

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

PREAMBLE	5
ARTICLE I - NAME.....	5
ARTICLE II – PRECEDENCE OF THE CONSTITUTION	5
ARTICLE III - MEMBERSHIP.....	5
ARTICLE IV - FEES	5
SECTION 1. NEW FEES.....	5
SECTION 2. EXISTING FEES.....	5
ARTICLE V- LEGISLATIVE DEPARTMENT	6
SECTION 1. LEGISLATIVE AUTHORITY	6
SECTION 2. MEMBERSHIP.....	6
SECTION 3. APPORTIONMENT OF ELECTED REPRESENTATIVES.....	6
SECTION 4. DUTIES & POWERS	6
SECTION 5. SESSIONS, MEETING, & QUORUM.....	7
ARTICLE VI - EXECUTIVE DEPARTMENT	7
SECTION 1. EXECUTIVE AUTHORITY.....	7
SECTION 2. EXECUTIVE OFFICERS	8
ARTICLE VII- JUDICIAL DEPARTMENT.....	9
SECTION 1. JUDICIAL AUTHORITY	9
SECTION 2. MEMBERSHIP.....	10
SECTION 3. TERM OF OFFICE.....	10
SECTION 4. QUORUM	10
SECTION 5. DUTIES & POWERS	10
SECTION 6. SUB JUDICIAL COUNCIL.....	10
ARTICLE VIII - EXECUTIVE DIRECTOR.....	11
SECTION 1. SELECTION & TERM.....	11
SECTION 2. DUTIES & POWERS	11
SECTION 3. CONTRACTS	11
SECTION 4. DEPOSITS	11
ARTICLE IX- ELECTIONS.....	11
SECTION 1. TERM OF OFFICE.....	11
SECTION 2. TIME OF ELECTIONS.....	12
SECTION 3. ELECTION PROCEDURES.....	12
SECTION 4. RUNNER-UP SYSTEM.....	12
ARTICLE X - SPRING GENERAL, SPECIAL AND RECALL ELECTIONS PROCEDURES.....	12
SECTION 1. SPRING GENERAL ELECTION.....	12
SECTION 2. SPECIAL ELECTION.....	13
SECTION 3. INITIATIVES AND REFERENDA	13
SECTION 4. RECALL ELECTION	13
ARTICLE XI - AMENDMENTS	14
SECTION 1. METHODS OF PROPOSING AMENDMENTS.....	14
SECTION 2. ELECTION PROCEDURES.....	14
SECTION 3. PUBLICITY & DISTRIBUTION OF TEXTS	14
SECTION 4. ADOPTION REQUIREMENTS.....	14
ARTICLE XII - BY-LAWS.....	14
SECTION 1. ENACTMENT	14

THE BY-LAWS OF THE ASSOCIATED STUDENTS OF UCSB

ARTICLE I - ASUCSB LEGAL CODE	15
SECTION 1. ASUCSB LEGAL CODE.....	15
ARTICLE II - MEMBERSHIP.....	15
SECTION 1. REGULAR MEMBERSHIP	15
SECTION 2. ASSOCIATE MEMBERSHIP	16
SECTION 3. REFUNDS.....	16
SECTION 4. HONORARY MEMBERSHIP.....	16
ARTICLE III - OFFICERS	16

SECTION 1. ELIGIBILITY	16
SECTION 2. TERM OF OFFICE.....	17
SECTION 3. VACANCY	17
SECTION 4. APPOINTED OFFICERS.....	18
ARTICLE IV - DISBURSEMENT OF ASSOCIATED STUDENTS' FUNDS.....	18
SECTION 1. GENERAL POLICIES	18
SECTION 2. A.S. BUDGET PRIORITIES	20
SECTION 3. BY-LAW INTERNAL LOCK-IN FUNDING	24
SECTION 4. A.S. BUDGET PROCESS.....	25
SECTION 5. BALLOT INITIATIVE FINANCING AND FEE USE REGULATIONS	26
SECTION 6. ASSOCIATED STUDENTS FUNDS POLICIES	27
SECTION 7. REQUIREMENTS FOR USING ASSOCIATED STUDENTS FUNDS	29
SECTION 8. ADMINISTERING UNIVERSITY SUPPORT LOCK-IN FUNDING (NON-EXHAUSTIVE GUIDELINES).....	29
SECTION 9. RESERVES.....	35
ARTICLE V - LEGISLATIVE DEPARTMENT	39
SECTION 1. LEGISLATIVE COUNCIL MEETING PROCEDURES.....	39
SECTION 2. LEGISLATIVE COUNCIL PHONE VOTE PROCEDURES	39
SECTION 3. LEGISLATIVE COUNCIL "RUSH" PHONE VOTE PROCEDURES.....	40
SECTION 4. LEGISLATIVE COUNCIL MEMBERS' JOB DESCRIPTION	41
SECTION 5. PROCEDURES AND EXCEPTIONS REGARDING BREACH OF RULES AND DUTIES ...	43
SECTION 6. DUTIES OF THE FIRST AND SECOND REPRESENTATIVE PRO-TEMPORES	45
SECTION 7. REPLACEMENT PROCEDURES	46
ARTICLE VI - EXECUTIVE DEPARTMENT	47
SECTION 1. DUTIES AND POWERS OF ALL A.S. EXECUTIVE OFFICERS.....	47
SECTION 2. COLLECTIVE DUTIES AND POWERS OF ALL A.S. EXECUTIVE OFFICERS	47
SECTION 3. ADDITIONAL DUTIES & POWERS OF THE PRESIDENT	47
SECTION 4. ADDITIONAL DUTIES & POWERS OF THE INTERNAL VICE-PRESIDENT.....	48
SECTION 5. ADDITIONAL DUTIES & POWERS OF THE EXTERNAL VICE-PRESIDENT FOR LOCAL AFFAIRS	49
SECTION 6. ADDITIONAL DUTIES & POWERS OF THE EXTERNAL VICE-PRESIDENT FOR STATEWIDE AFFAIRS	52
ARTICLE VII - A.S. JUDICIAL DEPARTMENT	57
SECTION 1. A.S. JUDICIAL COUNCIL	57
SECTION 2. RELEASE OF PUBLIC RECORDS.....	57
SECTION 3. JUDICIAL COUNCIL HEARING PROCEDURES.....	58
SECTION 4. APPOINTMENT OF THE CHAIRPERSON.....	60
SECTION 5. SUB-JUDICIAL COUNCIL	60
SECTION 6. CASE HISTORY AND PUBLIC ACCESS	61
ARTICLE VIII- HONORARIA.....	62
SECTION 1. ELECTED OFFICERS -- ACADEMIC YEAR HONORARIA.....	62
SECTION 2. ELECTED OFFICERS -- SUMMER HONORARIA	62
SECTION 3. APPOINTED OFFICERS.....	62
SECTION 4. CONDITIONS FOR RECEIVING HONORARIA.....	66
SECTION 5. PAYMENT OF HONORARIA.....	67
SECTION 6. DENIAL OF HONORARIA	67
SECTION 7. APPEAL OF HONORARIA DENIAL.....	67
ARTICLE IX - COMMITTEE ON COMMITTEES	68
SECTION 1. THE CHARGE OF THE COMMITTEE.....	68
SECTION 2. THE MEMBERSHIP OF THE COMMITTEE	68
SECTION 3. SELECTION AND TERMS OF OFFICE	68
SECTION 4. DUTIES AND RESPONSIBILITIES OF THE COMMITTEE	69
SECTION 5. DUTIES OF THE COMMITTEES CHAIR AND VICE CHAIR	69
SECTION 6. ADVISORY, ACADEMIC SENATE, AND B.C.C. LIAISONS.....	70
SECTION 7. LEGISLATIVE COUNCIL MEMBERS.....	71
ARTICLE X - BOARDS, COMMITTEES & COMMISSIONS	72
SECTION 1. SELECTION, NOMINATION & TERM OF OFFICE	72
SECTION 2. AUTONOMY OF A.S. BOARDS, COMMITTEES AND COMMISSIONS	73
SECTION 3. A.S. ACADEMIC AFFAIRS BOARD.....	74

SECTION 4.	A.S. BICYCLE IMPROVEMENTS KEEP EVERYONE SAFE COMMITTEE	75
SECTION 5.	A.S. BOTTOM LINE	77
SECTION 6.	A.S. BUSINESS SERVICES COMMITTEE.....	79
SECTION 7.	A.S. COMMISSION ON DISABILITY ACCESS	81
SECTION 8.	A.S. COMMITTEE ON PUBLIC SAFETY (C.O.P.S.).....	82
SECTION 9.	A.S. COMMITTEE ON HONORARIA	85
SECTION 10.	A.S. COMMUNITY AFFAIRS BOARD (CAB).....	86
SECTION 11.	A.S. CONSTITUTION & BY-LAWS COMMITTEE.....	91
SECTION 12.	A.S. DOE NUCLEAR WEAPONS LAB OVERSIGHT COMMITTEE	93
SECTION 13.	A.S. ELECTIONS COMMITTEE	93
SECTION 14.	A.S. ENVIRONMENTAL AFFAIRS BOARD	95
SECTION 15.	A.S. FINANCE BOARD	99
SECTION 16.	A.S. INVESTMENT ADVISORY COMMITTEE (ASIAC)	101
SECTION 17.	A.S. ISLA VISTA COMMUNITY RELATIONS COMMITTEE.....	103
SECTION 18.	A.S. ISLA VISTA TENANTS UNION	105
SECTION 19.	A.S. LEGAL RESOURCE CENTER	110
SECTION 20.	A.S. MEDIA RELATIONS COMMITTEE.....	111
SECTION 21.	A.S. PROGRAM BOARD	112
SECTION 22.	A.S. QUEER COMMISSION	120
SECTION 23.	A.S. RALLY COMMITTEE	124
SECTION 24.	A.S. RECYCLING.....	129
SECTION 25.	A.S. COASTAL FUND	131
SECTION 26.	A.S. STUDENT COMMISSION ON RACIAL EQUALITY	133
SECTION 27.	A.S. STUDENT LOBBY.....	135
SECTION 28.	A.S. TAKE BACK THE NIGHT COMMITTEE.....	140
SECTION 29.	A.S. TECHNOLOGY SERVICES COMMITTEE	141
SECTION 30.	A.S. WOMYN'S COMMISSION.....	142
SECTION 31.	A.S. DEPARTMENT OF PUBLIC WORMS	144
SECTION 32.	A.S. STUDENT INITIATED RECRUITMENT AND RETENTION COMMITTEE.....	147
ARTICLE XI -	ACADEMIC SENATE COMMITTEES.....	150
SECTION 1.	SELECTION, NOMINATION & TERM OF OFFICE	150
ARTICLE XII -	ADMINISTRATIVE ADVISORY COMMITTEES.....	151
SECTION 1.	SELECTION, NOMINATION & TERM OF OFFICE.....	151
ARTICLE XIII -	ELECTIONS REGULATIONS	152
SECTION 1.	ELECTIONS CODE.....	152
SECTION 2.	DECLARING CANDIDACY	152
SECTION 3.	CAMPAIGN PROCEDURES	154
SECTION 4.	FINANCING.....	156
SECTION 5.	VOTING REGULATIONS.....	156
SECTION 6.	BALLOTS.....	157
SECTION 7.	VOTE TABULATION	157
SECTION 8.	VOTING PROCEDURES AND IRREGULARITIES.....	157
SECTION 9.	INFORMATION BOOTHS/PAPER POLLS.....	158
SECTION 10.	INTERPRETATION OF ELECTION RESULTS	158
SECTION 11.	POST ELECTIONS	158
SECTION 12.	FINES & PENALTIES	159
SECTION 13.	CAMPAIGN ISSUES ACCOUNT	160
ARTICLE XIV -	A.S. CONTROLLER(S).....	161
SECTION 1.	APPOINTMENT OF THE CONTROLLER(S)	161
SECTION 2.	TERM OF OFFICE.....	161
SECTION 3.	DUTIES OF THE CONTROLLER(S)	161
SECTION 4.	OPTIONAL SECOND CONTROLLER APPOINTMENT	162
SECTION 5.	TERM OF OFFICE OF OPTIONAL SECOND CONTROLLER	162
ARTICLE XV -	A.S. LIAISONS TO GREEK COMMUNITY	162
SECTION 1.	CHARGE OF THE LIAISONS.....	162
SECTION 2.	SELECTION AND TERM OF OFFICE	162
SECTION 3.	RESPONSIBILITIES AND DUTIES OF THE LIAISON	162
ARTICLE XVI -	A.S. LIAISON TO KCSB 91.9 FM.....	163
SECTION 1.	APPOINTMENT OF THE A.S. LIAISON TO KCSB 91.9FM.....	163

SECTION 2. TERM OF OFFICE	163
SECTION 3. DUTIES OF THE A.S. LIAISON TO KCSB 91.9 FM	163
ARTICLE XVII - A.S. ATTORNEY GENERAL	163
SECTION 1. APPOINTMENT.....	163
SECTION 2. TERM OF OFFICE.....	164
SECTION 3. CHARGE OF OFFICE	164
SECTION 4. DUTIES AND POWERS	164
ARTICLE XVIII - A.S. OFFICE OF THE STUDENT ADVOCATE (OSA)	164
SECTION 1. CHARGE OF THE OFFICE OF THE STUDENT ADVOCATE.....	164
SECTION 2. STAFF SELECTIONS, TERMS OF OFFICE, AND STAFF REMOVAL	165
SECTION 3. DUTIES AND POWERS OF THE A.S. STUDENT ADVOCATE GENERAL	165
SECTION 4. DUTIES AND POWERS OF THE OSA CHIEF OF STAFF	166
SECTION 5. DUTIES AND POWERS OF THE OSA DIVISION DIRECTORS	166
SECTION 6. DUTIES AND POWERS OF THE OSA CASEWORKERS	166
ARTICLE XIX- A.S. DIRECTOR OF ALUMNI AFFAIRS.....	166
SECTION 1. APPOINTMENT OF THE DIRECTOR OF ALUMNI AFFAIRS	166
SECTION 2. TERM OF OFFICE.....	166
SECTION 3. DUTIES OF THE DIRECTOR OF ALUMNI AFFAIRS.....	166
ARTICLE XX-A.S. PARLIAMENTARIAN.....	167
ARTICLE XXI-SUMMER INTERNSHIPS	168
SECTION 1. PURPOSE OF SUMMER INTERNSHIPS AND SUMMER STIPENDS	168
SECTION 2. SUMMER INTERNSHIP OVERSIGHT COMMITTEE	168
SECTION 3. ELIGIBILITY	168
SECTION 4. TYPES OF SUMMER INTERNSHIPS.....	169
SECTION 5. COMPENSATION FOR SUMMER INTERNSHIPS	170

THE STANDING POLICIES & PROCEDURES OF THE

ASSOCIATED STUDENTS OF UCSB

POLICY 1. LEGISLATIVE COUNCIL MEETING PROCEDURES	171
POLICY 2. SUMMER LEGISLATIVE COUNCIL.....	173
POLICY 3. STUDENT SPONSORED LEGISLATION.....	173
POLICY 4. REQUIREMENTS OF BILL PROPOSAL FORMS	174
POLICY 5. CONFLICT OF INTEREST	176
POLICY 6. NO CO-SPONSORSHIP OF CIGARETTE COMPANIES	176
POLICY 7. DISTRIBUTION OF AGENDA & MINUTES.....	176
POLICY 8. EXECUTIVE, MSP AND PSS HIRING PROCEDURES.....	179
POLICY 9. KCSB FM & KJUC-AM CABLE BROADCAST OF LEGISLATIVE MEETINGS	179
POLICY 10. A.S. OFFICE POLICIES	179
POLICY 11. PHONE USE	182
POLICY 12. PUBLIC ADDRESS SYSTEM.....	183
POLICY 13. KEYS.....	183
POLICY 14. STAFF DEVELOPMENT DAY	183
POLICY 15. USE OF THE UCSB RECREATION CENTER.....	183
POLICY 16. DISTRIBUTION OF BLOOD DRIVE INFORMATIONAL SUPPLEMENTS.....	183
POLICY 17. HONORARIA FORMS	185
POLICY 18. EXECUTIVE/LEGISLATIVE FLOWCHART	191

Appendix A-Academic Senate Committees	193
Appendix B-Campus Advisory Committees	197

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 – PRECEDENCE OF THE CONSTITUTION

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.** Distribution of power and authority among these documents shall be allotted in the following order: **A.S. CONSTITUTION, A.S. BY-LAWS, and 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.

ARTICLE III - MEMBERSHIP

All regularly registered undergraduate students carrying a study load of six (6) or more units shall pay the Associated Students Membership Fee at the time of fee payment to University officials for Fall, Winter, and Spring and Summer 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 IV - FEES

SECTION 1. NEW FEES

All new Associated Students fees must be submitted as a ballot measure to be voted on by the Associated Students in a general or special election, with at least twenty percent (20%) of the Associated Students' Membership voting. If a fee is put on the ballot by petition, a vote of fifty percent plus one (50% + 1) shall be necessary for the adoption of the fee. If a fee is put on the ballot by a vote of Legislative Council a vote of sixty percent (60%) shall be necessary for the adoption of the fee.

SECTION 2. EXISTING FEES

Existing lock-in fees must be placed on the ballot for reaffirmation every two (2) years following the adoption of the fee. Such fees can only be cancelled with a sixty percent (60%) vote in opposition to the continuation of the fee, with a least twenty (20%) of the Associated Students' Membership voting.

ARTICLE V- LEGISLATIVE DEPARTMENT

SECTION 1. LEGISLATIVE AUTHORITY

The Legislative Authority shall be vested in 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 defined as the total number of 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) 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)
- 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) **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 of undergraduate enrollment.
- D) **On-Campus Representatives** based on one (1) on-campus representative for every one-thousand (1,000) undergraduate students residing in university residence halls, rounding off to the nearest one-thousand (1,000).
- E) **Off-Campus Representatives** based on one (1) off-campus representative for every one thousand (1,000) undergraduate students residing off-campus.
- F) **University Owned Housing Representatives** are 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).

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
- D) 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.
- E) Keep minutes of all proceedings.
- F) 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.
- G) 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.
- H) Be empowered to establish and disband sub Judicial Council(s) as provided herein.
- I) Be empowered to investigate all matters pertaining to their legislative function.
- J) 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.
- K) Be empowered to authorize the expenditure of investment reserve funds by a three-fourths (3/4ths) majority approval of the voting membership.
- L) 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 VI - EXECUTIVE DEPARTMENT

SECTION 1. EXECUTIVE AUTHORITY

The Executive Authority shall be vested in one (1) President, one (1) Internal Vice-President, one (1) External Vice-President for Local Affairs, and one (1) External Vice-President for Statewide Affairs, (1) Student Advocate General 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 the membership of Judicial Council, subject to a two-thirds (2/3) majority approval of the voting membership of the Legislative Council, form the membership of the Associated Students in the event that a seat on Judicial Council becomes vacant.
- 7) Appoint all student representatives to University administration, faculty, staff, or other advisory bodies.
- 8) Formulate an annual budget to be submitted to the Legislative Council for approval by the fifth (5th) regular meeting of Spring quarter.
- 9) Be a non-voting ex-officio member of all boards, commissions, committees, and other agencies of the Executive Department.
- 10) Be empowered to veto legislation of the Legislative Council within two (2) days of its adoption.
- 11) 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.

E) The Student Advocate General Shall:

- 1) Provide oversight and direction to the Office of the Student Advocate.
- 2) Educate the student body about student's rights, University and Associated Students policies, laws, regulations, procedures, and promote awareness of the availability of advice and representation services offered by the Office of the Student Advocate.
- 3) Be available to provide assistance and support to any undergraduate student and student group involved in disciplinary actions with the University of California, Santa Barbara and be empowered to challenge University policies on their behalf.
- 4) Present the position of the Associated Students to the University's administration concerning student rights, campus rules, and other areas of student conduct.
- 5) Be a non-partisan representative of all undergraduate students at the University of California, Santa Barbara.

F) Succession:

- 1) The order of succession to the office of President shall be: Internal Vice-President, External Vice-President for Local Affairs, External Vice-President for Statewide Affairs, First Representative Pro-Tempore, Second Representative Pro-Tempore, Local Affairs Organizing Director, and Statewide Affairs Organizing Director.
- 2) The Executive Offices shall be considered vacant until a duly elected officer is sworn into office.

ARTICLE VII- JUDICIAL DEPARTMENT

SECTION 1. JUDICIAL AUTHORITY

The Judicial Authority shall be vested in one (1) Judicial Council and any other sub and lower 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 President 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 by unanimous consent of Legislative Council and/or by recall election.
- 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) Hear all cases in original jurisdiction which it deems are necessary.
 - 2) Act as an appellate body for the lower and sub Judicial Council(s).
 - 3) Coordinate and be responsible for the activities of sub Judicial Council(s).
 - 4) 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. SUB JUDICIAL COUNCIL

- A) 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 sub Judicial Council and two (2) shall constitute a quorum.

ARTICLE VIII - 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 IX- 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 the Legislative Council 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 six percent (6%) 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 X - 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, Recalls, 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 Article X, Sections 3 or 4, or Article XI, Section 1.
 - a) If a "Special 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.
 - 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) Upon the vacancy of an executive officer position, a Special Election may be called.
 - a) If an executive officer position becomes vacant before the fifth (5th) meeting of the Legislative Council of Fall Quarter, an election must be held before the end of the quarter. If an executive officer position should become vacant after the fifth (5th) meeting of Fall Quarter an election must be held by the fourth (4th) week of Winter Quarter. If an executive position should become vacant after the last Legislative meeting of Fall Quarter, the position will be filled during the "Spring General Election."
 - 4) 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) of its membership, 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.

- 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 XI - 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. ADOPTION REQUIREMENTS

- 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 XII - 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, and 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 two-thirds (2/3) 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 one hundred fifty six dollars twenty three cents (\$156.23) as defined by Article III 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
 - 6) Emergency Student Loans

- 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 (\$156.23 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 (this includes transfer units) 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) In order to be eligible to run for office, transfer students must have been enrolled at the UCSB campus for a minimum of two (2) academic quarters prior to the Spring election in which they wish to participate, and must have completed at least twenty-four (24) academic units at the UCSB campus

- 4) During the spring quarter of the election and their term of office, the Executive Officers shall be required to complete at least six (6) units per quarter (excluding summer) and maintain at least a two point zero (2.0) overall grade point average.
- 5) 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) During the spring quarter of the election and their term of office the Legislative Council Representatives shall be required to complete at least six (6) units per quarter (excluding summer) 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 an ad hoc committee and approved by the Legislative Council during Fall, Winter, or Spring quarters must live among their constituents.
- 5) In the event a Legislative Council member chooses to study abroad, they may not be abroad for more than one quarter and must provide a proxy for that quarter.
- 6) 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 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 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, Commission and Committee 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, Commissions and Committees.

