the A.S. President, with final approval by the Legislative Council for a term of up to three (3) academic years.
  - 5) Any officer may be removed, either with or without cause, by the Board of Directors, at any time by majority vote of the Board of Directors, with final approval by the Legislative Council. Any officer may resign at any time by giving written notice to the Board of Directors. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
- E) Attendance:
- 1) If a member of the Board of Directors misses two consecutive meetings, no honoraria shall be awarded and a reevaluation of that director by the Board of Directors shall be required.
  - 2) In the event a member of the Board of Directors cannot attend a regularly scheduled meeting, that member may appoint a proxy. A proxy must be approved by the Board of Directors through majority vote. The proxy shall be given temporary authority of a Director for the duration of that meeting. Appointment of a proxy does not constitute a board director's attendance at a meeting.
- F) Duties and Responsibilities of the SPF Chair:
- 1) Shall preside at all meetings of the Board of Directors.
  - 2) Shall coordinate and approve meeting agendas with the Staff.
  - 3) Shall act as mediator and facilitator during the Board meetings, and will be responsible for holding meetings to the agenda in a timely fashion.
- G) Duties and Responsibilities of the SPF Vice-Chair:
- In the absence of the Chair, or in the event of his or her inability or refusal to act, the Vice-Chair shall perform all the duties of the Chair, and when so acting shall have all the powers of, and be subject to all the restrictions on, the Chair.
- H) Duties and Responsibilities of the A.S. Legislative Council Liaison:



Shall be required to attend at least half of SPF meetings. The primary duties of the Liaison will be to meet with members of the Board of Directors on a weekly basis in order to present a detailed report to the Legislative Council concerning the activities of SPF. Such a report will consist of the liaison presenting an oral summary of the activities of SPF, followed by a question and answer session in which the liaison shall be prepared to answer any questions the Council may have concerning SPF. If a question is asked that the liaison cannot answer accurately, the Council shall table the question and address it again when the liaison has an answer, preferably the next immediate session of the Council. The liaison shall have access to all SPF records and documents needed to develop such a report.

#### **ARTICLE XXIII-A.S. PARLIAMENTARIAN**

A) Charge of the Parliamentarian:

The parliamentarian shall be knowledgeable and an interpreter concerning parliamentary law, procedure, practice, and organization related to the internal functioning of the Legislative Council. The Parliamentarian, at the discretion of the Internal Vice-President and Representatives, shall help maintain order and decency of the Legislative Council meetings.

B) Selection and Term of Office:

- 1) The Parliamentarian shall be appointed by the Internal Vice-President as charged under Article VI, Section 4 (H).
- 2) The Parliamentarian shall sit as long as he/she is in continual regular undergraduate attendance at UCSB.
- 3) The Parliamentarian shall not concurrently hold an elected office in Associated Students.
- 4) He/She must be a student in good standing (GPA of 2.0 or above).

C) Duties of the Parliamentarian:

- 1) Shall be familiar with the policies and procedures of the Legislative Council.
- 2) Shall be familiar with Robert's Rules of Order.
- 3) Must attend all Legislative Council meetings.
- 4) Shall give advice when the Internal Vice-President or Representatives have any questions on the procedures of the Council.
- 5) Shall hold at least one (1) office hour per week, which shall be primarily devoted to assist Representatives who have parliamentary questions or concerns.

#### **ARTICLE XXIV-A.S. ISLA VISTA TENANTS UNION**

A) Charge of the Isla Vista Tenants Union:

The Isla Vista Tenants Union (IVTU) is a group of concerned residents interested in providing services to UCSB students who are tenants in Isla Vista, along with other tenants in the Isla Vista community. We aim to educate tenants on their rights and responsibilities, and to act as a resource when problems do arise. We believe people should be able to live without suffering discrimination, retaliation, or living with fear of eviction. We recognize the diversity of our community and we strive to meet the different needs of our members while uniting our common interests as tenants. In providing service to tenants in Isla Vista, we hope to build a sense of community in Isla Vista; one that is educated, proactive and united.

B) During financial transactions only the following individuals may be considered Voting Members:

- 1) Three (3) Undergraduate Representatives-at-Large
  - 2) One (1) Legislative Council Off-Campus Representative
  - 3) The A.S. External Vice-President for Local Affairs
  - 4) One (1) member of the Isla Vista Community Relations Committee
  - 5) Five (5) Co-Coordinators of the IVTU
    - a) External Coordinator
    - b) Financial Coordinator
    - c) Office Coordinator
    - d) Community Outreach Coordinator
    - e) Information Coordinator
- C) Non-Voting Membership during financial transactions, but shall be considered Voting Members in all other business matters of the IVTU:
- 1) A.S. Advisor
  - 2) A.S. Executive Director
  - 3) A.S. President
  - 4) Community Members
  - 5) Graduate Students
  - 6) Local Affairs Organizing Director
  - 7) A.S. Accountability Director
- D) Selection and Term of Office:
- 1) The five (5) IVTU Co-Coordinators shall be selected and approved by IVTU's voting members, then nominated by the A.S. President, with final approval by the Legislative Council for a term of one (1) academic year.
  - 2) The one (1) IVCRC voting member shall be nominated by the IVCRC Chair, then nominated by the A.S. President, with final approval by the Legislative Council for a term of one (1) academic year.
  - 3) The one (1) A.S. Legislative Council Representative shall be appointed by the Internal Vice-President in consensus of the External Vice-President for Local Affairs, approved by the IVTU voting members, with final approval by the Legislative Council for a term of one (1) academic year.
  - 4) The three (3) undergraduate representatives-at-large shall be approved by the IVTU's voting members, then nominated by the A.S. President, with final approval by the Legislative Council for a term of (1) academic year.
- E) Attendance:
- 1) Attendance shall be recorded by the Office Manager.
  - 2) Quorum shall constitute a majority (50%+1) of the voting members as established by the A.S. Constitution.
  - 3) In the event a member cannot attend a regularly scheduled meeting, that member may appoint a proxy. A proxy must be approved by the IVTU through majority vote. The proxy shall be given temporary authority for the duration of that meeting.
- F) Duties of the Financial Coordinator:
- 1) Shall provide weekly reports on finances at the weekly meetings.
  - 2) Shall coordinate fundraising efforts and write grant proposals to fund IVTU projects.
  - 3) Shall balance the budget and coordinate finances with AS administration.
- G) Duties of the Office Coordinator:

