

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

PREAMBLE .....	6
ARTICLE I - NAME .....	6
ARTICLE II – STUDENT BILL OF RIGHTS .....	6
ARTICLE III – PRECEDENCE OF THE CONSTITUTION .....	7
ARTICLE IV - MEMBERSHIP .....	7
ARTICLE V - FEES .....	8
SECTION 1.    MONITORING OF STUDENT FEES .....	8
SECTION 2.    NEW FEES .....	8
SECTION 3.    EXISTING FEES .....	8
ARTICLE VI- LEGISLATIVE DEPARTMENT .....	8
SECTION 1.    LEGISLATIVE AUTHORITY .....	8
SECTION 2.    MEMBERSHIP .....	8
SECTION 3.    DISTRIBUTION OF ELECTED REPRESENTATIVES .....	8
SECTION 4.    DUTIES & POWERS .....	9
SECTION 5.    SESSIONS, MEETING, & QUORUM .....	10
ARTICLE VII- EXECUTIVE DEPARTMENT .....	10
SECTION 1.    EXECUTIVE AUTHORITY .....	10
SECTION 2.    EXECUTIVE OFFICERS .....	10
ARTICLE VIII- JUDICIAL DEPARTMENT .....	12
SECTION 1.    JUDICIAL AUTHORITY .....	12
SECTION 2.    MEMBERSHIP .....	12
SECTION 3.    TERM OF OFFICE .....	13
SECTION 4.    QUORUM .....	13
SECTION 5.    DUTIES & POWERS .....	13
SECTION 6.    SUB JUDICIAL COUNCIL .....	13
ARTICLE IX - EXECUTIVE DIRECTOR .....	13
SECTION 1.    SELECTION & TERM .....	13
SECTION 2.    DUTIES & POWERS .....	13
SECTION 3.    CONTRACTS .....	14
SECTION 4.    DEPOSITS .....	14
ARTICLE X- ELECTIONS .....	14
SECTION 1.    TERM OF OFFICE .....	14
SECTION 2.    TIME OF ELECTIONS .....	14
SECTION 3.    ELECTION PROCEDURES .....	14
SECTION 4.    RUNNER-UP SYSTEM .....	15
ARTICLE XI - SPRING GENERAL, SPECIAL AND RECALL ELECTIONS PROCEDURES .....	15
SECTION 1.    SPRING GENERAL ELECTION .....	15
SECTION 2.    SPECIAL ELECTION .....	15
SECTION 3.    INITIATIVES AND REFERENDA .....	16
SECTION 4.    RECALL ELECTION .....	16
ARTICLE XII - AMENDMENTS .....	16
SECTION 1.    METHODS OF PROPOSING AMENDMENTS .....	16
SECTION 2.    ELECTION PROCEDURES .....	17
SECTION 3.    PUBLICITY & DISTRIBUTION OF TEXTS .....	17
SECTION 4.    ADOPTION REQUIREMENTS .....	17
ARTICLE XIII- BY-LAWS .....	17
SECTION 1.    ENACTMENT .....	17

## THE BY-LAWS OF THE ASSOCIATED STUDENTS OF UCSB

ARTICLE I - ASUCSB LEGAL CODE .....	18
SECTION 1.    ASUCSB LEGAL CODE .....	18
ARTICLE II - MEMBERSHIP .....	18
SECTION 1.    REGULAR MEMBERSHIP .....	18
SECTION 2.    ASSOCIATE MEMBERSHIP .....	19

SECTION 3.	REFUNDS .....	19
SECTION 4.	HONORARY MEMBERSHIP .....	19
ARTICLE III -	OFFICERS .....	19
SECTION 1.	ELIGIBILITY .....	19
SECTION 2.	TERM OF OFFICE .....	20
SECTION 3.	VACANCY .....	20
SECTION 4.	APPOINTED OFFICERS .....	21
ARTICLE IV –	A.S. RESPONSIBILITY TO STUDENTS .....	21
SECTION 1.	EXECUTIVE RESPONSIBILITIES .....	21
SECTION 2.	LEGISLATIVE RESPONSIBILITIES .....	21
SECTION 3.	JUDICIAL RESPONSIBILITIES .....	21
SECTION 4.	OTHER ASSOCIATION RESPONSIBILITIES .....	21
ARTICLE V -	DISBURSEMENT OF ASSOCIATED STUDENTS' FUNDS .....	22
SECTION 1.	GENERAL POLICIES .....	22
SECTION 2.	A.S. BUDGET PRIORITIES .....	23
SECTION 3.	BY-LAW INTERNAL LOCK-IN FUNDING .....	28
SECTION 4.	A.S. BUDGET PROCESS .....	29
SECTION 5.	BALLOT INITIATIVE FINANCING AND FEE USE REGULATIONS .....	30
SECTION 6.	ASSOCIATED STUDENTS FUNDS POLICIES .....	31
SECTION 7.	REQUIREMENTS FOR USING ASSOCIATED STUDENTS FUNDS .....	33
SECTION 8.	ADMINISTERING UNIVERSITY SUPPORT LOCK-IN FUNDING (NON-EXHAUSTIVE GUIDELINES) .....	33
SECTION 9.	RESERVES .....	40
ARTICLE VI -	LEGISLATIVE DEPARTMENT .....	43
SECTION 1.	SENATE MEETING PROCEDURES .....	43
SECTION 2.	SENATE PHONE & EMAIL VOTE PROCEDURES .....	44
SECTION 3.	SENATE “RUSH” PHONE VOTE PROCEDURES .....	44
SECTION 4.	SENATE MEMBERS' JOB DESCRIPTION .....	45
SECTION 5.	PROCEDURES AND EXCEPTIONS REGARDING BREACH OF RULES AND DUTIES .....	50
SECTION 6.	DUTIES OF THE FIRST AND SECOND SENATE PRESIDENT PRO-TEMPORES .....	52
SECTION 7.	REPLACEMENT PROCEDURES .....	53
ARTICLE VII-	EXECUTIVE DEPARTMENT .....	55
SECTION 1.	DUTIES AND POWERS OF ALL A.S. EXECUTIVE OFFICERS .....	55
SECTION 2.	COLLECTIVE DUTIES AND POWERS OF ALL A.S. EXECUTIVE OFFICERS .....	56
SECTION 3.	ADDITIONAL DUTIES & POWERS OF THE PRESIDENT .....	56
SECTION 4.	ADDITIONAL DUTIES & POWERS OF THE INTERNAL VICE PRESIDENT .....	63
SECTION 5.	ADDITIONAL DUTIES & POWERS OF THE EXTERNAL VICE PRESIDENT FOR LOCAL AFFAIRS .....	66
SECTION 6.	ADDITIONAL DUTIES & POWERS OF THE EXTERNAL VICE PRESIDENT FOR STATEWIDE AFFAIRS .....	72
SECTION 7.	ADDITIONAL DUTIES AND POWERS OF THE STUDENT ADVOCATE GENERAL .....	76
ARTICLE VIII -	A.S. JUDICIAL DEPARTMENT .....	79
SECTION 1.	A.S. JUDICIAL COUNCIL .....	79
SECTION 2.	RELEASE OF PUBLIC RECORDS .....	79
SECTION 3.	JUDICIAL COUNCIL HEARING PROCEDURES .....	79
SECTION 4.	APPOINTMENT OF THE CHAIRPERSON .....	83
SECTION 5.	SUB-JUDICIAL COUNCIL .....	83
SECTION 6.	CASE HISTORY AND PUBLIC ACCESS .....	83
ARTICLE IX-	HONORARIA .....	84
SECTION 1.	ELECTED OFFICERS UNDERGRADUATE FEES .....	84
SECTION 2.	APPOINTED AND ELECTED OFFICERS HONORARIA .....	84
SECTION 4.	CONDITIONS FOR RECEIVING HONORARIA .....	84
SECTION 5.	PAYMENT OF HONORARIA .....	85
SECTION 6.	DENIAL OF HONORARIA .....	86
SECTION 7.	APPEAL OF HONORARIA DENIAL .....	86
SECTION 8.	RETROACTIVE HONORARIA .....	86
ARTICLE X -	COMMITTEE ON COMMITTEES .....	87
SECTION 1.	THE CHARGE OF THE COMMITTEE .....	87
SECTION 2.	THE MEMBERSHIP OF THE COMMITTEE .....	87

SECTION 3.	SELECTION AND TERMS OF OFFICE .....	87
SECTION 4.	DUTIES AND RESPONSIBILITIES OF THE COMMITTEE .....	88
SECTION 5.	DUTIES OF THE COMMITTEES CHAIR AND VICE CHAIR .....	88
SECTION 6.	ADVISORY/ACADEMIC SENATE, AND B.C.C. LIAISONS .....	90
SECTION 7.	DUTIES OF THE A.S. OUTREACH AND RECRUITMENT COORDINATORS .....	92
SECTION 8.	SENATE MEMBERS .....	93
SECTION 9.	SUBCOMMITTEES OF THE COMMITTEE ON COMMITTEES .....	94
ARTICLE XI -	BOARDS, COMMITTEES & COMMISSIONS .....	95
SECTION 1.	SELECTION, NOMINATION & TERM OF OFFICE .....	95
SECTION 2.	AUTONOMY OF A.S. BOARDS, COMMITTEES AND COMMISSIONS .....	96
SECTION 3.	PROCEDURES FOR "SAFE SPACES" .....	97
SECTION 4.	A.S. ACADEMIC AFFAIRS BOARD .....	98
SECTION 5.	A.S. BICYCLE IMPROVEMENTS KEEP EVERYONE SAFE COMMITTEE .....	102
SECTION 6.	A.S. BOTTOM LINE .....	104
SECTION 7.	A.S. BUSINESS SERVICES COMMITTEE .....	109
SECTION 8.	A.S. COASTAL FUND .....	113
SECTION 9.	A.S. COMMISSION ON DISABILITY EQUALITY .....	117
SECTION 10.	COMMISSION ON STUDENT WELL BEING .....	119
SECTION 11.	A.S. COMMITTEE ON HONORARIA .....	122
SECTION 12.	COMMISSION ON PUBLIC SAFETY (C.O.P.S.) .....	124
SECTION 13.	A.S. COMMUNITY AFFAIRS BOARD (CAB) .....	126
SECTION 14.	A.S. CONSTITUTION & BY-LAWS COMMITTEE .....	136
SECTION 15.	A.S. ELECTIONS COMMITTEE .....	138
SECTION 16.	A.S. ENVIRONMENTAL AFFAIRS BOARD .....	140
SECTION 17.	FINANCE BOARD .....	146
SECTION 18.	A.S. FOOD BANK .....	149
SECTION 19.	A.S. HUMAN RIGHTS BOARD .....	152
SECTION 20.	A.S. INVESTMENT ADVISORY COMMITTEE (ASIAC) .....	155
SECTION 21.	ISLA VISTA COMMUNITY RELATIONS COMMITTEE .....	161
SECTION 22.	ISLA VISTA TENANTS UNION .....	165
SECTION 23.	A.S. LEGAL RESOURCE CENTER .....	171
SECTION 24.	MEDIA RELATIONS COMMITTEE .....	174
SECTION 25.	A.S. PROGRAM BOARD .....	176
SECTION 26.	A.S. QUEER COMMISSION .....	184
SECTION 27.	A.S. RALLY COMMITTEE .....	190
SECTION 28.	A.S. RECYCLING .....	194
SECTION 29.	A.S. STUDENT COMMISSION ON RACIAL EQUALITY .....	197
SECTION 30.	A.S. STUDENT INITIATED RECRUITMENT AND RETENTION COMMITTEE .....	200
SECTION 31.	A.S. STUDENT LOBBY .....	207
SECTION 32.	A.S. TAKE BACK THE NIGHT COMMITTEE .....	213
SECTION 33.	A.S. TECHNOLOGY SERVICES COMMITTEE .....	215
SECTION 34.	A.S. WOMYN'S COMMISSION .....	216
ARTICLE XII -	ACADEMIC SENATE COMMITTEES .....	219
SECTION 1.	SELECTION, NOMINATION AND TERM OF OFFICE .....	219
ARTICLE XIII -	ADMINISTRATIVE ADVISORY COMMITTEES .....	220
SECTION 1.	SELECTION, NOMINATION & TERM OF OFFICE .....	220
ARTICLE XIV -	ELECTIONS REGULATIONS .....	221
SECTION 1.	ELECTIONS CODE .....	221
SECTION 2.	DECLARING CANDIDACY .....	221
SECTION 3.	FEE INITIATIVES AND REAFFIRMATIONS .....	225
SECTION 4.	CAMPAIGN PROCEDURES .....	225
SECTION 5.	FINANCING .....	228
SECTION 6.	WRITE IN CANDIDATES .....	229
SECTION 7.	BALLOTS .....	230
SECTION 8.	VOTE TABULATION .....	230
SECTION 9.	VOTING PROCEDURES AND IRREGULARITIES .....	230
SECTION 10.	INTERPRETATION OF ELECTION RESULTS .....	231
SECTION 11.	POST ELECTIONS .....	231
SECTION 12.	FINES & PENALTIES .....	231

SECTION 13. CAMPAIGN ISSUES ACCOUNT .....	233
ARTICLE XV - A.S. INTERNAL CLIMATE COORDINATOR .....	234
SECTION 1. CHARGE OF THE INTERNAL CLIMATE COORDINATOR .....	234
SECTION 2. SELECTION AND TERM OF OFFICE .....	234
SECTION 3. DUTIES OF THE INTERNAL CLIMATE COORDINATOR .....	235
ARTICLE XVI - A.S. CONTROLLER(S).....	235
SECTION 1. APPOINTMENT OF THE CONTROLLER(S) .....	236
SECTION 2. TERM OF OFFICE .....	236
SECTION 3. DUTIES OF THE CONTROLLER(S) .....	236
SECTION 4. OPTIONAL SECOND CONTROLLER APPOINTMENT .....	237
SECTION 5. TERM OF OFFICE OF OPTIONAL SECOND CONTROLLER .....	237
ARTICLE XVII A.S. LIASON TO RESIDENTS ASSISTANTS .....	237
SECTION 1. CHARGE OF THE LIASONS .....	237
SECTION 2. SELECTION AND TERM OF OFFICE .....	237
ARTICLE XVIII - A.S. LIAISONS TO GREEK COMMUNITY .....	238
SECTION 1. CHARGE OF THE LIAISONS .....	238
SECTION 2. SELECTION AND TERM OF OFFICE .....	238
SECTION 3. RESPONSIBILITIES AND DUTIES OF THE LIAISON .....	238
ARTICLE XIX - A.S. LIAISON TO KCSB 91.9 FM .....	238
SECTION 1. APPOINTMENT OF THE A.S. LIAISON TO KCSB 91.FM .....	238
SECTION 2. TERM OF OFFICE .....	238
SECTION 3. DUTIES OF THE A.S. LIAISON TO KCSB 91.FM .....	239
ARTICLE XX - A.S. ATTORNEY GENERAL .....	239
SECTION 1. APPOINTMENT .....	239
SECTION 2. TERM OF OFFICE .....	239
SECTION 3. CHARGE OF OFFICE.....	239
SECTION 4. DUTIES AND POWERS .....	239
ARTICLE XXI - A.S. OFFICE OF THE STUDENT ADVOCATE (OSA) .....	240
SECTION 1. CHARGE OF THE OFFICE OF STUDENT ADVOCATE .....	240
SECTION 2. STAFF SELECTIONS, TERMS OF OFFICE AND STAFF REMOVAL .....	240
SECTION 3. DUTIES AND POWERS OF THE A.S. STUDENT ADVOCATE GENERAL .....	241
SECTION 4. DUTIES AND POWERS OF THE OSA CHIEF OF STAFF .....	241
SECTION 5. DUTIES AND POWERS OF THE OSA DIVISON DIRECTORS .....	241
SECTION 6. DUTIES AND POWERS OF THE OSA CASEWORKERS .....	242
ARTICLE XXII- A.S. DIRECTOR OF ALUMNI AFFAIRS .....	242
SECTION 1. APPOINTMENT OF THE DIRECTOR OF ALUMNI AFFAIRS .....	242
SECTION 2. TERM OF OFFICE .....	242
SECTION 3. DUTIES OF THE DIRECTOR OF ALUMNI AFFAIRS .....	242
ARTICLE XXIII-A.S. PARLIAMENTARIAN .....	243
ARTICLE XXIV-SUMMER PROGRAMS .....	243
SECTION 1. PURPOSE OF SUMMER PROGRAMS AND SUMMER STIPENDS .....	243
SECTION 2. SUMMER PROGRAM OVERSIGHT COMMITTEE .....	243
SECTION 3. INTERNSHIP ELIGIBILITY .....	244
SECTION 4. SELECTION PROCESS .....	244
SECTION 5. TYPES OF SUMMER INTERNSHIPS .....	245
SECTION 6. COMPENSATION FOR SUMMER INTERSHIPS .....	246
ARTICLE XXV – BOARDS, COMMITTEES, AND COMMISSION CHAIR COUNCIL .....	246
SECTION 1. THE CHARGE OF THE COUNCIL .....	246
SECTION 2. THE MEMBERSHIP OF THE COUNCIL .....	246
SECTION 3. FREQUENCY OF MEETINGS .....	246
SECTION 4. LOGISTICS OF THE COUNCIL MEETING .....	247
SECTION 5. DUTIES AND POWERS OF THE COUNCIL .....	247
SECTION 6. DUTIES AND POWERS OF THE CHAIR .....	247

## THE STANDING POLICIES & PROCEDURES OF THE

### ASSOCIATED STUDENTS OF UCSB

POLICY 1. SENATE MEETING PROCEDURES .....	248
POLICY 2. SUMMER SENATE .....	250

<i>POLICY 3.</i>	<i>STUDENT SPONSORED LEGISLATION .....</i>	<i>250</i>
<i>POLICY 4.</i>	<i>OFFICE HOURS .....</i>	<i>251</i>
<i>POLICY 5.</i>	<i>REQUIREMENTS OF BILL PROPOSAL FORMS .....</i>	<i>251</i>
<i>POLICY 6.</i>	<i>CONFLICT OF INTEREST .....</i>	<i>253</i>
<i>POLICY 7.</i>	<i>NO CO-SPONSORSHIP OF CIGARETTE COMPANIES .....</i>	<i>254</i>
<i>POLICY 8.</i>	<i>DISTRIBUTION OF AGENDA &amp; MINUTES .....</i>	<i>254</i>
<i>POLICY 9.</i>	<i>EXECUTIVE, MSP AND PSS HIRING PROCEDURES .....</i>	<i>257</i>
<i>POLICY 10.</i>	<i>KCSB FM &amp; KJUC-AM CABLE BROADCAST OF SENATE MEETINGS .....</i>	<i>257</i>
<i>POLICY 11.</i>	<i>A.S. OFFICE POLICIES .....</i>	<i>257</i>
<i>POLICY 12.</i>	<i>PHONE USE .....</i>	<i>260</i>
<i>POLICY 13.</i>	<i>PUBLIC ADDRESS SYSTEM .....</i>	<i>261</i>
<i>POLICY 14.</i>	<i>KEYS .....</i>	<i>261</i>
<i>POLICY 15.</i>	<i>STAFF DEVELOPMENT DAY .....</i>	<i>261</i>
<i>POLICY 16.</i>	<i>USE OF THE UCSB RECREATION CENTER .....</i>	<i>261</i>
<i>POLICY 17.</i>	<i>DISTRIBUTION OF BLOOD DRIVE INFORMATIONAL SUPPLEMENTS .....</i>	<i>261</i>
<i>POLICY 18.</i>	<i>STOP CRISIS PREGNANCY CENTERS FROM FALSE ADVERTISING .....</i>	<i>262</i>
<i>POLICY 19.</i>	<i>EXECUTIVE/LEGISLATIVE FLOWCHART .....</i>	<i>262</i>
<i>POLICY 20.</i>	<i>SUSTAINABLE PRACTICES WITHIN AS .....</i>	<i>263</i>
<i>POLICY 21.</i>	<i>PUBLICITY .....</i>	<i>263</i>
Appendix A-Academic Senate Committees		264
Appendix B-Campus Advisory Committees		269

# **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 – STUDENT BILL OF RIGHTS**

- A) All students shall have the right to an affordable education.
- B) All students shall have the right to affordable housing.
- C) All registered undergraduate students shall have the right to be active participants of ASUCSB.
  - a) All students have the right to a vote in all ASUCSB Elections.
  - b) Any student can hold an appointed position in A.S. and be employed by A.S. concurrently.
- D.) All students shall have the right to be free from violence on this campus and in Isla Vista.
  - a) All students shall have the right to Safe Spaces on campus.
- E) All students shall have the right to the freedom of speech and expression.
  - a) All students shall have the right to peacefully protest the UC Santa Barbara Associated Students, the UC Santa Barbara Administration, the UC Regents, the County of Santa Barbara, the State of California, the United States Federal Government, and all other entities as they so choose on the UCSB campus.
  - b) Students shall have the right to be free of unwarranted aggression during protests.
- F) All students shall have the right to the status of innocent in all grievances with the University of California, Santa Barbara until proven guilty.
  - a) All students shall have the right to due process with any grievance with the University of California, Santa Barbara. If the University accuses any student of misconduct, they have the right to be represented at any stage of the proceedings. Students may be represented by anyone of their choosing. Students have the right to see their disciplinary file before responding to the accusation, and students have the right to refuse to answer any questions posed to them at any time. Students also have the right to a hearing (closed or open to the public, as they choose) and a right to appeal. The students' representatives have the right to cross-examine witnesses testifying against them, and to call witnesses and present evidence on their behalf. Students' choice to exercise their rights may not be used against them.