ARTICLE IV - DISBURSEMENT OF ASSOCIATED STUDENTS' FUNDS

SECTION 1. GENERAL POLICIES

- A) Beginning in 2012 a Cost of Living Allowance (COLA) adjustment for inflation will be calculated and assessed to increase the A.S. fee (currently \$156.23) every 5 years based on a five-year average.
- B) Operating monies are those monies which are collected from A.S. fees during each fiscal year, and those monies in A.S. General Accounts.
- C) 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 Capital Project Reserve 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 30th 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) Coastal Fund
 - g) Community Affairs Board
- D) All funds derived from any activity budgeted by A.S. allocations shall be deposited promptly into the proper A.S. account.
- E) 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. Commission and Committee minutes shall constitute encumbrance of said funds.
- F) 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. Associated Student entities may spend up to \$50.00 per year on Leadership recognition.
- G) A.S. Funds should be spent in accordance with University and Campus Regulations.
- H) 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.
- I) 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.
- J) 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 organization 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.
- K) All entities participating in the Students' Initiative in the Fall Election 2006 shall observe a 5-year moratorium on further fee requests. These include:
- Associated Students Base Fee
 - A.S. Bike Shop
 - A.S. Child Care Grant
 - IVCRC (IV Improvements Fund)
 - Community Affairs Board
 - KCSB
 - Communications Personnel
 - Coastal Fund
 - Bicycle Systems
 - Recycling
 - Take Back the Night

- Student Commission on Racial Equality
- Program Board
- IV Tenants Union
- UC Students Association
- Legal Services
- Womyn's Commission
- Environmental Affairs Board
- Disabled Students Program
- Office of Student Life
- Arts and Lectures
- Orfalea Family Children's Center
- Multicultural Center
- Intramurals
- Recreational Sports
- Student Health
- Event Center
- University Center
- CLAS

L) Article IV Section 1 (K) and Article IV Section 1 (L) shall be automatically removed after the period of the 5-year moratorium has expired.

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 15th of February.
- B) Priority for funding shall be determined by the following criteria:
- 1) Mandatory spending as established by lock-ins consisting of:
 - a) Thirty nine dollars and ten cents (\$39.10) per ASUCSB membership per quarter for the fall, winter, and spring quarters, and thirty-six dollars and five cents (\$36.05) per ASUCSB membership for the summer quarter will be collected as the Associated Students base fee.
 - b) Eight dollars and thirty four cents (\$8.34) per ASUCSB Membership per quarter for the fall, winter and spring quarters, and six dollars and six-three cents (\$6.63) per ASUCSB membership for summer quarter will be collected and allocated to the campus media. These funds will be allocated as follows:
 - i) Eighty-five cents (\$0.85) and fifty-seven cents (\$0.57) for the *Daily Nexus*
 - ii) Eighty-four cents (\$0.84) and fifty-six cents (\$0.56) for the *La Cumbre yearbook*
 - iii) Two dollars and forty cents (\$2.40) fall, winter, spring for KCSB-FM/KJUC-FM Cable and two (\$2.00) summer.
 - iv) Four dollars and twenty-five cents (\$4.25) fall, winter, spring and three dollars and fifty cents (\$1.50) for the A.S. Communications Personnel.
 - c) Ten dollars (\$10.00) per ASUCSB Membership per quarter for the fall, winter, spring and summer quarters will be collected for A.S. Program Board.
 - d) Two dollars and thirty-five cents (\$2.35) per ASUCSB Membership per quarter for the fall, winter and spring quarters and two dollars twenty-three cents (\$2.23) per ASUCSB membership for the summer quarter will be collected for the UC Student Association.

- e) Five dollars and fifty cents (\$5.50) per ASUCSB Membership per quarter for the fall, winter and spring quarters and four dollars and fifty cents (\$4.50) per ASUCSB membership for the summer quarter will be collected for the University Children's Center.
- f) One dollar and twenty-five cents (\$1.25) per ASUCSB Membership per quarter for the fall, winter and spring quarters and eighty-three cents (\$0.83) per ASUCSB membership for the summer quarter will be collected for the Educational Opportunity Program (E.O.P.).
- g) Fifty one cents (\$.51) per ASUCSB Membership per quarter for the fall, winter and spring quarters, forty-two cents (\$.42) per ASUCSB membership for the summer quarter will be collected for the A.S. Student Commission On Racial Equality (S.C.O.R.E.).
- h) Four dollars and seventy-five cents (\$4.75) per ASUCSB Membership per quarter for the fall, winter and spring quarters and Four dollars and fifty cents (\$4.50) per ASUCSB membership for the summer quarter will be collected for the A.S. Bike Shop.
- i) Twenty one dollars (\$21.00) per ASUCSB Membership per quarter for the fall, winter and spring quarters and seventeen dollars (\$17.00) per ASUCSB membership for the summer quarter will be collected for the Student Health Center.
- j) Three dollars and fifty cents (\$3.50) per ASUCSB Membership per quarter for the fall, winter and spring quarters and two dollars and ninety two cents (\$2.92) per ASUCSB membership for the summer quarter will be collected for the Disabled Students Program.
- k) Five dollars (\$5.00) per ASUCSB Membership per quarter for the fall, winter and spring quarters four dollars and seventeen cents (\$4.17) per ASUCSB membership for the summer quarter will be collected for the Intramural Sports Programs.
- l) Two dollars and twenty-five cents (\$2.25) per ASUCSB Membership per quarter for the fall, winter and spring quarters and one dollar and eighty-seven cents (\$1.87) per ASUCSB membership for the summer quarter will be collected for Community Affairs Board.
- m) One dollar and fifty cents (\$1.50) per ASUCSB Membership per quarter for the fall, winter and spring quarters and one dollar and twenty-five cents (\$1.25) per ASUCSB membership for the summer quarter will be collected for the A.S. Recycling Program.
- n) Three dollars and twenty-five cents (\$3.25) per ASUCSB Membership per quarter for the fall, winter and spring quarters and Three dollars (\$3.00) per ASUCSB membership for the summer quarter will be collected for the MultiCultural Center student salaries, services, and programming.
- o) One dollar and fifty cents (\$1.50) per ASUCSB Membership per quarter for the fall, winter and spring quarters and one dollar and twenty-five cents (\$1.25) per ASUCSB membership for the summer quarter will be collected for the improvement and maintenance of the UCSB bicycle pathway and bicycle-parking system.
- p) Two dollars and fifty cents (\$2.50) per ASUCSB Membership per quarter for the fall, winter and spring quarters and two dollars (\$2.00) per ASUCSB membership for the summer quarter will be collected for Isla Vista Improvements to be administered under the auspices of the A.S. Vice-President for Local Affairs, in consultation with the A.S. Community Relations Committee and other advisors.

- q) Two dollars (\$2.00) per ASUCSB Membership per quarter for the fall, winter and spring quarters and One dollar and sixty-seven cents (\$1.67) per ASUCSB membership for the summer quarter will be collected for the Isla Vista Tenants Union.
 - r) Fifty cents (\$.50) per ASUCSB Membership per quarter for the fall, winter and spring quarters and forty two cents (\$.42) per ASUCSB membership for the summer quarter will be collected for A.S. Student Child-care Grants to be administered by the Community Affairs Board.
 - s) Fifty cents (\$.50) per ASUCSB Membership per quarter for the fall, winter and spring quarters and forty two cents (\$.42) per ASUCSB membership for the summer quarter will be collected to support the Environmental Affairs Board (EAB).
 - t) One dollar and eighty cents (\$1.80) per ASUCSB Membership per quarter for the fall, winter and spring quarters and one dollar and thirty cents (\$1.30) per ASUCSB membership for the summer quarter will be collected for the Legal Resource Center.
 - u) Forty cents (\$0.40) per ASUCSB Membership per quarter for the fall, winter and spring quarters and Forty cents (\$0.40) per ASUCSB membership for the summer quarter will be collected to support Associated Students Womyn's Commission.
 - v) Forty cents (\$.40) per ASUCSB Membership per quarter for the fall, winter, spring and summer will be collected to support Associated Students Take Back the Night.
 - w) Three dollars and thirty-three cents (\$3.33) per ASUCSB Membership per quarter for the fall, winter, spring, and summer quarters will be collected 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.
 - x) One dollar and fifty cents (\$1.50) per ASUCSB Membership per quarter for the fall, winter, spring and summer will be collected to support the Office of Student Life.
 - y) Two dollars (\$2.00) per ASUCSB Membership per quarter for the fall, winter, spring and summer will be collected to support Arts and Lectures.
 - z) Eleven dollars (\$11.00) per ASUCSB Membership per quarter for the fall, winter, spring and summer will be collected to support Recreational Sports.
 - a/2) Three dollars (\$3.00) per ASUCSB Membership per quarter for the fall, winter, spring and summer will be collected to support the Events Center.
 - b/2) Six dollars (\$6.00) per ASUCSB Membership per quarter for the fall, winter, spring and summer will be collected to support CLAS.
 - c/2) Two dollars and fifty cents (\$2.50) per ASUCSB Membership per quarter for the fall, winter, spring and summer will be collected to support Coastal Fund (Coastal Fund receives an additional \$3.00 per student/ per quarter through campus-wide elections passed in 1999-2000).
 - d/2) Six dollars (\$6.00) per ASUCSB Membership per quarter for the fall, winter, spring and summer will be collected to support the University Center.
- 2) Mandatory spending as established by By-Law internal Lock-ins:
 - 3) 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
- 4) Enterprises as follows:
 - a) Bike Shop
 - b) Cashiers/Ticket Office
 - c) Map and Directory
 - d) KCSB
 - e) Notetaking
 - f) Program Board
- 5) All other A.S. Boards, Commissions and Committees, including the Legislative Council and Judicial Council.
- 6) 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 operating 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.
- 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 two hundred fifty dollars (\$250.00) and shall seek any further funding from the Finance Board in the following academic year. All organizations seeking the two hundred fifty dollar operating budget must submit a request no later than the fifth week of Spring Quarter.
 - 2) Any group that can demonstrate that the operating expenses of the organization exceed \$250.00 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) Diversity: Does the group advance the accessibility of the University to historically under represented communities?
 - b) Campus Service: How well the Board/Committee/Group/Organization reflects students' needs and interests.
 - c) Community Service: Does the group provide community service? How does the community respond to this service? What is the success level of the program?
 - d) Uniqueness: Avoidance of duplication of efforts and services.
 - e) Members: The number of active participants in the group's activities. Group membership growth rate.

- f) Income/Alternate Funding: Willingness of the group to help raise alternate funding (e.g., fundraising, donations, grants, department funding).
- g) 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)?
- h) Consideration should be given to currently funded Boards, Committees, Groups, and Organizations.

SECTION 3. BY-LAW INTERNAL LOCK-IN FUNDING

- A) Any modifications of Article IV Section 2(B)(2) and Article IV Section 3 requires a 3/4 affirmative vote.
 - 1) Point of Order: It shall not be in order for any clauses of Article IV Section 2(B)(2) and Article IV Section 3 to be suspended.
- B) Eligibility:
 - 1) Programs and services proposed in the Students' Initiative campaign:
 - Student Group Culture Weeks and Graduations
 - Student Initiated Outreach
 - Educational Research Grants
 - Academic Professional Conference Travel Grants
 - United States Students Association Funding
 - Club Sports Championship Travel Grants
 - Special Interest Nexus Insert Publication Grants.
 - 2) A.S. Boards, Commissions, and Committees that advance the accessibility and diversity of the University that do not have ballot initiative lock-ins.
 - 3) All Internal Lock-In Funding shall be allocated under the same policies and procedures governing Associated Students Boards, Commission, and Committees regardless of non-A.S. status.
- C) Creation:
 - 1) A 3/4 affirmative vote is required to create a By-Law Internal Lock-In.
- D) Modification and/or Removal:
 - 1) A 3/4 affirmative vote is required to modify and/or remove a By-Law Internal Lock-In.
- E) Six percent (6%) or no less than forty-five thousand (\$45,000.00) of the total A.S. unallocated fund shall be allocated to Student Initiated Outreach programs.
- F) Two and one sixth's percent (2.17%) or no more than twenty thousand dollars (\$20,000.00) of the total A.S. unallocated fund shall be allocated to the United States Students Association.
- G) Six percent (6%) or no less than forty-five thousand (\$45,000.00) of the total A.S. unallocated fund shall be allocated to Finance Board to allocate to cultural weeks/months and graduations such as Black History Month and Lavender Graduation.
- H) Five percent (5%) of the total A.S. unallocated fund or no more than thirty-thousand dollars (\$30,000.00) shall be allocated to Finance Board to distribute to Sports Clubs' championship/invitational type competitions' travel costs and board costs with a cap of three-thousand dollars (\$3,000.00) per team per year.
- I) Four percent (4%) of the total A.S. unallocated fund or no more than twenty-thousand dollars (\$20,000.00) shall be allocated to Finance Board to distribute to Academic Teams' championship/invitational competitions' travel costs with a cap of five-thousand dollars (\$5,000.00) to any one team per quarter.

SECTION 4. 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, Commissions and Committees, 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 15th 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. One (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 \$250.00
 - 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 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 1st.
- K) The present Legislative Council shall have the responsibility of final approval of the budget for the fiscal year starting July 1st of that year by a majority vote.

SECTION 5. 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) 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 as stated in the ballot measure and defined in Article IV Section 6.
 - 5) 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 6. 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. entities are required, when applicable, to double side.
- D) Guidelines for Fundraising Activities:
- 1) 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.
 - 2) 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.
 - 3) 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) A.S. Boycotts:
 - 1) Boycott of California Table Grapes:
 - a) 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.
 - b) This boycott shall remain effective until such time as Legislative Council determine an end by appropriate legislation.
 - 2) Boycott of R&P Printing:
 - a) No Associated Students funds shall in any way be used to purchase, order, or promote products that are from R&P Printing.
 - b) This Boycott shall remain effective until such time as Legislative Council determines an end by appropriate legislation.
- H) Consequences of breaching a boycott:
 - 1) If the organization is an Associated Students entity, they will be charged one-third 1/3 the amount of funds used in the breach. Finance board will have full discretion of the funds withdrawn from said account.
 - 2) If an outside organization uses money received from Associated Students to breach a boycott they shall be restricted from receiving any additional funding for the remainder of the academic quarter.
 - 3) If a group is found to be guilty of breaching the boycott they retain the right to appeal to the Legislative Council. The Council must approve the appeal by a two thirds majority vote in order for the afore mentioned group to be exonerated of charges.
- 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) Short-Term, Emergency Student Loans:
 - 1) The Associated Students may, through the A.S. Cashiers or other A.S. entities 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 four hundred dollars (\$400.00) per student per quarter. Any defaulted loans will be dealt with according to the procedures followed by the 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 entities 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 AS/EOP grant, and disbursements thereof.

SECTION 7. 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, 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(see Associated Students Finance Board Policies and Procedures for more clarification).
 - 4) Student Groups will be allocated five hundred dollars (\$500.00) for food to use throughout the year.
 - 5) One-time exceptions may be used for any purposes governed by the A.S. financial policies and procedures by any student group once during the year. In addition on time exceptions may be used for:
 - a) Retroactive Reimbursements
 - b) Extensions to the \$500.00 food budget.

SECTION 8. ADMINISTERING UNIVERSITY SUPPORT LOCK-IN FUNDING (NON-EXHAUSTIVE GUIDELINES)

- A) Disabled Students Program (DSP):
 - 1) Appropriation and Use of Funds:
 - a) The amount received from the 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 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 seven hundred dollars (\$700.00) 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; \$6049.00 per academic year (9 months) or \$2016.00 per quarter for 2007-08. 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 \$6049.00 for the nine-month period or \$2016.00 for any given quarter (based on estimated figures from Financial Aid Office for the year 2007-08 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 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 (\$1513.00 per year or \$504.00 per quarter for 2007-08) 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, a recharge fee (based on the proportional activity generated) will be paid to the A.S. Administration Office towards the costs of administering the program.
- 2) 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.
 - 3) 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 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.
- 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 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. Funds from the fee increase approved in Fall 2006 will be used to hire two additional mental health professionals, increase access and convenience by adding Thursday evening appointment hours, answer more informal medical questions without charge and without the need of a formal appointment, reduce the wait times for an appointment and for walk-in patients, provide stress reduction services and help keep medical care affordable.
- 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).
- 2) The Director of SHS shall submit a monthly report (a copy of CCC's GLO60) 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 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. In addition, the Children's Center will increase the professional development opportunities for its student staff through a peer mentor program, enhance student teacher assistant education and training, enhanced student wages and subsidize student parent childcare tuition.
- 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.
- 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 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. In addition, the MCC will provide programming in Isla Vista, provide funding for student organizations to present programs on race, cultural and social justice, and provide publicity for MCC affiliated student organizations.
- 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.
- 2) The Director of the Multicultural 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.

G) Office of Student Life (OSL):

1) Appropriation and Use of Funds:

- a) The amount received from the lock-in shall be allocated annually in order to assist the Office of Student Life (OSL). The OSL funds shall be used to expand services to students in the leadership and first-year programs. These services could include: invitations to a wider range of students to the annual student leader retreat, more intensive leadership training, create a statewide leadership conference, enhance the current leadership conference and enhance the quarterly leadership series, and security for student-initiated programming. The fee will provide funding for programmatic costs.
- b) The Director of OSL 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 OSL 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.

- c) The Associated Students Executive Director is responsible for the forwarding of funds for OSL to the proper account.
 - 2) The Director of OSL shall submit a monthly report (a copy of the 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.
- H) Arts and Lectures:
- 1) Appropriation and Use of Funds:
 - a) The amount received from the lock-in shall be allocated annually in order to provide discounted tickets prices to Arts and Lectures events for students. This fee will help subsidize affordable student ticket prices.
 - b) The Director of Arts and Lecture is responsible for preparing the annual budget packet for Associated Students funds. Each year, the 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.
 - c) The Associated Students Executive Director is responsible for the forwarding of funds for Arts and Lectures to the proper account.
 - 2) The Director of Arts and Lectures shall submit a monthly report (a copy of the 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.
- I) Recreational Sports:
- 1) Appropriation and Use of Funds:
 - a) The amount received from the lock-in shall be allocated annually in order to assist Recreational Sports fulfill their mission of creating a program based on interest rather the skill or an ability to pay. The funds will be used to subsidize Sport club teams and athletic training, the adventure programs, intramural sports and overall programmatic support for Recreational Sports.
 - b) The Director of Recreational Sports is responsible for preparing the annual budget packet for Associated Students funds. Each year, the 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.
 - c) The Associated Students Executive Director is responsible for the forwarding of funds for Arts and Lectures to the proper account.
 - 2) The Director of the Department of Recreation shall submit a monthly report (a copy of the 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.
- J) Events Center:
- 1) Appropriation and Use of Funds:
 - a) The amount received from the lock-in shall be allocated annually in order provide deferred maintenance and upgrade of the facilities including: a new air conditioning system, new theater style seating, new sound system, expanded restrooms and acoustic treatment to improve the sound quality for concerts. The funds are designed to convert the Events Center to a multi-use facility.
 - b) The Director of the Events Center is responsible for preparing the annual budget packet for Associated Students funds. Each year, the 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.

- c) The Associated Students Executive Director is responsible for the forwarding of funds for the Events Centers to the proper account.
- 2) The Director of the Events Center shall submit a monthly report (a copy of the 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.

K) Campus Learning Assistance Program (CLAS):

- 1) Appropriation and Use of Funds:
 - a) The amount received from the lock-in shall be allocated annually in order to assist CLAS maintain its current level of services without charge to students including: group tutorials for math, physics, biology, chemistry, economics and statistics; drop-in labs; develop the study skills program; develop on-line services; maintain evening hours of operation, hire additional full-time staff, maintain individual tutoring of students enrolled in the Disabled Students Program, maintain consistent staffing throughout all summer sessions.
 - b) The Director of CLAS is responsible for preparing the annual budget packet for Associated Students funds. Each year, the 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.
 - c) The Associated Students Executive Director is responsible for the forwarding of funds for CLAS to the proper account.
- 2) The Director of CLAS shall submit a monthly report (a copy of the 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.

H) University Center:

- 1) Appropriation and Use of Funds:
 - a) The amount received from the lock-in shall be allocated annually in order to assist the University Center cover the costs of the increase in minimum wage for its student employees and provide an outstanding late night venue in The Hub.
 - b) The Director of the University Center is responsible for preparing the annual budget packet for Associated Students funds. Each year, the 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.
- 2) The Director of the University Center shall submit a monthly report (a copy of the 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.

SECTION 9. 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, Parking, 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 31st 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 30th 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.
- 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 fifty thousand dollars (\$50,000) without a two-thirds (2/3s) vote of Program Board, and the Legislative Council.
- 4) Approval of the expenditures of the Program Board Reserve funds shall be accomplished as follows:
 - a) Expenditures of up to fifteen thousand dollars (\$15,000) require a two-thirds (2/3s) vote of Program Board.
 - b) Expenditures of fifteen thousand dollars (\$15,000) 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 two hundred fifty thousand dollars (\$250,000). All monies over two hundred fifty thousand dollars (\$250,000) on June 30th (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 fifty thousand dollars (\$50,000) without a two-thirds (2/3s) vote of the KCSB Executive Committee and Legislative Council.
- 4) Approval of the expenditures of the KCSB Capital Reserves Funds shall be accomplished as follows:
 - a) Expenditures of up to fifteen thousand dollars (\$15,000) require a two-thirds vote of KCSB Executive Committee.
 - b) Expenditures of over fifteen thousand dollars (\$15,000) 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 two hundred fifty thousand dollars (\$250,000). All monies over two hundred fifty thousand dollars (\$250,000) on June 30th (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. 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 send out an e-mail at least twenty-four (24) hours prior to the initiation of the phone vote to all concerned parties, including but not limited to: all Legislative Council Representatives and Executive Officers. The email shall include the issue(s) to be voted on and all pro and con statements. At reasonably varying times, the A.S. Secretary and the Internal Vice-President shall call each voting member of the Legislative Council to present the pro and con statements and record the votes cast. At the end of the phone vote, the A.S. Secretary, Internal Vice-President and Student Government Advisor shall check their emails for any votes that may have been cast by Legislative Council members through email and incorporate those votes into the official tally. 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 and an email sent 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 required to hold one (1) weekly office hour in the San Nicolas RHA office.
 - 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 three (3) active committees which shall include: at least two (2) Associated Students Boards or Committees and at least one (1) Academic Senate or Administrative Advisory Committee. Each member of Legislative Council shall not be assigned to more than one Board or Committee with a 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) Each Legislative Council representative has the responsibility to obtain information pertaining to the academic senate or administrative advisory committees they are interested in serving on and to supply a list of their top five committees to the Associated Students President by the Tuesday of the sixth week of spring quarter.
 - 3) A Legislative Council representative may submit a request to be removed and reassigned to an alternative board, committee, or commission to the Internal Vice President if either of the following criteria occurs:
 - a) 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.
 - b) A valid academic reason which must be pre-approved by the Internal Vice President.