- 1) Shall write minutes and distribute via electronic mail to the Legislative Council, IVTU, and AS Administration. Shall also provide a hard copy to the A.S. Recording Secretary.
  - 2) Shall maintain archives- minutes, articles, and reports.
  - 3) Shall publish tasks that attendees volunteered for at the weekly meeting.
- H) Duties of the Community Outreach Coordinator:
- 1) Shall maintain contacts with student and non-student community, including Spanish-speaking community, and act as an information source for IVTU's activities.
  - 2) Shall coordinate local outreach efforts of the IVTU.
  - 3) Shall connect community members with problems relating to their tenancy to appropriate resources.
  - 4) Shall seek guidance and accountability from the local community regarding IVTU's activities.
  - 5) Shall represent IVTU at community meetings.
- I) Duties of the Information Coordinator:
- 1) Shall coordinate publicity of the IVTU for students and non-student community members.
  - 2) Shall send through electronic mail updates and announces important events to members, voting and non-voting.
  - 3) Shall be the IVTU media liaison- write press releases and contact the media for relevant IVTU events.
  - 4) Shall update roster and coordinate IVTU orientations for new members.
- J) Duties of the External Coordinator:
- 1) Shall build coalitions and network among community and tenants organizations.
  - 2) Shall coordinate regular IVTU meetings with government officials.
  - 3) Shall facilitate education to IVTU members on governmental process and local politics.
  - 4) Shall maintain contact and build coalitions among student groups.
- K) Operating Procedures of the IVTU:
- 1) Daily operating procedures will be established collaboratively by the five (5) IVTU Co- Coordinators, with consideration of feedback and proposals by voting and non-voting members.
  - 2) IV Tenants Union Meetings:
    - a) Will be held weekly, including through summer session.
    - b) Will be announced and publicized to the public.
  - 3) All official decisions concerning IV Tenants Union actions, decisions, and agendas shall be made with the approval of the majority of the IVTU voting members.

- 4) In the event that the IVTU does not have the membership required to elect the next year's members, the selection procedure shall revert to the selection process as prescribed in the A.S. Legal Code.

#### **ARTICLE XXV-MORATORIUM ON INTERNAL LOCK-IN FEES**

- A) For a period of two years, A.S. Legislative Council will not approve to place on the ballot any new internal lock-fees unless the group satisfies Article VIII, Section 3A or Article IX, Section 1 B of the A.S. Constitution.
- B) Every two years Legislative Council will reconsider the moratorium. (Every Winter Quarter starting in 2002)
- C) In order to lift the moratorium after a two-year period, a two-thirds vote of the Legislative Council is required.
- D) Groups with an existing Lock-In Fee wishing to increase it are not included under the moratorium.

#### **ARTICLE XXVI-A.S. TECHNOLOGY COMMITTEE**

- A) Charge of the A. S. Technology committee:

The committee shall be ultimately responsible for A.S. websites including, but no limited to [www.as.ucsb.edu](http://www.as.ucsb.edu) and [www.UCSBprofessors.com](http://www.UCSBprofessors.com) as well as technology within A.S.

- B) Membership

- 1) A.S. Computer Network Technician
- 2) A.S. Legislative Council Representative
- 3) A.S. Webmaster
- 4) Two (2) students at large
- 5) All webmasters of A.S. committees

- C) Selection and Term of Office

- 1) The A.S. Legislative council Representative shall be appointed by the Internal Vice President, approved by the A.S. Computer Network Technician, with final approval of Legislative council for a term of one (1) academic year.
- 2) The two (2) students at large shall be appointed by the A.S. President, with final approval of the Legislative Council for a term of one (1) academic year.

- D) Duties

- 1) Maintain and regularly update [www.as.ucsb.edu](http://www.as.ucsb.edu)
- 2) Maintain and regularly update [www.UCSBprofessors.com](http://www.UCSBprofessors.com)
- 3) Assist the CNT in assessing the technology needs of A.S. at the beginning of each winter quarter.
- 4) Assist the CNT in preparing the Tech Support budget request.
- 5) Consult with the CNT on all major technology purchases.

# THE A.S. STANDING POLICIES & PROCEDURES OF THE ASSOCIATED STUDENTS OF UCSB

## POLICY 1. LEGISLATIVE COUNCIL MEETING PROCEDURES

### A) The Standard Agenda:

- 1) Call to Order
- 2) Roll Call
- 3) Acceptance of Proxies & Excused Absences
- 4) Announcements
- 5) Public Forum
- 6) A.S. Committee Reports & Ex-Officio Reports
- 7) Executive Director's Report
- 8) President's Report
- 9) Internal Vice-President's Report
- 10) External Vice-President Statewide Affairs' Report
- 11) External Vice-President Local Affairs' Report
- 12) Acceptance of Agenda
- 13) Acceptance of Minutes
- 14) Action Items
- 15) Old Business
- 16) New Business
- 17) Group Projects Reports
- 18) Representatives' Reports
- 19) Secretary's Report
- 20) Remarks
- 21) Adjournment

### B) Details regarding proposals and motions:

- 1) All proposals seeking official agenda placement must be submitted to the A.S. Internal Vice-President by nine o'clock (9:00 AM) on the Monday preceding each Wednesday Legislative Council meeting.
- 2) All Legislative Council agendas must be posted in a public zone, by 11:00 AM two days prior to the following meeting (Monday, 11:00 AM). Shorter notice is permissible under special circumstances.
- 3) For a spontaneous motion to be considered, it must meet at least one (1) of the following criteria:
  - a) Emergency Situation -- if the issue falls within ten days from the meeting at hand.
  - b) Deadline -- if the issue arose after the agenda deadline.
- 4) All bills shall be officially submitted under the following guidelines:
  - a) Representatives must submit a hardcopy of his/her proposal to the Internal Vice-President to be included on the Agenda for the Legislative Council.
  - b) Representatives must also submit a copy of their bill to the A.S. Recording Secretary in accordance with the most current guidelines as set by the Internal Vice-President and the A.S. Recording Secretary. These guidelines shall be readily determined and readily available by the A.S. retreat and posted in the A.S. Main Office.
  - c) Follow up with the Internal Vice-President to ensure that your bill will be on the agenda.