- G) All students shall have the right to be free from discrimination and harassment on the basis of race, gender, sex, ethnicity, religion, national origin, disability, sexual orientation, status within or outside the university, or political belief in all activities sponsored or conducted by the University, its affiliates, ASUCSB, or campus student groups.
- a) ASUCSB shall not pass any Bill or Resolution that discriminates against students nor support any entity that discriminates against students.
- H) Students shall have the right to receive fair and equitable treatment in academics. This includes college and departmental admissions, enrollment, and access to assistance and other services. Students have the right to have their work graded fairly and without regard to non-academic criteria. If students believe that their work was graded unfairly, or if their academic rights have been infringed in any way, students have the right to pursue recourse, such as grievance or an appeal. Students have the right to be advised on their options and be represented when they pursue such recourse.
- I) All students shall have the right to free access of all University information, including the operating budget, with the exception of information that infringes on the privacy of any individual or group of individuals.
- J) All students shall have the right to a voice on all Administrative Advisory Committees and Academic Senate Committees.
- K) All students shall have the right to adequate study spaces on campus.
- L) All students shall have the right to have their input heard in the selection of establishments and businesses in our community.
- M) All students shall have the right to easily accessible services on campus.
- N) All students shall have the right to responsible allocation of student fees by Associated Students.
- O) All students shall have the right to have their input heard in the selection of non-student Regents.
- P) All AS student employees shall have the right to bargain for a higher wage at least once per year of employment.
- Q) Student Initiated Fees shall not be retroactively taxed by any campus or system wide entity.
- R) ASUCSB acknowledges that there are other rights not withstanding this Bill of Rights.

### **ARTICLE III – 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 IV - 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, 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 V - FEES**

### **SECTION 1. MONITORING OF STUDENT FEES**

Associated Students shall have the authority and responsibility to oversee the use of existing fees, as well as monitoring the proliferation of fees.

### **SECTION 2. 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 the Senate a vote of sixty percent (60%) shall be necessary for the adoption of the fee.

### **SECTION 3. 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 VI- LEGISLATIVE DEPARTMENT**

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

The Legislative Authority shall be vested in the Senate, 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 Senate shall be defined as the total number of the elected Representatives of the Associated Students. Each Senator shall be elected by a plurality of their respective constituencies.
- B) The Presiding Officer of the Senate may vote only to break a tie vote.
- C) A First Presiding Senator Pro-Tempore and Second Presiding Senator Pro-Tempore shall be nominated by the Internal Vice President and approved by a two-thirds (2/3) majority of the voting membership of the Senate 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 Senate shall be the First Presiding Senator Pro-Tempore followed by the Second Presiding Senator Pro-Tempore.

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

- A) Residential Senators
  - 1) The apportionment of elected Representatives shall be determined every two (2) years beginning with the enactment of this Constitution. (Even-numbered years)



- 2) The determination of Associated Students for purposes of apportionment shall be made by the Executive Director based upon the aforementioned two (2) year average total of registered undergraduate students as of the close of the previous fiscal year and any other relevant factors, and shall be ratified by a majority vote (50% + 1) of the Senate by the fourth (4th) regular meeting of Winter quarter.
  - 3) **On-Campus Senators** based on one (1) on-campus Senator for every one-thousand (1,000) undergraduate students residing in university residence halls, rounding off to the nearest one thousand (1,000).
  - 4) **Off-Campus Senators** based on one (1) off-campus representative for every one thousand (1,000) undergraduate students residing off-campus.
  - 6) **University Owned Housing Senators** 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).
- B) Collegiate Senators
- 1) The distribution of Collegiate Senators shall be based upon a fixed number of senators representing each of the university's colleges.
  - 2) A Senator need not study within the college he/she represents, but will be responsible for representing the academic interests of their constituents.
  - 3) Four (4) College of Letters and Sciences Senators shall represent the College of Letters and Sciences.
  - 4) One (1) College of Engineering Senator shall represent the College of Engineering.
  - 5) One (1) College of Creative Studies Senator shall represent the College of Creative Studies.

#### SECTION 4. DUTIES & POWERS

The Senate 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 Senate 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 Senate 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 Senate.
  - 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 (2/3) 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 (3/4) 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 (2/3) majority approval of the voting membership, unless otherwise provided herein.

#### SECTION 5. SESSIONS, MEETING, & QUORUM

- A) Sessions: Each session of the Senate shall commence with the last regular meeting of Spring quarter.
- B) Meetings: The Senate 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 Senate, by petition of at least one-sixth (1/6) of the voting membership of the Senate, 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 Senate.

### ARTICLE VII - 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 Senate 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 (2/3) majority approval of the voting membership of the Senate.
- 6) Appoint the membership of Judicial Council, subject to a two-thirds (2/3) majority approval of the voting membership of the Senate, from 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 Senate 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 Senate within two (2) days of its adoption.

B) The Internal Vice President Affairs shall:

- 1) Serve as the Presiding Officer of the Senate 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 Senate on all campus matters.
- 4) Be responsible for facilitating the monitoring of the proliferation of student fees throughout the university.
- 5) 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 Senate 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 as well as the United States Students' Association (USSA).
- 2) Serve as the representative of Associated Students in all state, federal and UC system wide matters.
- 3) Advise and inform the President and Senate 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 students' 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.
- 6) In the event that the offices of the President, the Vice President for Internal Affairs, External Vice President for Local Affairs and the External Vice President for Statewide Affairs should become vacant, serve as President until a new President or Vice President for Internal Affairs, External Vice President for Local Affairs or External Vice President for Statewide Affairs is duly elected.
- 7) Oversee the adherence to the Student Bill of Rights.

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, Student Advocate General, First Senator Pro-Tempore, Second Senator Pro-Tempore.
- 2) The Executive Offices shall be considered vacant until a duly elected officer is sworn into office.

## **ARTICLE VIII- 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 (2/3) majority of the voting membership of the Senate and may be removed by unanimous consent of Senate 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 Senate.

### 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 (2/3) 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 IX - 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 Senate. The Executive Director's term shall be indefinite, and shall be terminated by written notice of either the Executive Director or the Senate in accordance with current UCSB personnel policies and procedures. The Senate 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 Senate.
- 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 Senate.
- F) Be responsible for the appointment and termination of all Associated Students' employees. At the request of the Senate, 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 Associated Students President. The Executive Director shall report to Finance Board, the Associated Students President, and the Senate on all contracts from the prior year during the Associated Students Budget Process in Winter and Spring Quarters.

### 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 Senate to sign checks in the case of an emergency created by the prolonged absence of the Executive Director.

## ARTICLE X- 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 Senate of Spring quarter, approximately four (4) weeks following the completion of the General Election. The interim period between the election and installation of Senatorial 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 Senatorial 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 Senatorial 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 Senate 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 Senatorial 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 (2/3) approval by the full Senate. The quorum for this Ad Hoc Committee, including the chair, shall be no less than 1/5 of the membership of the full Senate. 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 XI - 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 Senator 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 Senate.
- B) All ballot measures must be approved by a two-thirds (2/3) majority of the voting membership of the Senate, or the Senate 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 Senate 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 Senate by their fifth (5<sup>th</sup>) 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 (5<sup>th</sup>) meeting, an election must be held by the fourth (4<sup>th</sup>) week of the following quarter, or during the "Spring General Election," whichever comes first.

- 2) Upon approval of a two-thirds (2/3) majority of the voting membership of the Senate, 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 (5<sup>th</sup>) meeting of the Senate 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 (5<sup>th</sup>) meeting of Fall Quarter an election must be held by the fourth (4<sup>th</sup>) week of Winter quarter. If an executive position should become vacant after the last Senate 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 Senate.

### 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 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, and presented to the Senate.
- B) Any legislation adopted by the Senate may be subjected to a referendum vote of the Associated Students upon presentation of a petition to the Senate 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 Senate shall repeal such legislation or submit it 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 Senate 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 Senate.
- B) Recall shall be effective immediately upon a two-thirds (2/3) majority vote of the appropriate constituency, with at least twenty percent (20%) of the constituency voting.

## ARTICLE XII - AMENDMENTS

### SECTION 1. METHODS OF PROPOSING AMENDMENTS

- A) Upon approval of a two-thirds (2/3) majority of the voting membership of the Senate.



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

# **ARTICLE XIII- 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 Senate. To enact a new By-Law, a Bill proposal must have at least a two-thirds (2/3) majority vote of an A.S. Senate quorum.
- B) Amendments to The By-Laws shall be proposed and automatically tabled one (1) school week prior to a vote by the Senate.

# 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 Senate. Any revision of an Associated Students Legal Code shall be presented one (1) week prior to consideration by the Senate 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 seventy nine dollars fifty three cents (\$179.53) (Fall, Winter and Spring), one hundred forty dollars and ninety-three cents (\$140.93) (summer) 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 and Ticket Office.
- E) Use of the Associated Students' Legal Resource Center, Associated Students' Bike Shop, Associated Students 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 Senate.
- G) All other gifts and privileges as may be prescribed by the Senate.

## SECTION 2. ASSOCIATE MEMBERSHIP

Upon payment of the Associated Students membership fee of one hundred seventy nine dollars fifty three cents (\$179.53) (Fall, Winter and Spring), one hundred forty dollars and ninety-three cents (\$140.93) (summer) 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 Senate.

## 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) Senators:

- 1) In order to be eligible to run for Senate 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 Senate 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 Senate 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 Senate Representatives must live among their constituents during Fall, Winter, and Spring quarters of their year of elective service. Any Senators appointed by an ad hoc Committee and approved by the Senate during Fall, Winter, or Spring quarters must live among their constituents.
- 5) In the event a Senate member chooses to study abroad, they may not be abroad for more than one (1) quarter and must provide a proxy for that quarter.
- 6) In the event that these requirements are challenged or not met, the Senators 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 their 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 (10) 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 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 Senate meetings, to the Senate 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 – A.S. RESPONSIBILITY TO STUDENTS

#### SECTION 1. EXECUTIVE RESPONSIBILITIES

- A) The A.S. President, A.S. Internal Vice President, A.S. External Vice President for Local Affairs, and AS External Vice President for Statewide Affairs shall make reconnecting with the students they serve a priority during the course of the entire year.
  - 1) All executives must hold a forum together during the middle of a school day where students are present once per quarter. This forum shall last no less than one (1) hour and shall be facilitated by a moderator who receives questions from the students in attendance. This forum shall be held in front of the UCen, rain or shine.

#### SECTION 2. LEGISLATIVE RESPONSIBILITIES

- A) Senate Members shall make reconnecting with the students they serve a priority during the course of the entire year.
  - 1) All Senators shall table three (3) hours per quarter at the Arbor or UCen by signing in at the A.S. Main Front Desk and checking out the Senate banner and sign.
  - 2) The Senate shall collectively table during the Committee on Committees Annual BCC Fair.
  - 3) Senators shall be responsible for receiving feedback from students and for raising awareness for the Association through a student feedback and suggestion process.

#### SECTION 3. JUDICIAL RESPONSIBILITIES

- A) Judicial Council Members shall make reconnecting with the students they serve a priority during the course of the entire year.
  - 1) All Judicial Council members shall table three (3) days per quarter in front of the Ucen during a school day.
  - 2) All Judicial Council members must have copies of recent decisions available to students, as these decisions are public record and help students better understand the role of Judicial Council.

#### SECTION 4. OTHER ASSOCIATION RESPONSIBILITIES

- A) Boards, Commissions, and Committees (BCC) shall make reconnecting with the students they serve a priority during the course of the entire year.
  - 1) All BCC chairs shall outreach to at least one (1) of the eight (8) undergraduate residence halls (Santa Rosa, Santa Cruz, Anacapa, San Nicolas, San Miguel, Manzanita, San Rafael, and Santa Catalina) during Fall and Spring quarter of every year.
  - 2) All BCC chairs shall work with the Resident Assistants in the Office of Residential Life to put on programs promoting the work that Associated Students does.

- 3) Multiple BCC chairs may work together on these presentations as long as it is considered reasonable by those hosting the outreach programs.

## **ARTICLE V - 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 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<sup>th</sup> will be transferred into the A. S. Suspense account and retained for the fiscal year two (2) years hence unless otherwise provided herein.
  - 1) Final approval of all trustee accounts must be completed by the eighth (8<sup>th</sup>) 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 Senate, the request, which shall approve the request as an action item.
  - 2) A written request must be submitted by the sixth (6<sup>th</sup>) 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 account monies not spent by June 30<sup>th</sup> will be transferred to their trustee accounts.
    - a) EOP
    - b) KCSB
    - c) Program Board
    - d) Communications Personnel
    - e) Recycling
    - f) IV Improvements
    - g) IV Tenants Union
    - h) Coastal Fund
    - i) 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 the Senate prior to expenditure, encumbrance or request for payment. All other requests are considered retroactive and are not allowed by policy.
  - 2) Senate 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 Senate. 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, Senate, 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 sixty (60) days or more on a payment, Associated Students reserves the right to demand repayment of the loan in full within thirty (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 VIII, Section 3 of the ASUCSB Constitution.
- J) Upon initial approval by Finance Board and final approval of minutes by the Senate, loans guaranteed by a promissory note may be granted to registered campus organizations from unallocated funds of the A.S. membership fee.
  - 1) Terms and Conditions
    - a) If the organization is late thirty (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 V, Section 5 of the Associated Students By-Laws.

## SECTION 2. A.S. BUDGET PRIORITIES

- A) The A.S. President, Executive Director, and the Chair of Finance Board shall prepare discretionary goals and priorities for the next two fiscal years and present them to Finance Board and the Senate on or before the 15<sup>th</sup> of February.
- B) Priority for funding shall be determined by the following criteria:
  - 1) Mandatory spending as established by Lock-ins consisting of:
    - a) Forty two dollars and nine cents (\$42.09) 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) Ten dollars and seven cents (\$10.07) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters, and six dollars and thirty nine cents (\$6.39)

per ASUCSB membership for Summer quarter will be collected and allocated to the campus media. These funds will be allocated as follows:

- aa) Three dollars and ten cents (\$3.10) for the Fall, Winter and Spring quarters, and eighty-nine cents (\$.89) Summer for the *Daily Nexus*
  - bb) Two dollars and fifty-two cents (\$2.52) Fall, Winter and Spring for KCSB-FM/KJUC-FM Cable and two dollars (\$2.00) Summer.
  - cc) Four dollars and forty-five cents (\$4.45) Fall, Winter, Spring and three dollars and fifty cents (\$3.50) Summer for the A.S. Communications Personnel.
- c) Ten dollars and forty-five cents (\$10.45) 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 fifty-five cents (\$2.55) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters and two dollars and twenty-three cents (\$2.23) per ASUCSB membership for the Summer quarter will be collected for the UC Student Association.
  - e) Five dollars and seventy-five cents (\$5.75) 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 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 three cents (\$0.53) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters, and forty-two cents (\$0.42) 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) Five dollars and fifteen cents (\$5.15) 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 and ninety cents (\$21.90) 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 sixty-seven cents (\$3.67) 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 and twenty-five cents (\$5.25) 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 thirty-six cents (\$2.36) 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 the Community Affairs Board.



- m) One dollar and fifty-seven cents (\$1.57) 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 fifty cents (\$3.50) 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-seven cents (\$1.57) 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 sixty cents (\$2.60) 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. Isla Vista Community Relations Committee and other advisors.
- q) Two dollars and ten cents (\$2.10) 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-two cents (\$0.52) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters, and forty-two cents (\$0.42) per ASUCSB membership for the Summer quarter will be collected for A.S. Student Childcare Grants to be administered by the Community Affairs Board.
- s) Fifty-two cents (\$0.52) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters and forty-two cents (\$0.42) per ASUCSB membership for the Summer quarter will be collected to support the Environmental Affairs Board (EAB).
- t) One dollar and eighty-three cents (\$1.83) 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-two cents (\$0.42) per ASUCSB Membership per quarter for the Fall, Winter and Spring and Summer quarters will be collected to support Associated Students Womyn's Commission.
- v) Forty-two cents (\$0.42) 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 sixty-five cents (\$1.65) 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 and twenty cents (\$2.20) per ASUCSB Membership per quarter for the Fall, Winter, Spring and Summer will be collected to support Arts and Lectures.
  - z) Twelve dollars and ten cents (\$12.10) per ASUCSB Membership per quarter for the Fall, Winter, Spring and Summer will be collected to support Recreational Sports.
  - aa) Three dollars and thirty cents (\$3.30) per ASUCSB Membership per quarter for the Fall, Winter, Spring and Summer will be collected to support the Events Center.
  - bb) Six dollars and sixty cents (\$6.60) per ASUCSB Membership per quarter for the Fall, Winter, Spring and Summer will be collected to support CLAS.
  - cc) Two dollars and seventy-five cents (\$2.75) 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 excluding Summer through campus-wide elections passed in 1999-2000).
  - dd) Six dollars and sixty cents (\$6.60) per ASUCSB Membership per quarter for the Fall, Winter, Spring and Summer will be collected to support the University Center.
  - ee) One dollar and forty four cents (\$1.44), (plus a \$.04 internal recharge for a total of \$1.48) Isla Vista Arts (IV Arts) will help support a variety of free and low cost events including films, theatrical performances, and other arts programs for students and members of the Isla Vista community. The fee will be used to advertise events, art showings, or performances relevant to students in the Isla Vista community. IV Arts will advertise its own events on its website, and will also advertise events to take place in Isla Vista, run by other university or community groups or organizations on the website, at no cost to the group or organization. The fee will be used for but not limited to the program costs of WORD: Isla Vista Arts & Culture Magazine, IV Live, Magic Lantern Theater, Shakespeare in the Park and Nuestra Voz. It will also be used to maintain staff positions.
  - ff) Two dollars and twelve cents (\$2.12) per ASUCSB Membership per quarter for the Fall, Winter, Spring and Summer will be collected for the AS UCSB Community Financial Fund program to assist students by providing more access to grants and low interest student loans year-round. It will help supplement the current Associated Students emergency loans, currently funded out of the Associated Students membership fee. Once the new Community Financial Fund Fee is collected, all interest generated by the Fund itself shall be directed back into the program. Besides providing an expansion on the current Associated Students emergency loan, this Fund shall establish a credit builder program, regular financial literacy workshops, and personalized money management counseling through the creation of a professional and licensed staff position. The fund will also provide financial guidance for students looking to invest in green, sustainable enterprises, and other financial services.
  - gg) Ten dollars and eight cents (\$10.08) per student per quarter for the Fall, Winter, Spring and Summer will be collected for the Finance Board/Student Organization Program Funding Lock-In.
- 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 Senate 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 Senate. 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 and 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 (\$250) operating budget must submit a request no later than the fifth (5<sup>th</sup>) week of Spring quarter.
- 2) Any group that can demonstrate that the operating expenses of the organization exceed two hundred and fifty dollars (\$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 V Section 2(B)(2) and Article V Section 3 requires a 3/4 affirmative vote.
  - 1) Point of Order: It shall not be in order for any clauses of Article V Section 2(B)(2) and Article V 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, Commissions, and Committees regardless of non-A.S. status.
- C) Creation:
  - 1) A three-fourths (3/4) affirmative vote is required to create a By-Law Internal Lock-In.
- D) Modification and/or Removal:
  - 1) A three-fourths (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 dollars (\$45,000.00) of the total A.S. unallocated fund shall be allocated to Student Initiated Outreach programs.
- F) Two point seventeen 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 dollars (\$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.