- 4) 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.
 - 5) The academic or administrative Advisory committee requirement may be substituted for any year round university or community planning commission at the discretion of the Internal Vice President. Associated Students boards, committees and commissions as well as Office of Student Life student groups are not eligible substitutes.
- 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 per quarter from the list below, no more than two (2) of which may be from the same category.
 - aa) Isla Vista Town Hall meetings
 - bb) IVTU or IVCRC
 - cc) Isla Vista General Cooperative Board
 - dd) Inter-Greek Council Meetings
 - ee) County Board of Supervisors
 - ff) Isla Vista Recreation and Parks District
 - b) Legislative Council members who are the Legislative Council Representative to IVCRC or IVTU may not count attending that meeting as both a community meeting and a committee meeting.
 - 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 with the strong encouragement by the end of the quarter, at least one of which is in each area (Channel Islands Five, Farside, Santa Catalina).
 - 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) RHA Coordinating Board 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.
- N) Shall serve as Student-Sponsored Bill Liaisons.
 - 1) Legislative Council members shall provide adequate visual and literary information to students in order to promote student participation in this program/
 - 2) Legislative Council members shall 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.
 - 3) The author shall conference with the Student Sponsor and Student Co-Sponsor.
 - 4) The author shall insure that each Student-Sponsored Bill is submitted in correct A.S. Bill Format to the Internal Vice-President, as per the Standing Policy on Student-Sponsored Legislation.
 - 5) The author shall insure that Parliamentary procedure is explained to each Student Sponsor.
- O) Complete on public address per quarter using local media sources (including but not limited to: Bottom Line, Daily Nexus, KCSB) on the current issues of which the council member is involved.
- P) Serve as temporary mentors of the same position for incoming representatives, and shall sign off on at least one contract hour per week beginning directly after elections up until the oath of office. (This time can be used to answer questions, give advice, show around the office, delineate job description, go over parliamentary procedures, current issues, recurrent issues, philosophy's of being a representative, etc.).
- Q) As part of this rendezvous, out going members shall be required to type up an easy to read, open-ended report on what they learned, and tips for the future. This report is to be printed out and kept in a binder in the A.S. Main Office. This binder shall be a point of reference for any Legislative Council Representative in the future.

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, or non-recurring occupational related issues 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. 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) In the event a Legislative Council Representative chooses to study abroad, one (1) quarter and only one (1) quarter shall be considered an extenuating academic circumstance. A quarter shall be defined as one academic quarter at the University of California, Santa Barbara. The Legislative Council Representative must also provide a proxy for the duration of his/her absence in order for the absence to be excused. All procedures for proxies and excused absences must be followed.
- D) 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, the A.S. Parliamentarian or any member of the Judicial Council be accepted as a proxy for a representative.
- E) All excuses for absences and tardies are subject to the approval of the Legislative Council. All absences, proxies and tardies are subject to the approval of the Legislative Council.
- F) Legislative Council members may only have three (3) excused absences from Legislative Council per quarter. The only exception to the Article V, Section 5, Subsection C, for Representatives who are studying abroad for one (1) quarter. After three (3) excused absences, an absence shall be considered as one (1) unexcused absence. Therefore, after a total of five (5) absences one is up for removal as per the procedures in Article V, Section 5, Sub-section 1.
- G) An Absence from a Legislative Council Meeting is defined as missing more the 50% of a meeting. A tardy from a Legislative Council Meeting is defined as missing more than 10 minutes, but less than 50% of the meeting.
- H) 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) 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) 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.
 - 3) 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.
 - c) Three unexcused tardies from a Legislative Council Meeting.
 - d) Any excused absence from a Legislative Council Meeting after three excused absences.
- I) The Internal Vice-President may recommend a Legislative Council representative's removal under the Action Items portion of the agenda within two weeks proceeding the Council members completion of an entire academic quarter.

- 1) The Internal Vice-President shall only consider a Legislative Council representative for removal if the Council member has failed to completed at least 50% of the duties listed in Article V, Section 4 of the A.S. By-Laws.
- 2) Removal procedures shall be conducted in the following manner:
 - a) A majority vote (50% + 1) will be required of the current membership of Legislative Council in order to remove the respective representative from office.
 - i) Once a member has been removed by the Legislative Council, the decision shall be immediately appealed to the Judicial Council, who shall review the minutes of the Legislative Council meeting and have the power to reverse the removal so long as there is sufficient reason to believe that the council member at issue has in fact completed their duties as specified by the A.S. Legal Code.
 - ii) Any reversal of the decision must be announced by 4:00pm the Tuesday proceeding the Legislative Council's initial decision to remove the member.
 - iii) If the decision is reversed, then the representative shall be reinstated as a member of the A.S. Legislative Council.
 - b) 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 be given one (1) additional quarter to improve their performance as an elected representative on the Legislative Council of ASUCSB. After the additional quarter is over, if the representative has yet to improve their performance as a member of the Legislative Council, then it will be to the discretion of the Internal-Vice President to again place the member's removal under Action Items within two weeks proceeding the additional quarter.

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.
 - a) Shall serve as the A.S. Public Defender.
- 2) Shall chair all Legislative Council Ad Hoc Committees concerning internal affairs.
- 3) Shall follow up on all action items passed by the A.S. Legislative Council and insure that business is properly completed.
- 4) 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.
- 5) 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.
- 6) The duties of the First Representative Pro-tempore may be used in lieu of the Representative's Group Project participation.
- 7) 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.
- 8) In the event that the First Representative Pro-Tempore cannot attend or has a proxy for a scheduled Associated Student's Legislative Council meeting, the Second Representative Pro-Tempore shall assume his/her responsibilities.

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) Shall serve as the Vice-Chairperson of the Constitution and By-laws Committee.
- 3) Assist the First Representative Pro-Tempore with his/her Pro-Tempore Responsibilities if he/she should request it.
- 4) Shall aid the Internal Vice-President in reviewing the honoraria requests of Legislative Council, Board and Committee, and Commission members.
- 5) Be responsible for formulating the budget package of the Legislative Council and presenting it at the Finance Board budget allocation hearings.
- 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.
- 7) In the event that the First Representative Pro-Tempore and Second Representative Pro-Tempore cannot attend or has a proxy for an Associated Student's Legislative Council meeting, the position and its responsibilities shall be temporarily filled by an elected member of the Legislative Council chosen by the chair, with two thirds (2/3) approval of Legislative Council.

SECTION 7. 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, Student Government Advisor, or A.S. Secretary and sworn in no later than two (2) weeks after the removal or resignation is official.
- B) The Internal Vice-President, Student government Advisor, or A.S. Secretary shall notify the official runner-up by e-mail and attempt to contact him/her by phone at least once a day for three days. The official runner up shall have until 4:00 p.m. of the day after the final phone call was made to notify the Internal Vice-President, Student Government Advisor, or A.S. Secretary by phone or e-mail of his/her acceptance or declination of the position. If the official runner up has not notified the Internal Vice-President, Student government Advisor, or A.S. Secretary by 4:00 p.m. of the day after the final phone call was made, he/she shall be considered to have declined the position and the Internal Vice-President, Student government Advisor, or A.S. Secretary shall move on to the next official runner up.
- C) 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.
- D) 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 no less than 1/5 of the membership of the full Legislative Council. The President, Internal Vice-President, and Committee on Committees Chair and Vice-Chair shall be considered non-voting, ex-officio members of the Committee. Motions offered by ex-officio members shall not be in order.
- E) Once a replacement is determined, the Internal Vice President shall swear the individual in after Proxies and Excused Absences using the following oath, then allowing the new member to join the council:
 - I, Your Name, hereby affirm that I will fulfill the duties of a(n) position Representative for the academic year Legislative Council to the best of my

ability. I will seek to facilitate the Associated Students and the University Community in a manner that is consistent with the ideals of an academic community.

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 Committee on Committees Chair and Vice-Chair.
- 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 (2nd) regular meeting following the installation of officers.
 - 2) Shall select a Parliamentarian by the fourth (4th) 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.
- I) The Internal Vice President shall make themselves available following every Legislative Council meeting for the purposes of clarification and discussion of the minutes and actions of the Legislative Council with any media in attendance.
 - J) Shall coordinate the orientation of incoming and outgoing Legislative Council members and ensure that whenever possible they be paired up according to opposite campus political party affiliation. Re-elected representatives continuing in their positions shall take the place of outgoing members when they are not available to meet with newly elected members.

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.
- H) Shall appoint a Local Affairs Organizing Director to organize and run the External Vice-President of Local Affairs Office.
 - 1) The duties and powers of the Organizing Director:
 - a) Shall work with the External Vice-President of Local Affairs (EVPLA) and other office staff on local issues.

- b) Shall be responsible for the general administrative and clerical functions of the EVPLA office.
 - c) Shall organize and facilitate weekly staff meetings and quarterly retreats.
 - d) Shall publicize, outreach, and recruit interns to work on local campaigns with which the EVPLA office is involved.
 - e) Shall check in regularly with office staff (coordinators) to provide support and guidance in their work.
 - f) Shall serve four (4) office hours per week, devoted to management of a productive and effective EVPLA Office.
- I) Shall appoint an Isla Vista Community Relations Coordinator that will focus on projects in Isla Vista and general welfare of the Isla Vista Community.
 - 1) The duties and powers of the Community Relations Coordinator:
 - a) Shall facilitate A.S. Isla Vista Community Relations Committee (see Article X, Section 17 E of the A.S. By-Laws).
 - b) Shall represent Associated Students on the Isla Vista Project Area Committee/General Plan Advisory Committee.
 - c) Shall attend Isla Vista Town Hall Planning Committee meetings.
 - d) Shall act as liaison to the Isla Vista Teen Center and the Isla Vista Health Clinic, and attend regular meetings of the Isla Vista Youth and Family Network.
 - e) Shall work to nurture the relationship between long-term and short-term residents in Isla Vista, which may entail the creation of public forums and/or special events/projects in Isla Vista.
 - f) Shall act as liaison to A.S. Community Affairs Board.
 - g) Shall act as liaison to Chilla Vista.
 - h) Shall serve four (4) office hours per week, devoted to project planning and outreach for the Isla Vista community.
- J) Shall appoint a Community Safety Coordinator who will focus on the physical and social safety and well-being of people on campus and in Isla Vista.
 - 1) The duties and powers of the Safety Coordinator:
 - a) Shall facilitate the A.S. Committee on Public Safety (A.S. COPS).
 - b) Shall meet regularly with Isla Vista Foot Patrol and University of California Police Department.
 - c) Shall coordinate a "Know Your Rights" campaign for the campus and Isla Vista Community at least once a year.
 - d) Shall act as liaison to QSU, A.S. Womyn's Commission, Take Back the Night, A.S. S.C.O.R.E., and the Resource Center for Sexual and Gender Diversity so that issues regarding social climate on campus and in Isla Vista may be appropriately addressed, and so that efforts to improve the community's social climate are actively supported.

- e) Shall coordinate an anti-oppression workshop at least once a year that addresses social climate issues on campus and in Isla Vista.
 - f) Shall act as liaison to A.S. BIKES.
 - g) Shall serve three (3) office hours per week, devoted to project/campaign planning.
- K) Shall appoint a Community Labor Coordinator:
- 1) The duties and powers of the Labor Coordinator:
 - a) Shall act as liaison to AFSCME, CUE, UPTE, CNA, AFT, UAW unions and non-affiliated campus workers.
 - b) Shall act as liaison to Student Labor Action Project (SLAP) meetings through regular attendance of meetings and active support of the Project's campaigns.
 - c) Shall serve two (2) office hours per week.
- L) Shall appoint a Community Housing Coordinator who will focus on local residents' issues and rights.
- 1) The duties and powers of the Housing Coordinator:
 - a) Shall act as liaison to A.S. Isla Vista Tenants' Union meetings through regular attendance of meetings and active support of the Committee's campaigns.
 - b) Shall act as a liaison between Associated Students and the Isla Vista Property Owners' Association.
 - c) Shall serve two (2) office hours per week.
- M) Shall appoint a Community Environmental Issues Coordinator.
- 1) The duties and powers of the Environmental Issues Coordinator:
 - a) Shall act as liaison to Isla Vista Trash Management Committee through regular attendance of meetings and active participation in the Committee's projects and the Blue I.V. campaign.
 - b) Shall act as liaison to Isla Vista Recreation and Parks District through regular attendance of meetings.
 - c) Shall act as liaison to A.S. Environmental Affairs Board and A.S. Shoreline Preservation Fund.
- N) Shall appoint a Student Lobby Local Coordinator that will serve as a legislative liaison to the External Vice President for Local affairs office as well as to the County Board of Supervisors.
- 1) The duties and powers of the Student Lobby Local Coordinator:
 - a) Shall attend all Student Lobby meetings and serve as the representative of A.S. Student Lobby in all Local affairs.
 - b) Shall oversee all operations, projects, campaigns and activities of Student Lobby members and affiliates pertaining to local affairs.
 - c) Must work closely with Student Organizations on campus who currently work on political and/or education issues on a local level.

- d) Shall serve as Legislative Liaison to the External Vice President of Local Affairs and be responsible for informing the members of Student Lobby, the EVPLA, and the LAOD of all county legislation affecting the Isla Vista Community.
- e) Shall be responsible for attending at least two non-consecutive Legislative Council meetings per quarter to report on the board's actions.
- f) Shall play an active role in voter registration and voter turnout campaigns on campus and in Isla Vista.
- g) Shall work in coordination with the Legislative Council representatives to formulate resolutions in response to state and federal county legislation, which if passed, shall be used as a lobbying tool per discretion of the members of Student Lobby.
- h) Shall coordinate all lobby appointments with local, statewide, and federal public officials regarding local issues.
- i) Shall, to the best of their ability, build a rapport and working relationship with the office of public officials in our district through regular meetings.
- j) Shall hold a minimum of three (3) office hours per week.

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 Federal Government, State Government, UC Regents, System-wide Administration, the UC Student Association, US Students Association, and state and national student coalitions.
- B) The External Vice-President for Statewide Affairs (EVPSA) shall:
 - 1) Take into consideration the actions of the University of California Students' Association (UCSA) and the United States Students' Association (USSA) along with the recommendations of his/her staff to advocate for UCSB undergraduates on a statewide and national level.
 - 2) Hold a minimum of six (6) office hours per week.
 - 3) Report to the Legislative Council a minimum of five (5) times per quarter regarding his/her actions and those of his/her office.
 - 4) Meet a minimum of four (4) times per quarter with the A.S. Student Lobby Coordinators to discuss lobbying activities.
 - 5) Attend all UCSA and UC Regents meetings as funds permit.
 - 6) Be empowered to appoint and remove a Chief of Staff, Statewide Affairs Organizing Director (SAOD), National Affairs Organizing Director (NAOD), Statewide and National Coordinators, National and Statewide Researchers, an Education Director, a Student Organization Coordinator, a Media Coordinator, and any interns, with the approval of a majority (50%+1) vote of Legislative Council.
 - 7) Supervise the activities of the EVPSA office's Chief of Staff, Statewide Affairs Organizing Director (SAOD), National Affairs Organizing Director (NAOD), National and Statewide Researchers, Statewide and National Coordinators, Director of Education, Student Organization Coordinator, Media Coordinator, and interns.
 - 8) Seek students from each of the following committees in collaboration with the Student Organization Coordinator 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):

- a) 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).
 - b) A.S. Womyn's Commission: to work in coalition with state and national student organization for women (i.e., the National Women's Student Coalition).
 - c) Queer Commission: to work in conjunction with state and national Lesbian/Gay/ Bisexual student organizations (i.e., NSQU, NQSOC, UCLGBTA, UCSA Queer Caucus, etc.).
 - d) A.S. UCSB Lobby Corps/A.S. Student Lobby: to work in conjunction with Student Lobby and ASUCSB's Lobby Corps Board of Directors.
 - e) 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).
- 9) Supervise the coordination and activities of the aforementioned student representatives in collaboration with the Student Organization Coordinator.
 - 10) Work in coordination with the Legislative Council representatives to formulate resolutions in response to state and national legislation, which if passed, shall be used as a lobbying tool per discretion of the members of Student Lobby.
 - 11) Facilitate all EVPSA office staff meetings.
 - 12) Direct all EVPSA Office staff

C) The Chief of Staff Shall:

- 1) Organize and run the External Vice President of Statewide Affairs Office.
- 2) Work with the External Vice President of Statewide Affairs (EVPSA) and other office staff on statewide and national issues.
- 3) Coordinate and supervise the EVPSA office staff under the direction of the EVPSA.
- 4) Be responsible for the general administration and clerical functions of the EVPSA office, including facilitating quarterly retreats.
- 5) Recruit interns to work on the statewide and national campaigns of the University of California Student Association (UCSA) and the United States Student Association (USSA).
- 6) Assume or delegate the responsibilities of any vacant positions within the EVPSA office staff until such positions are filled.
- 7) Work with the Organizing Directors and Statewide and National Coordinators to implement the statewide and national days of action on campus as well as in-district and in-office lobby visits.
- 8) Help the SAOD and NAOD recruit a diverse delegation to all UCSA and USSA conferences and lobby days.

- 9) Attend all UCSA board meetings with the EVPSA, SAOD and Statewide Coordinator, and, along with the EVPSA, NAOD and National Coordinator, maintain consistent communication with the USSA staff.
- 10) Serve a term of one (1) academic year.
- 11) Serve at least four (4) office hours per week.
- 12) Attend all EVPSA office staff meetings.

D) The Statewide Affairs Organizing Director shall:

- 1) Act as the primary student government organizer for Associated Students and oversee the external lobbying activities related to statewide affairs.
- 2) Be a voting member of A.S. Student Lobby, attending all Lobby meetings.
- 3) Act as a Liaison between the EVPSA office and Student Lobby
- 4) Be an Ex-Officio member of A.S. Womyn's Commission, A.S. Environmental Affairs Board, and A.S. S.C.O.R.E.
- 5) Shall attend all UCSA Board of Directors meetings as an ex-officio member of the Board as funds permit.
- 6) Shall network with Statewide Affairs Organizing Directors systemwide.
- 7) Shall be the primary on-campus organizer for UCSA campaigns.
- 8) Shall coordinate logistics for UCSA Board of Directors meetings on campus.
- 9) Shall recruit students for systemwide conferences and workshops.
- 10) Attend at least three Legislative Council meetings to report on UCSA activities and legislative updates.
- 11) Facilitate coalition building and maintain communication networks with student groups.
- 12) Attend all EVPSA office staff meetings.
- 13) Serve a term of one (1) academic year.
- 14) Serve at least three (3) office hours per week.

E) The National Affairs Organizing Director shall:

- 1) Act as the primary student government organizer for Associated Students and shall oversee the external lobbying activities related to national affairs.
- 2) Be an Ex-Officio of A.S. Womyn's commission, Queer Commission and A.S. S.C.O.R.E.
- 3) Attend all USSA Board of Directors meetings if appointed to the Board.
- 4) Be required to have monthly check-ins with the External Vice-President of Statewide Affairs and the USSA staff.
- 5) Shall network with other National Affairs Organizing Directors or students implementing USSA campaigns on other campuses.
- 6) Shall be the primary on-campus organizer for USSA campaigns.

- 7) Shall coordinate logistics for USSA Board of Directors meetings and Grassroots Organizing Weekend trainings on campus.
- 8) Shall recruit students for national conferences and workshops.
- 9) Shall facilitate coalition building and maintain communication networks with other student groups.
- 10) Shall work directly with the External Vice-President of Statewide Affairs and the National Legislative Liaison.
- 11) Attend all EVPSA office staff meetings.
- 12) Hold a minimum of three (3) office hours per week.
- 13) Serve a term of one (1) academic year.

F) The Statewide Coordinator shall:

- 1) Serve as the Statewide Affairs Legislative Liaison to the External Vice-President for Statewide Affairs office as well as to the UCSA board.
- 2) Be responsible for informing the EVPSA and the members of Student Lobby of all state legislation affecting higher education at a local level.
- 3) Be responsible for maintaining direct communication with the University of California Students Associations (UCSA) legislative director in regards to all statewide legislative actions affecting higher education at a local level.
- 4) Shall coordinate all lobby appointments with local and statewide public officials regarding local issues.
- 5) Build a rapport and working relationship with the office of public officials in our district, to the best of his/her ability.
- 6) Attend regular meetings with the office of the External Vice President for Statewide Affairs.
- 7) Carry out the duties of the Statewide Coordinator as described in Article X, Section 26 of the Associated Students By-Laws.
- 8) Attend all EVPSA office staff meetings.
- 9) Serve three (3) office hours per week.
- 10) Serve a term of one (1) academic year.

G) The National Coordinator shall:

- 1) Serve as the National Affairs Legislative Liaison to the External Vice-President for Statewide Affairs office as well as to the UCSA board.
- 2) Be responsible for maintaining direct communication with the United States Student Association's (USSA) Legislative Director in regards to all federal legislative actions affecting higher education at a local level.
- 3) Be responsible for informing the EVPSA and the members of Student Lobby of all federal legislation affecting higher education at the local level, as explained b
- 4) Coordinate all lobby appointments with federal public officials regarding local issues.

- 5) Build a rapport and working relationship with the office of public officials in our district, to the best of his/her ability.
- 6) Attend regular meetings with the office of the External Vice President for Statewide Affairs.
- 7) Carry out the duties of the National Coordinator as described in Article X, Section 26 of the Associated Students By-Laws.
- 8) Attend all EVPSA office staff meetings.
- 9) Serve three (3) office hours per week.
- 10) Serve a term of one (1) academic year.

H) The Statewide Affairs Researcher shall:

- 1) Conduct research independently from UCSA on any statewide legislation/gubernatorial actions that impact undergraduates at UCSB.
- 2) Advise the EVPSA on any statewide legislation/gubernatorial actions that impact undergraduates at UCSB.
- 3) Attend all EVPSA office staff meetings.
- 4) Serve two (3) office hours per week.
- 5) Serve a term of one (1) academic year.

I) The National Affairs Researcher shall:

- 1) Conduct research independently from USSA on any national legislation/presidential actions that directly impacts undergraduates at UCSB.
- 2) Advise the EVPSA on any national legislation/presidential actions that directly impact undergraduates at UCSB.
- 3) Attend all EVPSA office staff meetings.
- 4) Serve two (3) office hours per week.
- 5) Serve a term of one (1) academic year.

J) The Director of Education shall:

- 1) Shall be the responsible for organizing and running campus-wide campaigns to educate the student body on issues the EVPSA Office is currently working on.
- 2) Attend all EVPSA office staff meetings.
- 3) Serve two (3) office hours per week.
- 4) Serve a term of one (1) academic year.

K) The Student Organization Coordinator shall:

- 1) Work with the EVPSA to seek students from a number of 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) as described in Article VI, Section 6, B, 9.
- 2) Attend all EVPSA office staff meetings.