### C) Procedures for a person desiring consideration of a spontaneous motion:

- 1) A written statement must be submitted to the Internal Vice-President stating the following:
    - a) The urgency of the issue.
    - b) The reason it was not placed on the agenda before the deadline.
  - 2) A person asking for consideration will be given two (2) minutes for an oral presentation before the Legislative Council. (This person must make him/herself available to answer any questions Legislative Council members may have.)
- D) Policy regarding spontaneous financial items:
- 1) All financial proposals must be presented to Finance Board (or Program Board) a minimum of one (1) week prior to the scheduled event and to the Legislative Council as part of the Finance Board minutes, prior to any publicity. Any proposal submitted for an event that occurs within 10 days (which is one week plus the three days it takes for Legislative Council to approve its own minutes) may be first subject to a two-thirds vote of the Finance Board membership to hear the specific proposal. Otherwise, the proposal must be made to the Legislative Council as a spontaneous financial item. If a group's request is approved by Finance Board at its Monday meeting, it may not spend its money until the next Thursday. However, any request which falls before this Thursday will become a spontaneous financial item and shall be heard by either the Finance Board or Legislative Council under the requirements herein specified.
  - 2) All matters not dealt with at Finance Board shall be handled as a spontaneous motion and that motion may be passed only upon a two-thirds (2/3s) approval vote of the Legislative Council quorum. Such action by the Legislative Council should only be used in emergency situations.
  - 3) Legislative Council will try to be consistent in sending back to Finance Board, with a written recommendation, allocations with which the Council does not agree. However, if an allocation need to be addressed prior to the next Finance Board meeting, Legislative Council may alter the allocation.
- E) All appointments made by the A.S. President are subject to the approval of the Legislative Council and shall be tabled for one (1) week before they are voted upon, unless the appointments are recommendations that the President has accepted from the A.S. Committee on Committees.
- F) Legislative Council members must be courteous to whomever controls the floor.
- G) No A.S. Legislative Council Member shall secure the floor in order to speak on an issue, and then conclude his/her discussion by "moving the previous question."
- H) The A.S. Recording Secretary shall not be allowed to proxy for any member of the Legislative Council at Legislative Council meetings.
- I) Legislative Council must appoint some member to take minutes after twelve midnight (12:00 a.m.) in the case that the A.S. Secretary elects to leave at that time. The A.S. Legislative Council will pay the A.S. Secretary a shift differential after midnight that amounts to double the base pay at Legislative Council meetings, with the money coming from the Legislative Council budget.
- J) The presiding chairperson shall determine the time of the legislation once adopted. The A.S. Recording Secretary shall then record the time of passage in the ASUCSB Legislative Council Minutes.
- K) Legislative Council shall hold their regular weekly meeting every Wednesday, at 5:00 pm, during their regular session as defined by Article II of the A.S. Constitution.

POLICY 2. SUMMER LEGISLATIVE COUNCIL

- A) Legislative Council may continue its normal operation into the Summer, if a quorum, as defined by the A.S. Constitution, is met at a meeting.
- B) In the event that a majority (50% + 1) of the Legislative Council cannot be assembled for a Summer meeting, at least one third (1/3) of Council members may be empowered to conduct routine business, as well as matters pertaining to the allocation of A.S. space in the UCen.
- C) One third (1/3) of Legislative Council members shall not be necessary to approve Summer Council proxies.
- D) Proxies and unexcused absences for the Legislative Council Members for the summer shall not be counted towards the annual totals allowed.
- E) A maximum of one (1) proxy and no unexcused absences will be allowed and maintaining office hours will be necessary for Legislative Council Members to receive Summer Honoraria.
- F) A Summer pro-tem will be approved to oversee/ensure that office hours are maintained and shall be empowered to approve/deny honoraria requests according to the guidelines set for the Elected Officers in Article VIII, Section 2 of the By-Laws.
- G) Definition of routine matters that can be handled during summer Legislative Council:
  - 1) Directional
  - 2) Organizational
  - 3) Financial--anything under \$300.00
- H) Definition of non-routine matters that absolutely, positively have to be dealt with, will be decided by a phone vote in accordance with the A.S. By-Laws, if a majority (50%+ 1) of the Legislative Council membership cannot be assembled.
  - 1) Position Paper
  - 2) Constitution and By-Laws
  - 3) Contractual
  - 4) Appointments
  - 5) Travel
  - 6) Standing Policies
  - 7) Financial--anything over \$300.00
- I) Copies of the minutes shall be mailed to absent representatives following the scheduled meeting. If no response from absent members of the Legislative Council is heard up until the minutes are approved, the minutes will stand.

POLICY 3. STUDENT SPONSORED LEGISLATION

- A) The Student-Sponsored Legislation program is based on the "Write Your Own Bill" principle, that there is an inherent difference between the authorship of a bill and the sponsorship of a bill.
  - 1) Thus, any UCSB undergraduate student may sponsor his/her own bill.
  - 2) Only Legislative Council representatives may author bills, however, as mandated by the fact that the Legislative authority of the Associated Students is vested in them.
  - 3) A student who writes or sponsors his/her own bill does not mean that the student authors it.
- B) All Student-Sponsored Bills can initially be written by their Student Sponsors.
- C) The responsibility for official authorship of the bill shall be taken up by a Legislative Council member.
- D) Both the Student Sponsor and the Student Co-Sponsor should be present at the meeting on the agenda of which their Bill appears

- E) At the appropriate time, the Author shall defer the floor to the Student-Sponsor so that the Bill may be introduced, and for an explanation of the Bill's intent.

POLICY 4. REQUIREMENTS OF BILL PROPOSAL FORMS

- A) The enacting clauses of all bills shall be:

- 1) "Be it enacted by the Associated Students in the Legislative Council assembled",  
and the resolving clauses of all resolutions shall be
- 2) "Resolved by the Legislative Council", or just simply "Resolved" and no enacting or resolving words shall be used in any section of an Act or Resolution of the Council except in the first.

- B) The Bill subject will serve as a short title for the Bill.

- C) Assignment of Bill Number:

- 1) The Bill number shall be assigned by the Internal Vice President.
- 2) The Bill number shall take the following form:

Date of Meeting - Number of Bill during Present Administration (e.g., the ninth Legislative Council Bill for the meeting of January 8, 1998 would be assigned the number 010898-09).

- D) It must be determined if there is an affect on the Financial Policies and Procedures with a "Yes" or "No" in the designated area prior to the passage of a bill or resolution.

- E) Author and Second must be listed on the Bill before it will be placed on the agenda. Thus, there is no need to move and second a bill at Legislative Council meetings.