J) Conference Travel

- 1) Students that commit to go to an A.S. funded conference are responsible to share what they learned to the student body.
- 2) Students who do not fulfill their funded travel commitment without good reason shall bear full financial responsibility for the amount allocated by A.S.
- 3) A Student who had previously committed but fails to attend may appeal their fine to Judicial Council and inform the Chair of the specific conference of their appeal.
- 4) It is the responsibility of the respective chair of the conference to make the delegation aware of this policy.

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, and 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 Senate and Finance Board no later than the 15<sup>th</sup> of February. This report shall include the projections for the next year's budget. These projections should include the projected enrollment for the next year, the size of the budget, the percentage and dollar amounts that must be allocated to lock-in funded groups, and the 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 their designee shall attend all budget hearings.
  - 2) The Finance Board Chair and/or their 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 Senate members shall attend a minimum of forty percent (40%) of the budget hearings, unless excused by the A.S. Internal Vice President.
    - a) Senate members may make line item amendments to the year's budget agenda by fifty percent plus one (50% + 1).
- 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 two hundred and fifty dollars (\$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 (1) 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 (2nd) 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 the Senate the third (3<sup>rd</sup>) week of Spring quarter.
  - 4) The A.S. President will forward his or her final budget to the Senate the fourth (4<sup>th</sup>) week of Spring quarter.
  - 5) The Senate shall turn to the consideration of, and take some action on, the budget by the fifth (5<sup>th</sup>) week of Spring quarter.
  - 6) If Senate does not approve the budget by the sixth (6<sup>th</sup>) week of Spring quarter, then it will be assumed that the A.S. President's budget will be the approved budget for the fiscal year starting July 1<sup>st</sup>.
- K) The present Senate shall have the responsibility of final approval of the budget for the fiscal year starting July 1<sup>st</sup> of that year by a majority vote.

#### SECTION 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. Elections 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 the Senate 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 ten (10) days notice, that the entire amount of the fee collected is being used as stated in the ballot measure and defined in Article V 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 the Senate 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 (3/5) of the Members of the Senate 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 percent (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 the Senate.
  - 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 the Senate.
- 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 (3) 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 \$1,500.
- G) Boycott of R&P Printing:
  - 1) No Associated Students funds shall in any way be used to purchase, order, or promote products that are from R&P Printing.
  - 2) This boycott shall remain effective until such time as the Senate 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 a boycott they retain the right to appeal to the Senate. The Council must approve the appeal by a two-thirds (2/3) majority vote in order for the aforementioned 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 Senate and directed and managed by appointees of the Senate.
- 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 six hundred dollars (\$600.00) 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) The total amount of loans given out shall not exceed five hundred thousand dollars (\$500,000) per academic year (including Summer Sessions).
  - 3) 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 with 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. Senate.

- 4) 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.
- 5) The UCSB Community Financial Fund lock-in shall expand AS membership services by providing more access to grants and low interest student loans year-round. It will help supplement the current Associated Students emergency loans, currently funded out of the Associated Students membership fee. This fund shall establish a credit builder program, regular financial literacy workshops, and personalized money management counseling through the creation of a professional and licensed staff position. The fund will also provide financial guidance for students looking to invest in green, sustainable enterprises, and other financial services.

#### 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 (2) 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 five hundred dollar (\$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; \$6663.00 per academic year (9 months) or \$2221.00 per quarter for 2012-13. 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 \$6663.00 for the nine-month period or \$2221.00 for any given quarter (based on estimated figures from Financial Aid Office for the

year 2012-13 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 (\$1428.00 per year or \$476.00 per quarter for 2012-13) 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 by 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 by 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 by 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 the 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 MCC's GLO60) and an annual report by 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 by September 1<sup>st</sup> 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 & Lectures:

- 1) Appropriation and Use of Funds:
  - a) The amount received from the lock-in shall be allocated annually in order to provide discounted ticket prices to Arts and Lectures events for students. This fee will help subsidize affordable student ticket prices.
  - b) The Director of Arts & 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 & 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 by September 1<sup>st</sup> 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 Recreational Sports to the proper account.
- 2) The Director of the Recreation Department shall submit a monthly report (a copy of the GLO 60) and annual report by September 1<sup>st</sup> 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 Center 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 by September 1<sup>st</sup> 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 in maintaining 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, and 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 by September 1<sup>st</sup> to the Associated Students Executive Director at the end of the fiscal year summarizing the expenditure of funds of the prior fiscal year.

L) 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 by September 1<sup>st</sup> to the Associated Students Executive Director at the end of the fiscal year summarizing the expenditure of funds of the prior fiscal year.

M) Isla Vista Arts:

- 1) Isla Vista Arts (IV Arts) will help support a variety of free and low cost events including films, theatrical performances, and other arts programs for students and members of the Isla Vista community. The fee will be used to advertise events, art showings, or performances relevant to students in the Isla Vista community. IV Arts will advertise its own events on its website, and will also advertise events to take place in Isla Vista, run by other university or community groups or organizations on the website, at no cost to the group or organization. The fee will be used for but not limited to the program costs of WORD: Isla Vista Arts & Culture Magazine, IV Live, Magic Lantern Theater, Shakespeare in the Park and Nuestra Voz. It will also be used to maintain staff positions.
- 2) Associated Students will administer these funds.

## 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 ensures 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 Senate, 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 their delegate must report to the Senate at least quarterly, and must include in their 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 ninety percent (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 A.S. Executive Director.
- 5) All investments and deposits must be socially responsible. The Senate shall ensure that investments and deposits are socially responsible by approving all investments and deposits with a two-thirds (2/3) vote.
- 6) Reserves may be placed into other socially responsible investment projects with a two-thirds (2/3) vote of the Investments Advisory Committee and the Senate.



- 7) Capital Reserves will be seventeen percent (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 V, 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 A.S. Executive Director, the Associated Students Investments Advisory Committee is allowed up to ten percent (10%) of the Reserves amount to invest in short term investments during that fiscal year.
- 9) When Capital Reserves doubles the minimum amount necessary as defined in paragraph 7, the following policy shall go into effect regarding the distribution of funds:
  - a) Take the total amount of Capital Reserves as of December 31<sup>st</sup> of the current year, minus the dividends and interest.
  - b) Double the minimum required in Capital Reserves after adjustment in paragraph 7 above.
  - c) Subtract the difference in (a) from (b) arriving at the grand total.
  - d) Twenty-five percent (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 Senate. The recommendation of the Investments Advisory Committee should be sought before any Reserve withdrawals are voted on by the Senate.

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 (2) 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 (3) year average (based on current year plus last two (2) 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 (2) 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 seventeen percent (17%) rule as of June 30<sup>th</sup> of the prior fiscal year, the amount needed will be retained for the fiscal year two (2) years hence budget under the Capital Reserves budget line item not to exceed ten percent (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 in the operating fund in the budget for the fiscal year two (2) 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 \$5,000.00.
  - b) Start up costs for programs, and new business services under \$5,000.00.
  - c) One-time expenses to improve an existing program or service under \$5,000.00.
  - d) Facility renovation or improvements under \$5,000.00
- 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 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 (2) 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 (2/3) vote of Program Board, and the Senate.
- 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 (2/3) vote of Program Board.
  - b) Expenditures of fifteen thousand dollars (\$15,000) or more requires a two-thirds (2/3) vote of Program Board and the Senate.
- 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 30<sup>th</sup> (end of fiscal year) shall be spent in the following fiscal year or shall be transferred to the Program Board Operating Account.

G) KCSB Capital Reserves Policy:

- 1) The KCSB Capital Reserves are funded by those monies which are remaining in the KCSB Operating Account at the end of each fiscal year and which protect the operating solvency of KCSB.
  - a) If KCSB as a whole shows a positive balance in the KCSB Operating Account, then that amount will be automatically carried forward to the KCSB Capital Reserves Account.
- 2) The funds may be spent on the following:
  - a) To replace and purchase equipment
  - b) To promote "in house" events
  - c) To cover KCSB deficits
  - d) To cover one time unexpected/unbudgeted needs
  - e) To cover facility/minor office renovations
- 3) KCSB Capital Reserves monies shall never Fall below a base of fifty thousand dollars (\$50,000) without a two-thirds (2/3) vote of the KCSB Executive Committee and the Senate.
- 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 the KCSB Executive Committee.
  - b) Expenditures of over fifteen thousand dollars (\$15,000) require a two-thirds (2/3) vote of KCSB Executive Committee and the Senate.
- 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 30<sup>th</sup> (end of fiscal year) shall be spent in the following fiscal year or shall be transferred to the Communications Personnel Account.

## **ARTICLE VI - LEGISLATIVE DEPARTMENT**

### **SECTION 1. SENATE MEETING PROCEDURES**

- A) All regular and special meetings of the Senate shall be conducted according to Robert's Rules of Order as interpreted by the A.S. Internal Vice President and the A.S. Parliamentarian, subject to a majority vote of the Senate or procedural issues at the objection of two voting members.
  - 1) Measure Voting Procedures:
    - a) There shall be three (3) 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 Senate (Executive Sessions) shall be held only upon a two-thirds (2/3) vote of present voting members. Proxies may be requested to leave by the Presiding Officer of the Senate. The Council may invite non-Council members to be present during these closed meetings by a two-thirds (2/3) majority vote of the Senate.
- C) Upon the acceptance of minutes, Senate may not open discussion of Finance Board's minutes without a majority vote by the Council. Senate can only alter Finance Board's allocations with a two-thirds (2/3) 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 Senate is required prior to the acceptance of the agenda. Senate can only allocate funds to groups with a two-thirds (2/3) majority vote.
- E) The Senate shall not pass any bill in ex post facto.

## SECTION 2. SENATE PHONE & EMAIL 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 Senate 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 Senate members are notified via email twenty-four (24) hours prior to the vote.
- 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 Senate 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 Internal Vice President.
- 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 Senators and Executive Officers. The email shall include the issue(s) to be voted on and all pro and con statements. Before the phone vote, the Internal Vice President shall check their email for any votes that may have been cast by Senate Members through email and incorporate those votes into the official tally. At reasonably varying times, the A.S. Secretary and the Internal Vice President shall call each voting member of the Senate to present the pro and con statements and record the votes cast. The same requirements for passage of measures in "live" session will apply for phone voting. Dialogue influencing a Senate member's vote shall be prohibited, except for the solicitation of pro and con statements.

## SECTION 3. SENATE "RUSH" PHONE VOTE PROCEDURES

- A) Members of A.S. Boards, Committees and Commissions 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 Senate meeting agendas.
- B) An elected member of the Senate 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 Senate 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 Senate. 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 Senate. 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 Senate meeting.

#### SECTION 4. SENATE MEMBERS' JOB DESCRIPTION

Senate Members shall:

- A) Agree to the condition that Associated Students' responsibilities take precedence over any other extracurricular activity.
- B) Attend all regularly scheduled Senate 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) of these office hours every week in any of the following locations:
    - a. Associated Students Main Office
    - b. Arbor
    - c. Campbell Hall area
    - d. Chem Lawn
    - e. SRB Lawn
    - f. UCen
  - 2) Off-Campus Senators are required to hold one (1) office hour in the A.S. Isla Vista Annex every week.
  - 3) On-Campus Senators are required to hold one (1) office hour in the San Nicolas, Santa Catalina, or De Anza RHA office every week.

- 4) The University Owned Housing Senators are required to hold one (1) office hour in Santa Ynez Jameson Center, or any suitable university-owned housing location with heavy pedestrian traffic every week.
  - 5) Collegiate Senators are required to hold one (1) office hour in any of the aforementioned places every week.
  - 6) Any Senator may sign in at the AS Front Desk and check out the Senate sign and banner and serve one of their AS Main Office or AS Isla Vista Annex office hours outside by tabling in front of the building should they choose.
- D) Serve on at least three (3) active Committees which shall include: Associated Students Boards, Committees, or Commissions, the Residence Halls Association, the Single Student Apartment Community Council, relevant student councils, and at least one (1) Academic Senate or Administrative Advisory Committee.
- 1) Each Senator has the responsibility within the first two (2) 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 Senate representative may acquire.
  - 2) A Senator 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 Senator conflict with Article VI, Section 4, G 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.
  - 3) Any excused absence from board, Committees and commissions must be approved by the head of that board, Committee, or commission, as well as the Internal Vice President of Associated Students.
  - 4) 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.
  - 5) All Senate members that sit on an Academic Senate Committee shall request the minutes at the end of one week.
  - 6) All students that sit on an Administrative Advisory Committee shall submit a report to the Administrative Advisory Liaison after every Committee meetings at the end of one week.
- E) Serve as an active member of Senate Ad Hoc Committees as needed.
- F) Attend the Safe Zone/Queer 101 Training by the sixth (6<sup>th</sup>) week of Fall Quarter.
- G) Residential Senators shall attend meetings specific to their position.
- 1) Off-Campus Senators:
    - 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) Isla Vista General Cooperative Board, Inter- Greek Council Meetings

- cc) County Board of Supervisors, Goleta City Council, Santa Barbara City Council, Isla Vista Recreation and Parks District
- dd) All other community meetings approved by the Internal Vice President.
- b) Senate members who are the Senate Representative to IVCRC or IVTU may not count attending that meeting as a community meeting.
- c) Shall sit on two (2) A.S. Boards, Committees, or Commissions.
- 2) On-Campus Senators:
  - a) Shall attend all Residence Halls Association (RHA) Coordinating Board meetings.
  - b) Shall serve on one (1) internal RHA Committee.
  - c) Shall sit on one (1) A.S. Board, Committee, or Commission.
  - d) 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 Senators:
  - a) Shall attend all Single Student Apartment Community Council (SSACC) meetings.
  - b) Shall sit on one (1) A.S. Board, Committee, or Commission.
- H) Collegiate Senators shall attend meetings relevant to the colleges they represent.
  - 1) Letters and Sciences (L&S) Senators:
    - a) Shall each have their own division of the college to represent, and shall meet with the Dean of their division at least twice per quarter.
      - aa) Humanities and Fine Arts
      - bb) Social Sciences
      - cc) Science
      - dd) Undergraduate Education
    - b) Shall sit on one of the following Academic Senate Committees:
      - aa) L&S Faculty Executive Committee
      - bb) Education Faculty Executive Committee
      - cc) Faculty Legislature
      - dd) Undergraduate Council
    - c) Shall attend at least one meeting of the A.S. Academic Affairs Board per month.
    - d) Shall sit on two (2) A.S. Boards, Committees, or Commissions.
  - 2) The College of Creative Studies (CCS) Senator:
    - a) Shall sit on the CCS Faculty Executive Committee
    - b) Shall attend all meetings of the CCS Student Council
    - c) Shall attend all meetings of the Academic Affairs Board
  - 3) The College of Engineering (CoE) Senator:

- a) Shall sit on the CoE Faculty Executive Committee
  - b) Shall attend all meetings of the Engineering Student Council
  - c) Shall attend all meetings of the Academic Affairs Board.
- I) Undertake four (4) or five (5) Group Projects as an entire Council during their term of office.
  - 1) Each Senate member shall participate in at least one (1) group project.
  - 2) This project is intended to be long-term in nature and should either leave a lasting impression and/or be of great importance to the Associated Students.
  - 3) Weekly reports shall be made to Senate on the group project's progress.
  - 4) All group project resolutions must be passed by the Senate. The resolution shall include a list of who is working on the project and their specific duties, the goals of the project, the actions that will be taken to complete the project, and what has already been done to accomplish the project.
  - 5) Members of each group shall be responsible for all phases of their specific group project and must meet frequently throughout the quarter.
  - 6) At the end of each quarter, each group shall be responsible for evaluating the progress of their project and the groups' overall performance through an evaluation created by the Internal Vice President and the First Pro-Tempore.
  - 7) By the end of the term, each group project shall be responsible for a write-up of a draft. Included in this draft shall be a description of what has been accomplished and the steps taken to complete the project. If a group project is not completed, the draft shall include the people to contact and the proposed action to take to accomplish the project in full. This draft shall be presented to the newly elected Senate and be put on file permanently.
- J) Shall attend at least one (1) meeting and three (3) events per quarter of any Office of Student Life Registered Campus Organization with which they do not associate.
- K) Submit, on a quarterly basis, an Honoraria Form to the Committee on Honoraria.
- L) Be active in the budget process as outlined in Article V, Section 4 of the Associated Students By-Laws.
- M) 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.
- N) Shall remember that they are elected to the ASUCSB Senate for the sole purpose of serving students and shall during Senate meetings, show the highest degree of respect, regard, and decency to their fellow students.
- O) Be highly encouraged to participate in a community service event at least once a quarter.
- P) Shall serve as Student-Sponsored Bill Liaisons.
  - 1) Senate members shall provide adequate visual and literary information to students in order to promote student participation in this program.
  - 2) Senate 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 (1) 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.
- Q) Attend the mandatory A.S. Leadership Development Conference.
- 1) The Associated Students Leadership Development Conference is mandatory. It will take place the Monday following graduation. Any absence will result in the deduction of honoraria determined by Honoraria Committee.
  - 2) A.S. Leadership Development Conference shall include the following but is not limited to:
    - a) Associated Students Appointments
    - b) Budget Hearings/Process
    - c) Diversity Training
    - d) Elections Ballot
    - e) Sexual Harassment Training
- R) Serve as temporary mentors of the same position for incoming Senators, and shall sign off on at least one (1) 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, philosophies of being a Senator, etc.).
- S) Outgoing members shall be required to type up an easy to read, transition 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 Senator in the future.
- T) All Senators shall hold two forums per quarter. The first being within the first three (3) weeks and the second being within the last three (3) weeks.
- 1) On-Campus Senators shall collectively hold their forums in the Residence Halls.
  - 2) Off-Campus Senators shall collectively hold their forums in Isla Vista.
  - 3) The University-Owned Housing Senators shall hold their forums in the University Owned Apartments.
  - 4) Letters and Science Collegiate Senators shall hold their forums and invite all L&S students.
  - 5) Engineering Collegiate Senators shall hold their forums and invite all College of Engineering students.
  - 6) CCS Collegiate Senators shall hold their forums and invite all CCS students.
- U) All representatives shall be required to attend at least one (1) Conference sponsored by any Office of Student Life (OSL) Member Organization, University of California Student Association Conference, United States Student Association Conference, or a University of California regents meeting per term in office.
- 1) The quarter in which the conference or University of California Regents meeting is attended shall exempt said representative from two (2) office hours or from attending two (2) OSL events that quarter.

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

- A) The voting and non-voting members of the Senate 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 Senator must submit a written Senator Report to be read by the Internal Vice President during the Senate meeting or have adequately informed their proxy of an update to give during the allotted time for Senator'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 their removal from Senate with two-thirds (2/3) vote of the approval by the Senate.
- C) Senate members may only have three (3) excused absences from Legis Senate meetings per quarter. The only exceptions are for reoccurring academic circumstances as described below. 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 VI, Section 5.
- D) A Senator may only be considered for a reoccurring academic circumstance for one (1) quarter. If this academic circumstance exceeds one (1) quarter, the individual will be subject to removal. A quarter shall be defined as one (1) academic quarter at the University of California, Santa Barbara. A Senator must provide a proxy for the duration of their absence in order for the absence to be excused. All procedures for proxies and excused absences must be followed.
  - 1) In the event a Senator chooses to study abroad, one (1) quarter and one (1) quarter only shall be considered a reoccurring academic circumstance.
  - 2) In the event a Senator has a class conflict during a Senate meeting, one (1) quarter and only one (1) quarter shall be considered a reoccurring academic circumstance. The Senator must show proof by turning in a class schedule to the Internal Vice President by the second meeting of the requested quarter. A Senator must also provide a proxy for the duration of their absence in order for the absence to be excused. All procedures for proxies and excused absences must be followed.
- E) Of the three (3) permitted excused absences, only one (1) will be accepted without a proxy. When a Senator must send a proxy, the Senator 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 Senator will take responsibility for the proxy's vote on any item. Neither another Senator nor the Recording Secretary may proxy for a Senator, 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.
- F) All excuses for absences and tardies are subject to the approval of the Senate. All absences, proxies and tardies are subject to the approval of the Senate. As per the A. S. Constitution however, only elected Senators counts towards quorum.
- G) An absence from a Senate Meeting is defined as missing more than one (1) hour of a meeting.
- H) Senate members may only have three (3) excused tardies from Senate meetings per quarter. An excused tardy will be granted if the Senator informs the Internal Vice President of their foreseen tardy prior to roll call. Tardy Senators may ask another present Senator to inform the Internal Vice President for them or directly inform the Internal Vice President themselves. Acceptance of excused tardies Falls under the discretion of the Internal Vice President.