- 3) Serve at least three (3) office hours per week.
 - 4) Serve a term of one (1) academic year.
- L) The Media Coordinator shall:
- 1) Work to advertise, outreach, and recruit prospective staff members.
 - 2) Work with the Director of Education to disseminate information pertaining to statewide and national affairs through campus media.
 - 3) Work with external media sources to inform the community on a local, statewide, and national level of the EVPSA office's campaigns and efforts via media advisories, press releases, and any other mediums of communication.
- N) The EVPSA Office Interns shall:
- 1) Perform tasks assigned to them by the EVPSA office's chief of staff.
 - 2) If selected to be the voter Registration Intern:
 - a) Shall work with the Voter Registration Volunteer Coalition and the Office of Student Life to help facilitate voter registration on a campus-wide level.
 - 3) Attend all EVPSA office staff meetings.
 - 4) Serve at least three (3) office hours per week.
 - 5) Serve a term of one (1) academic year.

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 VII 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 VII, 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 as well as in accordance with all applicable State and Federal laws.

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. At this point the petition becomes a public document.
- 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. Judicial Council is not responsible for serving the Petitioner and the Respondent with the petition.

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 unless circumstances dictate otherwise.
 - 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.
 - e) The last day of the quarter to turning a complete petition is the Friday prior to dead week. Any petition received later than this date will only be heard at the insistence of two thirds (2/3) of the council.
- 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.
 - e) The Petitioner(s) and Respondent(s) will also include any written testimony with their briefs, signed by the author. Any turned in late will not be accepted.
 - f) If all conditions are not met, the case will be put on hold pending further decision by the Judicial Council.
- 5) Should the date of the hearing 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.
- a) All other motions are due, and will be considered by the Chair of Judicial Council at this time as well.
- 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 lieu 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) Contempt of Council:

- 1) Contempt of Council is defined as actions meant to undermine the judicial process. It includes, but is not limited to:
 - a) Verbal abuse
 - b) Failure to appear when summoned
 - c) Deliberate lying during testimony
 - d) Lack of adherence to hearing procedures
- 2) The Chairperson of Judicial Council shall whenever possible issue warning prior to declaring a respondent, petitioner, witness or participant in the hearing in contempt. A hard copy of Judicial Council's formal hearing procedures, containing a cautionary warning, will be provided at the start of the hearing.
 - a) If found in contempt, all testimony by that participant shall be stricken from the record and they shall be removed from the hearing.

b) If the participant holds a position within Associated Students, their position shall be suspended pending a decision by the Legislative Council at their next meeting.

aa) Suspension shall be defined as removal from all formal Associated Students functions, including meetings, office hours, events and position obligations.

E) 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)

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

G) 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.

H) 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.

I) 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 VII 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) When privacy issues arise, the Chairperson shall have the authority to seal a case file, making it only accessible to members of the Judicial Council and the Associated Students Executive Director.
 - 2) 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 only receive a maximum honorarium in the amount of four hundred dollars (\$400.00) per quarter.
 - a) Proxies that have been approved by the Legislative Council to serve in a Legislative Council position for the entirety of an academic quarter may apply for the quarterly honorarium that is available for the position. Honoraria shall be pro-rated if the proxy is approved after the second Legislative Council meeting of the 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 Commissioner on Disability Access
 - 1 Community Safety Coordinator
 - 1 Community Affairs Board Chair
 - 1 Community Affairs Board Vice-Chair
 - 1 Community Affairs Board Childcare Director
 - 2 Community Affairs Board Family Literacy Program Coordinators
 - 1 Community Labor Coordinator
 - 1 or 2 Environmental Affairs Board Chair(s)
 - 1 Finance Board Chair
 - 1 Investment Committee Chair
 - 1 Isla Vista Community Relations Coordinator
 - 1 Local Affairs Organizing Director
 - 1 IVTU Chairperson
 - 1 IVTU Vice Chairperson
 - 1 Office of the Student Advocate Chief of Staff
 - 2 Queer Commission Commissioners
 - 1 Student Lobby Legislative Liaison
 - 2 S.C.O.R.E. Commissioners

- 1 State Affairs Organizing Director
- 1 Technological Services Committee Chairperson
- 2 Womyn'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 Academic Senate Committees Liaison
- 1 Administrative Advisory Committees Liaison
- 1 Associated Students Boards and Committees Liaison
- 1 Business Services Chairperson
- 1 Community Affairs Board Public Relations Coordinator
- 1 Community Affairs Board Public Outreach Coordinator
- 1 Co-Commissioner on Disability Access
- 1 Isla Vista Community Relations Committee Vice- Coordinator
- 1 Isla Vista Tenants Union Community Outreach Coordinator
- 1 Isla Vista Tenant Union Advocate
- 1 Isla Vista Tenant Union Events Coordinator
- 1 Isla Vista Tenant Union Membership Coordinator
- 1 Judicial Council Chair
- 1 Office of the Student Advocate University Division Director
- 1 Office of the Student Advocate Resident Hall Division Director

C) Each of the following Appointed Officers may receive a maximum honorarium of two hundred dollars (\$200.00) per quarter:

- 1 ASIAC Vice-Chair
- 1 Attorney General
- 1 Community Affairs Board key Volunteer Coordinator
- 1 Community Environmental issues Coordinator
- 1 Community Housing Coordinator
- 2 Controller(s)
- 1 Student Lobby Local Coordinator
- 1 *Herstory* Coordinator
- 1 Media Relations Chair
- 10 Office of the Student Advocate Caseworkers
- 1 Publicity Commissioner
- 7 Coastal Fund Directors
- 1 or 2 Student Advocates
- 1 Student Relations Coordinator
- 1 Sub-Judicial Council Chairperson
- 2 Take Back the Night Co-Chairs
- 1 Technological Services Committee Vice-Chairperson
- 2 Womyn's Commission Supporting Coordinators

D) Each of the following officers may receive a maximum honorarium of one hundred fifty dollars (\$150.00) per quarter

- 1 Community Affairs Board Internal Community Coordinator
- 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 ASIAC Events Coordinator
- 1 ASIAC Portfolio Manager
- 1 Business Service Book Exchange Chairperson
- 1 Community Affairs Board Historian
- 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)
- 1 Student Lobby Recruiter
- 1 Student Lobby Labor Issue Coordinator
- 1 Media Correspondent
- 1 Student Lobby Grassroots Liaison
- 4 liaisons to the Greek Community

- 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. Coastal Fund (CF) shall internally handle the honorarium of each of the seven (7) CF 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 not 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 Committee on Committees Chair
 - 1 Program Board Commissioner
 - 1 Program Board Deputy Commissioner
 - 13 Program Board Coordinators:
 - 1) Concerts Coordinator
 - 2) Special Events Coordinator
 - 3) University Center Events Coordinator
 - 4) Lectures and Cultural/Fine Arts Coordinator
 - 5) Film Coordinator
 - 6) Art Coordinator
 - 7) Security Coordinator
 - 8) Production Coordinator
 - 9/10) Publicity Coordinators (2)
 - 11) Ticket Manager
 - 12) Webmaster
 - 13) Volunteer Coordinator
- M) 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 (3)
 - Program Board Security Assistant
- N) Each of the following editors of the *Bottom Line* shall receive a maximum honorarium as indicated:
 - Managing Editor-\$500.00
 - Senior Copy Editor-\$250.00
 - Copy Editors-\$150.00
 - Senior Layout Editor-\$600.00
 - Layout Editor-\$400.00
 - Photography Editor-\$450.00
 - Promotion and Distribution Manager-\$350.00

- O) Proxies that have been approved by the Legislative Council to serve in an appointed position for the entirety of an academic quarter may apply for the quarterly honorarium that is available for the position. Honoraria shall be pro-rated if the proxy is approved after the second Legislative Council meeting of the Quarter.

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) 15% 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) 15% of honoraria for that quarter for attendance at each member's respective community meetings.
 - 5) 10% of honoraria for that quarter for participating in one of the Council's group projects.
 - 6) 15% of honoraria for that quarter for conducting the remaining duties and responsibilities as delineated in the A.S. Constitution or A.S. By-Laws.
 - 7) 5% of honoraria for that quarter for attendance at a minimum of one meeting and one event per quarter of any historically underrepresented organizations (including, but not limited to: people of color, queer, Womyn and disabled) that is not an official entity of Associated Students, and with which they do not associate.
- 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 primarily responsible for the placement of students who sit on the Associated Students, Academic Senate and Administrative Advisory Committees. This Committee will also supervise and facilitate the student appointment process of the aforementioned committees. The Committee's responsibilities shall include locating and placing student representatives on Academic Senate and Administrative Advisory Committees, and making recommendations to fill vacant spots when necessary. The committee shall also provide a pool of available students for placement on ad-hoc committees as needed.

SECTION 2. THE MEMBERSHIP OF THE COMMITTEE

A) Voting

- 1) Committee on Committees Chair
- 2) Committees on Committees Vice-Chair
- 3) A.S. BCC Liaison
- 4) Academic Senate Liaison
- 5) Administrative Advisory Liaison
- 6) A.S. Internal Vice-President
- 7) A.S. President
- 8) Six (6) Legislative Council Members

B) Non-voting

- 1) A.S. Student Government Advisor
- 2) A.S. Executive Director
- 3) A.S. Controller(s)
- 4) A.S. Attorney General
- 5) Committee on Committees Secretary

SECTION 3. SELECTION AND TERMS OF OFFICE

- A) The Chair and Vice Chair of Committee on Committees shall be recommended by the Internal Vice President, appointed by the President, and approved by a majority (50% +1) vote of the Legislative Council. The Committees Coordinators shall serve a term of office of one (1) academic year.
- B) The Boards and Committees Liaison, Administrative Advisory Liaison and the 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. The Boards and Committees Liaison, Administrative Advisory Liaison and the Academic Senate Liaison shall serve a term of office of one (1) academic year.
- C) The Legislative Council Representatives to the Committee on Committees shall be appointed by the Internal Vice President and approved by a majority (50% + 1) vote of the Legislative Council. The chair designation of each council member shall be determined internally by the Co-

Coordinators and the Internal Vice-President. The Legislative Council members shall serve a term of office concurrent with their current term in office.

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.
- E) Hold quarterly recruitment drives (to be held no later than the 3rd week of each quarter) in order to recruit students from all UCSB Residence Hall and RCOs.
- F) Present a report on the state of all A.S. committees (chair status, membership, etc) at the first Legislative Council meeting of each month. A typed version of the report must also be given to the front desk staff to be filed.
- G) Ensure that Boards, Committees and Commissions follow through with their orientation meetings between in-coming and out-going committee members as outlined in letter C, Section 1, Article X of the By-laws of the Associated Students of UCSB.

SECTION 5. DUTIES OF THE COMMITTEES CHAIR AND VICE CHAIR

- A) Duties and responsibilities of the Committees Chair
 - 1) Oversee that the responsibilities of the Vice President, Secretary, Committee Liaison, and Legislative Council members are met.
 - 2) Work with the Internal Vice President to designate the chair positions of the Committee on Committees Legislative Council Members.
 - 3) Report at the first Legislative Council meeting of each month, as stated above.
 - 4) Work with the committee to schedule, advertise, and attend interviews of applicants for A.S. committee positions (when needed) and student representative positions on Academic Senate and Administrative Advisory Committees.
 - 5) Supervise the orientation of student representatives to Academic Senate and Administrative Advisory Committees.
 - 6) Hold at least five (5) regular-posted office hours per week.
 - 7) Must work with the A.S. Internal Vice-President to put committee appointments on the A.S. Legislative Council agenda for ratification.
 - 8) Report weekly to the Committee on Committees on which positions are open; track all resignations and removals from office.
 - 9) Work with the chairs of boards, committees, and commissions to ensure necessary membership is met.

- 10) Work with the Legislative Council Recruitment Chairs to come up with new and novel ways to recruit students.
- 11) Work with the Legislative Council Committee on Committees Media Relations Liaison to oversee that recruitment events are properly advertised
- 12) Chair all of the Committee on Committees meetings.

B) Duties and responsibilities of the Committees Vice Chair:

- 1) Fulfill the Duties of the Committees Chair when the Chair is absent or unable.
- 2) Work with the committee to schedule, advertise, and attend interviews of applicants for A.S. committee positions (when needed) and student representative positions on Academic Senate and Administrative Advisory Committees.
- 3) Ensure that all applicants are contacted and formally notified of their acceptance or rejection. Maintain a current list of who accepts or declines each position.
- 4) Ensure that the appropriate B.C.C. chairs are notified when interviewed candidates express interest in internally appointed positions
- 5) Hold at least three (3) regular-posted office hours per week.
- 6) Work with the Committees Secretary to update and maintain the bound Committees Catalog.
- 7) Work with the Committees Secretary or the designated main office staff member to ensure that the digital main office database is updated as needed with contact information for the appointees.
- 8) Report weekly to the Committee on Committees on which positions are open; track all resignations and removals from office.
- 9) Work with the chairs of boards, committees, and commissions to ensure necessary membership is met.
- 10) Attend all of the Committee on Committees meetings and maintain a speakers list where necessary.
- 11) Creates an appropriate questions list and scoring rubric prior to interviews.

SECTION 6. ADVISORY, ACADEMIC SENATE, AND B.C.C. LIAISONS

A) Duties and Responsibilities of the Academic Senate Committee Liaison

- 1) Responsible for continually updating Appendix A 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 the Academic Senate Committees.
- 3) Acts as a liaison between A.S. and the Academic Senate Committees.
- 4) Reports weekly to the Committee on Committees on which positions are open; tracks all resignations and removals of office.
- 5) Compiles bi-quarterly reports from all the Student Academic Senate Committee members to be given to all Legislative Council Representatives and Executive Officers.

- 6) Maintains active contact with Student Academic Senate Committee members and ensures that the Committees Secretary has up to date contact information for all members.
- 7) Works with the Committees Secretary to maintain an email list server for all Student Academic Senate Committee members.
- 8) Attends all interviews involving Committees on Committees appointments to Academic Senate Committees.
- 9) Hold at least three (3) regular-posted office hours per week.

B) Duties and Responsibilities of the Campus Administrative Advisory Committees Liaison

- 1) Responsible for continually updating 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 the Administrative Advisory Committees.
- 3) Acts as a liaison between A.S. and the Administrative Advisory Committees.
- 4) Reports weekly to the Committee on Committees on which positions are open; tracks all resignations and removals of office
- 5) Compiles bi-quarterly reports from all the Student Administrative Advisory Committee members to be given to all Legislative Council Representatives and Executive Officers.
- 6) Maintains active contact with Student Administrative Advisory Committee members and ensures that the Committees Secretary has up to date contact information for all members.
- 7) Works with the Committees Secretary to maintain an email list server for all Student Administrative Advisory Committee members.
- 8) Attends all interviews involving Committee on Committees appointments to the Administrative Advisory Committees.
- 9) Hold at least three (3) regular-posted office hours per week.

C) Duties and Responsibilities of the A.S. Boards and Committees Liaison

- 1) Maintains active contact with the Boards and Committees Chairs and Vice Chairs and ensures that the Committees Secretary has up to date contact information for all members.
- 2) Works with the Committees Secretary to maintain the current email list server for all B.C.C. external appointments.
- 3) Attends all interviews involving Committee on Committees external appointments to A.S. B.C.C.'s.
- 4) Holds at least three (3) regular-posted office hours per week
- 5) Reports weekly to the Committee on Committees on which positions are open; tracks all resignations and removals of office.

SECTION 7. LEGISLATIVE COUNCIL MEMBERS

A) Duties and Responsibilities:

- 1) Must attend all Committee on Committees meetings.
 - 2) Shall serve as a director or representative at large and fulfill the duties of the position as enumerated below.
 - 3) Shall report back to the Legislative Council on the activities of the committee.
- B) The director and representative at large positions shall be determined internally by the Committee on Committees Chair, Vice-Chair and the Internal Vice-President. Each member must attend all Committee on Committees meetings.
- C) Specific chair designations of each council member:
- 1) Recruitment Chairs (3)- To be designated the Transfer Recruitment Chair, The Freshman Recruitment Chair and the General Recruitment Chair. Responsible for planning and executing all recruitment drives/fairs. The chairs will focus on specific efforts targeting students in their respective areas, be it the RHA Coordinating Boards, student organizations registered with the Office of Student Life or recent transfer students.
 - 2) Associated Students Boards and Committees Legislative Representative (1) – Shall work with the Associated Students Boards and Committees Liaison to ensure that the external appointments on those Committees are filled. Shall work with the Liaison to compile a quarterly report of vacant positions.
 - 3) Academic Senate Committee Legislative Representative (1) – Shall work closely with the Academic Senate Committee Liaison to ensure that student appointments to the Academic Senate Committees are filled. Shall work with the Liaison to compile a quarterly report of vacant positions.
 - 4) Administrative Advisory Committee Liaison (1) – Shall work closely with the Administrative Advisory Committee Liaison to ensure that student appointments to the Administrative Advisory Committees are filled. Shall work with the Liaison to compile a quarterly report of vacant positions.

ARTICLE X - 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 (5th) week of Winter Quarter.
 - a) In order to insure full consideration for Spring appointments, applications shall be received by Tuesday of the fifth (5th) week of Spring Quarter.
 - 2) Interviews will begin the fourth (4th) week of Spring Quarter and end in the seventh (7th) 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 (8th) week of Spring Quarter.
 - 4) Notification of placement will be sent out by the ninth (9th) 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.
 - 1) Each out-going Committee Chair shall also be responsible for creating an end of the year report containing information the future Chairs will find useful for continuing the work of the Committee. This report shall be kept in a binder in the Main Office under the supervision of the Committees on Committees.
- 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.
 - 1) All minutes submitted to Legislative Council must include:
 - a) A list of which members were present and, when available, which members were absent.
 - b) Any information related to the passage of any motion, including:
 - aa) The motion that was made.
 - bb) The name of the member who made/seconded the motion.
 - cc) The number of members who voted for/voted against/abstained.
 - dd) When available, the names of members who voted for/voted against/abstained.
 - c) Any information related to any expense/allocation over fifty (\$50.00) dollars, including:
 - aa) The amount of the expense/allocation.
 - bb) What the funds will be used for.
 - cc) The reason for the expense/allocation.
 - dd) If an external allocation, the name of the group requesting the allocation.
- 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. Committee on Committees Chair
- 4) A.S. Executive Director
- 5) A.S. Attorney General
- 6) A.S. Advisor

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 for 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 for 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. President
- 7) A.S. Attorney General
- 8) A.S. Controller(s)
- 9) 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 A.S. BIKES meetings.

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. BOTTOM LINE

A) Charge of the Board:

The Bottom Line publication was created as an alternative space to outreach to UCSB students, staff and faculty through a medium of socially conscious coverage within the campus community.

B) Voting Membership:

Editorial Board Consisting of:

- 1) The *Bottom Line* Managing Editor
- 2) The *Bottom Line* Copy Editor
- 3) The *Bottom Line* Senior Copy Editor
- 4) The *Bottom Line* Layout Editor
- 5) The *Bottom Line* Senior Layout Editor
- 6) The *Bottom Line* Photography Editor
- 7) The *Bottom Line* Promotion and Distribution Manager
- 8) One (1) Legislative Council Representative

C) Non-voting Members:

- 1) A.S. Associate Director for Media
- 2) A.S. Executive Director
- 3) A.S. Controller(s)
- 4) A.S. Committee on Committees Chair
- 5) Attorney General
- 6) A.S. President

D) Selection and Term of Office of Voting Members:

- 1) 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.
- 2) All other voting members will be selected internally through an application process by current *Bottom Line* voting members and approved by two-thirds majority of Legislative Council.

E) The *Bottom Line* shall:

- 1) Be published on a regular and timely basis dependent upon available funds and fulfillment of its charge.
- 2) Concern itself with investigative reporting of campus issues, especially those pertinent to student life.
- 3) Provide a space for unrepresented and underrepresented perspectives of UCSB and the surrounding community.
- 4) Serve as a conduit of factual information about Associated Students.

F) Duties and Powers of *Bottom Line* Editorial Board:

- 1) Organize and take responsibility for all *Bottom Line* business, including finances, production and final approval of each issue of the *Bottom Line*.
- 2) Attend all regular *Bottom Line* editorial meetings.
- 3) Adhere to the canons of Journalism.
- 4) Regularly and actively pursue new readership and staff.
- 5) Ensure all voting members of *Bottom Line* are doing their respective jobs in accordance with By-Laws.
- 6) Attend at least one (1) Legislative Council meetings per quarter to report on the actions of *Bottom Line*.
- 7) Solicit or assign articles that shall inform students on:
 - a) Activities of UCSB students.
 - 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, as well as campus events including: Associated Students sponsored and co-sponsored events, music events, film events, and those of interest to the student population.
 - d) Cultural groups and events.
 - e) Campus activities at the MCC, Women's Center, and other campus entities that broaden the UCSB community and advocate for underrepresented groups.

G) Additional Duties and Powers of the *Bottom Line* Managing Editor:

- 1) Organize and take responsibility for all *Bottom Line* business, including finances, production and final approval of each issue of the *Bottom Line*.
- 2) Responsible for the production and design phase of the *Bottom Line*.
- 3) Assume final responsibility for all material published in the *Bottom Line*, and is thus responsible for ensuring that the *Bottom Line* adhere to the Canons of Journalism.
- 4) Shall recommend to the A.S. Executive Director and A.S. President a pay scale for employees that accurately reflect available funds.
- 5) Hold at least three (3) office hours per week, excluding regularly held meetings such as staff and Legislative Council.
- 6) Attend or send a proxy for all University Press Council meetings.

H) Additional Duties and Powers of the *Bottom Line* Copy Editors:

- 1) Responsible for all copy reading and editing of pre and post production content of *Bottom Line*.
- 2) Responsible for maintaining contact with writers during the submission process.
- 3) Responsible for copy editing their assigned articles in a timely basis.

I) Additional Duties and Powers of the *Bottom Line* Senior Copy Editor:

- 1) Responsible for copy reading and editing all articles an additional time before placement.

- 2) Responsible for maintaining contact with copy editors during the copy/editing phases.
 - 3) Responsible for maintaining contact with layout editors during the layout phase.
- J) Additional Duties and Powers of the *Bottom Line* Layout Editor:
- 1) Responsible for the production and design phase of the *Bottom Line*.
 - 2) Responsible for maintaining contact with the photography editor and all copy editors.
- K) Additional Duties and Powers of the *Bottom Line* Senior Layout Editor:
- 1) Organize and take responsibility of the production and design phase of the *Bottom Line*.
 - 2) Responsible for overseeing the entire layout phase of the *Bottom Line*.
 - 3) Assume final responsibility for the entire layout design of the *Bottom Line*.
 - 4) Responsible for the management and maintenance of the *Bottom Line* website.
 - 5) Responsible for maintaining contact with the photography editor and all copy editors.
- L) Additional Duties and Powers of the Photography Editor:
- 1) Responsible for acquisition, selection, and distribution of photography assignments.
 - 2) Responsible for maintaining contact with photographers and layout editors.
 - 3) Responsible for editing photographs before submission to layout editors.
- M) Duties and Powers of the *Bottom Line* Promotion and Distribution Manager:
- 1) Responsible for soliciting advertising from the community and University that are of general interest to the students.
 - 2) Responsible for working with the Managing Editor whenever necessary.
 - 3) Responsible for ensuring that advertisers are in accordance with ASUCSB boycott policies, and that they are environmentally, socially, and politically responsible.
 - 4) Responsible for organizing the distribution and clean up of each issue.