- F) Bill type shall be determined by the A.S. Internal Vice-President. This shall be completed before the Bill is placed on the agenda. If the A.S. Internal Vice-President is absent, the First Presiding Representative Pro-Tempore shall determine the Bill type. Basic Guidelines for the Bill type shall be as follows:

- 1) **Position Paper**: A resolution which endorses, sponsors, or supports a group's actions or events shall require a two-thirds (2/3s) vote. Any position paper adopted by the ASUCSB Legislative Council is binding on that Council for the term of that Council only. If specified by its author, it shall be reviewed by each new council for re-adoption. Two examples of position papers are:
  - a) **Administrative Position Paper**: Any resolution which recommends any student sentiment to the Administration for what the resolution proposes requires a two-thirds (2/3s) vote.
  - b) **Academic Position Paper**: Any resolution which recommends any student sentiment to the Academic Senate for what the resolution proposes requires a two-thirds (2/3s) vote
- 2) **Organizational**: Any action, event, addition or deletion to the internal structure of the Associated Students. This includes representative, organizational, and physical changes within Associated Students, its Boards and Committees, including personnel changes in Boards and Committees. It requires a majority (50% + 1) vote of Council.
- 3) **Directional**: Any Resolution that directs members of A.S. Personnel, Boards, Committees, and/or the Legislative Council to specific duties requires a majority vote (50% + 1).



- 4) **Contractual**: Any Bill that includes contract(s) with an agency, group, or business outside Associated Students requires a majority (50% + 1) vote.
  - 5) **Financial**: Any Bill that needs an expenditure of A.S. monies to perform what is proposed in the Bill requires a majority (50% + 1) vote. However, special types of a Financial Bill are:
    - a) **Capital Reserves**: Any Bill which removes or changes any monies from the Capital Reserve fund requires a three-fourths (3/4s) majority vote.
    - b) **Capital Improvements**: Any Bill which removes or changes any monies from Capital Improvements requires a two-thirds (2/3s) majority vote.
  - 6) **Constitutional**: Any Bill that proposes a change or interpretation of the ASUCSB Constitution requires a two-thirds (2/3s) vote of Legislative Council and then subsequently requires a two-thirds (2/3s) vote of the student body in order to be adopted.
  - 7) **By-Laws**: Any Bill changing, adding, or interpreting the ASUCSB By-Laws requires a two-thirds (2/3s) vote.
  - 8) **Standing Policies**: Any Bill changing, adding, or interpreting the ASUCSB Standing Policies requires a two-thirds (2/3s) vote.
- G) Those Bills that must be submitted for review before a vote of the Legislative Council are as follows:
- 1) Contractual - must be reviewed by the A.S. Executive Director at least two weeks in advance.
  - 2) Financial - must go before Finance Board.
  - 3) Constitutional, By-Laws, and Standing Policies must be tabled for one week. During that week the legislation must be reviewed, and an opinion rendered and placed under the "Committee Recommendation" portion of the bill, before a final vote by the Legislative Council.
    - a) If no one has been appointed to a standing Committee (such as Constitution & By-Laws Committee) a Bill will be submitted directly to the Legislative Council.
- H) Committee action or approval by the Executive Director must be recorded on the Bill form, and when possible, committees should file with the Secretary reports with additional and minority views. All Bills are to be signed by the President and the Author of the Bill before it can be recorded by the Secretary and before the same can take effect, and all Resolutions shall bear the attestation of the Secretary of the Council.
- I) All Bills shall be posted for the public.
- J) All Acts of the Council and Resolutions passed shall be reviewed by the Secretary to ensure its true form and authenticity, and shall enroll the final copy on archival quality paper before presentation to the proper officials.
- K) On every Bill there will be a space provided for Fiscal Impact. This space will have two line items, one for an amount and the other for an account. A Bill lacking this completed information will not be allowed to appear on the agenda, and it will not be brought up for consideration until the projected cost and corresponding account are stated.
- L) If a Bill has an affect on the Financial Policies and Procedures, an additional section for Financial Policies and Procedures Amendments shall be included, and outline all the changes that need to be made in the Financial Policies and Procedures in accordance with the Bill.

POLICY 5. CONFLICT OF INTEREST

- A) In any Committee or Board voting matter of any kind whatsoever, any and all voting members are personally charged with the responsibility of bringing any personal interests said member(s) may have in the outcome(s) of said vote(s) to the attention of the Committee or Board, as a whole. Where a conflict of interest is defined as:
- 1) Personal financial gain.
  - 2) Personal gain of associates (friends or family members).
  - 3) A conflict in the interests of ASUCSB with the interests of other committees (clubs or other on-campus organizations) said Committee or Board member(s) may have, which cannot be resolved.
- B) In the event that a conflict of interest is determined to exist, by the individual member(s) or the Committee or Board as a whole, the member(s) unable to objectively discharge his/her responsibility shall abstain from voting on said matter(s).

POLICY 6. NO CO-SPONSORSHIP OF CIGARETTE COMPANIES

ASUCSB and all of its Boards, Commissions, and Committees are prohibited from sponsoring or co-sponsoring any ASUCSB function affiliated with (i.e., advertisements, payment, etc.) tobacco/cigarette companies.

POLICY 7. DISTRIBUTION OF AGENDA & MINUTES

- A) No Old Business items which have been included in previous agenda packet will be reproduced for inclusion in a subsequent week's agenda packet and all Legislative Council Representatives will be responsible for bringing their copy of the previous week's Old Business items to the next Legislative Council meeting.
- B) Legislative Council Agendas with Attachments:
- A.S. Administration - 1
  - A.S. Advisor - 1
  - A.S. Executive Director - 1
  - A.S. Executive Officers - 1 each (4)
  - Legislative Council Members - 24
  - EAB/IVCRC/Bike Improvements – 1 (Share Office Copy)
  - Student Relations/Elections - 1 (Share Office Copy)
  - S.C.O.R.E./ Queer Commission/Student Lobby - 1 (Share Office Copy)
  - Judicial Council/Constitution & By-Laws/ AAB - 1 (Share Office Copy)
  - Program Board - 1
  - Attorney General - 1
  - Daily Nexus -1
  - La Cumbre - 1
  - KCSB - 1
  - A.S. Recording Secretary - 1
  - UCSA - 1
  - Finance Board Chair - 1
  - Campus Point - 1
  - Original w/ attachments in Main Office file - 1
  - Office Copy - 1
  - Associate Director of Community Affairs - 1
  - Parliamentarian - 1
  - Women's Commission/Student Advocate-1 (Share Office Copy)

RHA-1

C) Legislative Council Agendas without Attachments:

Academic Senate-Committee on Student Affairs - 1  
State Affairs Organizing Director -1  
A.S. Controller(s) -1  
A.S. Committees Coordinator -1  
Community Affairs Board - 1  
Dean of Students -1  
Graduate Student Association -1  
Program Board Advisor - 1  
A.S. Staff  
Assistant to the Local County Supervisor-1  
Chancellor - 1  
Vice-Chancellor, Administrative Services - 1  
Executive Vice Chancellor - 1  
Vice-Chancellor, Student Affairs - 1  
Extra Copies for Audience - 5