- 1) A tardy from a Legislative Council Meeting is defined as missing more than a combine time of thirty (30) minutes but less than one (1) hour at any time during the course of the meeting. This also includes any amount of time a Senator leaves the room after being marked present in roll call. Representatives are allowed three (3) excused tardies per quarter.
- I) A Senator who acquires two (2) unexcused absences or three (3) unexcused tardies in an academic quarter shall be subject to removal by the Senate, pending review by the Senate of mitigating circumstances, which may take place in a closed session if requested by the Senator up for removal and passed with a majority vote, fifty percent plus one (50% + 1) of the Senate.
- 1) A majority vote, fifty percent plus one (50% + 1) will be required by the current membership of the Senate in order to remove the respective Senator from office.
  - 2) If a Senator comes before the Senate and the Senate chooses not to remove the Senator by a two thirds (2/3) vote, then the Senator will be given one (1) additional unexcused absence or one (1) unexcused tardy. If that one (1) unexcused absence or one (1) unexcused tardy is then acquired by the Senator, that Senator will immediately be placed under the Action Items of the Senate's Agenda for removal.
  - 3) An unexcused absence shall include:
    - a) One (1) unexcused absence from a Senate meeting
    - b) Three (3) unexcused absences from a board, Committee, or commission.
    - c) Three (3) unexcused tardies from a Senate meeting.
    - d) Any excused absence or tardy from a Senate meeting after three (3) excused absences or three (3) excused tardies.
- J) The Internal Vice President may recommend a Senator's removal under the Action Items portion of the agenda within two weeks proceeding the Senator's completion of an entire academic quarter.
- 1) The Internal Vice President shall only consider a Senator for removal if the Senator has failed to complete at least 50% of the duties listed in Article VI, Section 4 of the A.S. By-Laws.
  - 2) Removal procedures shall be conducted in the following manner:
    - a) A majority vote, fifty percent plus one (50% + 1) will be required of the current membership of the Senate in order to remove the respective Senators from office.
      - aa) Once a member has been removed by the Senate, the decision shall be immediately appealed to the Judicial Council, who shall review the minutes of the Senate meeting and have the power to reverse the removal so long as there is sufficient reason to believe that the Senator at issue has in fact completed their duties as specified by the A.S. Legal Code.
      - bb) Any reversal of the decision must be announced by 4:00pm the Tuesday proceeding the Senate's initial decision to remove the member.
      - cc) If the decision is reversed, then the Senator shall be reinstated as a member of the A.S. Senate.
    - b) If a Senator comes before the Senate and the Senate chooses not to remove the Senator by a two thirds (2/3) vote, then the Senator will be given one (1) additional quarter to improve their performance as an elected Senator of ASUCSB. After the additional quarter is over, if the Senator has yet to improve their performance as a member of the A.S. Senate, then it will be at 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 SENATE PRESIDENT PRO-TEMPORES

A) The Duties of the First Senate President 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 Senate Ad Hoc Committees concerning internal affairs.
- 3) Shall follow up on all Action Items passed by the A.S. Senate and insure that business is properly completed.
- 4) Shall assist the Internal Vice President in reviewing the honoraria requests of Senate, Board, 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 Senate to help facilitate the completion of all duties delineated in Article VI, Section 4 of the A.S. Bylaws.
- 6) In the event that the office of the Internal Vice President becomes vacant; the first Pro-Tempore shall serve as Vice President of Internal Affairs until a new Internal Vice President is duly elected.
- 7) In the event that the First Pro-Tempore cannot attend or has a proxy for a scheduled Associated Student's Senate meeting, the Second Pro-Tempore shall assume their responsibilities.
- 8) Shall be responsible for attending all meetings of the Office of the Internal Vice President.
- 9) Shall assist the Internal Vice President in helping Senate members on their group projects, as seen fit by the Internal Vice President.

B) The Duties of the Second Senate President Pro-Tempore are as follows:

- 1) The Second Pro-Tempore shall assume all the responsibilities of the First 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 Pro-Tempore with their Pro-Tempore Responsibilities if he/she should request it.
- 4) Shall aid the Internal Vice President in reviewing the honoraria requests of Senate, Board, Committee, and Commission members.
- 5) Be responsible for formulating the budget package of the Senate and presenting it at the Finance Board budget allocation hearings.
- 6) Shall make an annual report at the first regular Senate 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 Pro-Tempore and Second Pro-Tempore cannot attend or has a proxy for an Associated Student's Senate meeting, the position and its responsibilities shall be temporarily filled by an elected member of the Senate chosen by the chair, with two thirds (2/3) approval of Senate.
- 8) Shall be responsible for attending all meetings of the Office of the Internal Vice President.

- 9) Shall assist the Internal Vice President in helping Senate members on their group projects, as seen fit by the IVP.

#### SECTION 7. REPLACEMENT PROCEDURES

- A) After the removal or resignation of a Senator, 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) After an official resignation or removal has taken place, 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. 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 their 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. 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 Senate Ad Hoc Committee formed to interview possible replacements has five (5) weeks, after the official resignation or removal of the Senator, to submit its recommendation for approval by the full Senate.
- D) In case of a tie between the official runners-up, a Senate 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 (2/3) approval by the Senate. The quorum for this Ad Hoc Committee, including the chair shall be no less than one fifth (1/5) of the membership of the full Senate. 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 allow the new member to join the Senate:  

I, Your Name, hereby affirm that I will fulfill the duties of a(n) position Representative for the academic year Senate 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.

#### SECTION 8. A.S. INFORMATION AGENCY (ASIA)

- A) Charge of the Agency:

This Agency will gather and assimilate information that is needed for the Senate. ASIA's main function will be to provide analyses and recommendations for the Senate members, in order to better facilitate the effectiveness of the Senate. ASIA consists of four (4) subdivisions:

- 1) Communications
- 2) Records
- 3) Campus Issues
- 4) Research and Planning

Since ASIA is to work exclusively for the Senate, this Agency's main focus shall be dictated by the Senate members alone; consequently, any other requests for information or action from any other association, Committee or group other than the Senate and the membership of ASIA need not be considered under the purview of this Agency.

- B) Membership:

- 1) Voting Membership:
  - a) Chair (Senate Second Pro-Tempore)
  - b) Two (2) IVP Project Coordinators
  - c) Two (2) Senators
  - d) Up to ten (10) Senate Fellows

- 2) Non-Voting Membership:
  - a) A.S. President
  - b) A.S. Internal Vice President
  - c) A.S. Executive Director
  - d) A.S. Controller
  - e) Committee on Committees Chair
  - f) Senate First Pro-Tempore
  - g) A.S. Attorney General

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

- 1) The IVP Project Coordinators shall be nominated by the A.S. Internal Vice President and be approved by a majority (50%+1) vote of the Senate. The Internal Project Coordinator shall be the Director of the Research and Planning Subdivision. The Campus Issues Project Coordinator shall be the Director of the Campus Issues Subdivision.
- 2) The Senators will be a Director of a Subdivision (Communications or Records) and shall be nominated by the Internal Vice President and approved by the Senate by a 50%+1 vote. The subdivision designations shall be determined internally by the Chair and Internal Vice President.
- 3) The Committee on Committees shall commence outreach for Senate Fellows at the start of Fall Quarter. The Senate Fellows shall be recommended to the Chair by the Committee on Committees, nominated by the A.S. Internal Vice President, recommended to the A.S. President, and approved by the Senate.
- 4) The term of office for all voting members shall be concurrent with that of the Senate.

D) Duties and Powers of the Subdivisions:

- 1) The Communications Subdivision is assigned the task of maintaining correspondence with other colleges and universities, answering their letters of inquiry and sending out inquiries on various aspects of their student governments. At the transition meeting for the new Senate the Communications Director shall present to the new Internal Vice President a compilation of all contact information for other student governments and the contact information for the newly elected Executives and Legislative branches of each other University of California Associated Students.
- 2) The Records Subdivision is assigned to index important policies and group project resolutions appearing in the minutes of previous Senates. The same task is to be done with regard to articles in the Daily Nexus & The Bottom Line concerning student government. The Records Subdivision shall also work in tandem with Communications to preserve the data of their contact with other student governments. Records shall also keep on file Academic Senate and Administrative Advisory Committee reports. Additionally, the Director of this Subdivision shall take minutes at all meetings of the ASIA and work directly with the Subdivision directors in order to maintain accurate records of the Committee's actions to date. At the transition meeting for the new Senate the Records Director shall present to the new Internal Vice President all documents they compiled during the academic year as well as all past documents. This compilation shall be passed down to the new Records Director.
- 3) The Campus Issues Subdivision concerns itself with student opinions regarding life at UCSB and in Isla Vista. Recommendations are made by this subdivision as to how the student government can better represent its constituency, based upon data collected by

quarterly campus wide surveys as well as other surveys.

- 4) The Research and Planning Subdivision is charged with finding more effective programs for ASUCSB. Studying possible revisions of the present student body government in order to provide more effectiveness, and planning projects related to the internal functioning of A.S., are the main duties of the Research Division.

E) Duties and Powers of the Chair:

- 1) Chairs weekly meetings of ASIA.
- 2) Initiate and supervise the interview and application process of the Senate Fellows in conjunction with the A.S. Committee on Committees.
- 3) Responsible for working with the Records Director to compile the year-end ASIA transition report.
- 4) Responsible for working with the Communications Director to compile the year-end ASIA contact information.
- 5) Advise the Senate and Internal-Vice President on how to better the structure of A.S. and project ideas based data from the Communications Subdivision.
- 6) Is responsible for the organization of ASIA, and the initiation and promotion of intelligence seeking; hence, the authority of assigning operatives, and the responsibility for such operatives and their projects/ programs are the purview of this position.

F) Duties and Powers of the Subdivision Directors:

- 1) Initiate and coordinate the operations of their assigned Subdivision.
- 2) Ensure that their Subdivision completes its duties and powers.
- 3) Attend weekly meetings of ASIA.
- 4) Manage Fellows assigned to their subdivision.
- 5) Fulfill other duties and responsibilities as assigned by the chair.

G) Duties and Powers of the Senate Fellows:

- 1) Work with their assigned Director to ensure their subdivision completes its duties and powers.
- 2) Hold one (1) office hour per week to work on ASIA business and speak with Senators about information gathered in ASIA.
- 3) Attend weekly meetings of ASIA.

## **ARTICLE VII- 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 Senate 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.
- F) All Senate members that sit on academic senate Committee shall request the minutes at the end of one week.
- G) All students that sit on Administrative Advisory shall submit a report to the Administrative Advisory Liaison after every Committee meetings at the end of one week.
- H) Submit an expenditure report of all spending from their respective office once a month to the Senate.

## 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) Graduate Students' Association (One Executive Officer)
- C) Major Events Committee (One Executive Officer)
- D) Student Fee Advisory Committee (One Executive Officer)

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

- A) Supervises the Executive Director and conducts necessary or required personnel evaluations.
- B) The A.S. President shall sit as the undergraduate representative and attend all meetings of the following A.S. or University Committees and affiliated groups:
  - 1) Alumni Association
  - 2) A.S. Finance Board
  - 3) Campus Planning Commission
  - 4) Chancellor's Coordinating Committee on Budget and Strategy
  - 5) Events Center Governance Board (Ex-Officio Member)
  - 6) Faculty Legislature
  - 7) Getman and Villa Selection Awards Committee
  - 8) Intercollegiate Athletics Policy Board
  - 9) Parking Ratepayers Board
  - 10) UCSN Governance Board (Ex-Officio Member)
  - 11) UCSB Foundation
  - 12) Should the A.S. President wish to sit on any additional university administration, faculty, staff, or other advisory bodies for the year, she/he must nominate her/himself and be approved by a majority vote (50% + 1) of the Senate.
- C) The President is empowered to veto legislation of the Senate 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 Senate, 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 Senate 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 Senate agenda, under Old Business.
- 3) Senate may override a veto by a two-thirds (2/3) vote of the voting membership.
- D) Appoint the chair people of all Associated Students Boards, Committees, and Commissions, as well as all representatives to university administration, faculty, staff, or other advisory bodies.
- E) Shall Attend the Safe Zone/Queer 101 training by the sixth (6<sup>th</sup>) week of Fall Quarter.
- F) Shall hold a minimum of eight (8) office hours per week.
- G) Shall report to the Senate no less than five (5) times per quarter on their actions.
- H) Shall have the power to appoint and direct all Office of the President staff including:
  - 1) Chief of Staff
  - 2) Administrative Assistant
  - 3) Director of Public Engagement
  - 4) Commissioner of Academic Affairs
  - 5) Commissioner of Budget and Resources
  - 6) Commissioner of Diversity and Equity
  - 7) Commissioner of Student Services
  - 8) Commissioner of Facilities and Development
  - 9) Commissioner of Public Health
  - 10) Commissioner of Environmental Sustainability
  - 11) Office Interns
- I) All members referred to above (Article VII, Section 3 H) shall be required to attend the weekly staff meetings, as well as the quarterly retreats.
- J) Chief of Staff is responsible for organizing and operating the Office of the President.
  - 1) The Chief of Staff shall:
    - a) Direct the Office of the President staff, under the guidance of the President, to work on campus wide-issues.
    - b) Organize and facilitate weekly staff meetings and quarterly retreats.
    - c) In concert with the President, conduct bi-quarterly one-on-one meetings with each staff member.
    - d) Assume or delegate the responsibilities of any vacant positions within the Office of the President staff, until such position is filled.
    - e) Attend commitments on the Presidents behalf when the President is unable to attend.

- f) Serve at least five (5) office hours a week dedicated to fulfilling all responsibility of the chief of staff position.
  - g) Serve a term of one (1) academic year.
  - h) Represent the Office of the President to Media Outlets if requested by the President.
- K) Administrative Assistant is responsible for the general administrative and clerical functions of the Office of the President.
  - 1) Administrative Assistant shall:
    - a) Be knowledgeable on Senate matters to report to the President and staff.
    - b) Schedule the President to attend campus events, meetings with clubs and organizations, and meetings with administration.
    - c) Complete all office requisitions and maintain a record of the office budget.
    - d) Collect and keep a file of updated reports from all office staff.
    - e) Serve at least five (5) office hours a week dedicated to organizing and maintaining the Office of the President.
    - f) Serve a term of one (1) academic year.
- L) Commissioner of Academic Affairs will provide student input to administrative bodies and create policy proposals to improve educational policies, campus academic plans, teaching quality, and other areas that become apparent.
  - 1) Commissioner of Academic Affairs shall:
    - a) Serve as a liaison to the A.S. Academic Affairs Board.
    - b) Work with the Academic Affairs Board and the Office of the President to identify areas of needed improvement in undergraduate educational quality, and create policy proposals and resolutions that will promote those improvements.
    - c) Help put on quarterly programs to get feedback and opinions from the undergraduate student body in regards to the quality of their educational experience.
    - d) It is strongly recommended that this position serve as the official Associated Students representative to the following Academic Senate and Administrative Advisory Committees: Committee on Academic Planning and Resource Allocation, and Undergraduate Council.
    - e) Coordinate, provide support to, and collect official reports from the Associated Students representatives to the following Academic Senate Committees and Administrative Advisory Committees: Letters and Science Executive Committee, Creative Studies Executive Committee, Engineering Executive Committee, Undergraduate Council SubCommittees (3), Council on Research and Instructional Planning, Council on Research and Instructional Planning SubCommittees (3), and the Academic Program Review Panel.
    - f) Stay informed on all actions, legislations, and pending business of the Academic Senate and Administrative Advisory Committees that (s)he oversees and, to the best of their ability, advocate on behalf of students when issues that affect students are discussed.

- g) Write detailed reports on the progress of the issues they are working on and present updates at the weekly staff meetings.
  - h) Serve a minimum of four (4) office hours per week dedicated to fulfilling all responsibilities of the commissioner position.
  - i) Serve a term of one (1) academic year.
- M) Commissioner of Budget and Resources will provide input to administrative bodies, create policy proposals to improve the transparency and management of campus budget, and monitor campus spending, investments, proposed cuts, and sources of funding to the university.
- 1) Commissioner of Budget and Resources shall:
    - a) Serve as a liaison to the Student Fee Advisory Committee.
    - b) Work in coordination with the Student Fee Advisory Committee and the Office of the President to identify areas of needed improvement in the transparency and management of the campus budget, and create policy proposals and resolutions that will promote those improvements.
    - c) Help put on quarterly programs to get feedback and opinions from the undergraduate student body in regards to the management and oversight of campus budgets.
    - d) It is strongly recommended that this position serve as the official Associated Students Representative to the following Academic Senate and Administrative Advisory Committees: the Coordinating Committee on Budget Strategy, and the Committee on Capital and Space Planning.
    - e) Stay informed on all actions, legislations, and pending business of the Academic Senate and Administrative Advisory Committees that (s)he oversees and, to the best of their ability, advocate on behalf of students when issues that affect students are discussed.
    - f) Write detailed reports on the progress of the issues they are working on and present all updates at the weekly staff meetings.
    - g) Serve a minimum of four (4) office hours per week dedicated to fulfilling all responsibilities of the commissioner position.
    - h) Serve a term of one (1) academic year.
- N) Commissioner of Diversity and Equity will provide student input to administrative bodies and create policy proposals regarding the status and educational experience of people from underserved or underrepresented communities which include but are not limited to; women, people of color, people with disabilities, members of the queer community, low-income students, non-traditional students, and first generation students.
- 1) Commissioner of Diversity and Equity shall:
    - a) Act as a liaison to the A.S. Student Commission on Racial Equality, A.S. Womyns Commission, A.S. Queer Commission, A.S. Commission on Disability Equality, and the A.S. Student Initiated Recruitment and Retention Committee.
    - b) Work in coordination with these A.S. boards, Committees, and commissions and the Office of the President to identify areas of needed improvement in the status and educational experiences of people from underrepresented communities, and create policy proposals and resolutions that will promote those improvements.

- c) Help put on quarterly programs to get feedback and opinions from the undergraduate student body in regards to the status and educational experiences of people from underrepresented communities.
  - d) It is strongly recommended that this position serve as the official Associated Students representative on the following Academic Senate and Administrative Advisory Committees: Committee on Diversity and Equity, Chancellors Advisory Committee on the Status of Women, the Advisory Committee to Campus Access, and the Multicultural Center Board.
  - e) Stay informed on all actions, legislations, and pending business of the Academic Senate and Administrative Advisory Committees that (s)he oversees and, to the best of their ability, advocate on behalf of students when issues that affect students are discussed.
  - f) Write detailed reports on the progress of the issues they are working on and present all updates at the weekly staff meetings.
  - g) Serve a minimum of four (4) office hours per week dedicated to fulfilling all responsibilities of the commissioner position.
  - h) Serve a term of one (1) academic year.
- O) Commissioner of Student Services will provide student input to administrative bodies and create policy proposals regarding the quality, protection, and improvement of student services, and other areas that become apparent.
- 1) Commissioner of Student Services shall:
- a) Act as a liaison to, and schedule at least one quarterly meeting with, the directors of all major student services which include but are not limited to: Campus Learning Assistance Service (CLAS), Career Services, Counseling Services, Disabled Students Program, Financial Aid, Multicultural Center, Educational Opportunity Program, Office of Judicial Affairs, Women's Center, Recreation, Visitors Center, etc. to discuss the plans and status of services.
  - b) Work in coordination with the directors of these student services and the Office of the President to identify areas of needed improvement in the quality and function of student services, and create policy proposals and resolutions that will promote those improvements.
  - c) Help put on quarterly programs to get feedback and opinions from the undergraduate student body in regards to the quality and function of student services.
  - d) Coordinate, provide support to, and collect official reports from the Associated Students representatives to the following Academic Senate and Administrative Advisory Committees: Arts and Lectures Student Advisory Committee, Campus Childcare Advisory Committee, Counseling and Career Services Advisory Committee, Student Library Advisory Board.
  - e) Stay informed on all actions, legislations, and pending business of the Academic Senate and Administrative Advisory Committees that (s)he oversees and, to the best of their ability, advocate on behalf of students when issues that affect students are discussed.
  - f) Write detailed reports on the progress of the issues they are working on and present all updates at the weekly staff meetings.
  - g) Serve a minimum of four (4) office hours per week dedicated to fulfilling all responsibilities of the commissioner position.