SECTION 6. 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) Six (6) Students At-Large
- 3) 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

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 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) Voting Membership:

- 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) Non-voting Membership

- 1) A.S. President
- 2) A.S. Attorney General
- 3) A.S. Controller (s)

D) 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.

E) 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.

F) 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. COMMITTEE ON PUBLIC SAFETY (C.O.P.S.)

A) Charge of the Committee:

The A.S. C.O.P.S. will work to increase the level of safety throughout the Isla Vista and the UCSB campus. The committee will work on all safety issues concerning the student body as well as increasing student relations and communications with the local Isla Vista Foot Patrol, California Highway Patrol, UC Police Department, and the Office of Student Life in a positive manner. To help accomplish such improvement of relations and communications the committee shall hold at least one town hall meeting per quarter with the above mentioned organizations..

B) Structure:

- 1) The A.S. C.O.P.S. shall consist of one (1) Executive Committee and four (4) Sub-Committees.
- 2) The Executive Committee shall consist of:
 - a) Voting Members:
One (1) Safety Coordinator
One (1) Vice-Coordinator
Two (2) Legislative Council representatives
External Vice President of Local Affairs
Any member appointed by the President and approved by Legislative Council
 - b) Ex-Officio Members (Non-Voting):
A.S. President
A.S. Internal Vice President
A.S. Advisor
A.S. Isla Vista Community Relations Committee representative(s)
A.S. Womyn's Commission representative(s)
A.S. Legal Resource Center representative(s)
A.S. Attorney General
A.S. Controller (s)

C) Selection and Terms of Office:

- 1) The Safety Coordinator, Vice-Coordinator, three (3) Sub-Committee Chairs, and all other members not Legislative Council Representatives shall be appointed by the External Vice President of Local Affairs and approved with a two-thirds (2/3) vote of the Legislative Council.
- 2) The two (2) Legislative Council Representatives shall be appointed by the Internal-Vice President and approved with a two-thirds (2/3) vote of Legislative Council.

D Duties and Powers:

- 1) Chairperson:
 - a) Presides over all A.S. C.O.P.S. meetings.
 - b) Responsible for formulation of the agenda for each A.S. C.O.P.S. meeting.
 - c) Responsible for attending at least two (2) Legislative Council meetings per quarter to report on the committee's actions.
 - d) Appoint the members of the committee to the various sub-committees
 - e) 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.

3) Sub-Committee Chairs:

- a) Organize and preside over regular Sub-Committee meetings in an orderly fashion to ensure that the respective duties of the Sub-Committees are fulfilled.
- b) Hold a minimum of three (3) office hours per week.

E) Charge of the Sub-Committees:

1) The UCSB C.O.P.S. 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, implementing, 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, implementing, and evaluating any specific matters of safety in Isla Vista.

3) The University-Affiliated C.O.P.S. 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, implementing, and evaluating any specific matters of safety in all university-affiliated structures.

4) The Law Enforcement Relations Sub-Committee shall:

- a) Advise the Executive Committee and formulate a general long-term strategy and policy concerning student relations and communication with the local Isla Vista Foot Patrol, California Highway Patrol, UC Police Department, and the Office of Student Life.
- b) Assist the Executive Committee in discussing, implementing, and evaluating any specific matters of student relations and communication with the local Isla Vista Foot Patrol, California Highway Patrol, UC Police Department, and the Office of Student Life.
- c) Assist the Executive Committee in holding at least one town hall meeting a quarter to create discussion about issues between law enforcement, the Office of Student Life, and students.

5) The Sub-Committees shall consist of one (1) Chairperson and an indefinite number of advisory members.

F) 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.

G) Voting:

- 1) A quorum of fifty percent plus one (50% + 1) 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 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
- 4) Two (2) Student representatives at large

C) Non-Voting Membership:

- 1) A.S. Executive Director
- 2) A.S. Committee on Committees Chair
- 3) A.S. Controller(s)
- 4) A.S. Attorney General
- 5) Legislative Council Second Pro-Tempore

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) Additional Duties of the Student Representatives at Large:

- 1) Attend at least five (5) Legislative Council meetings per quarter
- 2) Attend at least 3 finance board meetings per quarter
- 3) Attend at least 1 meeting of each committee, board, or commission that qualifies for honoraria per quarter.

G) The subdivision 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. Committee on Committees Chair
- c) A.S. Controller(s)
- d) A.S. Attorney General
- e) A.S. President

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 (9th) 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) Legislative Council Representative
- 4) One (1) Public Relations Coordinator
- 5) One (1) Public Outreach Coordinator
- 6) Two (2) Family Literacy Coordinators
- 7) Internal Community Coordinator
- 8) One (1) Childcare Director
- 9) Historian
- 10) Key Volunteer Coordinator

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. President

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

- 1) The Chair, Vice-Chair, Public Relations Coordinator, Public Outreach Coordinator, Family Literacy Coordinators, Internal Community Coordinator, Historian and Key Volunteer Coordinator 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) Compile the weekly agenda for the CAB meetings.
- 5) Must coordinate at least one weekly leadership meeting in conjunction with the Vice Chair.
- 6) Participate in two or more volunteer activities per quarter.

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 recordkeeping.
- 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 and CAB Foundation.
- 9) Finalize and send out the minutes from the CAB meeting, Foundation meeting and Leaser's meeting and CAREMAIL.
- 10) Responsible for writing and editing the A.S. Annual report in coordination with the CAB Adviser.

11) Shall assume the responsibilities of the Chairperson in his/her absence.

12) Participate in two or more volunteer activities per quarter.

G) Duties of the CAB Public Relations Coordinator:

- 1) Responsible for coordinating all public relations activities with the campus community regarding volunteer programs, projects and events sponsored by CAB, campus organizations and local, national and international non-profits.
- 2) Serve as the primary liaison between the Greek community and Resident Assistants, informing them of upcoming volunteer opportunities on campus and the surrounding community.
- 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) Shall assume the responsibilities of the Vice-Chair in his/her absence.
- 8) Hold a minimum of three (3) office hours per week, exclusive to CAB related meetings and fieldwork.
- 9) Participate in two or more volunteer activities per quarter.

H) Duties of the CAB Public Outreach Coordinator:

- 1) Coordinate all public outreach efforts to provide information about the Community Affairs Board and recruit members and volunteers.
- 2) Recruit and organize volunteer for presentations and tabling at the campus fairs and events sponsored by campus organizations and departments.
- 3) Coordinate outreach presentations for all CAB programs and events with the CAB Public Relations Coordinator and the necessary media resources.
- 4) Organize monthly campus tabling at the UCEN or Arbor for recruiting CAB members and volunteers for projects and events.
- 5) Hold a minimum of three (3) office hours per week, exclusive to CAB related meeting times and fieldwork.
- 6) Participate in two or more volunteer activities per quarter.

I) Charge of the CAB Family Literacy Program:

The CAB Family Literacy Program matches UCSB students with children in the local community to read together in an effort to increase the love of reading. Tutors will spend one hour a week with a child, reading together and helping with homework.

- 1) The Program will be run by two (2) coordinators (bilingual preferred) 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) Attend one (1) Legislative Council meeting per quarter.
- d) Facilitate the growth and improvement of the program.
- e) Participate in two or more volunteer activities per quarter.

2) The duties of the two (2) volunteer positions shall be as follows:

- a) 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) To coordinate the application and matching process with the UCSB students and children in the community.
- b) To keep in contact with the families participating to ensure that the program is meeting their needs.
- c) 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) To provide activities in which the tutors can interact with their children outside of the home environment. Two (2) activities per quarter.
- e) To maintain an adequate inventory of books, games puzzles, markers, stickers, etc. for the tutors to use with their children.

J) 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.
- 5) Participate in two or more volunteer activities per quarter.

K) Duties of the Historian:

- 1) Responsible for collecting and compiling documentation about CAB projects and events on a regular basis. Photograph CAB events and programs, keeping them organized and accessible throughout the year.
- 2) Attend weekly CAB meetings
- 3) Prepare the annual CAB Slideshow.
- 4) Hold a minimum of 3 office hours.
- 5) Participate in two or more volunteer activities per quarter.

L) Duties of the Key Volunteer Coordinator:

- 1) The Key Volunteer Coordinator is responsible for maintaining open communication with all of the key volunteers and CAB's leadership. Other responsibilities include:
 - a) Attend weekly CAB meetings.
 - b) Hold a minimum of 3 office hours.
 - c) Hold monthly meetings with each key volunteer individually.
 - d) Relay information of meetings to chair and vice-chair.
 - e) Maintain notebook with minutes of all key volunteer meetings.
 - f) Ensure all key volunteer projects are being executed.
 - g) Participate in two or more volunteer activities per quarter.

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

The A.S. Childcare Coordinator 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) CAB Legislative Council Representatives
 - e) Community Volunteer Coordinator
 - 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) Community Volunteer Coordinator
- 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
 - iii) Develop Programs/projects and events for undergraduate students with dependent children.
- 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.

N) Charge of the CAB Foundation Funds Committee:

The A.S. CAB Foundation reviews applications requesting funds for campus and community projects. Funds are granted on a weekly basis, following Legislative Council approval.

1) CAB Foundation Voting Members:

- a) CAB Chair
- b) CAB Vice Chair
- c) External VP for Local Affairs
- d) CAB's Legislative Council Representative
- e) Public Relations Coordinator
- f) Public Outreach Coordinator
- g) Family Literacy Coordinators
- h) Internal Community Coordinator
- i) Historian
- j) Key Volunteer Coordinator
- k) Childcare Director

2) Non-Voting Members:

- a) Associated Students Community Volunteer Coordinator
- b) A.S. Executive Director
- c) A.S. Attorney General
- d) A.S. Controller

3) Selection and Term of Office:

- a) The Committee Chair, Finance Coordinator and two At-Large Representatives will be elected by the Community Affairs Board during the internal spring election of CAB Officer, approved by Legislative Council for the term of one academic (1) year.
- b) The A.S. Legislative Council representatives shall be appointed by the Internal Vice-president, approved by the Legislative Council with final approval by the CAB Foundation members, for a term of one (1) academic year.

4) Duties and Powers of the Committee:

- a) Create Advertising
- b) Set up guidelines and criteria for the grants
- c) Set up application deadlines
- d) Review and award grants
- e) Include in the weekly CAB Minutes, a description and amount of the grants that are funded.

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) Committee Membership:

1) Voting Membership:

- a) One Vice-Chairperson (Legislative Council Second Pro-Tempore)
- b) One (1) Attorney General
- c) One (1) Legislative Council Representative
- d) Two (2) Students At-Large

2) Non-voting membership:

- a) One (1) Chairperson (Legislative Council First Pro-Tempore)
- b) A.S. Controller(s) (non-voting)
- c) A.S. Committee on Committees Co-Coordinator(s) (non-voting)
- d) A.S. Executive Director (non-voting)
- e) A.S. Advisor (non-voting)
- f) A.S. Internal Vice-President (non-voting)
- g) A.S. President

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.
- 4) Shall hold at least one regularly scheduled meeting per week except on dead week and finals week.

E) Duties and Powers of the Chairperson:

- 1) Chair all Constitution and By-Laws Committee meetings.
- 2) Shall be responsible for making weekly reports to the Legislative Council on the Committee's actions.
- 3) Act as the legal defender in ASUCSB Legal Code cases when requested by the defending party.

F) Duties and Powers of the Vice-Chairperson:

- 1) Shall chair Constitution and By-Laws committee meetings upon the request of the Chair.
- 2) Shall be responsible for making reports to the Legislative Council upon the request of the Chair.
- 3) Shall assist the Chair in his/her duties as the legal defender.

G) Duties and Responsibilities of the Committee Members:

- 1) All members of the committee shall attend all Constitution and By-Laws Committee meetings.
- 2) Shall draft legislation deemed necessary by the committee upon the request of the Chair.

SECTION 12. A.S.DOE NUCLEAR WEAPONS LAB OVERSIGHT COMMITTEE

A) Charge of the Committee:

The purposes of the DOE Nuclear Weapons Lab Oversight Committee are to educate students and the community about UC nuclear weapons labs, UC nuclear weapons programs, and international law, to provide accountability and oversight of UC nuclear weapons labs by the Associated Students at UCSB and UC student bodies, and to lobby and advise policymakers, the Regents and US Congress on issues related to nuclear weapons and non-proliferation.

B) Member ship:

- 1) Any student present at two (2) or more meetings

C) Meetings:

- 1) The Committee shall meet at least once per quarter. The Committee shall report to A.S. Legislative Council at least once per quarter on ongoing activities.

D) Procedures:

- 1) The Committee will be operated on a consensus basis. All members are of equal standing regardless of roles fulfilled. All decisions and appointments must be reached by consensus. A facilitator, record keeper, treasurer will be selected as needed by the committee; however, they are not officers in the sense that they hold no authority over the committee as a whole.

E) Dissolution of the Committee

- 1) The Committee will be dissolved upon the abolition of nuclear weapons, or upon the UC's withdrawal from its position as manager of nuclear weapons facilities.

SECTION 13. 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. Committee on Committees Chair
- 5) A.S. Executive Director
- 6) Two (2) A.S. Legislative Council Members

- 7) A.S. President
- 8) A.S. Attorney General

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 (1st) 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 removed 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 14. 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. External Vice-President for Local Affairs
- 3) A.S. Controller(s)
- 4) A.S. Committee on Committees Chair
- 5) A.S. Executive Director
- 6) A.S. Attorney General
- 7) State Affairs Organizing Director
- 8) Local Affairs Organizing Director
- 9) Any and all interested undergraduate students

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 *Bottom Line*.

- 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 15. 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
- 5) Student Government Advisor
- 6) A.S. Controller(s)
- 7) A.S. Committees Coordinator
- 8) A.S. Attorney General

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. If the amount of the money requested for a week exceeds the amount of money in unallocated account for the quarter, the agenda shall be prioritized based on the funding goals and objectives listed in Section 2(E) of the ASUCSB By-Laws.

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.
- 8) In the event that the Vice-Chairperson cannot attend a regularly scheduled Associated Student's Finance Board meeting, the position and its responsibilities may be fulfilled by a current member of the Associated Student's Finance Board by discretion of the chair.

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 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 thirteen (13) 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 (1) 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. Committee on Committees Chair
- 3) A.S. Controller(s)
- 4) A.S. Attorney General
- 5) A.S. President
- 6) A.S. Internal Vice President

C) Selection and Term of Office:

- 1) The Chairperson and Vice-Chairperson, 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.

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) Events Coordinator:

- a) Attend all ASIAC meetings
- b) Publicizes events via radio, print, and Internet media.
- c) Organize at least one (1) event per quarter

4) Portfolio Analyst:

- a) Serve as the liaison between ASIAC and any Investment entity used.
- b) Provide reports at every meeting on ASIAC's Investments performance
- c) Write reports for each investment, outlining strengths and weaknesses of the investment.

E) 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.

F) 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.

G) 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) Committee Membership:

1) Voting Membership:

- a) External Vice-President for Local Affairs
- b) Isla Vista Community Relations Coordinator
- c) IVCRC Vice-Coordinator
- d) Treasurer
- e) Two (2) Legislative Council Members
- f) One (1) Isla Vista Tenants Union Member
- g) One (1) Fraternity/Sorority Council Representative

2) Non-voting Membership:

- a) A.S. President
- b) A.S. Attorney General
- c) A.S. Controller (s)

C) Selection and Term of Office:

- 1) The Coordinator and Vice-Coordinator and Treasurer shall be appointed by the A.S. External Vice President for Local Affairs 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 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 Coordinator, Vice-Coordinator and External Vice-President for Local Affairs.

- 4) Fraternity/Sorority Council representatives shall be selected within their respective organizations, then approved by an internal process subject to the approval of the Coordinator, Vice-Coordinator and External Vice President of 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 Coordinator:

- 1) Shall work directly with the External Vice-President for Local Affairs.
- 2) Schedule, prepare and agenda for, 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 Isla Vista community as stated in Article VI, Section 5H of the A.S. By-Laws.
- 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.
- 9) Shall request from funding requestors brief, written post-evaluations of their funded project/event so that at the end of every quarter the EVPLA Office has a compilation of the work in Isla Vista that IVCRC has supported.

F) Duties and Powers of the Vice-Coordinator:

- 1) Shall assume the responsibilities of the Chairperson in his/her absence.
- 2) Assist Coordinator 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 Coordinator, 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.
- 6) Shall contact funding requestors within two days after the meeting to inform them of the Committee's decision.

SECTION 18. 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) IVTU Chairperson
- 2) IVTU Vice Chairperson
- 3) The A.S. External Vice-President for Local Affairs
- 4) One (1) member of the Isla Vista Community Relations Committee
- 5) One (1) Legislative Council Off-Campus Representative
- 6) Four (4) Co-Coordiators of the IVTU

- a) Community Outreach Coordinator
- b) Tenant Advocate
- c) Events Coordinator
- d) Membership 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. Attorney General
- 8) A.S. Controller(s)

D) Selection and Term of Office:

- 1) The IVTU Chairperson is the previous year's Vice-Chairperson, unless the Vice Chairperson is unable to fulfill those duties. The Chairperson must first be approved by IVTU members, then nominated by the A.S. President and approved by Legislative Council for a term of one(1) academic year. The Vice Chairperson and the four (4) 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 with 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 in the minutes.
- 2) Quorum shall constitute the presence of three (3) voting members.
- 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 IVTU Chairperson

- 1) Attends, facilitates, and sets the agenda for weekly IVTU committee meetings.
- 2) Attends IVTU-sponsored events to the best of his/her ability.
- 3) Spends a minimum of two (2) regularly scheduled hours per week at the IVTU office working on IVTU-related business.
- 4) Submits a minimum of two (2) articles per quarter for Vista Voice.

- 5) Attends IVPAC meetings or appoints a committee member to attend IVPAC meetings.
- 6) Ensures that IVTU committee projects progress efficiently and successfully.
- 7) Assists in the completion of the budget package for the following year.
- 8) Facilitates the nomination and election of the officers for the following year.
- 9) Ensures that University and Associated Students policies and procedures are followed.
- 10) Determines, with guidance from IVTU advisor, the eligibility of IVTU officers applying for honoraria.

G) Duties of the IVTU Vice-Chairperson

- 1) Records and distributes the minutes for weekly IVTU committee meetings.
- 2) Attends IVTU-sponsored events to the best of his/her ability.
- 3) Spends a minimum of two (2) regularly scheduled hours per week at the IVTU office working on IVTU-related business.
- 4) Submits a minimum of two (2) articles per quarter for Vista Voice.
- 5) Assists the IVTU Chairperson in ensuring that IVTU committee projects progress efficiently and successfully.
- 6) Resumes the Chairperson's responsibilities in leading meetings and all other important IVTU business affairs due to chairperson's absence.
- 7) Ensures the documentation of IVTU projects.
- 8) Assists in the completion of the budget package for the following year.
- 9) Assists the IVTU Chairperson as directed.

H) Duties of the Community Outreach Coordinator:

- 1) Attends weekly IVTU committee meetings.
- 2) Attends IVTU-sponsored events to the best of his/her ability.
- 3) Spends a minimum of one (1) regularly scheduled hour per week at the IVTU office working on IVTU-related business.
- 4) Submits a minimum of one (1) article per quarter for Vista Voice.
- 5) Coordinates a minimum of two (2) outreach presentations to promote IVTU within the University and local community.
- 6) Maintains contacts with student and non-student community, including the Spanish-speaking community, and act as an information source for IVTU's activities.
- 7) Coordinates local outreach efforts of the IVTU.
- 9) Represents IVTU at community meetings.

I) Duties of Tenant Advocate

- 1) Attends weekly IVTU committee meetings.

- 2) Attends IVTU events to the best of his/her ability.
 - 3) Spends a minimum of one (1) regularly scheduled hour per week at the IVTU office working on IVTU-related business.
 - 4) Submits a minimum of one (1) article per quarter for Vista Voice.
 - 5) Advocates at least one (1) tenant issue per quarter, arising from specific needs of Isla Vista tenants. This includes but is not limited to:
 - a) Performance of on-site unit inspections and necessary documentation of violations. Will work with Community Housing Office for cases involving UCSB students.
 - b) Advising tenants on their rights and possible courses of action; actively seeks legal expertise on behalf of tenant when appropriate.
 - c) Recruiting tenants with similar issues to join effort.
 - d) Facilitating mediation between the affected tenant(s) and landlord by using available mediation resources
 - e) Presenting any issues or projects he/she is working on to the committee.
 - 6) Attends a minimum of one (1) meeting per quarter with the Isla Vista Property Management Association group or chairperson, or another property management group/representative.
 - 7) Conducts one (1) activity per quarter to solicit tenant feedback via the IVTU tenant survey.
 - 8) Promotes the distribution of tenants' rights handouts among property managers and other appropriate organizations. Revises and supplements handout when necessary.
- J) Duties of the Events Coordinator.
- 1) Attends weekly IVTU committee meetings.
 - 2) Attends IVTU events to the best of his/her ability.
 - 3) Spends a minimum of one (1) regularly scheduled hour per week at the IVTU office working on IVTU-related business.
 - 4) Submits a minimum of one (1) article per quarter for Vista Voice.
 - 5) Coordinates at least one (1) event per quarter.
 - 6) Works with IVTU professional and student staff to coordinate Homegrown Revolution.
 - 7) Updates A.S. and IVTU website with current information on IVTU events.
 - 8) Publicizes IVTU events via radio, print, and internet media.
- K) Duties of the Membership Coordinator.
- 1) Attends weekly IVTU committee meetings.
 - 2) Attends IVTU events to the best of his/her ability.
 - 3) Spends a minimum of one (1) regularly scheduled hour per week at the IVTU office working on IVTU-related business.
 - 4) Submits a minimum of one (1) article per quarter for Vista Voice.
 - 5) Coordinates a minimum of one (1) recruitment or membership appreciation event per quarter.