D) Legislative Council Agenda with Attachment e-mailed directly to all recipients:

exolc@as.ucsb.edu  
as-staff@as.ucsb.edu  
bcc@as.ucsb.edu

E) Legislative Council Minutes with Attachments:

A.S. Administration - 1  
A.S. Executive Director - 1  
Judicial Council/Constitution and By-Laws  
A.S. President - 1  
Associate Director of Community Affairs - 1  
Original w/ attachment in Main Office file -1  
Office Copy - 1

F) Legislative Council Minutes without Attachments e-mailed directly to all recipients:

Legislative Council Members - 24  
Executive Officers - 4  
Academic Affairs Board/Student Advocate/Women's' Commission - 1  
Academic Senate-Committee on Student Affairs - 1  
A.S. Staff - 1  
Chancellor - 1  
A.S. Communications Board/Elections/IVCRC-1  
Community Affairs Board - 1  
A.S. Controller(s) -1  
*Daily Nexus & La Cumbre*- 1  
Dean of Students - 1  
Finance Board/ Board/Investments - 1  
Attorney General/Business Services/Controller(s)/SCORE - 1  
KCSB-FM - 1  
A.S. Notetaking Service - 1  
Program Board - 1  
Student Lobby/EAB - 1  
Vice-Chancellor, Administrative Services - 1  
Executive Vice-Chancellor - 1  
Vice-Chancellor, Student Affairs - 1  
Campus Point-1

G) Finance Board Agendas with Attachments:

A.S. Administration - 1  
A.S. Executive Director - 1  
A.S. Executive Officers - (4)  
Finance Board Chair - 1  
Finance Board Members (Share remaining Copies)  
Original w/ attachments in file - 1

H) Finance Board Agendas without Attachments (e-mailed to recipients when possible):

A.S. Staff - 1  
Attorney General - 1  
Controller(s) - 1  
Committees Coordinator - 1  
*Daily Nexus* - 1  
Office Copy - 1  
Extra Copies for the audience - 5

I) Finance Board Minutes with Attachments:

A.S. Administration - 1  
A.S. Administrative Support, Main Office  
A.S. Executive Director - 1  
Original w/ attachments in Main Office file - 1  
Office Copy - 1

J) Finance Board Minutes without Attachments e-mailed to all recipients:

bcc@as.ucsb.edu  
exolc@as.ucsb.edu  
as-staff@as.ucsb.edu  
Finance Board Members  
KCSB-FM - 1  
*Daily Nexus* - 1

K) Program Board Agendas w/ Attachments & Minutes w/ Attachments:

A.S. Administration - 1  
A.S. Executive Director - 1  
Legislative Council Representatives - 2  
Program Board Advisor - 1  
Program Board Commissioner - 1  
Program Board Deputy Commissioner-1  
Program Board Office Copy - 1  
Program Board Coordinators - 10  
Office of Student Life - 1  
Original w/ attachments in Main Office file - 1  
Office Copy - 1

L) Minutes from all A.S. Boards, Commissions, and committees not previously mentioned e-mail directly to all recipients:

bcc@as.ucsb.edu  
exolc@as.ucsb.edu  
as-staff@as.ucsb.edu

M) When a new A.S. Constitution or By-Laws are written and voted in place of the last Constitution and By-Laws by the appropriate party, the Constitution-elect and By-Laws elect will be on record with the prior Constitution and By-Laws until such a time that another Constitution and By-Laws are written and voted in place of the most recent Constitution and By-Laws.

- 1) Beginning with the first meeting of the year of each new Legislative Council, copies of all agendas and minutes of Legislative Council and all agendas and minutes of Finance

Board shall be maintained in the A.S. Main Office. A copy of the ASUCSB Legal Code and all other A.S. Codes (such as the KCSB By-Laws) shall also be kept in the Office.

- 2) The Office Coordinator shall be responsible for ensuring that these documents are open to public access and are updated on a timely basis.
- 3) All copies of Legislative Council agendas and minutes and Finance Board agendas and minutes shall be kept for one additional year following the last meeting of each Legislative Council. After this period, the Office Coordinator will ensure that cd-rom copies of these documents are made and placed on file. The original copy files shall be cleared to make room for the documents of succeeding Legislative Councils and Finance Boards.
- 4) The minutes of the most recent Legislative Council meeting will be available for Legislative Council's approval by the following Wednesday.

POLICY 8. EXECUTIVE, MSP AND PSS HIRING PROCEDURES

The Associated Students is to be part of the selection process of Executive, MSP, & PSS staff positions at UCSB with students participating on the search committees. The undergraduate students on these committees shall be appointed by the A.S. President. If this policy is not abided by, A.S. will not accept the appointment and DEMAND the search process be redone.

POLICY 9. KCSB FM & KJUC-AM CABLE BROADCAST OF LEGISLATIVE MEETINGS

- A) A.S. allows and requests KCSB-FM or KJUC-FM Cable to broadcast A.S. Legislative Council meeting either live or on a tape-delayed basis without charge following the first (1st) meeting of newly elected Council Members.
- B) There shall be no broadcasting or taping of the Legislative Council during an Executive Session. (All broadcast and tape equipment must be turned off.)

POLICY 10. A.S. OFFICE POLICIES

A) A.S. Main Office Operating Hours:

- 1) The A.S. Main Office shall maintain operating hours Monday through Friday, 9 a.m. to 4 p.m., during the academic year (excluding holidays, dead week, finals week, and the summer school period).
- 2) The A.S. Main Office shall maintain operating hours from 10 a.m. to 2 p.m. during dead week and finals week of each quarter.
- 3) The A.S. Main Office may maintain operating hours during the summer months, as needed.
- 4) The A.S. Secretaries shall not be required to work more than ten (10) hours per week during dead week and finals week.
- 5) The A.S. Secretaries shall not be required to work holidays or academic vacation periods.