- h) Serve a term of one (1) academic year.
- P) Commissioner of Facilities and Development will provide student input to administrative bodies and create policy proposals regarding facility and building development plans, facility use and improvements, and other areas that become apparent.
- 1) Commissioner of Facilities and Development shall:
    - a) Act as a liaison to A.S. BIKES and A.S. Business Services.
    - b) Work in coordination with these A.S. boards, Committee, and commissions and the Office of the President to identify areas of needed improvement in the quality and use of campus facilities, and create policy proposals and resolutions that will promote those improvements.
    - c) Help put on quarterly programs to get feedback and opinions from the undergraduate student body in regards to the condition, use, and quality of campus facilities.
    - d) It is strongly recommended that this position serve as the official Associated Students representative to the following Academic Senate and Administrative Advisory Committees: the Committee on Development and Community Relations, the Design and Review Committee, the Classroom Design and Renovation Committee, the Library Building Committee.
    - e) Coordinate, provide support to, and collect official reports from the Associated Students representatives to the following Academic Senate Committees and Administrative Advisory Committees: University Center Governance Board, the Student Resource Building Governance Board, the Recreation Center Governance Board, and the Event Center Governance Board.
    - f) Stay informed on all actions, legislations, and pending business of the Academic Senate and Administrative Advisory Committees that (s)he oversees and, to the best of their ability, advocate on behalf of students when issues that affect students are discussed.
    - g) Write detailed reports on the progress of the issues they are working on and present all updates at the weekly staff meetings.
    - h) Serve a minimum of four (4) office hours per week dedicated to fulfilling all responsibilities of the commissioner position.
    - i) Serve a term of one (1) academic year.
- Q) Commissioner of Public Health will provide student input to administrative bodies, create policy proposals regarding the quality of student health and wellness services, and monitor major student health concerns which include but are not limited to: mental health, drug or alcohol related incidents, epidemics, general wellness, and other areas that become apparent.
- 1) Commissioner of Public Health shall:
    - a) Act as a liaison to A.S. Commission on Student Well Being.
    - b) Work in coordination with the A.S. COSWB and the Office of the President to identify areas of needed improvement in the quality and availability of campus facilities, and create policy proposals and resolutions that will promote those improvements.
    - c) Help put on quarterly programs to get feedback and opinions from the undergraduate student body in regards to the condition, use, and quality of campus facilities.

- d) It is strongly recommended that this position serve as the official Associated Students representative to the following Academic Senate and Administrative Advisory Committees: Alcohol and Other Drug Work Group, Student Health Advisory Committee, UCEN Health and Safety Committee, and the Undergraduate Student Health Insurance Plan Committee (USHIP).
  - e) Stay informed on all actions, legislations, and pending business of the Academic Senate and Administrative Advisory Committees that (s)he oversees and, to the best of their ability, advocate on behalf of students when issues that affect students are discussed.
  - f) Write detailed reports on the progress of the issues they are working on and present all updates at the weekly staff meetings.
  - g) Serve a minimum of four (4) office hours per week dedicated to fulfilling all responsibilities of the commissioner position.
  - h) Serve a term of one (1) academic year.
- R) Commissioner Environmental Sustainability will provide student input to administrative bodies, create policy proposals to improve campus environmental quality, and monitor and promote sustainability efforts both on and off campus.
- 1) Commissioner of Environmental Sustainability shall:
    - a) Act as a liaison to A.S. Environmental Affairs Board, A.S. Coastal Fund, A.S. Recycling, A.S. Public Works, and the Executive Vice President of Local Affairs Office.
    - b) Work in coordination with these A.S. boards, Committees, and commissions and the Office of the President to identify areas of needed improvement in the quality and availability of campus facilities, and create policy proposals and resolutions that will promote those improvements.
    - c) Help put on quarterly programs to get feedback and opinions from the undergraduate student body in regards to the condition, use, and quality of campus facilities.
    - d) It is strongly recommended that this position serve as the official Associated Students representative to the following Academic Senate and Administrative Advisory Committees: Campus Sustainability Committee, Biosafety Committee, Chemical Safety Committee, Natural Reserve System Committee, and the Radiation Safety Committee.
    - e) Stay informed on all actions, legislations, and pending business of the Academic Senate and Administrative Advisory Committees that (s)he oversees and, to the best of their ability, advocate on behalf of students when issues that affect students are discussed.
    - f) Write detailed reports on the progress of the issues they are working on and present all updates at the weekly staff meetings.
    - g) Serve a minimum of four (4) office hours per week dedicated to fulfilling all responsibilities of the commissioner position.
    - h) Serve a term of one (1) academic year.
- S) Director of Public Engagement will engage the student body vis-à-vis the Office of the President's presence on campus and coordinate outreach efforts with identified campus entities.
- 1) Director of Public Engagement shall:

- a) Keep abreast of all A.S., student organization, department, campus, and community events and coordinate the President's presence.
- b) Maintain a transparent Office of the President office by actively advertising major campaigns, actions, and lobby efforts through all available sources of media.
- c) Aid the Chief of Staff in publicizing internship and/or volunteer opportunities available in the Office of the President.
- d) Attend all Office of the President staff meetings and quarterly retreats.
- e) Be responsible for maintaining a good public image for the Office of the President and the Office of the President's staff.
- f) Organize quarterly forums and regular, targeted town halls.
- g) Hold a weekly one-on-one meeting with the President to strategize weekly appearances.
- h) Serve five (5) weekly office hours per week dedicated to fulfilling all responsibilities of the position.
- i) Serve a term of one (1) academic year.

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

- A) The A.S. Internal Vice President shall sit as the undergraduate representative and attend all meetings of the following A.S. or University Committees and affiliated groups:
  - 1) A.S. Finance Board
  - 2) Calendar Committee
  - 3) Campus Elections Committee
  - 4) Events Center Governance Board (Ex-Officio Member)
  - 5) UCEN Governance Board (Ex-Officio Member)
- B) Coordinates Committee applications and screening process in conjunction with the President.
- C) Serves as the supervisor of the Committee on Committees Chair and Vice Chair.
- D) Serves as the supervisor of the Media Relations Chair and Internal Vice Chair.
- E) Shall hold a minimum of six (6) office hours per week.
- F) Coordinate and facilitate the completion of Senate Group Projects.
- G) Shall preside as the Chair of the A.S. Committee on Honoraria.
- H) 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 Senate-Elect of the duties, powers, and application/interview process of the First and Second Pro-Tempores by the eighth (8<sup>th</sup>) week of Spring quarter, (the Inaugural Senate 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.
- I) Shall nominate a parliamentarian after an application and interview process has been duly conducted under the following outlined responsibilities:
- 1) Shall initiate an application and interview process for the Parliamentarian by the second (2<sup>nd</sup>) regular meeting following the installation of officers.
  - 2) Shall select a Parliamentarian by the fourth (4<sup>th</sup>) regular meeting following the installation of officers.
  - 3) Shall strongly consider the Candidate's familiarity with the A. S. Legal Code and Robert's Rules of Order.
  - 4) Shall consider the Candidate's dedication, enthusiasm, and time commitment.
  - 5) Shall keep and update a file of the application and interview process for future Internal Vice Presidents to review for transition purposes.
- J) The Internal Vice President shall make themselves available following every Senate meeting for the purposes of clarification and discussion of the minutes and actions of the Senate with any media in attendance.
- K) Shall coordinate the orientation of incoming and outgoing Senate 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.
- L) Shall plan and attend the Safe Zone/Queer 101 training by the sixth (6<sup>th</sup>) week of Fall Quarter.
- M) Shall appoint a Chief of Staff:
- 1) The Chief of Staff shall:
    - a) Attend all meeting on the IVP's behalf when he/she cannot attend.
    - b) Assume or delegate the responsibilities of any vacant positions within the IVP Office staff until such position is filled.
    - c) Work with the IVP to create the agenda for the weekly Senate meetings.
    - d) Be responsible for the general administrative and clerical functions of the office.
    - e) Shall be responsible for maintaining a binder with copies of all requisitions for the IVP office.
    - f) Organize and facilitate staff meetings.
    - g) Check in with office staff at least three (3) times per quarter to provide support and guidance in their work.
    - h) Maintain the IVP office budget.
    - i) Serve four (4) office hours per week
    - j) Attend all IVP staff meetings.



N) Shall appoint two (2) Project Coordinators:

1) The Project coordinator shall:

- a) Have an active role in all IVP projects, as needed.
- b) Initiate and plan at least one (1) project per quarter each that relates to the IVP office.
- c) Must attend all scheduled staff meetings and retreats.
- d) Serve at least two (2) office hours per week.
- e) Attend all IVP staff meetings.

O) Shall appoint a Web and Media Coordinator:

1) The Web and Media Coordinator shall:

- a) Edit and upload all Senate meetings to a public online video hosting website.
- b) Manage and maintain the Senate social media pages including, but not limited to, Facebook and Twitter.
- c) Work with Media Relations Committee to create an A.S. Brochure at least once a quarter that includes, but is not limited to, financial allocations made by Finance Board and Senate, senate group projects and resolutions, important events put on by various A.S. groups.
- d) Shall work with the Web Development Team to maintain the Senate Website.
- e) Shall manage the publication of any Senate press releases.
- f) Serve at least two (2) office hours per week.

P) Shall appoint a Student Fee Advisory Commissioner:

1) The Student Fee Advisory Commissioner shall:

- a) Attend all Student Fee Advisory Committee (SFAC) meetings and provide brief written reports of the meetings to both the IVP and the Committee on Committee's Administrative Advisory liaison.
- b) Be familiar with the A.S. By-Laws concerning the University Support Lock-in Fees (Article V, Section 8) as well as the ballot language
- c) Contact all groups supplemented by an A.S-Administered University Support Lock-in Fee before the second (2<sup>nd</sup>) week of Spring Quarter and construct a report of the actual appropriation of each fee checked against the voted appropriation of each fee.
  - aa) Provide the report to A.S. President, Executive Director, and the Vice Chancellor of Student Affairs should a misappropriation of funds be discovered.
- d) Attend both Finance Board and Senate at least once (1) per quarter and report on any relevant issues regarding A.S.- Administered Student Lock-In Fees.
- e) Meet with the A.S. Controllers at least once (1) per quarter to discuss the expenditures of the student fees that Fall under A.S. and report back to the IVP.

- f) Serve at least two (2) office hours per week.
- Q) Shall appoint a Director of Accountability
- 1) The Director of Accountability shall:
    - a) Work with the IVP to ensure that Senators fulfill their job descriptions.
    - b) Read the minutes of A.S. B.C.C.s, and the reports of the Academic Senate or Advisory Committees to determine attendance at meetings.
    - c) Works with the Advisory and Academic Senate Committees Liaison to create a thorough report listing every student representative's attendance and performance at his or her appointed Committees. This report will be presented to the Committee on Committees each third (3rd) and sixth (6th) week of the quarter, totaling six (6) reports during the academic year.
    - d) Distribute and collect Senator Evaluation Forms at the first B.C.C. Chair Council meeting of every quarter and provide the forms to the IVP.
    - e) Distribute and collect the Accountability Forms to Senate members to determine if members attended the various Committees, meetings, and events that are not part of Associated Students.
    - f) Work with the Advisory and Academic Senate Committee Liaisons to contact all Advisory Committees and Academic Senate Committees to obtain information on every student representative's attendance and performance at their appointed Committees.
    - g) Report to the Honoraria Committee with all relevant forms and information to aid in the assessment of member's job description fulfillment.
    - h) Serve as an Ex-Officio Member of Committee on Committees and Honoraria Committee.
    - i) Serve at least two (2) office hours per week.

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 (1) 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) Third 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 the Safe Zone/Queer 101 training by the sixth (6<sup>th</sup>) week of Fall Quarter.
- E) 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) Isla Vista Community Network
  - 6) Goleta Water District (when issues affect students)
  - 7) UCSB Major Events Committee
  - 8) Isla Vista Commission
  - 9) Isla Vista Project Area Committee / General Project Area Committee
  - 10) Environmental Affairs Board
  - 11) Isla Vista Community Relations Committee
- F) Shall report to the Senate a minimum of five (5) times per quarter regarding their actions.
- G) Shall work with the OSL Voter Registration Intern and the External Vice President for Statewide Affairs to coordinate voter registration on campus and in Isla Vista.
- H) Shall be a liaison to BCC's and the community regarding space.
- I) Shall be empowered to appoint and remove, with the approval (50% + 1) of Senate, an office consisting of the following positions:
- 1) Chief of Staff (Local Affairs Organizing Director)
  - 2) Isla Vista Community Liaison
  - 3) Community Safety Coordinator
  - 4) County Liaison
  - 5) Community Labor Coordinator
  - 6) Community Housing Coordinator
  - 7) Environmental Affairs Coordinator
  - 8) Policy Coordinator
  - 9) Community Events Coordinator
  - 10) Public Relations Coordinator
  - 11) Administrative Assistant
  - 12) At least three (3) interns
- J) All members referred to above (Article VII, Section 5 I) shall be required to attend the weekly staff meetings, as well as the quarterly retreats.
- K) All members referred to above (Article VII, Section 5 I) shall be required to contribute to office projects.
- L) Chief of Staff is responsible for organizing and running the External Vice President of Local Affairs Office.
- 1) The Chief of Staff shall:
    - a) Work with the External Vice President of Local Affairs (EVPLA) and other office staff on local issues.
    - b) Be responsible for the general administrative and clerical functions of the EVPLA office.
    - c) Organize and facilitate weekly staff meetings and quarterly retreats.
    - d) Publicize, outreach, and recruit interns/volunteers to work on local campaigns with which the EVPLA office is involved.
    - e) Check in regularly with office staff (coordinators) to provide support and guidance in their work. This time will be used to direct the staff with their projects, advise specifically about goals, and prioritize staff work.

- f) Meet with each office member regularly for thirty (30) minutes. This time will be used to direct the staff with their projects, advise specifically about goals, and prioritize staff work.
  - g) Serve four (4) office hours per week, devoted to management of a productive and effective EVPLA Office.
  - h) In the absence of the EVPLA, accept all time sensitive duties of EVPLA.
  - i) Keep a file of all reports submitted by the EVPLA Coordinators and Liaisons.
- M) The Isla Vista Community Liaison will focus on projects in Isla Vista and general welfare of the Isla Vista community.
- 1) The Isla Vista Community Liaison shall:
    - a) Act as a liaison to the A.S. Community Affairs Board.
    - b) Shall regularly attend IVCRC meetings as a voting member and serve as a liaison between IVCRC and the EVPLA Office.
    - c) Act as liaison to the Isla Vista Teen Center and attend regular meetings of the Isla Vista Community Network.
    - d) 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.
    - e) Shall assist in the planning of Chilla Vista with the Community Events Coordinator and the IVCRC Events Coordinator.
    - f) Be as involved as possible with the Isla Vista Project Area Committee/General Plan Advisory Committee.
    - g) It is strongly recommended that this position represent Associated Students on the Isla Vista Project Area Committee/General Plan Advisory Committee.
    - h) Act as a liaison to the Isla Vista Recreation and Parks District and attend one (1) IVPRD meeting per quarter.
    - i) Attend three (3) IV Tenants Union meeting per month.
- N) The Community Safety Coordinator will focus on the physical and social safety and well being of people on campus and in Isla Vista.
- 1) The Community Safety Coordinator shall:
    - a) Act as a liaison to A.S. Queer Commission, A.S. Take Back the Night, A.S. Commission on Student's Wellbeing, A.S. BIKES and A.S. Commission on Disability Equality. Attend at least two (2) meetings of each of the above BCCs per quarter and stay in constant communication with their chairs.
    - b) Shall sit on AS Committee on Public Safety (AS COPS) and attend regular meetings.
    - c) Meet regularly with Isla Vista Foot Patrol and the University of California Police Department.
    - d) Serve three (3) office hours per week, devoted to project/campaign planning.

- e) Complete at least two additional projects/campaigns that addresses community safety issues per quarter, such as a “Know Your Rights” campaign and a project addressing social climate issues on campus and in Isla Vista.
  - f) Facilitate the safety keeping efforts of all projects coming out of this office.
- O) The Community Labor Coordinator will coordinate labor issues on campus and in Isla Vista:
  - 1) The Community Labor Coordinator shall:
    - a) Act as liaison for EVPLA to EVPSA on labor issues.
    - b) Act as liaison to AFSCME, CUE, UPTE, CNA, AFT, UAW unions and non-affiliated campus workers and teachers.
    - c) Act as liaison to Student Worker Coalition (SWC) meetings through regular attendance of meetings and active support of the Project’s campaigns.
    - d) Serve three (3) office hours per week.
    - e) Shall complete at least one (1) additional project/campaign that addresses labor issues per quarter.
- P) The Community Housing Coordinator will focus on local residents’ issues and rights.
  - 1) The Community Housing Coordinator shall:
    - a) Act as liaison to A.S. Isla Vista Tenants’ Union through regular attendance of meetings and active support of the Committee’s campaigns.
    - b) Act as a liaison between Associated Students and the Isla Vista Community Network.
    - c) Act as a liaison to the Community Housing Office.
    - d) Serve three (3) office hours per week.
    - e) Shall complete at least one (1) additional project/campaign that addresses housing or tenant issues in the community.
    - f) Attend at least two (2) LRC meetings per quarter.
- Q) The Environmental Affairs Coordinator shall work on environmental issues.
  - 1) The Community Environmental Issues Coordinator shall:
    - a) Act as a liaison to the waste management services of Isla Vista.
    - b) Act as liaison to A.S. Coastal Fund, AS WORMS and Recycling, and I.V. Surfrider.
    - c) Act as liaison to Chilla Vista.
    - d) Be recommended as one of the Associated Students Representatives for the Campus Sustainability Committee and attend regular meetings.
    - e) Attend the A.S. Environmental Affairs Board meetings as the EAB Local Affairs Chair. The incoming EVPLA and incoming EAB co-chairs will select this person through an interview process.
    - f) Serve three (3) office hours per week, one of which will be held in the EAB office.

- g) Shall complete at least one (1) additional project/campaign that addresses environmental issues in the community.

R) The County Liaison:

1) The County Liaison shall:

- a) Serve as a legislative liaison to the External Vice President for Local Affairs office as well as to the County Board of Supervisors.
- b) Work closely with student organizations on campus who currently work on political and/or education issues on a local level.
- c) Stay informed of the actions and pending business of the Goleta Water District, Goleta City Council, Santa Barbara City Council, and the Santa Barbara County Board of Supervisors, and attends meetings when they are discussing issues that affect students.
- d) Shall play an active role in voter registration and voter turnout campaigns on campus and in Isla Vista.
- e) To the best of their ability, build a rapport and working relationship with the office of public officials in our district through regular meetings.
- f) Shall hold a minimum of three (3) office hours per week.
- g) Shall attend at least two (2) A.S. Student Lobby meetings per quarter.
- h) When needed, report to Senate on county matters.
- i) Meet with the office of the 3<sup>rd</sup> District at least once (1) per quarter.
- j) Research any policies, ordinances, measures and legislation surfacing throughout Santa Barbara County.
- k) Serve as a legislative liaison to the County Board of Supervisors.

S) The Community Events Coordinator:

1) The Community Events Coordinator shall:

- a) Coordinate Halloween efforts between Associated Students, the Office of Student Life, and the County of Santa Barbara.
- b) Work with Transportation and Parking Services, Isla Vista Commission, Santa Barbara Sheriff's Department, Housing and Residential Services, Major Events Committee and any relevant A.S. entities for events.
- c) Conduct a post-Halloween evaluation during Fall quarter.
- d) Work during Winter and Spring quarter to improve the previous year's Halloween based on data found in the survey from that Fall.
- e) Begin planning for the Fall Halloween during the Spring quarter they are appointed.
- f) Host a Halloween town forum in IV the week before Halloween.
- g) Co-coordinate Chilla Vista during the Spring quarter with the IV Community Liaison.

- h) Organize special events that impact the community. This includes grassroots types of events, non-AS events, etc.
- i) Serve four (4) office hours per week.
- j) Coordinate our Beach, Our Town efforts.

T) Public Relations Coordinator:

1) The Public Relations Coordinator shall:

- a) Be responsible for maintaining a good public image for the External Vice President of Local Affairs and the EVPLA's staff.
- b) Act as a liaison to the campus media:
  - aa) The Daily Nexus
  - bb) A.S. The Bottom Line
  - cc) KCSB
  - dd) University Announcements
  - ee) Any and all other media outlets.
- c) Attend regular A.S. Media Relations Committee meetings and act as a liaison to the A.S. Media Relations Committee.
- d) Be responsible for producing an EVPLA Newsletter bi-quarterly to be distributed digitally and physically.
- e) Will advertise for any and all EVPLA related events, projects and campaigns.
- f) Serve at least two (2) office hours per week.
- g) Have an active role in all EVPLA projects, as needed, including but not limited to writing press releases, logistical coordination, legislation and advertising.
- h) Serve as a legislative liaison to the External Vice President for Local Affairs.