- 6) Coordinates recruitment for IVTU at campus activities fairs and townhalls.
 - 7) Maintains the IVTU-List@as.ucsb.edu list serve, and any other list serves as deemed appropriate.
 - 8) Maintains a database of members to also include a record of each member's attendance at IVTU meetings and events.
- L) Duties of the A.S. Legislative Council Off-Campus Representative
- 1) Attends weekly IVTU committee meetings.
 - 2) Attends IVTU events to the best of his/her ability.
 - 3) Submits a minimum of one (1) article per quarter for Vista Voice.
 - 4) Serves as a liaison between the A.S. Legislative Council and IVTU.
 - 5) Informs IVTU on relevant issues being presented in the Legislative Council.
 - 6) Fosters relationships between other A.S. Representatives and organizations beneficial to the IVTU.
- M) Duties of the I.V. Community Relations Committee Representative
- 1) Attends weekly IVTU committee meetings.
 - 2) Attends IVTU events to the best of his/her ability.
 - 3) Submits a minimum of one (1) article per quarter for Vista Voice.
 - 4) Serves as a liaison between IVCRC and IVTU.
 - 5) Informs IVTU on relevant issues being presented at IVCRC meetings.
 - 6) Fosters relationship between the IVCRC and IVTU and work on joint issues between the two organizations.
- N) Duties of the A.S. Executive Vice President of Local Affairs
- 1) Attends weekly IVTU committee meetings.
 - 2) Attends IVTU events to the best of his/her ability.
 - 3) Submits a minimum of one (1) article per quarter for Vista Voice.
 - 4) Serves as a liaison between the A.S. Executive Council and IVTU.
 - 5) Informs IVTU on relevant issues being presented to A.S.
 - 6) Fosters a relationship between A.S. and IVTU.
- O) Operating Procedures of the IVTU
- 1) IV Tenants Union Meetings:
 - a) Will be held weekly.
 - b) Will be announced and publicized to the community.

- 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.

SECTION 19. 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) Voting Membership:

- a) One (1) Chairperson
- b) Two (2) Legislative Council Representatives
- c) One (1) Representative from Student Lobby
- d) Two (2) Representative from IVCRC
- e) Four (4) Students-at Large
- f) Lawyer

2) Non- Voting Membership:

- a) A.S. President
- b) A.S. Attorney General
- c) A.S. Controller(s)

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 20. 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. Attorney General
- 4) A.S. Controller(s)

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 21. 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.

B) Voting Membership:

- | | |
|------------------------------------|--------------------------------|
| 1) Deputy Commissioner | 9) Publicity (2 Coordinators) |
| 2) Concerts Coordinator | 10) Ticket Manager Coordinator |
| 3) Special Events Coordinator | 11) U-Cen Events Coordinator |
| 4) Lectures & Cultural Arts Coord. | 12) Webmaster Coordinator |
| 5) Film Coordinator | 13) Volunteer Coordinator |
| 6) Graphics Coordinator | |
| 7) Security Coordinator | |
| 8) Production | |

Two (2) Legislative Council Representatives
 Production Assistant
 Programming Assistant (2)
 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. President

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 quarter 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.
- 12) Write an in-depth report at the end of each quarter to describe the job-related experiences that he or she faced during that quarter to serve as a guide for future individuals holding the position.

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.
- 7) Write an in-depth report at the end of each quarter to describe the job-related experiences that he or she faced during that quarter to serve as a guide for future individuals holding the position.

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.
- 8) Write an in-depth report at the end of each quarter to describe the job-related experiences that he or she faced during that quarter to serve as a guide for future individuals holding the position.

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 Governance 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 University Center coordinator:

- 1) Coordinate with the U-Cen and other coordinators to have consistent after hours events in the Hub. After hours events are low-cost, late-night, weekend events in or around the U-Cen
- 2) Manage the calendar of after hour events.
- 3) Work with student groups to co-sponsor after hour events.
- 4) Book performances, including bands, lecturers, and comedians as after hour events.

M) 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.
- 5) Write an in-depth report at the end of each quarter to describe the job-related experiences that he or she faced during that quarter to serve as a guide for future individuals holding the position.

N) Duties and Powers of the Lectures and Cultural Arts Coordinator:

- 1) Coordinate the planning and production of a wide variety of lectures, as well as cultural and fine arts events for UCSB and the surrounding community.
- 2) Coordinate events to co-sponsor with various campus organizations and student groups, such as Cultural Weeks, and work with the chairs of different cultural boards to keep the board informed about different of Cultural Weeks and special dates.
- 3) Work with the MCC, EOP, and other campus departments including academic units, for co-sponsorships. .

O) Duties and Powers of the Publicity Coordinator:

- 1) Coordinate the design and implementation, with each coordinator, of advertising and publicity for all Program Board Events.
- 2) 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.
- 3) Works closely with the Programming Coordinators during planning of events to determine advertising and publicity needs, strategies, budgets, deadlines, etc.
- 4) Work closely with all Programming Coordinators and the Deputy Commissioner to research possible co-sponsorships, promotional tie-ins, etc. for Program Board events.
- 5) Maintain a working relationship with the *Daily Nexus*.
- 6) 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 (s):

- 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.
- 5) Write an in-depth report at the end of each quarter to describe the job-related experiences that he or she faced during that quarter to serve as a guide for future individuals holding the position.

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 Security Assistant:

- 1) To assist the Security Coordinator in scheduling and managing staff at events.

- 2) To attend all regularly scheduled meetings.
- 3) To hold three(30 regularly scheduled weekly office hours.
- 4) Shall be required to attend concerts and special events.
- 5) Write an in-depth report at the end of each quarter to describe the job-related experiences that he or she faced during that quarter to serve as a guide for future individuals holding the position.

V) Duties and Powers of the Volunteer Coordinator

- 1) Shall assemble and maintain an active membership of volunteers to assist in Program Board events, and maintain a database of all current volunteers.
- 2) Coordinate flyering at all A.S. Program Board events. .
- 3) Coordinate volunteers to work at A.S. Program Board events, including ticket takes, hospitality etc.
- 4) Coordinate weekly flyering of Isla Vista, in front of the Ucen and the Arbor.
- 5) Work with RHA to increase Program Board's outreach to incoming freshman.
- 6) Will hold monthly volunteer meetings to maintain a close relationship with volunteers and maintain a bi-monthly newsletter to the volunteers to brief them on upcoming events.
- 7) Work closely with the Publicity Coordinator to develop a publicity plan for volunteer flyering.
- 8) Coordinate A.S. Program Board presence at campus events, including UCen fair and Campus Activities Fair.
- 9) Write an in-depth report at the end of each quarter to describe the job-related experiences that he or she faced during that quarter to serve as a guide for future individuals holding the position.

W) Duties and Powers of the Webmaster:

- 1) Shall assemble and maintain Program Board's internet presence throughout the academic school year.
- 2) Write an in-depth report at the end of each quarter to describe the job-related experiences that he or she faced during that quarter to serve as a guide for future individuals holding the position.

X) 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) Shall be 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) Shall be 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.
- 6) Write an in-depth report at the end of each quarter to describe the job-related experiences that he or she faced during that quarter to serve as a guide for future individuals holding the position.

Y) Duties and Powers of Legislative Council Representative:

- 1) Attend all Program Board meetings as a voting member, or send a proxy.
- 2) Work closely with all A.S. Program Board coordinators and Assistants to assist in any duties he/she feels necessary.
- 3) Responsible for the communication of upcoming events to the Legislative Council at all meetings.
- 4) Shall be required to attend concerts and special events.
- 5) Write an in-depth report at the end of each quarter to describe the job-related experiences that he or she faced during that quarter to serve as a guide for future individuals holding the position.

Z) 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) KCSB shall receive three (3) complimentary tickets for each Program Board concert.
 - e) 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.
 - f) Supplementary Tickets:

- i) The Program Board, at its 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) 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 22. 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), Queer, and Intersex (LGBTQI) student's rights, with a commitment to representing and improving the status of LGBTQI 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 LGBTQI 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) Internal Coordinator
- c) One (1) External Coordinator
- d) One (1) Outreach Coordinator
- e) One (1) Historian
- f) 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

3) Non-voting Members;

- a) A.S. President
- b) A.S. Attorney General

c) A.S. Controller(s)

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

- 1) The two (2) A.S. Queer Commission's Commissioners, three (3) Coordinators, and one (1) Historian 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.
- 2) Each Committee 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) 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.

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 LGBTQI issues.
- 4) Work to educate the campus on issues pertaining to the LGBTQI community.
- 5) Advise the Legislative Council on issues pertaining to LGBTQI students.
- 6) Provide student representation for A.S. on ad hoc Administrative committees concerning LGBTQI issues.
- 7) Work on advocating the rights of all LGBTQI 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.
- 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) Present at least two (2) reports to the Legislative Council per quarter regarding the activities of the Commission.

F) Duties and Powers of the Internal Coordinator

- 1) Stay abreast of the political environment on the campus community.
- 2) Serve as a liaison to other queer students campus organizations such as Queer Student Union FUQIT, and EUCALYPTUS.
- 3) Serve as a liaison to other political organizations on campus.
- 4) Serve as a liaison to campus and University resources to the queer community such as the Resource Center of Sexual and Gender Diversity and the Women's Center.
- 5) Work to build coalitions between Queer Commission and the abovementioned organizations.
- 6) Hold a minimum of three (3) regularly scheduled office hours per week.

G) Duties and Powers of the External Coordinator:

- 1) Stay abreast of the political environment and issues pertaining to the queer community on a State-wide and National level.
- 2) Serve as a liaison to state and union wide organizations such as University of California Student Association, United States Student Association, and the University of California LGBTQI Association.
- 3) Attend or stay updated on the meetings and pertaining campaigns of the above specified organization.
- 4) Attend as many of UC LGBTQTI Association Steering Committee (SCOM) meetings as possible during the one (1) year term of office.
- 5) Hold a minimum of three (3) regularly scheduled office hours per week.

H) Duties and Powers of the Outreach Coordinator

- 1) Work to outreach to the queer community by gaining and building membership.
- 2) Work on outreach to the surrounding Tri-County queer high school and youth communities.
- 3) Organize events, programs, and/or spaces that are geared to outreach to the campus queer community and/or the surrounding Tri-County queer high school and youth communities.
- 4) Organize an event, conference, institute, and/or program that is specifically designed for the surrounding Tri-County queer high school and youth communities.
- 5) Hold a minimum of five (5) regularly scheduled office hours per week.

I) Duties and Powers of the Historian

- 1) Record the minutes of each meeting.
- 2) Be responsible for the distribution of the minutes.
- 3) Compile a yearbook for the year, including pictures, articles, etc.
- 4) Be available as historical reference with respect to questions on commission's past.
- 5) Hold two (2) regularly scheduled office hours per week.

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 23. A.S. RALLY COMMITTEE

- A) Charge of the Board:
The Associated Students Rally Committee is a student-funded, student-run campus organization dedicated to supporting UCSB's athletic community. The Committee will work to increase Gaucho pride and foster an increased sense of community throughout the UC Santa Barbara student population. The Committee will work to honor the achievements of organizations and teams across the University.
- B) Voting Membership:
 - 1) Vice Chairperson
 - 2) Membership Coordinator
 - 3) Spirit Coordinator
 - 4) Two (2) Publicity Coordinators
 - 5) Two (2) Membership Committee Directors
 - 6) Two (2) Spirit Committee Directors
 - 7) Four (4) Publicity Directors
 - 8) Gaucho Locos Liaison
 - 9) Two (2) Legislative Council Representatives
 - 10) Webmaster
- C) Non-voting membership:
 - 1) Rally Committee Chair (except to break a tie)
 - 2) A.S. Advisor
 - 3) A.S. Executive Director
 - 4) A.S. Attorney General
 - 5) A.S. Controller(s)
- D) Selection and Term of Office:
 - 1) The Chair, Vice-Chair and each voting members shall be appointed by the A.S. President and approved by Legislative Council for at term of one (1) academic year.
 - 2) The two (2) Legislative Council Representatives shall be nominated by the Internal Vice President and approved by Legislative Council for the term of one (1) academic year.
- E) Duties and Responsibilities of Rally Committee:
 - 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 events that provide and inspire spirit within the student body.
 - 3) Encourage student growth and development of new skills and expertise in the area of spirit and marketing, planning and programming.

- 4) Establish and constantly update a set of operate policies and codes which are subject to Legislative Council approval
- 5) Prepare and present to Finance Board, in conjunction with the Chair, the annual Rally Committee budget
- 6) Report weekly to Legislative Council (by way of Rally Committee minutes and Legislative Council Representatives) and twice per month by report from the Chair or Vice-Chair

F) Policies of Rally Committee:

- 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 the Rally Committee.
- 3) All proxies for Rally Committee must be approved by a two-thirds (2/3s) vote of Rally Committee.
- 4) All Rally Committee meetings shall be facilitated by the Rally Committee Chair or in his/her absence, by the Vice-Chair.
 - a) In the event that the Vice-Chair is not able to chair the meeting, the Chair shall appoint a qualified replacement as Chair.
- 5) All financial expenditures must be approved by a majority (50%+1) of the voting membership of Rally Committee.
- 6) No group shall use the name of Rally Committee for sponsorship or other purpose without the express approval of a majority (50%+1) of Rally Committee.

G) Duties and Powers of Rally Committee Chair:

- 1) Serve as official representatives of A.S. Rally Committee 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 Rally Committee meetings.
- 3) Hold at least three (3) 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 the Rally Committee, the yearly Rally Committee budget.
- 6) Attend at least two (2) Legislative Council meetings per quarter to report on Rally Committee activities.
- 7) Coordinate the operations of all Rally Committee Coordinators and assist in solving an problems or issues that may arise.
- 8) Shall meet with each coordinator at least three (3) times per quarter and shall meet with the Vice-Chair regularly.

H) Duties and Powers of the Rally Committee Vice Chair:

- 1) Hold at least three (3) regularly scheduled office hours per week.
 - 2) Attend all Rally Committee meetings as a voting member and chair meetings in the absence of the Chair. Assist the chair as necessary.
 - 3) Serve as a primary liaison to all of UC Santa Barbara's competition teams.
 - a) Maintain an ongoing dialogue with all team coaches and managers.
 - b) Coordinate and obtain approval for all necessary campus services.
 - 4) Responsible for establishing corporate support in the form of operating funds, sponsorships and give-aways for events while working closely with local businesses as well.
 - 5) Upon the vacancy of the position of Chair, shall assume all duties of the Chair and act as interim-Commissioner until such time as a new Chair can be appointed and approved.
- I) Duties and Powers of ALL Rally Committee Coordinators:
- 1) Hold at least two (2) regularly scheduled office hours per week.
 - 2) Attend all Rally Committee Meetings or send a qualified proxy.
 - 3) Responsible for communicating and working with all relevant campus agencies, in conjunction with the Vice-Chair, before, during and after any event.
 - 4) Responsible for each event produced by their personal committee.
 - 5) Ensure that the Rally Committee maintains a positive reputation within the UC Santa Barbara and Isla Vista community.
- J) Duties and Powers of the Membership Coordinator:
- 1) Coordinate the planning and production of Rally Committee outreach and recruitment to UC Santa Barbara students.
 - a) Work with Publicity Coordinators and Committee members to outreach to all campus groups, communities and people in all living areas.
 - 2) Maintain an updated list of members names and email addresses.
 - 3) Keep in continual contact with members of the Rally Committee through weekly reminders of upcoming events.
 - 4) Works closely with the Spirit Coordinator and Publicity Coordinators to inform members and get them excited about upcoming Rally Committee events.
- K) Duties and Powers of the Membership Director of Recruitment:
- 1) Coordinate the planning and production of Rally Committee recruitment events.
 - 2) Holds at least two (2) recruitment event in the Resident Halls each year.
 - 3) Works with the Publicity Coordinator and Directors to advertise at Rally Committee and other Associated Students events.
 - 4) Works with the Membership Coordinator to come up with creative ways to outreach and recruit members to be a part of the Rally Committee and come to Rally Committee sponsored events.

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L) Duties and Powers of the Membership Director of Alumni & Parent Relations:

- 1) Act as a liaison for the Rally Committee to UCSB Alumni and Parents.
- 2) Maintains an updated list of alumni and parent names and email addresses.
- 3) Coordinate the planning and production of Rally Committee outreach to parents and alumni of UC Santa Barbara.
 - a) Works with the Alumni Association to plan alumni friendly events.
 - b) Create a Boosters Club and Work closely with the president to ensure positive relations between students and parents/alumni.
 - c) Works closely with the Vice-Chair in order to seek funding and support from parents and alumni.
- 4) Coordinates distribution of the Rally Committee quarterly newsletter to parents and alumni.

M) Duties and Powers of the Spirit Coordinator:

- 1) Coordinate the planning and production of all Rally Committee events.
 - a) Coordinate the planning and production of all Rally Committee events, cheers, props, etc during athletic games at UCSB.
 - aa) Work closely with cheerleaders, dance team, pep band, coaches and team managers to collaborate on interesting and entertaining half-time and time-out events for the spirited fans.
 - b) Coordinate the planning and production of all Rally Committee events prior and/or after competitive events.
 - c) Coordinate the planning and production of all Rally Committee sponsored trips to UCSB away games.
- 2) Assist the Rallies Director in planning their quarterly events and assist them and the Publicity Committee in advertising to the UCSB community at large.

N) Duties and Powers of the Spirit Rallies Director:

- 1) Attend all regularly scheduled meetings.
- 2) Hold two (2) regularly scheduled weekly office hours.
- 3) Shall be responsible of the planning and coordination of a minimum of one rally per quarter each for a UCSB team or event.

O) Duties and Powers of the Publicity Coordinators:

- 1) Coordinate the design and implementation, with each coordinator and director, of advertising and publicity for all Rally Committee events.
- 2) Act as a liaison for Rally Committee to campus and local media, including television, radio and newspaper agencies, as well as on and off campus graphics and printing services.
- 3) Works closely with coordinators and directors during planning of events to determine advertising and publicity needs, strategies, budgets, deadlines, etc.

- 4) Works closely with the Media Relations Committee to help promote events.
 - 5) Maintain a working relationship with the *Daily Nexus*, and *Bottom Line*.
 - 6) Maintain a quarterly newsletter that briefs UCSB students on upcoming games and Rally Committee events.
- P) Duties and Powers of the Publicity Director of Student Organization relations:
- 1) Act as a liaison for the Rally Committee to the rest of Associated students.
 - 2) Coordinate distribution of quarterly newsletter to the chairs of each Associated Students' committee.
 - 3) Work closely with the Publicity Coordinators to advertise events to student organizations.
 - 4) Work closely with student organizations interested in co-sponsoring events with the Rally Committee.
- Q) Duties and Powers of the Publicity Director of Residential Halls relations:
- 1) Act as a liaison for Rally Committee to the Resident Halls Association.
 - 2) Coordinate distribution of quarterly newsletter in Residential Halls.
 - 3) Works closely with the Publicity Coordinators to advertise events in the Residential Halls.
 - 4) Works closely with the Membership Coordinator to put on quarterly recruitment events located in and targeted at those living in the Residential Halls.
- R) Duties and Powers of the Publicity Director of Santa Barbara and Isla Vista relations:
- 1) Act as a liaison for Rally Committee to the Santa Barbara and Isla Vista community.
 - 2) Coordinate distribution of quarterly newsletter to Isla Vista residents, as well as Isla Vista and Santa Barbara businesses.
 - 3) Work closely with Publicity Coordinators, IVCRC Chair and EVPLA to advertise events to residents of Isla Vista.
 - 4) Works closely with the Vice-Chair and Publicity Coordinators to find sponsors for give-aways.
 - 5) Coordinate volunteers and flyering of Isla Vista for special athletic events.
- S) Duties and Powers of the Publicity Director of Greek Relations:
- 1) Act as a liaison for Rally Committee to the Greek Community.
 - 2) Coordinate distribution of quarterly newsletter to the Greek Community.
 - 3) Works closely with the Publicity Coordinators and A.S. Greek Liaison to advertise events to members of the Greek system.
 - 4) Works closely with the Membership Coordinator to put on yearly recruitment events targeted at the Greek Community.

- 5) Works with Pan-Hellenic Council, Inter-fraternity Council, Collegiate Pan-Hellenic Council and United Fraternity Sorority Council to co-sponsor events with the Rally Committee.

T) Duties and Powers of the Gaucho Loco Liaison:

- 1) Works closely with the Gaucho Loco president and organization to bring more students, staff, faculty and families to UCSB events.
- 2) Helps the organization advertise and promote UCSB events.
- 3) Works to keep open communication between both parties.

U) Duties and Powers of the Webmaster:

- 1) Shall assemble and maintain Rally Committee's webpage throughout the academic school year which shall consist of the following:
 - a) Information on How to Get Involved in Rally Committee
 - b) Contact Information for all the Coordinators and Directors
 - c) Information and History about Rally Committee
 - d) Upcoming Events hosted by Rally Committee
 - e) Schedules of all UCSB home and away sporting games
 - f) A PDF File or Word Document of the quarterly newsletter

AA) Duties and Powers of Legislative Council Representative:

- 1) Attend all Rally Committee Meetings as a voting member, or send a proxy.
- 2) Work closely with any Rally Committee coordinator or director to assist in any duties he/she feels necessary.
- 3) Responsible for the communication of upcoming events to the Legislative Council at all meetings.
- 4) Shall be required to attend one-third (1/3) of all Rally Committee events.

SECTION 24. 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 promoting 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. President
- 6) A.S. Attorney General
- 7) A.S. Controller(s)

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

F) Duties and Powers 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 25. A.S. COASTAL FUND

A) Charge of the Coastal Fund:

The Coastal Fund (CF) 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 CF:

- 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 CF 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. CF 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. CF encourages studies that further our understanding of the shoreline.
- 5) Restoration: Understanding that past human activity has negatively affected the environment, CF 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 CF 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
- 2) A.S. President
- 3) A.S. Attorney General
- 4) A.S. Controller(s)

D) Selection and Term of Office:

- 1) The CF Chairperson and Vice-Chairperson shall be selected and approved by CF'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 organizations, 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 CF 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 CF Board of Directors, then nominated by the A.S. President, with final approval by the Legislative Council for a term of up to one (1) 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 CF 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 CF 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 CF 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 CF. Such a report will consist of the liaison presenting an oral summary of the activities of CF, followed by a question and answer session in which the liaison shall be prepared to answer any questions the Council may have concerning CF. 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 CF records and documents needed to develop such a report.

SECTION 26. 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. Committee on Committees Chair
- 5) A.S. Controller(s)
- 6) A.S. Attorney General
- 7) A.S. President

D) Selection and Term of Office:

- 1) The Commissioners for the following academic year, shall be recommended by the Commission during the third (3rd) and fourth (4th) 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 committees and the 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 the commission's past.
 - 3) Hold two (2) regularly scheduled office hours per week.

SECTION 27. A.S. STUDENT LOBBY

A) Charge of the Board:

Associated Students Student Lobby is an organization that strives to unite activism, professionalism, and strategic action planning while implementing local, state-wide, and national campaigns. We initiate, develop, and implement campaigns that alter the relations of power that adversely affect students on the UCSB campus. Student Lobby strives to instigate change within our current political reality, focusing on protecting the rights of students and fighting against the declining accessibility and quality of higher education. To this end, Student Lobby will work on issues affecting all students especially those of under represented communities.

B) Membership:

1) Voting:

- a) The voting membership, in accordance with Roberts Rules of Order may take formal votes on matters including but not limited to:
 - aa) Adoption of campaigns and major projects
 - bb) Financial expenditures exceeding five hundred dollars (\$500.00)
 - cc) Formal endorsement, letters of support and/or opposition to any and all other matters seeking the official stance of the board.
- b) Student Lobby Officers

- c) Legislative Council Representative(s)
- d) Any registered member who attends three or more meetings per quarter.