B) A.S. Office Assignments:

- 1) Room 1519: Program Board
  - 1519 A: Program Board
  - 1519B: Program Board
  - 1519C: Program Board Advisor
  - 1519D: Program Board

- 1519E: Program Board
- 2) Room 1523: Legislative Council
    - 1523A: A.S. Finance Board
    - 1523B: Storage
    - 1523C: A.S. President
    - 1523D: A.S. Vice-President for External Affairs
    - 1523E: A.S. Internal Vice-President
    - 1523F: A.S. Vice-President for External Affairs, Statewide Affairs
    - 1523G: Computer Room
    - 1523H: Legislative Council Representatives
    - 1523J: Legislative Council Representatives
    - 1523K: Student Government Advisor
  - 3) Room 2519: Computer Technician
  - 4) Room 2521: Environmental Affairs Board/Shoreline Preservation Fund/Increase the Peace
  - 5) Room 2523: Community Affairs Board
    - 2523A: CAB Office Manager
    - 2523B: A.S. Advisor
    - 2523C: CAB Co-Chairs
  - 6) Room 2525: Associated Students Conference Room
  - 7) Room 2527: Student Lobby/SCORE/Queer Commission
  - 8) Room 2531: Women's Commission/Academic Affairs Board/Student Advocate
  - 9) Room 2533: Campus Point/Elections/Media Relations/CODA
  - 10) Room 2535: Legal Resource Center/Constitution & By-Laws/Judicial Council
  - 11) Room 2537: A.S. Administration
    - 2537A: Publications Manager
    - 2537B: Computer Room
    - 2537C: A.S. Accounting Clerks
    - 2537D: A.S. Administrative Analyst
    - 2537E: Assistant Director for Administration
    - 2537F: Assistant to the Executive Director
    - 2537G: A.S. Executive Director
- C) There will be no smoking of tobacco or cloves in the Legislative Council meeting rooms or A.S. Offices.
- D) Computer Use and Access:
- 1) Keys to the Main Office Computer Room will be issued to the A.S. Secretaries and the Executive Officers. After-hours use of the Computer Room will be restricted to Legislative Council Members, the Executive Officers and the Committees Coordinator.
  - 2) During normal A.S. Main Office hours, the following persons have priority in use of the A.S. computers:
    - a) A.S. Secretaries while typing minutes or agendas.
    - b) Legislative Council Members, doing Council business.
    - c) A.S. Secretaries doing other council work, and Legislative Council Members using the computer for information and networking.
    - d) Board and Committee chairs, doing business for their board or committee.
    - e) Legislative Council members and Chairs of Boards, Committees or Commissions may use the computers but not the laser printers for non-council business.

- E) The Mary K Hunt Copy Machine is available for use by the A.S. Office Secretaries, the A.S. Office Coordinator, Legislative Council members, A.S. Executive Officers, the A.S. Executive Director, any other A.S. officers and staff, and all A.S. Boards and Committees who fill out a purchase order with Notetaking, who go through a copy machine orientation with the A.S. Office Coordinator, and who are assigned a private user code. Those authorized to use the machine cannot and will not make exceptions for anyone. At the end of each month, all groups and persons possessing an account will be billed for all copies made on their account. Groups wishing to use colored paper which Notetaking does not carry may provide their own paper; however, they will be charged the standard rate regardless of the source of paper.
- F) The A.S. Office supplies are costly; do not take advantage of them.

POLICY 11. PHONE USE

- A) Only Legislative Council Members, Executive Officers, Chairpersons of A.S. Boards and Committees, and A.S. Staff/Personnel are allowed access to the A.S. phones for the purpose of making long-distance calls, and must use an authorized phone code.
- B) No personal long-distance calls will be permitted to be made with the exception of credit card and collect calls. If you have an emergency, please get permission from one of the A.S. Secretaries, the A.S. President, or the Executive Director to make any personal long-distance calls.
- C) No calls can be charged to the Associated Students via another telephone. No collect calls to the Associated Students phone lines will be accepted unless it's from Legislative Council Members or Executive Officers and the purpose and conversation directly pertains to A.S. business.
- D) All long-distance calls are to be recorded in the phone log, prior to making any calls. The phone log can be found on the Secretary's desk. Please faithfully record ALL long-distance calls--A.S. related and any emergency personal calls.
- E) Individuals will be billed for all personal phone calls they make. You have ten (10) working days from the date of notice to submit payment without further penalty. If payment for personal calls is not received within thirty (30) days of notice, a lien will be placed on transcripts, pre-enrollment, and registration, until payment is received in full.
- F) Please remember that the Associated Students is a business and a service to the students of UCSB; A.S. is not here for any one individual's convenience. DO NOT TAKE ADVANTAGE OF THE PHONES, since A.S. cannot afford to pay authentic business phone bills and your personal phone bills too.
- G) All long distance calls must be made on the x2567 or x3707 (fax) lines; no other lines are hooked up for long-distance dialing. Please be courteous and try to limit your local and long-distance calls to five (5) minutes maximum.
- H) Failure to comply with these rules may result in disciplinary action.

POLICY 12. PUBLIC ADDRESS SYSTEM

- A) The A.S. Public Address System shall only be checked out to student groups registered with either Associated Students or the Office of Student Life.
- B) Upon checking out the A.S. Public Address System the student group will supply the A.S. Program Board Secretary with the following: proof of the student group's current registration with either Associated Students or the Office of Student Life, a current UCSB Registration Card.
- C) Student groups who do not return any portion of the A.S. Public Address System, or return any portion damaged, will be billed immediately (the day directly following the due date) to their Associated Student or Office of Student Life account for the replacement value of the unreturned or damaged item(s). If unreturned item(s) are returned by the group within one (1) week and the

missing items have not yet been replaced, the funds shall be promptly returned to their account minus a twenty (20) dollar initial late fee, plus an additional ten dollars for each additional day the item is not returned. The total late fee shall not exceed one week worth of charges, seventy (70) dollars.

- D) When a student group fails to return a portion of the P. A. system for the third time, they will have their access privileges to the P.A. system revoked for one school year.

POLICY 13. KEYS

- A) Keys to Associated Students' offices (including those in the University Center, Storke Building, Trailers, etc.) are available, as appropriate, to A.S. Executive Officers, Legislative Council Members, Board and Committee Chairpersons, and Student Employees (upon approval by staff supervisor only). These individuals may lease, on an annual basis, a key(s) to their office(s) for \$5.00 for the first key and \$1.00 for each additional key upon signing the A.S. Key Contract. Keys are also available to A.S. Staff Members who will lease the appropriate key(s) to their office(s) when they are hired.
- B) Before any keys can be checked out, the President/Chairperson of a group or Staff Supervisor must turn in to the A.S. Administration Office a list of all persons eligible to receive keys. In cases where the President/Chairperson of a group has not yet been selected, the A.S. President can make a temporary list until the elected/appointed leadership of the aforementioned group is determined. Final determination of key lease eligibility is subject to the approval of the A.S. Executive Director.
- C) Any students listed as eligible to receive keys can lease their keys at the A.S. Cashier/Ticket Office between 10 am and 4 pm.
- D) Money collected will be reserved to pay for re-keying A. S. offices as necessary to preserve the security of the area as determined by the A.S. Executive Director in consultation with the A.S. President.
- E) For students, there will be a "second-year privilege," meaning that a student will be allowed to check out his/her office key without charge during the second consecutive academic year that he/she is employed by or holds an office with Associated Students. This applies to each individual; not each position.
- F) Master keys to the Associated Students office will be issued, as appropriate, only to the A.S. Executive Director, A.S. Staff Members, A.S. President, A.S. Internal Vice President, A.S. Vice-President for External Affairs, and A.S. External Vice-President for Statewide Affairs. In addition, all leased master keys must be returned at completion of term in office or the penalty specified in 13.G.1 will apply. There will be NO EXCEPTIONS.
- G) All keys must be returned within 15 days of resignation, or termination of employment. If keys are not returned within the 15-day grace period, the following penalty will apply:
- 1) A twenty dollar (\$20) late charge will be assessed. If this late charge is not paid within 30 days of assessment, a block will be placed on the individual's registration and the release of transcripts and diplomas.