U) The Administrative Assistant is responsible for the general maintenance and organization of the EVPLA office.

1) The Administrative Assistant shall:

- a) Be responsible for the general administration and clerical functions of the office of the EVPLA.
- b) Schedule the EVPLA to attend club and organizations meetings, campus events, and meetings with Isla Vista and Santa Barbara County entities.
- c) Keep a file of all reports submitted by the EVPLA Coordinators and Liaisons.
- d) Complete all office requisitions and maintain a record of the EVPLA budget.
- e) Serve at least six (6) office hours per week, devoted to organizing and maintaining the EVPLA office.

V) Interns:

1) Three (3) interns will be divvied amongst the existing EVPLA staff positions as such:

- a) Two (2) Community Events Interns
- b) One (1) Public Relations Intern

- 2) Any additional interns shall be divvied as deemed necessary.
- 3) The interns shall:
  - a) Assist their staff member with fulfilling their duties.
  - b) Assist their staff member with projects.
  - c) Meet regularly with their staff member to check in.
  - d) Serve at least two (2) 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 EVPSA shall:
  - 1) Take into consideration the actions of UCSA and USSA along with the recommendations of their staff to advocate for UCSB undergraduates on a statewide and national level.
  - 2) Shall attend the Safe Zone/Queer 101 training by the sixth (6<sup>th</sup>) week of Fall Quarter.
  - 3) Hold a minimum of five (5) office hours per week.
  - 4) Report to Senate a minimum of five (5) times per quarter regarding their actions and those of their office.
  - 5) Meet a minimum of once per quarter with the:
    - a) A.S. Student Lobby
    - b) A.S. Student Initiated Retention and Recruitment Committee Chair(s)
    - c) A.S. Student Commission on Racial Equality Chair(s)
    - d) A.S. Commission on Disability Access Chair(s)
    - e) A.S. Women's Commission Chair(s)
    - f) A.S. Queer Commission Chair (s)
    - g) Improving Dreams Equality Access and Success Chair(s)
  - 6) Make a reasonable effort to attend all UCSA and UC Regents meetings as funds permit.
  - 7) Be empowered to appoint and remove a Chief of Staff, Policy Analyst, National Organizing Director, Statewide Organizing Director, Campus-wide Organizing Director, Press and Outreach Director, Voter Registration Director, Tech & Publicity Director, and Press & Outreach Director, with the approval of a majority (50%+1) vote of Senate.
  - 8) Manage the activities of the EVPSA office for the express purposes of providing support and fostering leadership development.
  - 9) Work in coordination with the Senators to formulate resolutions in response to state and national issues.



- 10) Direct all EVPSA office staff.
- C) The Chief of Staff is responsible for organizing and running the External Vice President of Statewide Affairs Office.
- 1) The Duties of the Chief of Staff shall be:
- a) Shall attend all meetings on behalf of the EVPSA when he/she cannot attend.
  - b) Work with the EVPSA and other staff on statewide and national issues.
  - c) Organize and facilitate weekly staff meetings, monthly all-staff meetings, quarterly retreats, and quarterly staff evaluations, and staff office hours.
  - d) Work with the Press and Outreach Director to publicize fellowship and conference opportunities in the EVPSA Office, as well as be responsible for the selection and organization of delegations to said conferences.
  - e) Work with the EVPSA to interview and appoint statewide fellows.
  - f) Check in regularly with office staff to provide support and guidance in their work.
  - g) Serve four (4) office hours per week, devoted to management of a productive and effective EVPSA office.
  - h) Report to the Senate a minimum of two (2) times per quarter.
  - i) Serve a term of one (1) academic year
- D) The Policy Analyst runs the EVPSA Office think tank for Federal and state legislation, researches policy, and provides guidance around policy issues to the EVPSA office.
- 1) The Policy Analyst shall:
- a) Remain thoroughly informed on all relevant proceedings, legislation, and policy related to the work of the EVPSA office. This includes but is not limited to:
    - aa) US Congress
    - bb) California State Senate and Assembly
    - cc) UC Regents
    - dd) UC Office of the President
    - ee) UCSB Administration
  - b) Be responsible for producing a weekly policy update to the EVPSA and office staff in the form of both press clips as well as a brief.
  - c) Work in partnership with the EVPSA and Senate to pass resolutions related to national and statewide issues.
  - d) Be responsible for any statewide fellows, and conduct a weekly national policy advising staff meeting.
  - e) Respond to staff inquiries in a timely manner.
  - f) Report to the Senate a minimum of two (2) times per quarter.
  - g) Serve three (3) office hours per week devoted to research.
  - h) Attend all EVPSA staff meetings and quarterly retreats.
  - i) Serve a term of one (1) academic year.

E) The National Organizing Director will implement and oversee all actions concerning national issues.

1) The Duties of the National Organizing Director shall be:

- a) Act as the primary organizer of Associated Students for lobby activities, campaigns, and anything else related to national affairs.
- b) Be a voting member of A.S. Student Lobby and attend all Student Lobby meetings.
- c) Attend all USSA Board of Directors meetings as well as UCSA board meetings as funds and scheduling permit.
- d) Be the primary student organizer for USSA campaigns.
- e) Be responsible for statewide fellows and conduct a weekly national organizing staff meeting.
- f) Co-chair Organizing Director meetings with the Statewide Organizing Director.
- g) Write weekly detailed reports on the progress of the issues they are working on and present all updates at the weekly staff meetings.
- h) Serve three (3) office hours per week.
- i) Report to Senate a minimum of two (2) times per quarter.
- j) Serve a term of one (1) academic year.

F) The Statewide Organizing Director will implement and oversee all actions concerning statewide issues.

1) The Duties of the Statewide Organizing Director shall be:

- a) Act as the primary organizer of Associated Students for lobby activities, campaigns, and anything else related to statewide affairs.
- b) Be a voting member of A.S. Student Lobby and attend all Student Lobby meetings.
- c) Attend all UCSA board meetings.
- d) Shall be the primary student organizer for UCSA campaigns.
- e) Be one of the primary organizers for voter registration and “get out the vote” activities.
- f) Coordinate the logistics for UCSA Board meetings on campus.
- g) Co-chair Organizing Director Meetings with the National Organizing Director.
- h) Write weekly detailed reports on the progress of the issues they are working on and present all updates at the weekly staff meetings.
- i) Be responsible for **any** fellows and conduct a weekly Statewide Organizing staff meeting.
- j) Serve three (3) office hours per week.
- k) Report to Senate a minimum of two (2) times per quarter.

- l) Serve a term of one (1) academic year.
- G) The Campus Organizing Director will be the primary organizers of campus actions, projects, and campaigns that address national, statewide, and UC system-wide issues.
- 1) The Duties of the Campus Organizing Directors shall be:
    - a) Act as the primary organizers of Associated Students for lobby activities, campaigns, and any other actions related to national, statewide, and UC system wide issues.
    - b) Be a voting members of A.S. Student Lobby and attend all Student Lobby meetings.
    - c) Serve as a liaisons to A.S. Student Commission on Racial Equality, A.S. Womyns Commission, A.S. Queer Commission, A.S. Student Initiated Recruitment and Retention Committee, A.S. Environmental Affairs Board.
    - d) Attend all EVPSA staff meetings and quarterly retreats.
    - e) Be responsible for any statewide fellows and conduct a weekly campus organizing staff meeting.
    - f) Write weekly detailed reports on the progress of the issues they are working on and present all updates at the weekly staff meetings.
    - g) Serve three (3) office hours per week.
    - h) Report to Legislative Council a minimum of two (2) times per quarter.
    - i) Serve a term of one (1) academic year.
- H) The Voter Registration Director will implement and oversee all actions concerning voter registration.
- 1) The Duties of the Voter Registration Director shall be:
    - a) Act as the official organizer of activities related to voter registration.
    - b) Attend all A.S. Voter Registration Volunteer Coalition (VRVC) meetings and work with the VRVC to recruit volunteers.
    - c) Coordinate voter registration efforts directed at all facets of the campus community including, but not limited to residence halls, greeks, student groups, and athletics.
    - d) Serve as a liaison to Campus Democrats, College Republicans, and Student Lobby.
    - e) Attend all EVPSA staff meetings and quarterly retreats.
    - f) Be responsible for any statewide fellows and conduct weekly meetings focusing on voter registration efforts.
    - g) Write weekly detailed reports on the progress of voter registration efforts and present all updates at the weekly staff meetings.
    - h) Serve three (3) office hours per week.
    - i) Serve a term of one (1) academic year.

- I) The Tech and Publicity Director will focus on increasing the EVPSA Office's visibility.
- 1) The Duties of the Tech and Publicity Director shall be:
- a) Maintain a transparent EVPSA office by actively advertising major campaigns, actions, and lobby efforts through all available sources of media.
  - b) Manage and periodically update the EVPSA Office website, design flyers and any other forms of publicity.
  - c) Attend all EVPSA staff meetings and quarterly retreats.
  - d) Be responsible for any statewide fellows and conduct weekly meetings focused on publicity efforts.
  - e) Serve three (3) office hours per week.
  - f) Serve a term of one (1) academic year.

- J) The Press and Outreach Director will focus on outreach, recruitment, and relations with press.

- 1) The Press and Outreach Director shall be:
- a) Aid the Chief of Staff in publicizing statewide fellowship and/or volunteer opportunities available in the EVPSA office through all sources of media.
  - b) Coordinate outreach efforts focused on the residence halls, greeks, student groups, etc.
  - c) Serve as the official EVPSA liaison to the Daily Nexus and The Bottom Line.
  - d) Host one (1) Grass Roots Organizing Weekend (GROW) per quarter.
  - e) Attend all EVPSA staff meetings and quarterly retreats.
  - f) Be responsible for any Statewide Fellows and conduct weekly meetings focused on outreach efforts.
  - g) Serve three (3) office hours per week.
  - h) Serve a term of one (1) academic year.

- K) The Duties of the Statewide Fellows shall be:

- 1) Work with a staff member assigned to them by the EVPSA office's chief of staff.
- 2) Work on projects to be determined by their assigned staff member, as well as engage in self-initiated work.
- 3) Serve at least three (3) office hours per week.
- 4) Serve a term of one (1) academic year.

#### SECTION 7. ADDITIONAL DUTIES AND POWERS OF THE STUDENT ADVOCATE GENERAL

- A) The Office of the Student Advocate (OSA) shall 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 OSA shall be empowered to promote students' rights as well as be empowered to challenge policies of the University on behalf of the students of UCSB.

- B) Provide oversight and direction to the Office of the Student Advocate.
- C) Educate the student body about student's 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) Present the position of the Associated Students to the University's administration concerning student's rights, campus rules, and other areas of student conduct.
- E) Shall be trained in conflict resolution or mediation by UCSB Office of the Ombuds.
- F) Be a non-partisan representative of all undergraduate students at the University.
- G) Act as the official liaison between the OSA and all other entities.
- H) Shall create, conduct, and implement specialized projects relating to the agenda of the OSA for the given year.
- I) Shall be responsible for conducting weekly office meetings and sending meeting agendas.
- J) Shall attend all weekly meetings of the Academic Affairs Board.
- K) Must hold a minimum of eight (8) office hours per week.
- L) Shall appoint an OSA Chief of Staff.
  - 1) The Chief of Staff shall:
    - a) Specialize in internal office affairs maintaining the day-to-day operations of the OSA including the assignment and follow up of case work in coordination with the Division Directors.
    - b) Assist in all duties performed by the Student Advocate General as requested.
    - c) Be the highest authority regarding casework and case management.
    - d) Be responsible for planning and implementing all staff training sessions.
    - e) Be proficiently knowledgeable of University and system wide policies, rules, and regulations.
    - f) Hold a minimum of six (6) office hours per week.
- M) Shall appoint an OSA Housing Division Director.
  - 1) The Housing Division Director shall:
    - a) Assist in all matters requested by the Student Advocate General and/or the Chief of Staff regarding cases pertaining to University Residential Life.
    - b) Collaborate with the Chief of Staff in conducting casework pertaining University Residential Life.
    - c) Act as the supervisor of all caseworkers conducting casework pertaining to University Residential Life.

- d) Collaborate with the Student Advocate General and Chief of Staff in devising policy changes and special projects pertaining to University Residential Life.
- e) Be acquainted with judicial officers in Housing Judicial Affairs.
- f) Be proficiently knowledgeable of University Residential Life policies, rules, and regulations.
- g) Hold a minimum of five (5) office hours per week.

N) Shall appoint an OSA University Division Director.

1) The University Division Director shall:

- a) Assist in all matters requested by the Student Advocate General and/or the Chief of Staff regarding cases pertaining to University Judicial Affairs.
- b) Collaborate with the Chief of Staff in conducting casework pertaining University Judicial Affairs.
- c) Act as the supervisor of all caseworkers conducting casework pertaining to University Judicial Affairs.
- d) Collaborate with The Student Advocate General and Chief of Staff in devising policy changes and special projects pertaining to University Judicial Affairs.
- e) Be acquainted with judicial officers in University Judicial Affairs.
- f) Be proficiently knowledgeable of University policies, rules, and regulations.
- g) Hold a minimum of five (5) office hours per week.

O) Shall appoint an OSA Director of Public Relations.

1) The Director of Public Relations shall:

- a) Assist in all matters requested by the Student Advocate General and/or the Chief of Staff regarding cases pertaining to the public relations of the OSA, including outreach, advertising, and recruitment.
- b) Act as the supervisor of all caseworkers conducting special projects on behalf of the OSA pertaining to outreach, advertising, and recruitment.
- c) Maintain visibility of the OSA via: t-shirts, banners, posters, etc.
- d) Be knowledgeable of local and campus resources relevant to publicity of the OSA (e.g. A.S. Publications, A.S. Graphic Design, and A.S. Media Relations)
- e) Hold a minimum of five (5) office hours per week.

P) Shall appoint sufficient caseworkers to effectively maintain the reliability and professionalism of the OSA. (i.e. ensure the integrity of a 24 hour response period.)

1) The Caseworkers shall:

- a) Implement office protocol and provide for the general functioning of the OSA.
- b) Address cases as assigned by the Student Advocate General, the Chief of Staff, or the relevant Division Director.

- c) Assist in special projects assigned by the Student Advocate General, the Chief of Staff, or the relevant Division Director.
- d) Hold a minimum of four (4) office hours per week.

## **ARTICLE VIII - 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 an A.S. 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 an A.S. Constitutional, By-law 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 (1) 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 (2) 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.
  - b) All hearing dates, times, and locations must be publicly posted in the A.S. Main Office for at least three (3) days.
  - c) In case of extenuating circumstances, the three (3) days of notice may be waived by a unanimous vote of Judicial Council, and the consent of the parties involved.
- 4) The Petitioner and Respondent both shall submit to Judicial Council seven (7) copies of a written brief outlining their case no later than one (1) day prior to the scheduled hearing, to be distributed as follows: Briefs shall not exceed ten (10) 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 (1) 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 to 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 reasonably 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.
- 3) Judicial Council may find someone in contempt of council by a two-thirds (2/3) majority vote.
  - a) If found in contempt, all testimony by that participant may be stricken from the record and the witness shall be removed from the hearing.

- b) If the participant holds a position within Associated Students, their position may be suspended for a specified length of time. If the participant holds an elected or appointed office, after a review of the facts of the situations, Senate may reinstate a suspended officer by a two-thirds (2/3) majority vote.
  - aa) Suspension shall be defined as removal from all positional Associated Students functions, including meetings, office hours, events and position obligations and any privileges of the position.
  - bb) Suspensions may not be given for longer than ten (10) weeks.
  - cc) A suspension shall not be construed as to prevent an elected officer or representative from fulfilling their constitutional obligations.
  - dd) Suspensions may not deprive members of the basic privileges of membership, some of which are outlined in Article II of the A.S. By-laws.

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 (2) "unexcused" meetings per quarter shall be permanently dismissed from their respective Council (Judicial or Sub-Judicial) position by the Judicial Council, with the unanimous approval of Senate.

- 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 the unanimous approval of the Senate.

I) The Judicial Council may adopt its own additional rules for the administration of cases not subject to Senate 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 Senate.

J) Whenever applicable, Judicial Council should defer to relevant university, state, federal and constitutional protections, though it may in some cases have the authority to decide the extent to which protections are relevant for the situation.

#### 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 (2/3) approval of the Senate.

#### 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 VIII, Section 1, subsection 1 of the A.S. Legal Code.

##### 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 VIII 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 two-third (2/3) majority vote of the Judicial Council, and approved by a two-third (2/3) majority vote of the Senate.
- 2) The voting members of the Sub-Judicial Council besides the chairperson shall be nominated by the Chairperson of Judicial Council, appointed by a majority (50% + 1) of the Judicial Council and confirmed by a majority (50% + 1) vote of the Senate.

##### D) Terms of Office:

- 1) All Sub-Judicial Council members, including the Chairperson will serve a term of one (1) 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 VIII, Section 3 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 Senate.

## **ARTICLE IX- HONORARIA**

### **SECTION 1. ELECTED OFFICERS UNDERGRADUATE FEES**

- A) Each Executive Officer must receive three thousand (\$3000.00) towards their university-assessed undergraduate fees, excluding non-resident tuition and health insurance for each of Fall, Winter and Spring quarters for their term. This will be reassessed every even numbered year.

### **SECTION 2. APPOINTED AND ELECTED OFFICERS HONORARIA**

- A) Each BCC, the Senate, Executive Office, Judicial Council, and Ex-Officio member will be allocated a pool of money every budget cycle for honoraria.
- B) Each BCC, the Senate, Executive Office, Judicial Council, and Ex-Officio member will submit a recommendation for honoraria from their honoraria line item to Honoraria Committee by week 7 of each quarter on the behalf of the entire BCC, Executive Office and individual.
- C) Honoraria Committee will hold hearings during week 8 to accept appeals on the recommendation from the members of the BCC, Executive Offices, Judicial Council members, and Ex-Officio members.
- D) Honoraria Committee will meet to assess the recommendations and make a final recommendation for each to the Senate.
- E) The Senate will approve the final recommendation for honoraria by week 8 with a 50% + 1 majority.
- F) 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 Senate no later than the ninth (9<sup>th</sup>) week of that 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 their position as delineated in the A.S. Constitution, A.S. By-Laws, and any specific assignments made by the Senate. 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 Senate's honorarium are as follows:
  - 1) Twenty percent (20%) of honoraria for that quarter for attendance at Senate Meetings.
  - 2) Fifteen percent (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) Twenty percent (20%) of honoraria for that quarter for involvement and attendance at each member's respective Committee meetings.
  - 4) Ten percent (10%) of honoraria for that quarter for attendance at each member's respective community meetings.

- 5) Fifteen percent (15%) of honoraria for that quarter for participating in one of the Council's group projects.
  - 6) Twenty percent (20%) of honoraria for that quarter for conducting the remaining duties and responsibilities as delineated in the A.S. Constitution or A.S. By-Laws.
- C) Guidelines for allocating an Appointed Officer's honorarium are as follows:
- 1) Twenty percent (20%) of honoraria for that quarter for holding regularly scheduled meetings.
  - 2) Twenty percent (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) Sixty percent (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) One hundred percent (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) All requests for honoraria will first be submitted to the chair or co-chairs of the board, Committee or commission. For positions without a chair, requests shall be submitted directly to the Internal Vice President.
- F) The chair or co-chairs of the BCC shall review all requests and then submit their detailed recommendations to the honoraria Committee. Because these recommendations cover matters of personnel and are meant only to guide the honoraria Committee, they shall be considered private documents and reviewable only by members of the Honoraria Committee.
- G) The Honoraria Committee will then review all requests for honoraria along with their respective recommendations and submit their own recommendations to Senate in the form of minutes.
- H) Amendments to the recommendations made by the Honoraria Committee regarding Senate member's honoraria require a majority (50% + 1) approval of Senate.
- I) It is the responsibility of Senate 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 4,A above, and any other non-political and non-personal reasons.
- J) Upon review of the Honoraria Committee, as appropriate, and approval of Senate, 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.