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. Attorney General
- j) Committee on Committees Chair
- k) A.S. Controller(s)

C) Selection Process and Term of Office:

- 1) Student Lobby Local Coordinators shall be appointed by the EVPLA and confirmed by the Legislative Council. The appointments shall be for a term of one (1) academic year.
- 2) Student Lobby State and National Coordinators shall be appointed by the EVPSA and confirmed by the Legislative council. The appointments shall be for a term of one (1) academic year.
- 3) The two (2) 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) Local Coordinator may be removed by the EVPLA.
- 5) Statewide and National Coordinators may be removed by the EVPSA.
- 6) The Local as well as the Statewide and National Coordinators shall have joint authority to appoint and remove all officer positions with the exception of the issues coordinator.
- 7) The Local Coordinator shall have the authority to appoint and remove issue coordinators regarding local affairs.
- 8) The Statewide and National Coordinator shall have the authority to appoint and remove issue coordinators regarding statewide and national affairs.

D) Duties and Powers of the Statewide and National Coordinators:

- 1) Shall serve as the representatives of A.S. Student Lobby in all Statewide and National affairs.
- 2) Shall oversee all operations, projects, campaigns and activities of Student Lobby members and affiliates pertaining to statewide and national affairs.
- 3) Must work closely with OSL registered student organizations who currently work on political and/or education issues on a statewide or national level.
- 4) Shall serve as Legislative liaison to the External Vice President of Statewide Affairs office as written under Article VI, Section 6, F and G.
- 5) Shall work on recruiting students to attend statewide and national conferences and activities.
- 6) Shall be responsible for attending at least two non-consecutive Legislative Council meetings per quarter to report on the board's actions.

- 7) Shall be responsible for coordinating Student Lobby statewide and national travel.
- 8) Shall become familiar with the materials and information provided by the Midwest Academy and/or GROW (Grassroots Organizing Weekend) by the United States Student Association.
- 9) Shall be responsible for maintaining open communication with the SAOD and EVPSA.
- 10) Shall hold a minimum of three (3) office hours per week.

E) Duties and Powers of the Local Coordinator:

- 1) Shall attend all Student Lobby meetings and serve as the representative of A.S. Student Lobby in all Local affairs.
- 2) Shall oversee all operations, projects, campaigns and activities of Student Lobby members and affiliates pertaining to local affairs.
- 3) Must work closely with Student Organizations on campus who currently work on political and/or education issues on a local level.
- 4) Shall serve as Legislative Liaison to the External Vice President of Local Affairs and be responsible for informing the members of Student Lobby, the EVPLA, and the LAOD of all county legislation affecting the Isla Vista Community.
- 5) Shall be responsible for attending at least two non-consecutive Legislative Council meetings per quarter to report on the board's actions with the Student Lobby Legislative Liaison.
- 6) Shall play an active role in voter registration and voter turnout campaigns on campus and in Isla Vista.
- 7) Shall work in coordination with the Legislative Council representatives to formulate resolutions in response to state and federal county legislation, which if passed, shall be used as a lobbying tool per discretion of the members of Student Lobby.
- 8) Shall coordinate all lobby appointments with local, statewide, and federal public officials regarding local issues.
- 9) Shall, to the best of their ability, build a rapport and working relationship with the office of public officials in our district through regular meetings.
- 10) Shall hold a minimum of three (3) office hours per week.

F) Duties of the Student Lobby Recruiter:

- 1) Shall actively recruit students into participating in Lobby efforts and issues.
- 2) Shall work in conjunction with the Student Lobby Statewide and National as well as Local Coordinators in maintaining communications with other student groups on campus.
- 3) Shall be responsible for all outreach activities including but not limited to the following:
 - a) Class presentations
 - b) Tabling
 - c) Welcome week activities
 - d) Open house
 - e) Student Organizations presentations.
 - f) Creating flyers, posters, and signs

- 4) Shall hold a minimum of two (2) office hours per week.

G) Duties and Powers of the Legislative Council Representative:

- 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 Student Lobby and Legislative Council.
- 3) Shall present all relevant Position Papers passed by Legislative Council to the Lobby within two (2) weeks of the Position Papers passage.
- 4) Shall be responsible for making weekly reports to Legislative Council.
- 5) Shall be responsible, in cooperation with the Student Lobby Local as well as Statewide and National Coordinators, 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.
- 6) Shall be responsible for writing all position papers on behalf of Student Lobby campaigns, projects and activities.

H) Duties of the Issue(s) Coordinator(s):

- 1) Shall be the leading director for a specific Student Lobby campaign and/or project.
- 2) Shall oversee all activities, strategies, and implementation of their specific campaign and/or project.
- 3) Shall work closely with the Local, Statewide, and National Coordinators on creating awareness, publicity and implementation.
- 4) Shall work with the Recruiter(s) to create original messages and recruitment strategies for their specific campaign and/or project.
- 5) Shall become familiar with the materials and information provided by the Midwest Academy and/or GROW (Grassroots Organizing Weekend) by the United States Student Association.

I) Duties of the Issues Coordinator on Labor:

- 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.

- 7) Shall maintain communication with local Union chapters and chapter leaders.

J) Media Correspondent:

- 1) Shall be responsible for the collection and maintenance of all major campus wide, local, statewide, and national media contacts.
- 2) Shall work with the other officers to promote and advertise the activities of Student Lobby.
- 3) Shall prepare and distribute all media press releases and media advisories as designated by the Local Coordinator as well as the Statewide and National Coordinators and/or Issues Coordinator(s).

K) Grassroots Liaison:

- 1) Shall be responsible for instigating and maintaining communication with community organizations, the non-profit sector, as well as statewide and national networks, coalitions, and grassroots entities.
- 2) Shall be responsible for presenting and/or recruiting members of the board for potential conferences, training sessions, job-opportunities, and information provided by the Midwest Academy and/or GROW (Grassroots Organizing Weekend) by the United States Students Association.
- 3) Shall coordinate at least two (2) training sessions on grassroots campaign skills throughout the year.
- 4) Shall serve two (2) office hours per week.

L) Operating Procedures:

- 1) 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.
 - c) Student Lobby Officers shall meet on a regular basis no more than two (2) weeks in between meetings, outside of the general board meetings.
 - d) Meetings will be facilitated by the Statewide, National, and Local Coordinators.
 - e) All meetings must include updates from each appointed position with Student Lobby.
- 2) 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.
- 3) The Statewide, National, and Local Coordinators have the authority, without a formal vote of the board, on all expenditures under the amount of five hundred dollars (\$500.00).
 - a) Any such expenditure must be placed into the minutes of the next general meeting.
- 4) If an expenditure of over five hundred dollars needs approval that could not wait until the next general meeting:

- a) Any two officers may call any emergency phone vote.
- b) Those officers calling the emergency phone vote must give detailed information regarding the expenditure at hand.
- c) A simple majority (50% + 1) of the officers must be contacted to validate the emergency phone vote.
- d) The expenditure request passes with the approval of two-thirds (2/3) of the contacted Student Lobby officers.

SECTION 28. A.S. TAKE BACK THE NIGHT COMMITTEE

A) Charge of the Committee:

The charge of the Take Back the Night Committee is to raise awareness about issues surrounding sexual assault, while also protesting the current climate of fear and violence that women must confront in today's society. It aids women in finding and demonstrate their empowerment, provides a forum for women to make their voices heard, and creates an environment in which survivors of sexual assault can begin to heal.

B) Voting Membership:

- 1) Two (2) Co-Chairs
- 2) One (1) Legislative Council Member
- 3) Any members having attended two (2) meetings a quarter.

C) Non-Voting Membership:

- 1) A.S. Advisor
- 2) A.S. Committees Chair
- 3) A.S. Executive Director
- 4) A.S. Attorney General
- 5) A.S. State Affairs Organizing Director
- 6) A.S. President
- 7) A.S. Controller(s)

D) Selection and Term of Office:

- 1) The two (2) Take Back the Night Co-Chairs shall first be selected and approved by the Committee, then nominated by the A.S. President with final approval being given by the Legislative Council with a two-thirds (2/3) vote for a term of one (1) academic year.
- 2) The Legislative Council Representative shall be nominated by the A.S. Internal Vice-President, with final approval being given by the Legislative Council with a two-thirds (2/3) vote for a term of one (1) academic year.

E) Duties and Powers of the Committee:

- 1) To organize Take Back the Night events.
- 2) Be aware of and work to support the projects of other women's organizations both on campus and in the community.
- 3) Provide funding for other student organizations including but not limited to groups that address women's issues or issues regarding sexual assault.

F) Duties and Powers of the Co-Chairs:

- 1) Shall facilitate and chair all Take Back the Night meetings.

- 2) Shall handle public relations for the committee and shall be the official spokesperson for the committee.
 - 3) Shall have ultimate responsibility for the fiscal management of the entire committee.
 - 4) Shall attend at least one (1) Legislative Council meeting a quarter and give a report on the current status of the committee.
- G) Duties and Powers of the Legislative Council Representative
- 1) Shall serve as the official liaison between the committee and Legislative Council.
 - 2) Shall attend all Take Back the Night meetings.
 - 3) Shall assist the committee in the organizing of Take Back the Night events.

SECTION 29. A.S. TECHNOLOGY SERVICES COMMITTEE

A) Charge of the committee:

The Technological Services Committee's (TSC) purpose is to promote the use of appropriate technology on the UCSB campus. TSC shall communicate and work with all entities on the UCSB campus that provide technological services to the students of UCSB to ensure that student technological needs are fulfilled. TSC shall work with all other A.S. committees to improve technology in all aspects of students' experience at UCSB, as well as to promote technological coordination within Associated Students.

B) Voting Membership

- 1) TSC Chairperson
- 2) TSC Vice-Chairperson
- 3) Any currently registered undergraduate UCSB student who, after attending two (2) consecutive meetings, demonstrates an interest is eligible for appointment by the President to a voting position on the committee.

C) Non-Voting Membership:

- 1) A.S. Computer Network Technician
- 2) A.S. Webmaster
- 3) A.S. President
- 4) A.S. Attorney General
- 5) A.S. Controller(s)

D) Selection and Term of Office for the TSC Chairperson and Representative:

- 1) The TSC Chairperson shall be nominated by the A.S. President, approved by the Legislative Council for a term of one (1) academic year. 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.

E) Duties and Powers of the TSC Chairperson:

- 1) Hold a minimum of three (3) regularly scheduled office hours.
- 2) Schedules and attends weekly meetings of TSC.
- 3) Appoints the Vice-Chairperson

- 4) Reports to A.S. Legislative Council at a minimum of twice a quarter.
 - 5) Shall be responsible for assisting in the completion of the budget packet for the following year.
- F) Duties and Powers of the TSC Vice-Chairperson:
- 1) Shall assume the Chairperson's responsibilities in leading meetings and all other TSC business affairs in the Chairperson's absence.
 - 2) Shall be responsible for assisting in the completion of the budget packet for the following year
 - 3) Shall record minutes at every meeting.
 - 4) Shall be responsible for maintaining a record of attendance.

SECTION 30. A.S.WOMYN'S COMMISSION

A) Charge of the Commission:

The A.S. Womyn'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. Womyn's Commission is working toward becoming a diverse group of members reflecting the different voices of the campus and community.

The A.S. Womyn'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 Womyn'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. Committee on Committees Chair
- d) A.S. Executive Director
- e) A.S. Attorney General
- f) State Affairs Organizing Director
- g) A.S. President

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

- 1) The two (2) A.S. Womyn'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 meetings of cross-cultural and various other Women's groups (e.g. MUJER, ASIAN, AKANKE, Women Warriors) on campus, to serve as a liaison between those groups and A.S. Additionally, Womyn's Commission shall provide financial support to these organizations when possible.

E) Duties and Powers of the Commissioners of the A.S. Womyn'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 meetings of 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 Womyn'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 31. 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
- 4) A.S. President
- 5) A.S. Attorney General

6) A.S. Controller(s)

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.
- 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 area 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 Works account at the end of the year will roll over to the next fiscal year.

SECTION 32 A.S. STUDENT INITIATED RECRUITMENT AND RETENTION COMMITTEE

Charge of A.S. Student Initiated Recruitment and Retention Committee:

A) The Student Initiated Recruitment and Retention Committee is a collective effort of students catering to the needs of local and academic communities. The committee will assist historically underrepresented, low-income, and under resourced students and organizations in establishing the fundamental interaction needed to create a long-term recruitment and retention program within our UCSB community. The committee will be comprised of members and organizations of all ethnic groups, providing a culturally diverse environment while working towards increasing diversity at our campus. It will provide a unified space for all organizations to maintain and create recruitment and retention programs, as well as offer resources to facilitate interaction amongst students, faculty, and administration. Furthermore, the committee will provide multilateral support, stemming from various associations to promote student leadership, empowerment and coalition building. By developing common goals, securing resources and garnering long term support from the various campus organizations. The Student Initiated Recruitment and Retention Committee will foster guidance and support for underrepresented communities in the pursuit of higher education.

B) Voting Membership:

- 1) One (1) representative from each of the following organizations:

El Congreso
MUJER
Black Student Union
Hermanos Unidos
Hermanas Unidas
Kapatirang Pilipino
Native American Resource Center

C) Non-voting Membership:

- 1) One (1) intern from each respective organization listed in Section B, Article 1 to fulfill the duties of the following position:
 - a) Two (2) campus coordinators
 - b) Two (2) local coordinators
 - c) Two (2) statewide coordinators
 - d) One media intern
- 2) One (1) representative from each of the following entities:
 - UCSB Student Initiated Outreach (SIO) Committee
 - AS External Vice President of Statewide Affairs Office
 - AS External Vice President of Local Affairs Office
 - AS Student Commission On Racial Equality
 - AS Finance Board
 - AS Legislative Council
 - AS Advisor
 - AS Executive Director

- 3) Any students who are part of a recruitment and retention program.

D) Selection and Term of Office:

- 1) Voting membership shall be selected by their respective organizations, then nominated by the AS President, with final approval given by the Legislative Council for one (1) year.
- 2) Coordinator shall be selected by voting membership, then nominated by the AS President, with the final approval given by the Legislative Council for one (1) year.

E) Duties and Power of Committee:

- 1) Responsible for working with A.S. Advisors to manage the operations of the Committee office.
- 2) Select 2 student representatives for recommendation for the Student Initiated Outreach Committee.
- 3) Provide services for Recruitment and Retention programs.
- 4) Provide funding for Recruitment and Retention programs.
- 5) Create and sustain long-term relationships with the local community through community projects.
- 6) Develop retention programs.
- 7) Select one representative to the Statewide SIO Coalition and liaison to EVPSA office.
- 8) Keep updated on other campus organizations doing outreach programs.
- 9) Compile annual evaluations and reports.
- 10) Advocate for diversity at campus, UC, State, and national levels.

F) Duties and Powers of Voting Membership:

- 1) May expand its voting membership to organizations doing student initiated recruitment and retention programs with a 3/4 vote.
- 2) Hold at least four office hours a week as follows.
- 3) Serve as a liaison to organization doing student initiated recruitment and retention programs not listed in Section B Article 1.
- 4) Shall attend and assist in at least one other outreach programs that he/she does not represents.
- 5) Shall draft an annual budget for the committee.
- 6) Appoint interns to specific roles including: campus programming, local programming, statewide programming, and media.
- 7) Shall attend all meetings unless a proxy is designated .

G) Duties and Powers of Campus Coordinator:

- 1) Create and develop educational materials about student initiated recruitment and retention programs.
- 2) Work to develop student initiated retention programs.
- 3) Serve as liaisons to organizations doing student initiated retention programs
- 4) Assist organizations to do evaluations and compile evaluations for annual report.

I) Duties and Powers of Local Coordinator:

- 1) Develop and sustain relationships with community organizations.

- 2) Work to develop continuous student initiated recruitment programs Isla Vista, Goleta, and Santa Barbara.
 - 3) Serve as a liaison to organizations doing student initiated recruitment program locally.
 - 4) Assist organizations to do evaluations and compile evaluations for annual report.
- J) Duties and Powers of Statewide Coordinator:
- 1) Develop and sustain relationships with community organizations and schools statewide.
 - 2) Serve as a liaison to organizations doing student initiated recruitment program statewide schools.
 - 3) Assist organizations to do evaluations and compile evaluations for annual committee internal report.
- K) Duties and Powers of SIO Committee Representative:
- 1) Provide bi-monthly report of the funding allocations of the SIO Committee to student organization.
 - 2) Communicate the needs of student organizations and the Student Initiated Recruitment and Retention Committee to the SIO Committee.
 - 3) Advise the board on funding matters concerning the SIO Committee.
- L) Duties and Powers of A.S. External Vice President of Local Affairs Representative:
- 1) Reports on the status of education issues and the climate of Isla Vista, Goleta, and Santa Barbara community.
 - 2) Works with the local coordinator to help develop programs in the local community.
 - 3) Report on the campaigns and work of the EVPLA office and report to EVPLA office about the work of SIRRC.
 - 4) Serve on one community organizations board (i.e. Pueblo Education Fund, Casa De La Raza board of directors, and etc..).
- M) Duties and Powers of A.S. External Vice President of Statewide Affairs Representative:
- 1) Serve on the Statewide Student Initiated Outreach Coalition.
 - 2) Report on Statewide funding for Academic Preparation and Student Initiated Outreach.
 - 3) Assist the voting membership with the Student Academic Preparation and Educational Partnerships (SAPEP) report.
- N) Duties and Powers of A.S. Commission on Racial Equality Representative:
- 1) Advise and educate members on Student of Color issues.
 - 2) Duties and Powers of A.S. Finance Board Representative.
 - 3) Update and advise the committee on the financial policy and procedure of A.S..
 - 4) Assist with the Committee annual budget.

- 5) Report back on the activities of Finance Board concerning Student Initiated Recruitment and Retention Projects.
 - 6) Report to Finance Board about the financial allocation of the Committee.
- O) Duties and Powers of A.S. Legislative Council Representative:
- 1) Assist the committee with any necessary resolution or bill writing that is needed.
 - 2) Advise Legislative Council members on issues concerning or relating to Student Initiated Recruitment and Retention programs.
 - 3) Provide monthly updates of Legislative Council.
- P) Duties and Powers of A.S. Advisor:
- 1) Work with the Voting Membership to create an annual report for Student Initiated Recruitment and Retention Programs.
 - 2) Work with the Voting Membership to develop and implement annual evaluation of the committee.
 - 3) Attend all committee meetings when possible or submit a written update.
 - 4) Update the committee on administratively run campus recruitment and retention programs and campus climate.
 - 5) Establish and maintain relationship with community members and organizations to assist committee to develop programs.
 - 6) Provide assistance to students organizations when needed.
 - 7) Maintain office hours for consultant.
- Q) Meetings
- 1) Meetings shall be held weekly during the academic year
 - 2) All meetings shall be open to all interested students, staff, and faculty members.
- R) Voting
- 1) A quorum of 50%+1 of voting members is needed for all allocations of money and decisions concerning changes within the committee, is required.
 - 2) To hold a closed session meeting, a 2/3 majority vote of members present is required in accordance with the Brown Act.

ARTICLE XI - ACADEMIC SENATE COMMITTEES

SECTION 1. SELECTION, NOMINATION & TERM OF OFFICE

- A) One (1) Student At-Large or Legislative Council Representative shall be appointed to each active Academic Senate Committee as specified in Appendix A of the ASUCSB Legal Code. The committee appointment 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.

- 1) Advertisement for applications to the Committees will begin the fifth (5th) week of Winter Quarter.
 - a) In order to insure full consideration for Spring appointments, applications shall be received by Tuesday of the sixth (6th) week of Spring Quarter. Legislative Council-elect must submit a list of the top five (5) committees that they are requesting into the Associated *Students President-elect at this time.*
 - 2) Interviews will begin the fifth (5th) week of Spring Quarter and end in the seventh (7th) 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.
 - a) Preference shall be given to students at large except where otherwise designated in Appendix A of the ASUCSB legal code.
 - 3) The President-Elect shall submit the appointments to the Legislative Council-Elect by the Monday of the eighth (8th) week of Spring Quarter.
 - 4) Notification of placement will be sent out by the ninth (9th) week of Spring Quarter.
- B) By week nine (9) of Spring Quarter, the Academic Senate Liaison shall organize an orientation meeting between in-coming and out-going committee members.
- C) 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 shall be considered based on enthusiasm, dedication, and time commitment.

ARTICLE XII - ADMINISTRATIVE ADVISORY COMMITTEES

SECTION 1. SELECTION, NOMINATION & TERM OF OFFICE

- A) One Student At-Large or Legislative Council Representative shall be appointed to each active Administrative Advisory Committee as specified in Appendix B of the ASUCSB legal code. The committee appointment shall be recommended by the A.S. Committee on Committees, nominated by the Associated Students President, and approved by the Associated Students Legislative Council.
- 1) Advertisement for applications to the Committees will begin the fifth (5th) week of Winter Quarter.
 - a) In order to insure full consideration for Spring appointments, applications shall be received by Tuesday of the sixth (6th) week of Spring Quarter. Legislative Council- elect must submit a list of the top five (5) committees that they are requesting into the Associated Students President-elect at this time.
 - 2) Interviews will begin the fifth (5th) week of Spring Quarter and end in the seventh (7th) 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.
 - a) Preference shall be given to students at large except where otherwise designated in Appendix B of the ASUCSB legal code.
 - 3) The President-Elect shall submit the appointments to the Legislative Council-Elect by the Monday of the eighth (8th) week of Spring Quarter.
 - 4) Notification of placement will be sent out by the ninth (9th) week of Spring Quarter.

- B) By week nine (9) of Spring Quarter, the Administrative Advisory Committee Liaison shall organize an orientation meeting between in-coming and out-going committee members
- C) 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 shall be considered based on enthusiasm, dedication, and time commitment.

ARTICLE XIII - 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 (5th) week of Winter quarter. The Election Code shall include, but is not limited to:
 - 1) Article IX of the Constitution
 - 2) Article X of the Constitution
 - 1) Article III, Section 1 of the By-Laws
 - 2) Article XI, Section 12 of the By-Laws
 - 3) 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, may be submitted no later than 4pm of the day immediately prior to the day of the Declaration of Candidacy, and 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 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 sign a promissory agreement to charge their BARC account for any fines incurred for violations of elections regulations.
 - 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) A 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) A thirty-five dollar (\$35.00) bond must be posted by any person, group, or organization that wishes to campaign for or against any ballot measure, and/or plebiscite by four o'clock PM (4:00 PM) on Monday of the tenth (10th) week of Winter quarter. 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 also sign a promissory agreement to charge their BARC account for any fines incurred for violations of elections regulations.
- E) Each candidate is responsible for the actions of all persons, parties and organizations participating in his/her campaign or sponsoring, endorsing, or promoting his/her candidacy. Candidates shall inform their supporters and/or party members 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.
 - cc) Must sign promissory agreement along with all members of the party.