POLICY 14. STAFF DEVELOPMENT DAY

- A) A.S. shall hold an annual staff development day.

POLICY 15. USE OF THE UCSB RECREATION CENTER

- A) The Associated Students does not recognize the right of Intercollegiate Athletic teams or community groups to use the Recreation Center facility at any time or under any conditions.



- B) ASUCSB is opposed to and will not recognize any action by any person or body that negatively impacts the accessibility of the facility by students without the approval of the student populous gained through a campus wide election.
- C) ASUCSB is opposed to and will not recognize any action by any person or body that calls for increases in the funding of the Recreation Center by students without the approval of the student populous gained through a campus wide election.

POLICY 16. SAFETY 2000 COMMITTEE

- A) Associated Students has made a dedicated commitment to improving the levels of safety both on campus and in Isla Vista.
- B) The Safety 2000 Proposal's benefits, implications and results will only come to fruition if a strong working relationship exists between students, staff and members of faculty.
- C) A committee consisting of student, staff and members of faculty will assist in the completion of the goals of Safety 2000.
- D) A committee entitled "Safety 2000 Committee is immediately created. The charge of the committee will be as follows:
  - 1) To study, report, analyze and assist in implementation of the following elements of Safety 2000:
    - a) Blue-light emergency phones both on campus and in Isla Vista.
    - b) Extension of university jurisdiction to university-affiliated structures in Isla Vista.
    - c) Improvement of lighting both on campus and in Isla Vista.
    - d) Improvement of safety measures/statistics.
- E) The committee will not be an official A.S. Committee, Academic Senate Committee, or Committee formed by the Office of the Chancellor; rather it will be a long-term, university-wide ad-hoc committee which will overlay duties and expectations of all three organizations.
- F) The committee will meet once a week beginning immediately and will do so until the spring quarter of 2001, or until Safety 2000's goals are completed
- G) The majority of the committee will consist of undergraduate students.
- H) The chair of the Committee will be an undergraduate student.
  - 1) Nominations to sit on the committee as voting members will come interdepartmentally from the following associations and departments:
    - a) Associated Students Legislative Council (2 undergraduates)
    - b) Graduate Student Association (3 graduates)
    - c) Fraternity-Sorority Council (3 undergraduates)
    - d) Students at Large (4 undergraduates)
    - e) *Daily Nexus* (1 undergraduate)
    - f) Office of Budget and Planning (1 administrator)
    - g) Office of the Chancellor/Vice-Chancellor for Student Affairs/Dean of Students (2 administrators)
    - h) Office of Student Life (1 administrator)
    - i) Orientation Department (1 administrator)
    - j) Academic Senate (2 professors)
    - k) UCSB Women's Center (1 administrator)
    - l) UCSB Administrative Services (1 administrator)
- I) Total voting membership shall consist of twenty-one (21) members, and quorum shall consist of eleven (11) voting members.

J) The committee shall report its findings bi-quarterly to the following:

Associated Student Legislative Council  
Graduate Students Association  
Academic Senate  
Office of the Chancellor

K) The committee chair is nominated and approved through majority vote (50% + 1) of the voting members. All items of discussion shall be approved through majority vote (50% + 1) of the voting members.

POLICY 17. DISTRIBUTION OF BLOOD DRIVE INFORMATIONAL SUPPLEMENTS

- A) The Tri-Counties Blood Bank must inform Queer Commission of any blood drive that may be held on campus.
- B) Tri-Counties Blood Bank is responsible for sending an informational packet created by Queer Commission to any party sponsoring a blood drive on campus.
- C) This information packet must include the flyer about the FDA's discriminatory policy, Queer Commission's contact information, and the FDA petition (endorsing a more non-discriminatory practice by the FDA) for those donating at the blood drive to sign only if they consent to do so.
- D) Any party holding a blood drive on campus must be well informed of this issue and display the petition in full view of persons donating at the blood drive.
- E) Any party holding an on-campus blood drive is responsible for returning the petition to Queer Commission upon the conclusion of the blood drive.
- F) This policy shall remain effective until such a time when the blood drive questionnaire is no longer discriminatory.

**Honoraria Form for THE PRESIDENT**

Name \_\_\_\_\_ Quarter and Year: \_\_\_\_\_

Amount Requesting: (circle one) FULL or OTHER (specify) \_\_\_\_\_

Office Hours:

Days & Times of your 8 scheduled office hours: \_\_\_\_\_

Did you hold any office hours outside of the AS Main Office? \_\_\_\_\_

Did you hold all of your office hours each week? If not, why? \_\_\_\_\_

Did you meet weekly with the Executive Director?

Did you attend the first staff meeting of each month?

Did you attend Academic Affairs Board or designate a proxy?

Did you attend Environmental Affairs Board of designate a proxy?

Did you attend Finance Board weekly?

Did you attend one GSA General Council meeting this quarter?

Did you attend meetings of the UCSB Foundation?

Did you attend meetings of the UCSB Alumni Association?

When did you make your 5 (or more) reports to Legislative Council?

\_\_\_\_\_

Please list/describe any ways you feel you have gone above and beyond your job description.

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\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please turn this form in to the Associated Students Main Office**

Late requests will be accepted as the discretion of the Honoraria Committee and may be docked.

**Honoraria Form for THE INTERNAL VICE PRESIDENT**

Name \_\_\_\_\_ Quarter and Year: \_\_\_\_\_

Amount Requesting: (circle one) FULL or OTHER (specify) \_\_\_\_\_

Office Hours (6 required) :

Days & Times of your scheduled office hours: \_\_\_\_\_

Did you hold all of your office hours? If not, why? \_\_\_\_\_

Did you preside over all Legislative Council meetings?

Did you meet weekly with the Executive Director?

When did you attend (at least) one staff meeting this quarter?