#### SECTION 5. PAYMENT OF HONORARIA

- A) Honoraria shall cover the period from the Wednesday of week eight (8) of each quarter until the Friday of week seven (7) of the following quarter. This means that the first (1<sup>st</sup>) payment period starts on the day that newly elected members are sworn in (week eight (8) of Spring quarter) and covers until when honorarium requests are due (week seven (7) of Fall quarter). The second (2<sup>nd</sup>) payment period shall cover the period between the Wednesday of week eight (8) of Fall quarter until the Friday of week seven (7) of Winter quarter. The final payment period will be from the Wednesday of week eight (8) of Winter quarter until the Friday of week seven (7) of Spring quarter.

- 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 (2/3) approval of Senate.
  - 2) Approvals for honoraria of future quarters may not be obtained. Senate may approve, at its discretion, honoraria requisitions for past quarters during the current fiscal year.
- B) Honoraria requests shall be due to the chair or co-chairs of the Committee by the Friday of week seven (7) of each quarter, though the chair may specify an earlier date. The chair or co-chairs will then have to submit their own recommendations to the Honoraria Committee by the Monday of week eight (8). Honoraria Committee will submit their recommendations to Senate on the Wednesday of week eight (8), though in Fall and Winter quarters the Honoraria Committee may submit their minutes to Senate during week nine (9).
  - C) In the case of an officer leaving office, the officer shall be eligible for a pro-rated amount of their 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 their honorarium, by submitting their 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.

#### SECTION 7. APPEAL OF HONORARIA DENIAL

- A) Any officer whose honorarium has been denied by Senate 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 Senate member and must be seconded by any other Senate 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. Judicial Council shall have the right to examine the Chair's recommendations for the plaintiff only, but because these recommendations were made in confidence, the plaintiff will not. Judicial Council shall evaluate if Senate violated Article IX, Section 4 B, C, or D, depending on which is relevant, and Article IX Section 4, G.

#### SECTION 8. RETROACTIVE HONORARIA

- A) In order to request retroactive honoraria, the individual must first complete the Retroactive Honoraria form found online on the A.S. Official Website or in the A.S. Main Office. Once completed, the requesting individual may email the form to the Committee on Honoraria or turn it in to the A.S. Main Office front desk. After the Committee on Honoraria processes the form, it will be distributed and voted on by Senate, needing a two-thirds (2/3) vote to pass.

## ARTICLE X - 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. Furthermore, the A.S. Committee on Committees shall actively recruit new students to become involved in A.S. throughout the academic year and shall strive to promote collaboration and unity within the Association.

### SECTION 2. THE MEMBERSHIP OF THE COMMITTEE

#### A) Voting

- 1) Chair
- 2) Executive Vice Chair
- 3) Four (4) A.S. BCC Liaisons
- 4) Academic Senate Liaison
- 5) Administrative Advisory Liaison
- 6) Four (4) Outreach and Recruitment Coordinators
- 7) A.S. Internal Vice President
- 8) A.S. President
- 9) Four (4) Senate Members
- 10) Internal Climate Coordinator

#### B) Non-voting

- 1) Administrative Vice Chair
- 2) A.S. Student Government Advisor
- 3) A.S. Executive Director
- 4) A.S. Controller(s)
- 5) A.S. Attorney General
- 6) Director of Public Engagement
- 7) Director of Accountability
- 8) The Chairs of all A.S. BCC's

### SECTION 3. SELECTION AND TERMS OF OFFICE

- A) The Chairperson of A.S. Committee on Committees shall be in the Office of the Internal Vice President as the liaison to A.S. Committee on Committees. The Chair shall be recommended by the Internal Vice President by week six (6) of Spring quarter, appointed by the President, and approved by a majority (50% +1) vote of the Senate by week eight (8) of Spring quarter. The Committees Chair shall serve a term of office of one (1) academic year.
- B) The Executive Vice Chairperson shall be recommended by the Internal Vice President and newly selected Committees Chair, appointed by the President, and approved by the majority (50% + 1) vote of the Senate. The Executive Vice Chair shall serve a term of office of one (1) academic year.
- C) The Administrative Vice Chairperson, A.S. Boards and Committees and Commissions Liaisons, Administrative Advisory Liaison and the Academic Senate Liaison and the Outreach and Recruitment Coordinators shall be recommended by the Committee on Committees and the newly selected Chair, appointed by the President, and approved by a majority (50% + 1) vote of the Senate. The Administrative Vice Chairperson, A.S. Boards and Committees and Commissions Liaisons, Administrative Advisory Liaison and the Academic Senate Liaison and the Outreach and Recruitment Coordinators shall serve a term of office of one (1) academic year.

- D) The Senators to the Committee on Committees shall be appointed by the Internal Vice President and approved by a majority (50% + 1) vote of the Senate. The chair designation of each council member shall be determined internally by the Chair and Executive Vice Chair of the Committee on Committees and the Internal Vice President. The Senate 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, Committees and Commissions as needed.
- 1) The A.S. Committee on Committees must require applicants to attend at least one (1) meeting of the BCC the applicant is interested in, when possible.
- B) Design and implement programs, as necessary, to increase communication and collaboration among student representatives, A.S. Boards and Committees, and Senate.
- C) Serve as the primary liaison between undergraduate representatives to Academic Senate and Administrative Advisory Committees, as well as Associated Students Boards, Committees and Commissions.
- D) The Committee shall be responsible for recommending to the A.S. President and the Senate 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 fifth (5<sup>th</sup>) week of each quarter) in order to recruit students from all backgrounds and experiences.
- F) Present a quarterly report on the state of all A.S. Committees (chair status, membership, etc) to the Senate. 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 Article XI, Section 1, C of the **By-laws** of the Associated Students of UCSB.
- H) Facilitate meetings of the Boards, Committees and Commissions Chair Council.

#### SECTION 5. DUTIES OF THE COMMITTEES CHAIR AND VICE CHAIR

- A) Duties and responsibilities of the Committee Chair:
- 1) Oversee that the responsibilities of the Executive Vice Chair, Administrative Vice Chair, Committee Liaison, Outreach and Recruitment Coordinators and Senate members are met.
- 2) Work with the Internal Vice President to designate the chair positions of the Committee on Committees Senate Members.
- 3) Report at the first Senate meeting of each month, the first Senate meeting immediately following a meeting of the BCC Chair Council, and the last Senate meeting of the quarter.
- 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. Senate 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 Outreach and Recruitment Coordinators to come up with new and novel ways to recruit students.
  - 11) Work with the Outreach and Recruitment Chair to oversee that outreach and recruitment events are properly advertised.
  - 12) Chair all of the Committee on Committees meetings.
  - 13) Be an active member of the Office of the Internal Vice President, Constitution and By-laws Committee and Committee on Honoraria.
  - 14) Be a non-voting, Ex-officio member of all other A.S. Boards, Committees and Commissions.
  - 15) Assign members of the Committees on Committees to be liaisons to A.S. BCC's on their behalf.
  - 16) Chair bi-quarterly BCC Chair Council Meetings.
    - a) The BCC Chair Council shall be comprised of the chairs and co-chairs of all A.S. Boards, Committees and Commissions.
- B) Duties and responsibilities of the Committee Executive Vice Chair:
- 1) Assume the duties of the Chairperson when s/he is absent or as designated
    - a) Be a non-voting, Ex-officio member of the Office of the Internal Vice President, Constitution and By-laws Committee and Committee on Honoraria.
  - 2) Assists the Chair with Committee oversight, checking in at least once per quarter with Committee members and providing support for their projects.
  - 3) Chair the quarterly retreat planning Ad Hoc Committee.
  - 4) Be responsible for the fiscal management of the Committee and in conjunction with the Chair, shall prepare the Committee's budget for the following year.
  - 5) 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.
  - 6) Holds at least four (4) regular-posted office hours per week.
  - 7) Work with the Administrative Vice Chair to update and maintain the bound Committees Catalog.
  - 8) Follow up on all items proposed by the BCC Chair Council and ensure that business is properly completed.
  - 9) Report weekly to the Committee on Committees on which positions are open; track all resignations and removals from office.

- 10) Work with all the chairs of boards, Committees, and commissions to ensure necessary membership is met.
- 11) Creates an appropriate questions list and scoring rubric prior to interviews.
- 12) Attend and co-facilitates all meetings of the Committee on Committees and B.C.C. Chair Council, and maintain a speakers list where necessary.
- 13) Establish all interview policies and procedures, subject to the approval of the Chair.
- 14) Ensure that all Committee members are adequately prepared for Candidate deliberations.
- 15) Fulfill the duties of the Administrative Vice Chair when the Administrative Vice Chair is absent or unable, in conjunction with the Committee Representative at Large.

C) Duties and responsibilities of the Committee Administrative Vice Chair:

- 1) Keep an accurate and unbiased record of all meetings of the Committee on Committees, B.C.C. Chair Council, and office hours.
- 2) Schedule appointments and interviews for the Committee on Committees.
- 3) When Candidates who are interviewed express their interest in internally appointed positions the appropriate BCC chairs should be notified.
- 4) Maintain an accurate list of vacant positions on the Committee on Committees website.
- 5) Check the Committee on Committees website and email account regularly, keeping applicants informed of their application status and responding to all correspondence within forty eight (48) hours.
- 6) Ensure that all Candidates are informed of their acceptance or rejection, and maintain a record of who accepts and who declines.
- 7) Update and maintain the Committee catalog.
- 8) Ensure that the digital main office database is updated as needed with the contact information for all B.C.C.s.
- 9) Schedule the quarterly retreat in conjunction with the Executive Vice Chair.
- 10) Attend all meetings of the Committee on Committees and BCC Chair Council.
- 11) Create and maintain a filing system for Committee information.
- 12) Draft necessary documentation at the direction of the Chair or Executive Vice Chair.
- 13) Hold at least three (3) regular-posted office hours per week.
- 14) Fulfill other duties and responsibilities as assigned by the Chair.

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

A) Duties and Responsibilities of the Academic Senate Liaison:

- 1) Responsible for continually updating Appendix A of the A.S. Legal Code.
- 2) Must work with the Office of the President 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) Reports at the first Executive Officer meeting of every month.
  - 6) Compiles quarterly reports from all the Student Advisory and Academic Senate Committee members to be given to all Senators and Executive Officers.
  - 7) Maintains active contact with Student Advisory and Academic Senate Committee members and ensures that the Administrative Vice Chair has up to date contact information for all members.
  - 8) Works with the Administrative Vice Chair to maintain an email list server for all Student Advisory and Academic Senate Committee members.
  - 9) Attends all interviews involving Committees on Committees appointments to Advisory and Academic Senate Committees.
  - 10) Hold at least one (1) regular-posted office hours per week.
  - 11) Shall sit on at least one (1) Academic Senate Committee.
  - 12) Attend all meetings of the Committee on Committees and Academic Affairs Board.
- B) Duties and Responsibilities of the Administrative Advisory Liaison.
- 1) Responsible for continually updating Appendix B of the A.S. Legal Code.
  - 2) Must work with the Office of the President 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) Reports at the first Executive Officer meeting of every month.
  - 6) Compiles quarterly reports from all the Student Administrative Advisory Committee members to be given to all Senators and Executive Officers.
  - 7) Maintains active contact with Student Administrative Advisory Committee members and ensures that the Administrative Vice Chair has up to date contact information for all members.
  - 8) Works with the Administrative Vice Chair to maintain an email list server for all Student Administrative Advisory Committee members.
  - 9) Attends all interviews involving Committee on Committees appointments to the Administrative Advisory Committees.
  - 10) Hold at least one (1) regular-posted office hours per week.
  - 11) Shall sit on at least one (1) Administrative Advisory Committee.
  - 12) Attend all meetings of the Committee on Committees and Academic Affairs Board.
- C) Duties and Responsibilities of the A.S. Boards, Committees and Commissions Liaison:

- 1) Maintains active contact with the Boards and Committees Chairs and Vice Chairs and ensures that the Administrative Vice Chair has up to date contact information for all members.
- 2) Works with the Administrative Vice Chair 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 two (2) 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.
- 6) Attends all meetings of the Committee on Committees and B.C.C. Chair Council.
- 7) Assists with the creation of the monthly and quarterly reports.
- 8) Attends at least two (2) non-consecutive meetings of all A.S. B.C.C.s per quarter.
- 9) Serves as an active member of the Committee on Committees B.C.C. Collaboration SubCommittee.

SECTION 7. DUTIES OF THE A.S. OUTREACH AND RECRUITMENT COORDINATORS.

A) Duties and Responsibilities of the Outreach and Recruitment Coordinators:

- 1) Be responsible for planning and organizing at least one (1) major recruitment fair per quarter.
- 2) Attend at least five (5) different OSL registered group meetings per quarter, at which the Recruitment Coordinator will inform students of available positions within Associated Students.
- 3) Work with the B.C.C. Liaisons in order to assist A.S. B.C.C.s with their own outreach and recruitment efforts.
- 4) Table for a minimum of five (5) hour per quarter in a public place. These hours must be spent actively recruiting students to A.S. Boards, Committees, and Commissions, Administrative Advisory Committees or Academic Senate Committees.
- 5) Attend all interviews involving Committee on Committees external appointments to A.S. B.C.C.s unless restricted by time commitments.
- 6) Develop new and innovative ideas for targeted recruitment.
- 7) Hold a minimum of two (2) office hours per week.
- 8) Attend all meetings of the Committee on Committees and B.C.C. Chair Council.
- 9) Serve as an active member of the Committee on Committees Recruitment SubCommittee.
- 10) Attend student and community events on behalf of the Associated Students.

B) Demographic Designations of the Outreach and Recruitment Coordinators:

- 1) The specific demographic designations of each Outreach and Recruitment Coordinator shall be as follows:

- a) The Freshmen Outreach and Recruitment Coordinator, who shall be responsible for creating innovative ways of recruiting first year students.
  - b) The Transfer Outreach and Recruitment Coordinator, who shall be responsible for creating innovative ways of recruiting transfer students.
  - c) The Off Campus Outreach and Recruitment Coordinator, who shall be responsible for creating innovative ways of outreaching to the students who live off campus.
  - d) The General Outreach and Recruitment Coordinator who shall be responsible for creating innovative ways of outreaching groups that currently are or have historically been underrepresented in A.S. This includes, but is not limited to, College of Creative Studies students, College of Engineering students, etc.
- 2) Each Coordinator shall be responsible for coordinating at least one (1) outreach or recruitment event per quarter that targets their demographic.

#### SECTION 8. SENATE MEMBERS

##### A) Duties and Responsibilities of Senate Members:

- 1) Must attend all Committee on Committees and B.C.C. Chair Council 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 Senate on the activities of the Committee.
- 4) Attend all interviews involving Committee on Committees external appointments to A.S. B.C.C.s unless restricted by time commitments.
- 5) Assume other duties and responsibilities as may be assigned by the Chair.

##### B) The chair, director, coordinator and representative at large positions shall be determined internally by the Committee on Committees Chair, Executive Vice Chair and the Internal Vice President. Each member must attend all Committee on Committees meetings.

##### C) The specific designations of each council member shall be:

- 1) Committee Representative at Large
- 2) Liaison Director
- 3) Outreach and Recruitment Chair
- 4) Shared Governance Coordinator

##### D) Duties and Responsibilities of the Committee Representative at Large:

- 1) Draft all legislation proposed by the Committee and present it to the Senate.
- 2) Undertake at least one (1) special project per quarter.
- 3) Assist the Chair and Executive Vice Chair with the completion of their duties.
- 4) Assist with other projects based upon need and according to assignment by the Chair.
- 5) Be a member of all Committee on Committees SubCommittees and chair all Ad Hoc subCommittees which have not been assigned a chair.
- 6) Shall have the chief responsibility of notifying the Committee of any legislation that may have an impact on B.C.C.s.

E) Duties and responsibilities of the Liaison Director:

- 1) Works with the B.C.C. Liaisons to ensure that the external appointments to all B.C.C's are filled.
- 2) Works closely with the Chair and Executive Vice Chair to ensure that all BCC Chairs and Ex-Officio officers receive a timely orientation.
- 3) Shall work with all Liaisons to ensure that the quarterly report is completed.
- 4) Chairs all meetings of the Committee on Committees B.C.C. Collaboration SubCommittee.

F) Duties and responsibilities of the Outreach and Recruitment Chair:

- 1) Works closely the Outreach and Recruitment Coordinators to plan and execute all recruitment drives / fairs.
- 2) Develops new and innovative recruitment strategies.
- 3) Chairs meetings of the Outreach and Recruitment SubCommittee.
- 4) Assist in facilitating collaboration between the coordinators and other groups that represent the students in their respective areas, such as RHA, SACC, organizations registered with the Office of Student Life, Senate, and other B.C.C.s.
- 5) Shall ensure that all vacant positions and the Committee's outreach and recruitment events are properly advertised in conjunction with the Media Relations Committee.

G) Duties and responsibilities of the Shared Governance Coordinator

- 1) Meet with the Academic Senate and Administrative Advisory Liaisons on a regular basis to coordinate projects involving shared governance and student representation.
- 2) Work closely with the Academic Senate Liaison and Administrative Advisory Liaisons to ensure that all student appointments to the Academic Senate and Administrative Advisory Committees are filled.
- 3) Update appendix A and B of the A.S. Legal Code in conjunction with the Academic Senate Liaison and Administrative Advisory Liaisons.
- 4) Assist with the orientation of student representatives to the Academic Senate and Campus Administrative Advisory Committees.
- 5) Act as a liaison between A.S. and systemwide Committees needing student representation.

SECTION 9. SUBCOMMITTEES OF THE COMMITTEE ON COMMITTEES

A) The B.C.C. Collaboration SubCommittee:

- 1) The charge of the Collaboration SubCommittee shall be to:
  - a) Design and implement programs which increase communication and collaboration among student representatives, A.S. Boards, Committees and Commissions, and the Senate.
  - b) Create projects and events to increase the feeling of community within the Association.

- c) Plan meetings of the BCC Chair Council.
  - 2) The Collaboration SubCommittee shall be comprised of the four (4) A.S. B.C.C. Liaisons, the Committee on Committees Chair and Executive Vice Chair, The Committee Representative at Large, the Internal Climate Coordinator and any interested member of an A.S. B.C.C.
  - 3) The Committee on Committees Liaison Director shall preside over the SubCommittee as Chair.
  - 4) The Collaboration SubCommittee shall meet as often as necessary to fulfill the Committee's charge as determined by the Committee on Committees Chair, Liaison Director, or a majority of the SubCommittee's membership.
- B) The Outreach and Recruitment SubCommittee:
- 1) The charge of the Outreach and Recruitment SubCommittee shall be to:
    - a) Design and implement programs to increase student involvement in and awareness of Associated Students.
    - b) Undertake special outreach and recruitment projects.
    - c) Serve as the planning Committee for all major outreach and recruitment events.
    - d) Work together to attend as many student and community events as possible.
  - 2) The Outreach and Recruitment SubCommittee shall be comprised of the three (3) Outreach and Recruitment Coordinators, the Committee on Committees Chair, the Committee on Committees Executive Vice Chair, the Committee Representative at Large, and the Office of the President Director of Public Engagement, in addition to as many Students at Large as necessary.
  - 3) The Committee on Committees Outreach and Recruitment Chair shall preside over the SubCommittee as Chair.
  - 4) The Outreach and Recruitment SubCommittee shall meet as often as necessary to fulfill the Committee's charge as determined by the Committee on Committees Chair, Outreach and Recruitment Chair, or a majority of the SubCommittee's membership.
- C) The Committee on Committees Chair shall be empowered to create and disband Ad Hoc SubCommittees for any purpose he or she deems necessary. The voting membership of the all SubCommittees shall consist of a minimum of a chair and two (2) members. The Committee on Committees Chair, Executive Vice Chair, and Committee Representative at Large shall be members of all SubCommittees they do not chair.
- D) All SubCommittees shall meet as often as necessary to fulfill the Committee's charge as determined by the Committee on Committees Chair, the SubCommittee Chair, or a majority of the SubCommittee's membership.
- E) All decisions of SubCommittees shall be forwarded to the Committee on Committees Chair for approval before any action is taken.

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

### **SECTION 1. SELECTION, NOMINATION & TERM OF OFFICE**

- A) The selection of commission members shall be determined by the A.S. President with the aid of the Committee on Committees under the following timeline.