SECTION 3. CAMPAIGN PROCEDURES

A) Dates:

- 1) Sign-ups for the General Election shall begin on Friday of the seventh (7th) week of Winter quarter, and shall continue for two (2) weeks, until Thursday of the ninth (9th) week.
- 2) The first (1st) day of campaigning shall begin at the close of the Candidates' Meeting. Campaigning by means of distribution of materials including but not limited to food, beverages, buttons, pens, etc. 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 5th 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 signed a promissory note 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) Elections Committee 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 one (1) candidate forum and one candidate debate 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 forum shall be sponsored for A.S. Vice-Presidential Candidates by the 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 and debates 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 the current Residence Halls Association 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 the 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. 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 sign a promissory agreement to charge their BARC account upon violations of the Elections Code 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, students voting on that measure must vote YES in percentage as defined in the Constitution. (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 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.
- C) The actual changing of the 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 12. FINES & PENALTIES

- A) Candidates might be billed for penalties on their BARC (Billing Accounts Receivable Collections) account. BARC accounts will not be billed until fines are approved by Elections Committee. It is the responsibility of the Elections Committee to inform all candidates of the BARC process and judicial appeal.
- B) The Elections Committee has full discretion to charge BARC accounts for Election Code violations, however any ruling made by the Elections Committee can be appealed and overturned by the A.S. Judicial Council.
- C) By the Friday of the sixth (6th) 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) Decisions of the Elections committee regarding fines and penalties.
 - 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).
- 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) 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: between fifty dollars (\$50.00) and one hundred and fifty dollars (\$150.00).
 - 2) Each Improper leafleting: confiscation of fliers and up to seventy-five dollars (\$75.00). This category shall include such things as libelous or fraudulent information on literature or signs.
 - 3) Examples of infractions and their resulting fines will be presented at the Mandatory Candidate's meeting, any infraction not listed in the examples shall be subject to a penalty as determined by the Elections Committee.
 - 4) Each candidate will receive one (1) warning for any sign posting violation; this warning will be on record with the Candidate Liaison Sub-Committee.
 - 5) 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.
- F) Money from fines shall be returned in full to the Elections Committee Account.
- G) 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).
- H) 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.
- I) Any person may bring a complaint to the Judicial Council or report violations of posting regulations.

- J) 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. 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 than 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 XIV - 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.
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- 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 XV - A.S. LIAISONS TO GREEK COMMUNITY

SECTION 1. CHARGE OF THE LIAISONS

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

There will be four (4) liaisons, one (1) to the Inter-fraternity council, one (1) to the National Pan-Hellenic Council, one (1) to the Collegiate Pan-Hellenic council, and one (1) to the United Fraternity Sorority Council. The liaisons shall each be a student appointed by the A.S. President and approved by Legislative Council for a term of one (1) academic year.

SECTION 3. RESPONSIBILITIES AND DUTIES OF THE LIAISON

- A) The Liaison must be an active member of the Greek community and attend their corresponding (assigned) weekly Greek Council Meetings and attend one (1) of the two (2) Inter-Greek Council meetings each month.

- B) To provide an agenda and calendar of events to the Inter-fraternity Council, National Pan-Hellenic Council, Collegiate Pan-Hellenic Council, United Fraternity Sorority Council and Inter-Greek Council executives three (3) times a quarter and keep them informed on current Legislative Council issues.
- C) To report, when necessary, to the Greek Community on any issues or concerns of Legislative Council regarding the Greek Community.
- D) The Liaison must give a report to the Legislative Council assembled:
 - 1) If the Liaison is a member of the Legislative Council, report will be given weekly during the Representative Reports.
 - 2) If the Liaison is not a member of Legislative Council, report must be given a minimum of twice a quarter during A.S. Committee and Ex-Officio Reports.
- E) To present a quarterly calendar of community and philanthropic events, open to all students to attend, for each Liaison's corresponding council. These are to be presented at the first of the required Legislative Council meetings at which a report is given.
- F) Shall be familiar with current policy and procedures of the Associated Students Finance Board so that he or she may be able to assist the Greek community in requesting funding for events open to all students.
- G) Shall hold at least one (1) office hour per week, which shall be primarily devoted to assisting the Greek Community with any questions concerning upcoming Associated Student's events and Finance Board procedure.

ARTICLE XVI - A.S. LIAISON TO KCSB 91.9 FM

SECTION 1. APPOINTMENT OF THE A.S. LIAISON TO KCSB 91.9FM

- A) The Liaison shall be recommended by the KCSB General Manager for appointment by the A.S., President with approval of the 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 Liaison shall serve a term of one (1) academic year.

SECTION 3. DUTIES OF THE A.S. LIAISON TO KCSB 91.9 FM

- A) The Liaison must be an active member of KCSB and attend weekly KCSB Executive Committee meetings.
- B) The Liaison must give a report to the Legislative Council assembled:
 - 1) If the Liaison is a member of the Legislative Council, report will be given weekly during Representatives Reports.
 - 2) If the Liaison is not a member of the Legislative Council, report must be given a minimum of twice a quarter during A.S. Committee and Ex-Officio Reports.

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) Be empowered to investigate and prosecute any potential violations of the ASUCSB Legal Code.
- 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.
- H) Maintain a strong knowledge of the A.S. Legal Code as well as the A.S. Financial Policies and Procedures.
- I) Work with Associated Students Boards, Committees, Commissions, the Legislative Council,
- J) Represent the Associated Students in the prosecution of policy violations.
- K) Attend at least five (5) meetings per quarter of the Associated Students Legislative Council
- L) Attend all meetings of the Constitution and By-Laws Committee.
- M) Attend at least three (3) meetings per quarter of the Associated Students Finance Board
- N) Attempt to attend at least one (1) meeting per quarter of all other Associated Students Boards, Committees, and Commissions as time permits.

ARTICLE XVIII - A.S. OFFICE OF THE STUDENT ADVOCATE (OSA)

SECTION 1. CHARGE OF THE OFFICE OF THE STUDENT ADVOCATE

It is the mission and charge of the Office of the Student Advocate to facilitate open and honest communication between students and the University by providing free and confidential peer support, advice, and assistance to any student, student organization, or student group involved in a dispute with the University or any other entity within the University community. All staff members of the OSA shall be empowered to advocate for any student requesting the services of the OSA. It is the responsibility of the OSA to give students the tools and information necessary to empower them to either address their situation individually, or be assisted by an OSA staff member. In addition, the Office of the Student Advocate shall be empowered to promote student's rights, as well as be empowered to challenge policies of the University on behalf of the students of UCSB.

SECTION 2. STAFF SELECTIONS, TERMS OF OFFICE, AND STAFF REMOVAL

- A. A.S. Student Advocate General: The student body shall elect the Advocate General for a term of one (1) academic year. A qualified candidate must meet the minimum eligibility requirements stipulated in the Constitution of Associated Students for executive officers.
- B. OSA Chief of Staff: The OSA Leadership Quorum shall appoint the Chief of Staff during the spring quarter of the academic school year for a term of one (1) academic school year. The OSA Leadership Quorum consists of no less than four (4) OSA staff members: the outgoing Student Advocate General, the serving Chief of Staff, and the OSA Division Directors. Should any of those positions be vacant other than the Student Advocate General, the most senior member of the OSA staff will serve as a proxy. The Quorum shall appoint the Chief of Staff based upon a majority consensus. Should there exist no majority consensus within the Quorum, the Advocate General's vote shall count as two, and will be the deciding vote. Should a member of the Quorum wish to be the Chief of Staff, his or her vote shall be allowed to count in their favor.
- C. OSA Division Directors: The OSA Chief of Staff shall appoint Division Directors for a term of one (1) academic year.
- D. OSA Caseworkers: Caseworkers are selected after an application and interview process conducted by the OSA Leadership Quorum. In order to be accepted as a staff member, the Quorum must reach a majority consensus.
- E. Staff Removal: Caseworkers, Division Directors, and the Chief of Staff may be removed from OSA staff membership at the discretion of the OSA Leadership Quorum. A majority vote is required to remove any staff member from their position. Should the staff member in question be a member of the leadership council, his or her vote is permitted to count in their favor.

SECTION 3. DUTIES AND POWERS OF THE A.S. STUDENT ADVOCATE GENERAL

- A. Provide oversight and direction to the Office of the Student Advocate.
- B. Hold the main fiscal responsibility and monetary oversight of the OSA.
- C. Educate the student body about students' rights, University and Associated Students policies, laws, regulations, procedures, and promote awareness of the availability of support and assistance services offered both by the OSA, Associated Students and the University at large.
- D) Be available to provide assistance and support to any student, student group or student organization involved in disciplinary actions with the University of California, Santa Barbara and be empowered to challenge University policies on their behalf.
- E) Present the position of the Associated Students to the University's administration concerning student rights, campus rules, and other areas of student conduct.
- F) Should be trained in conflict resolution or mediation (UCSB Office of the Ombuds)
- G) Be a non-partisan representative of all undergraduate students at the University.
- H) Act as the official liaison between the OSA and all other entities.
- I) Shall direct all OSA publicity and outreach efforts.
- J) Shall create, conduct, and implement specialized projects relating to the agenda of the OSA for the given year.
- K) Shall be responsible for conducting weekly office meetings and setting meeting agendas.
- L) Must hold a minimum of eight (8) weekly office hours.

SECTION 4. DUTIES AND POWERS OF THE OSA CHIEF OF STAFF

- A) Specialize in internal office affairs, maintaining the day-to-day operations of the OSA, including the assignment and follow up of casework, in coordination with the Division Directors.
- B) Assist in all duties performed by the Student Advocate General as requested.
- C) Shall be the highest authority regarding casework and case management.
- D) Shall be responsible for planning and implementing annual all-staff training sessions.
- E) Shall be intimately familiar with University and system-wide policies, rules, and regulations.
- F) Should be trained in conflict resolution or mediation (UCSB Office of the Ombuds)
- G) Must hold a minimum of six (6) weekly office hours.

SECTION 5. DUTIES AND POWERS OF THE OSA DIVISION DIRECTORS

- A) Shall assist in all matters requested by the Student Advocate General and Chief of Staff.
- B) Shall assist and collaborate with the Chief of Staff in the conduction of casework and all related activities.
- C) Shall act as the supervisors of caseworkers in their casework and ensure the maintenance of a high caliber of work.
- D) Shall maintain general office operations.
- E) Must hold a minimum of four (4) weekly office hours.

SECTION 6. DUTIES AND POWERS OF THE OSA CASEWORKERS

- A) Must hold a minimum of four (4) weekly office hours.
- B) Implement office protocol and provide for the general day-to-day functioning of the OSA.
- C) Assist in all matters as directed by the Student Advocate General, the Chief of Staff, and the Division Directors.
- D) Shall conduct casework under the supervision and with the collaboration of the Chief of Staff and Division Directors.

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.
- D) Shall hold at least two (2) office hours per week.
- E) Shall report to Legislative Council at least once a quarter.

ARTICLE XX-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 for their full duration.
 - a) A Parliamentarian who acquires two (2) unexcused absences in an academic quarter shall be subject to immediate removal by the Legislative Council, pending review by the Legislative Council of mitigating circumstances, by a two-thirds vote (2/3) of the Legislative Council.

- 4) Shall give advice when the Internal Vice-President or Representatives have any questions on the procedures of the Council.
- 5) Be as neutral as possible with regards to the pending business and discussions of the Council during and outside of meetings.
- 6) 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 XXI-SUMMER INTERNSHIPS

SECTION 1. PURPOSE OF SUMMER INTERNSHIPS AND SUMMER STIPENDS

The summer programs are designed to allow interested and motivate students to work on student affairs throughout the summer in preparation for the academic year.

SECTION 2. SUMMER INTERNSHIP OVERSIGHT COMMITTEE

A) Voting Members:

- 1) A.S. President
- 2) A.S. Internal Vice President
- 3) A.S. External Vice President of Local Affairs
- 4) A.S. External Vice President of Statewide Affairs
- 5) Student Advocate General
- 6) Six (6) Legislative Council Members
- 7) Two (2) Committee on Committees Co-Chairs

B) Non-Voting Members:

- 1) Executive Director
- 2) Student Government Advisor
- 3) A.S. Attorney General
- 4) A.S. Controller

C) Selection of Members

- 1) The six (6) Legislative Council Representatives shall be nominated by the Internal Vice President and approved by the Legislative Council

D) Meetings and Communication

- 1) All summer interns must be determined by the 8th week of Spring quarter by a majority vote (50%+1) of the Summer Internship Oversight Committee, with at least majority (50%+1) of the Committee voting, with final approval being given to Legislative Council.
- 2) There shall be an introductory meeting for all interns during the 8th week of Spring quarter.
- 3) No regular summer meetings are required for the Oversight Committee unless determined necessary by a majority (50%+1) of the Oversight Committee.
- 4) Any necessary communication during the summer shall be conducted through a closed list server for all Oversight Committee members.

SECTION 3. ELIGIBILITY

- A) Applications for the Summer Internships shall be made available no later than the 2nd week of Spring quarter.
- B) The application deadline will be during the 6th week of Spring quarter.

- C) Students shall have at least a 2.0 grade point average going into the Summer quarter and shall be in good standing with the University.
- D) Members of the Legislative Council who partake in Summer Legislative Council are still eligible for the summer internships, and may serve simultaneous office hours, however, they may not apply or request honoraria for the periods of their Summer Internship that may overlap with Summer Legislative Council.

SECTION 4. TYPES OF SUMMER INTERNSHIPS

A) Twelve (12) Week Summer Internship

- 1) Shall dedicate at least twenty (20) hours a week to Associated Students or student-based issues.
- 2) Shall hold at least ten (10) scheduled office hours a week.
- 3) Shall serve at least eight (8) consecutive weeks.
- 4) Shall be required to report back to the Summer Internship Oversight Committee at least twice a week.
- 5) Shall meet with the Executive Director and/or the Student Government Advisor regularly.
- 6) Shall submit an internship review of all work done throughout the summer, as well as a compensation request not to exceed the amount listed in Article XXII, Section 5B to the Summer Internship Oversight Committee.
- 7) Shall report to the Legislative Council the 1st or 2nd week of school on the Summer Internship.

B) Six (6) Week Summer Internship

- 1) Shall dedicate at least twenty (20) hours a week to Associated Students or student-based issues.
- 2) Shall hold at least ten (10) scheduled office hours a week.
- 3) Shall serve at least four (4) consecutive weeks.
- 4) Shall be required to report back to the Summer Internship Oversight Committee at least twice a week.
- 5) Shall meet with the Executive Director and/or the Student Government Advisor regularly.
- 6) Shall submit an internship review of all work done throughout the summer, as well as a compensation request not to exceed the amount listed in Article XXII, Section 5B to the Summer Internship Oversight Committee.
- 7) Shall report to the Legislative Council the 1st or 2nd week of school on the Summer Internship.

C) Three (3) Week Summer Stipend

- 1) Shall dedicate at least fifteen (10) hours a week to Associated Students or student-based issues.
- 2) Shall hold at least seven (5) scheduled office hours a week.
- 3) Shall serve three (3) consecutive weeks.
- 4) Shall be required to report back to the Summer Internship Oversight Committee at least twice.
- 5) Shall meet with the Executive Director and/or the Student Government Advisor regularly.

- 6) Shall submit an internship review of all work done throughout the summer, as well as a compensation request not to exceed the amount listed in Article XXII, Section 5B to the Summer Internship Oversight Committee.
- 7) Shall report to the Legislative Council the 1st or 2nd week of school on the Summer Stipend.

SECTION 5. COMPENSATION FOR SUMMER INTERSHIPS

- A) The Summer Internship Oversight Committee shall assess all internship reviews and compensation requests, and make a recommendation to Legislative Council for compensation no later than the 2nd week of Fall quarter. All compensations must be approved and available by the 3rd week of Fall quarter.
- B) Compensation shall not exceed:
 - 1) Three thousand and four hundred dollars (\$3,400) for the twelve (12) week Summer Internship.
 - 2) Sixteen hundred dollars (\$1,600) for the six (6) week Summer Internship.
 - 3) Three hundred dollars (\$300) for the three (3) week Summer Stipend.

THE 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
- 4) Excused Absences
- 5) Announcements
- 6) Public Forum
- 7) A.S. Committee Reports & Ex-Officio Reports
- 8) Executive Director's Report
- 9) Group Projects Reports
- 10) Acceptance of Agenda
- 11) Acceptance of Minutes
- 12) Action Items
- 13) Old Business
- 14) New Business
- 15) Discussion
- 16) President's Report
- 17) Internal Vice-President's Report
- 18) External Vice-President Statewide Affairs' Report
- 19) External Vice-President Local Affairs' Report
- 20) Representatives' Reports
- 21) Secretary's Report
- 22) Remarks
- 23) 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 five o'clock (5:00 PM) 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 one day (Tuesday, 11:00 AM) prior to the following meeting.
- 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 whoever 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.

- L) The Internal Vice President shall make themselves available following every Legislative Council meeting for the purposes of clarification and discussion of the minutes and actions of the Legislative Council with any media in attendance.

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) Any UCSB undergraduate student may sponsor his/her own bill.
 - 2) As mandated by the fact that the Legislative authority of the Associated Students is vested in the individual members of the Legislative Council, Only Legislative Council representatives may author legislation.
 - 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 legislation 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 which their Bill appears on the agenda.
- E) At the appropriate time, the Author shall defer the floor to the Student-Sponsor so that the legislation and the intent of the legislation explained.

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
Bottom Line - 1
Original w/ attachments in Main Office file - 1
Office Copy - 1
Associate Director of Community Affairs - 1
Parliamentarian - 1
Womyn'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
A.S. Attorney General -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/Womyn'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
Bottom Line-1

G) Finance Board Agendas with Attachments:

A.S. Administration - 1
A.S. Executive Director - 1
A.S. Executive Officers - (4)
A.S. Attorney General -1
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
Committee on Committees Co-Coordinators - 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

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 / Coastal 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: The Nati Conference Room
 - 7) Room 2527: Student Lobby / SCORE / Queer Commission
 - 8) Room 2531: Womyn's Commission / Academic Affairs Board / Student Advocate
 - 9) Room 2533: Bottom Line / Elections / Media Relations / CODA
 - 10) Room 2535: Legal Resource Center / Constitution & By-Laws / Judicial Council / A.S. Attorney General
 - 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.
- G) The Annex will be shared amongst the Student Initiated Outreach (SIO) Center, the Media Center Library, the Bottom Line, and CODA. This space shall be operated by staff, interns, board members, and volunteers associated with these entities.
- H) Annex Operating Hours:
- a) The SIO Center, the Media Center, the Bottom Line, and CODA shall maintain operating hours during at least 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).
 - b) The SIO Center, the Media Center, the Bottom Line, and CODA shall maintain operating hours during extra hours throughout the school year and summer months, to meet the needs of these groups.
 - c) The SIO Center, the Media Center, the Bottom Line, and CODA shall be accessed by the staff, interns, board members, and volunteers outside of normal operating hours.
- I) Annex Office Assignments:
- a) Entrance: Entrance area for SIOP/Media Center/ Bottom Line/ CODA
 - b) Room 141-A (KCSB): Media Center and Library
 - c) Room 145-A (Kitchen): Kitchen for SIOP/Media Center/ Bottom Line/ CODA
 - d) Room 141-F (a) (CODA): CODA
 - e) Room 141-F (b) (SIOP): SIOP Board Members Meeting Room

- f) Section between 141-F and 141-E: Computer Lab for SIOP/Media Center/ Bottom Line/ CODA
 - g) Room 141-E (SIOP): SIOP Board Members Office
 - h) Room 141-D (SIOP): SIOP Interns Office
 - i) Room 141-C: The Bottom Line
 - j) Room 141-B (SIOP/KCSB): SIOP/Media Center Advisors
 - k) Room 141-A (KCSB): Media Center Technical Staff
- J) Cargo Assignments: The 2 cargos owned by A.S. shall temporarily be used for extra office space and storage for the A.S. Bike Shop until another entity makes a space proposal to A.S.
- K) Front Lawn Assignment: The lawn space in front of Building 434 shall be prioritized for events organized by SIO, the Media Center, the Bottom Line, and CODA. If these groups do not use the front lawn, the general public can schedule lawn area usage with the front desk secretary or staff for their events.
- L) Computer Lab Use: Computer Lab usage shall be granted for staff, interns, board members, and volunteers associated with SIO, the Bottom Line, and the Media Center Library, and for the general public.

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 for the missing or damaged parts. The student's Registration Card will be held until all missing or damaged parts have been returned or paid for.
- 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) The Internal Vice-President shall work in conjunction with the A.S. President and Executive Director to ensure all appropriate access to A.S. offices is granted.

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. 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: _____

Perm Number: _____

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 or 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.

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 and may be docked.

Honoraria Form for THE INTERNAL VICE PRESIDENT

Name _____ Quarter and Year: _____

Perm Number: _____

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?

Did you assist the Legislative Council in the completion of their group projects?

Fall Quarter:

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.

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: _____

Perm Number: _____

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 meet (at least once) with the following entities:

IVCRC Chair?

CAB Chair?

EAB Chair?

3rd 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?

Isla Vista Community Advisory Committee?

Did you work with the OSL Voter Registration Intern to coordinate voter registration on campus and in Isla Vista? (Fall/,,inter only)

Did you attend the California Student Sustainability Coalition/Institute for Reverential Ecology retreat? (Spring quarter only)

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.

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: _____

Perm Number: _____

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?

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.

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) _____
Perm Number: _____
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? _____

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? _____

(Please see By-Laws Article V, Section 3 for more information on your specific duties)

Did Associated Students take precedence over all of your other extra curricular activities?

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?

Did you contribute to any ad hoc committees as deemed necessary? If so, what role did you play on the committee?

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

What Academic Senate/Administrative Advisory Committee did you sit on?

Did you take the appropriate time to become familiar with the A.S. Legal Code?

Did you assist any students as a Student Sponsored Bill Liaison?

When and where did you make your public address: (Please attach if public address was published)

(Fall and Winter quarter only) did you help with voter registration?

(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?

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.

Name _____ Quarter and Year: _____
 Perm Number: _____
 Position: _____ Committee _____
 Amount Requesting: \$ _____ Is this the full amount available? _____

Please DESCRIBE how you have fulfilled your job description as stated in the A.S. Legal Code (i.e. projects, attendance at Legislative Council, etc.)

[illegible]

Email internalvp@as.ucsb.edu if you have any questions.

POLICY 18. 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	Student Lobby	CAB	Sub-Judicial Council	
	Attorney General	SCORE	EAB		
	B.I.K.E.S	Student Advocate	Increase the Peace		
	Business Services	Womyn’s Commission	IVCRC		
	Bottom Line	Queer Commission	Program Board		
	Committee on Committees	SAOD	Student Relations Coordinator		
	Controller(s)	CODA	IVTU		
	Elections		LAOD		
	Finance Board				
	Honoraria				
	Investments				
	Safety Committee				