Did you attend Academic Affairs Board or designate a proxy?

Did you attend Finance Board weekly?

When did you attend (at least) one GSA General Council meeting this quarter?

When did you meet (at least once) with the GSA Internal President this quarter?

Fall Quarter:

Did you inform all Legislative Council representatives of the suggested enrollment in Sociology 102?

Did you nominate and select a First and Second Pro-Tempore by the first meeting of the quarter?

Did you select a parliamentarian by the third week of the quarter?

Please list/describe any ways you feel you have gone above and beyond your job description.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please turn this form in to the Associated Students Main Office.**

Late requests will be accepted at the discretion of the Honoraria Committee

**Honoraria Form for the EVPLA**

Name \_\_\_\_\_ Quarter and Year: \_\_\_\_\_

Amount Requesting: (circle one) FULL or OTHER (specify) \_\_\_\_\_

Office Hours (6 per week):

Days & Times of your scheduled office hours: \_\_\_\_\_

Approximately what percentage of your office hours were held at the IV Community Services Center? \_\_\_\_\_

Did you hold all of your office hours each week? If not, why? \_\_\_\_\_

Did you meet weekly with the Executive Director?

When did you attend a staff meeting this quarter?

Did you attend Environmental Affairs Board of designate a proxy?

Did you attend IVCRC weekly?

When did you attend a GSA General Council meeting this quarter?

When did you meet (at least once) with the following entities:

- a) LAOD?
- b) CAB Chair?
- c) EAB Chair?
- Community Service Center IV Liaison?
- 3<sup>rd</sup> District Supervisor and/or aide?
- IVTU?

Did you attend (or designate a proxy to attend) the following meetings regularly:

- IV Rec and Park District?
- IV Property Owners Association?
- SB County Board of Supervisors?
- Redevelopment Agency (when in effect)?
- UCSB IV Youth Task Force?
- IV Community Services Center?
- Goleta Water District?
- UCSB Major Events Committee?

When did you make your 5 (or more) reports to Legislative Council?

\_\_\_\_\_

Please list/describe any ways you feel you have gone above and beyond your job description.

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\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please turn this form in to the Associated Students Main Office**

Late requests will be accepted as the discretion of the Honoraria Committee and may be docked.

**Honoraria Form for the EVPSA**

Name \_\_\_\_\_ Quarter and Year: \_\_\_\_\_

Amount Requesting: (circle one) FULL or OTHER (specify) \_\_\_\_\_

Office Hours (6 required):

Days & Times of your scheduled office hours: \_\_\_\_\_

Did you hold any office hours outside of the AS Main Office? \_\_\_\_\_

Did you hold all of your office hours each week? If not, why? \_\_\_\_\_

Did you meet weekly with the Executive Director?

When did you attend a staff meeting this quarter?

Did you attend Academic Affairs Board regularly or designate a proxy?

Did you attend Environmental Affairs Board regularly or designate a proxy?

When did you attend a GSA General Council meeting this quarter?

When were the (at least) 4 times that you met with the Student Lobby Coordinators?

Did you attend ALL UCSA and UC Regents meetings (funds permitting)?

\_\_\_\_\_

When did you make your 5 (or more) reports to Legislative Council?

\_\_\_\_\_

Please list/describe any ways you feel you have gone above and beyond your job description.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please turn this form in to the Associated Students Main Office**

Late requests will be accepted as the discretion of the Honoraria Committee and may be docked.

**Honoraria Form for Legislative Council Members**

Name \_\_\_\_\_ Quarter and Year: \_\_\_\_\_  
Position: (circle one) On-Campus Off-Campus Rep-at-Large University-Owned  
Amount Requesting: (circle one) FULL or OTHER (specify) \_\_\_\_\_

Office Hours:

Days & Times of your scheduled office hours: \_\_\_\_\_  
Did you hold any office hours outside of the AS Main Office? \_\_\_\_\_  
Did you hold all of your office hours? If not, why?

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Meetings:  
LEGISLATIVE COUNCIL  
Number of meetings attended \_\_\_\_ out of \_\_\_\_  
If you missed a meeting, was your absence excused  
or unexcused? \_\_\_\_\_

Committee: \_\_\_\_\_  
How often did the committee meet? \_\_\_\_\_  
Number of meetings attended \_\_\_\_ out of \_\_\_\_  
If you missed a meeting, was your absence excused  
or unexcused? \_\_\_\_\_

Committee: \_\_\_\_\_  
How often did the committee meet? \_\_\_\_\_  
Number of meetings attended \_\_\_\_ out of \_\_\_\_  
If you missed a meeting, was your absence excused  
or unexcused? \_\_\_\_\_

Committee: \_\_\_\_\_  
How often did the committee meet? \_\_\_\_\_  
Number of meetings attended \_\_\_\_ out of \_\_\_\_  
If you missed a meeting, was your absence excused  
or unexcused? \_\_\_\_\_

Which three community meetings did you attend? When did you go? (See By-Laws Article V, Section 3 (F))

Which group project are you working on? How much progress had been made this quarter?

Which meeting of a historically underrepresented group (of which you are not affiliated) did you attend this quarter?

Which event of a historically underrepresented group (of which you are not affiliated) did you attend this quarter?

(Winter Quarter only) Did you attend the required 40% of budget hearings?  
\_\_\_\_\_

Did you attend this quarter's Legislative Council training retreat?

Supplemental Questions:

Did you participate in a community service event this quarter?  
(Fall) Did you take Sociology 102 (The University & Society) this quarter?  
Did you do any outside tabling this quarter?  
Please use the back of this form to list/describe any ways you feel you've gone above and beyond your job description.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Late requests will be accepted at the discretion of the Honoraria Committee and may be docked.





POLICY 19. EXECUTIVE/LEGISLATIVE FLOWCHART

The Executive Officers shall be responsible for directing the A.S. Boards, Commissions, and Committees to Legislative Council members (and vice versa) when each Executive recognizes that the groups can work together to enhance each other's projects. The following flowchart is for direction of information only, and represents no specific hierarchy of importance.

Legislative Branch	Executive Branch			Judicial Branch
	President			
Legislative Council	Internal Vice President	EVPSA	EVPLA	Judicial Council
	Academic Affairs  Attorney General B.I.K.E.S Business Services <i>Campus Point</i> Committee on Committees Controller(s)  Elections Finance Board Honoraria Investments Safety Committee	Student Lobby  SCORE Student Advocate Women's Commission Queer Commission SAOD CODA	CAB  EAB Increase the Peace IVCRC Program Board Student Relations Coordinator  IVTU  LAOD	Sub-Judicial Council