- 1) Advertisement for applications to the Committees will begin the fifth (5<sup>th</sup>) week of Winter quarter.
    - a) In order to insure full consideration for Spring appointments, applications shall be received by Tuesday of the fifth (5<sup>th</sup>) week of Spring quarter.
  - 2) Interviews will begin the fourth (4<sup>th</sup>) week of Spring Quarter and end in the seventh (7<sup>th</sup>) week of Spring Quarter. The interview process must consist of members of the Committees-on-Committees, A.S. President-Elect, and if necessary, with guidance from the currently acting A.S. President.
  - 3) The President-Elect shall submit the appointments to the Senate-Elect by the Monday of the eighth (8<sup>th</sup>) week of Spring Quarter.
  - 4) Notification of placement will be sent out by the ninth (9<sup>th</sup>) week of Spring Quarter.
- B) Term of Office of Commission membership members shall be one (1) academic year, unless otherwise specified. Executive Officers and Senators' 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, Committees and Commissions 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 A.S. 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. Their selection of these applicants to Boards, Committees, Commissions, and open offices on the Senate 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 Senators who sit on that Board, Committee or Commission.
    - d) Any interested undergraduate that has attended at least two-thirds (2/3) 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. Senate 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 Senate 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 Senators, and each Committee will have one (1) 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 Senate. The Council can override this policy on a case by case basis by two-thirds (2/3) majority vote.



- 1) All minutes submitted to Senate 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 (3) 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 (6<sup>th</sup>) week of Spring quarter for their 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 Senate. Furthermore, each year during Spring quarter if a Board, Committee, or Commission has not initiated an internal recruitment process by the sixth (6<sup>th</sup>) 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 Senate may be consulted to ensure no reasonable doubt of said recommendations.
  - 2) The persons recommended for appointments must also complete the Committee on Committees appointment application, for the Executive Officers and Senate'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 Senate 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. PROCEDURES FOR "SAFE SPACES"

- A) The Committee Chair or Co-Chairs shall have the responsibility for informing Senate in writing within one (1) week after a "safe space" portion of a meeting occurs. The Chair or Co-Chairs shall be responsible for determining which information they deem relevant, but must specify, at a minimum, the following to Senate:
  - 1) The date of the meeting

- 2) The time when the meeting became closed
  - 3) The time when the meeting became open again
- B) A “safe space” portion of a meeting shall be defined as a closed session with conditions agreed upon by a Board, Committee, and Commission internally. These conditions should be decided upon early in the year. A “safe space” interrupts a public and open meeting so that the meeting space may be used to discuss issues that require privacy.
  - C) If a meeting transitions into a “safe space” environment, official minutes are not required but no student funds or resources may be used until the meeting becomes open again. Student resources include any supplies which the student body as a whole funds.
  - D) It shall be the responsibility of the Chair or Co-Chairs to decide whether or not a meeting should transition into a “safe space,” provided that the decision meets the requirements established within that particular Board, Committee, and Commission.

#### SECTION 4. A.S. ACADEMIC AFFAIRS BOARD

##### A) Charge of the Academic Affairs Board:

The Academic Affairs Board’s (AAB) 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 Internal Chairperson
- 2) External Chairperson
- 3) College of Letters and Science Senator
- 4) College of Engineering Senator
- 5) College of Creative Studies Senator
- 6) Council on Research and Instructional Resources Representative
- 7) Council on Research and Instructional Resources SubCommittee Representative
- 8) Undergraduate Council SubCommittee Representative
- 9) Academic Planning and Resource Allocation Representative
- 10) Academic Program Review Panel Representative
- 11) Student Outreach Coordinator
- 12) SIDE Program Coordinator
- 13) Programming Coordinator
- 14) A.S. President
- 15) A.S. Student Advocate General
- 16) 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 to the board.

##### C) Non-Voting Membership:

- 1) A.S. Controller(s)
- 2) A.S. Committee on Committees Academic Senate Liaison
- 3) A.S. Committee on Committees Advisory Committee Liaison
- 4) A.S. Executive Director
- 5) A.S. Attorney General
- 6) A.S. Advisor

##### D) Selection and Term of Office of the AAB Co-Chairs and Representatives:

- 1) The AAB Co-Chairs, College of Letters and Science Senator, College of Engineering Senator, College of Creative Studies Senator, Council on Research and Instructional

Resources Representative, Council on Research and Instructional Resources SubCommittee Representative, Undergraduate Council SubCommittee Representative, Academic Planning and Resource Allocation Representative, Academic Program Review Panel Representative, Student Outreach Coordinator, Side Coordinator, and Programming Coordinator shall be nominated by the A.S. President and approved by the Senate for a term of one (1) academic year.

- 2) The Senators shall be nominated by the A.S. Internal Vice President and approved by the Senate for the term of one (1) year.

E) Duties and Powers of the AAB Internal 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 to the A.S. President, Vice Presidents, and the Senate. The Internal Chairperson shall be responsible for attending at least two (2) non-consecutive Senate meetings per month to report on the board's actions.
- 4) Acts as the Office of the President Commissioner of Academic Affairs.
- 5) Shall be responsible in assisting in the completion of the budget packet for the following year.
- 6) Attends all interviews involving Committee on Committees appointments pertaining to Academic Senate (Sub) Committees and Academic Planning and Review Panel student representatives.
- 7) Sit on and provide official reports on the Undergraduate Council.
- 8) Shall be responsible for minute taking during meetings and sending out the minutes via e-mail to A.S. Administration, Academic Affairs Board, and Senate within twenty-four (24) hours.

F) Duties and Powers of the AAB External Chairperson:

- 1) Hold a minimum of three (3) regularly scheduled office hours per week.
- 2) Schedules and attends weekly meetings of the AAB.
- 3) Attends a minimum of three (3) Regents meetings per academic year.
- 4) Reports to the A.S. President, Vice Presidents, and the Senate. The External Chairperson shall be responsible for attending at least two (2) non-consecutive Senate meetings per quarter to report on the board's actions.
- 5) Shall communicate extensively with the Academic Affairs divisions at each University of California campus.
- 6) Organize at least one (1) UC-wide program to facilitate accessible academia among campuses.
- 7) Attends all interviews involving Committee on Committees appointments pertaining to Academic Senate subCommittees and Academic Planning and Review Panel student representatives.
- 8) Shall research academic programs and policy at other Universities and present at least one (1) development in education at each Academic Affairs Board meeting.

- 9) Prepare, distribute, and analyze the Classroom and Lecture Availability Student Survey (CLASS) or its equivalent.
- G) Duties and Powers of the Letters and Science Senator:
- 1) Sit on and provide official reports on the Letters and Science Executive Committee.
  - 2) Schedule quarterly meetings with Dean of the College of Letters and Science to discuss the plans and the status of the college and the academic departments it oversees.
- H) Duties and Powers of the Engineering Senator:
- 1) Sit on and provide official reports on the Engineering Executive Committee.
  - 2) Schedule quarterly meetings with Dean of the College of Engineering to discuss the plans and the status of the college and the academic departments it oversees.
- I) Duties and Powers of the College of Creative Studies Senator:
- 1) Sit on and provide official reports on the Creative Studies Executive Committee.
  - 2) Schedule quarterly meetings with Dean of the College of Creative Studies to discuss the plans and the status of the college and the academic departments it oversees.
- J) Research and Instructional Resources Representative:
- 1) Sit on and provide official reports on the Council on Research and Instructional Resources.
- K) Duties and Powers of the Research and Instructional Resources SubCommittee Representative:
- 1) Sit on and provide official reports on the Council on Research and Instructional Resources SubCommittees: Committee on Faculty Grants, Committee on Library, Information, & Instructional Resources, and the Committee on Research Policy and Procedures.
- L) Duties and Powers of the Undergraduate Council SubCommittee Representative:
- 1) Sit on and provide official reports on the Undergraduate Council SubCommittees: Committee on Admissions, Enrollment & Relations with Schools, Committee on Undergraduate Academic Programs & Policy, and the Committee on Undergraduate Student Affairs.
- M) Duties and Powers of the Academic Planning and Resource Allocation Representative:
- 1) Sit on and provide official reports on the Council on Planning and Budget SubCommittee on Academic Planning and Resource Allocation.
- N) Duties and Powers of the Academic Program Review Panel Representative:
- 1) Sit on and provide official reports on the Academic Program Review Panel Academic Advisory Committee.
- O) Duties and Powers of the Student Outreach Coordinator:
- 1) Shall coordinate informational events to enhance the academic experience of students. Create a working relationship with representatives from faculty, staff, SIIRC, Academic Advising, Career Services, and any other invested groups which (s)he sees fit.

- 2) Shall manage and/or create methods to gain feedback from the student population regarding academic affairs and University policy such as online surveys and tabling events.
- 3) Shall write and administer at least one (1) statistically relevant student or staff survey per year.
- 4) Shall work with the AAB External Chairperson to plan at least one (1) educational program per academic year on the state of the University.
- 5) Shall participate in all recruitment fairs organized by Committee on Committees.
- 6) Shall publicize all Committee-sponsored events in collaboration with Media Relations Committee.

P) Duties and Powers of the SIDE Coordinator:

- 1) Shall facilitate all administrative aspects associated with the SIDE Program.
- 2) Shall manage and/or create methods to gain feedback from the students and faculty involved with SIDE.
- 3) Shall coordinate the program review as directed in the SIDE Program Proposal.
- 4) Shall facilitate a minimum of one (1) "How to Teach a SIDE Seminar" informational workshop that will cover the logistics and process for developing a seminar and becoming a student facilitator.
- 5) Shall be the primary point person responsible for addressing any questions/concerns that may arise in the University.

Q) Duties and Powers of the Programming Coordinator:

- 1) Shall facilitate the nomination and selection of one (1) professor every Fall quarter to put on their "Last Lecture" during Winter quarter.
- 2) Shall work with Committee on Committees, Office of Student Life, and Residence Hall Association to provide adequate training and means for the presentation of the budget every Fall quarter.
- 3) Shall maintain close communication with the Student Outreach Coordinator to realize the needs expressed by students.

R) Duties of Voting Members:

- 1) Shall attend all Academic Affairs Board meetings or find proxies if unable to attend.
- 2) Act as liaisons between students, A.S. and the University faculty and administration.
- 3) Shall take into consideration students' concerns and needs when voting on official AAB stances on issues.
- 4) Shall attend appointed Senate Committees and Academic Advisory Committees and provide detailed reports regarding the meetings and represent student concerns and opinions as finalized by AAB. If two (2) or more meetings are not reported upon within one (1) quarter, the representatives will be up for removal from their position.
- 5) Support all other Academic Affairs Board outreach, projects, and campaigns.

SECTION 5. 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) Chairperson
- 2) Vice Chairperson
- 3) Project Manager
- 4) Treasurer
- 5) Undergraduate Representative to the Public Safety Committee
- 6) Two (2) undergraduate Representatives to the Parking and Transportation Committee
- 7) A.S. Senator
- 8) Graduate Students Association Representative
- 9) Any current registered undergraduate or graduate UCSB student who, after attending two (2) consecutive meetings, demonstrates an interest.
- 10) Representative of the UCSB Cycling Team.

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) UCPD Bike Patrol Coordinator
- 10) CSO Bike Assistant Coordinator
- 11) Outreach and Education Coordinator
- 12) Community Bike Advocates
- 13) Any and all interested undergraduate students.

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

- 1) The A.S. Senator shall be nominated by the A.S. Internal Vice President and approved by a majority (50%+1) vote of the Senate. The Chairperson, who can be either an undergraduate or graduate Student, shall be nominated by the voting members to the Committee on Committees by week seven (7) of Spring Quarter.
- 2) The Vice Chairperson, Treasurer, and Project Manager shall be nominated to the Committee on Committees by an internal application process overseen by the current BIKES voting members and A.S. staff advisors.
- 3) All members shall serve a term of one academic year.

E) Duties of Voting Members:

- 1) All voting members shall regularly attend A.S. BIKES meetings.
- 2) Train incoming replacement officers by week eight (8) of Spring quarter.

F) Duties of the Chairperson:

- 1) Hold a minimum of three (3) weekly office hours.
- 2) Shall attend all BCC Chair Council meetings.
- 3) Coordinate the activities of the Committee members, subCommittees and staff workers.
- 4) Organize and chair general meetings.

G) Duties of the Vice Chairperson:

- 1) Hold a minimum of one (1) weekly office hours.
- 2) Maintain the history of BIKES files, voting and non-voting membership and actively use these to ensure meeting attendance.
- 3) Attend at least one Senate meeting per quarter to report on the activities of BIKES.
- 4) Assume the duties of the Chairperson when the Chairperson is absent or unable.

H) Duties of the Project Manager:

- 1) Maintain a list of currently active projects, including location, proposed project, estimated budget and key University and vendor contacts on the project.
- 2) Ensure that current projects stay on schedule and are completed during the scheduled University breaks.
- 3) Photograph each project before and after completion
- 4) Upon project completion, coordinate the final budget, project specs, and time to completion to be placed in the historical project costs in conjunction with the treasurer.

I) Duties of the Treasurer:

- 1) Maintain accurate and current balance sheets for AS-Funded and State-Funded BIKES accounts at both AS Main and Facilities Management.
- 2) Maintain historical project costs, both estimated and actual.
- 3) Develop a budget with the Chair to submit each year.

J) Duties of the Outreach and Education Coordinator:

- 1) Work with UCPD, CSO, and Housing to educate students on bicycle safety, including riding norms, how to lock one's bike, etc.
- 2) Maintain an up-to-date website.
- 3) Develop press releases for projects after funds have been approved and upon completion.
- 4) Assist with gathering student feedback via public events on needed bicycle infrastructure improvements.

K) Frequency of meetings:

- 1) The A.S. Bicycle Improvements Keep Everyone Safe (A.S. BIKES) shall meet at least three times per quarter during the Fall, Winter and Spring quarters and as deemed necessary by the Chair. The date and times of the meeting shall be set by the BIKES voting members.

- 2) The first meeting shall be held prior to the fifth (5<sup>th</sup>) week of Fall quarter.

L) 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 Article XI, Section 5, H.1) and 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 after Senate Approval.
- 5) Projects shall be completed during Summer Session, Winter Break and/or Spring Break.
- 6) Funds may be held over for up to two (2) years to fund larger Capital Improvement projects.

M) 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 6. 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* Executive Managing Editor
- 2) The *Bottom Line* Executive Content Editor
- 3) The *Bottom Line* Section Editor (5)
- 4) The *Bottom Line* Copy Editor
- 5) The *Bottom Line* Senior Layout Editor
- 6) The *Bottom Line* Layout Editors (2)
- 7) The *Bottom Line* Photography Editor
- 8) The *Bottom Line* Web Editor
- 9) The *Bottom Line* Multimedia Editor
- 10) The *Bottom Line* Promotion Director
- 11) The *Bottom Line* Distribution Director
- 12) One (1) Beat writer to report on Student Government.
- 13) One (1) Senator



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) Senator shall be nominated by the Internal Vice President and approved by the Senate for the term of one (1) academic year.
- 2) All other voting members shall be nominated to the Committee on Committees by an internal application process overseen by current *Bottom Line* voting members.
- 3) The Executive Content Editor will be elected annually by a majority vote of the Editorial Board during the Spring quarter.
  - a) The Executive Content Editor will then be responsible for forming an interview Committee to select the Executive Managing Editor, who will then participate in the interview process for the remaining positions on the Editorial Board.
- 4) All terms shall begin at the beginning of Summer Session and end at the termination of the Spring Quarter.

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 widely accepted codes of journalistic ethics such as those maintained by the Society of Professional Journalists.
- 4) Regularly and actively pursue new readership and staff.
- 5) Regularly and actively train staff in new skills, such as investigative reporting, and educating all *Bottom Line* contributors in the canons of journalism.
- 6) Ensure all voting members of *Bottom Line* are doing their respective jobs in accordance with A.S. By-Laws.
- 7) Attend at least one (1) Senate meeting per quarter to report on the actions of *Bottom Line*.
- 8) 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* Executive Managing Editor:

- 1) Organize and take responsibility for all *Bottom Line* business, including finances, production and, under the leadership of the Executive Content Editor, final approval of each issue of the *Bottom Line*.
- 2) Shall recommend to the A.S. Executive Director and A.S. President a pay scale for employees that accurately reflect available funds.
- 3) Responsible for facilitating communication among staff, including creating workspaces, coordinating meeting times, etc.
- 4) Responsible for arranging weekly meetings and notifying all staff through the *Bottom Line* listserv.
- 5) Responsible for maintaining the [bottomlineucsb@gmail.com](mailto:bottomlineucsb@gmail.com) account.
- 6) Responsible for communicating with printer and submitting the publication to print on time.
- 7) Hold at least three (3) office hours per week, excluding regularly held meetings such as staff and Senate.
- 8) Attend or send a proxy for all University Press Council meetings.
- 9) Shall attend all BCC Chair Council meetings.
- 10) Shall work with the Executive Content Editor in all managing/content aspects of the paper, such as arranging dates of publication for each academic quarter.

H) Additional Duties and Powers of the *Bottom Line* Executive Content Editor:

- 1) Responsible for the production and design phase of the *Bottom Line*.
- 2) Responsible for maintaining contact with Section and Copy Editors during the editing phases.
- 3) Responsible for maintaining contact with Layout Editors during the layout phase.
- 4) Responsible for final copy editing and title assignment to articles.
- 5) Assume final responsibility for all material published in the *Bottom Line*, and is thus responsible for ensuring that the *Bottom Line* is honest, fair, accurate and courageous in its gathering, reporting and interpreting of information.
- 6) Hold at least three (3) office hours per week, excluding regularly held meetings such as staff and Senate.

- 7) Attend or send a proxy for all University Press Council meetings.
  - 8) Shall work with the Executive Managing Editor in all managing/content aspects of the paper, such as arranging dates of publication for each academic quarter.
- I) Additional Duties and Powers of the *Bottom Line* Section Editors:
- 1) Responsible for all editing and copy reading 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.
  - 4) Responsible for the content of their section, ensuring that there is content fit to publish, and in some cases, responsible for writing investigative articles themselves.
  - 5) Responsible for holding weekly office hours and appointments with *Bottom Line* writers.
- J) Additional Duties and Powers of the *Bottom Line* Copy Editor:
- 1) Responsible for copy reading and editing all articles an additional time before placement.
  - 2) Responsible for maintaining contact with Section Editors during the copy/editing phases.
  - 3) Responsible for maintaining contact with Layout Editors during the layout phase.
  - 4) Responsible for final copy edit before the publication is sent to print.
- 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 maintaining contact with the Photography, Web, and Multimedia Editors and all Section Editors.
- L) Additional Duties and Powers of the *Bottom Line* Layout Editors:
- 1) Responsible for the production and design phase of the *Bottom Line*.
  - 2) Responsible for maintaining contact with the Photography, Web, and Multimedia Editors and all Section Editors.
- M) 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.
  - 4) Assume responsibility for generating captions from Photographers and ensuring the accuracy of information on the subject(s) in each photograph submitted.
- N) Additional Duties and Powers of the Web Editor:

- 1) Responsible for acquisition, selection, and publication of all *Bottom Line* materials on the website.
  - 2) Responsible for design of the website.
  - 3) Responsible for updating the website on a minimum of a weekly basis.
  - 4) Responsible for maintaining contact with Photographers and Layout Editors.
  - 5) Responsible for working closely with the Multimedia Editor to promote new media.
- O) Additional Duties and Powers of the Multimedia Editor:
- 1) Responsible for assignments and acquisitions of audiovisual footage.
  - 2) Responsible for editing audiovisual media before submission to the Web Editor.
  - 3) Responsible for working closely with the Multimedia Editor to promote new media.
  - 4) Assume responsibility for accurately representing the information on the subject(s) in all audiovisual media submitted.
- P) Duties and Powers of the *Bottom Line* Promotion Director:
- 1) Responsible for soliciting advertising from the community and University that are of general interest to the students.
  - 2) Responsible for promoting the *Bottom Line* whenever possible, such as in the solicitation of new contributors and submissions, and organizing publicity and outreach events for the *Bottom Line*.
  - 3) Responsible for working with the Executive Managing Editor whenever necessary.
  - 4) Responsible for ensuring that advertisers are in accordance with ASUCSB boycott policies, and that they are environmentally, socially, and politically responsible.
- Q) Duties and Powers of the *Bottom Line* Distribution Director:
- 1) Responsible for distributing each issue of the *Bottom Line* in a way that is effective and reaches the UCSB/IV community.
  - 2) Responsible for clearly designating and advertising locations and dates of distribution.
  - 3) Assumes final responsibility for the clean up of each issue.
- R) Duties and Powers of the *Bottom Line* Beat Reporter on Student Government:
- 1) Responsible for attending all AS Senate meetings and appropriate Committee meetings for the purpose of providing fair, accurate and timely reportage to the general student population at UCSB.
  - 2) Responsible for developing and maintaining contacts in student government.
  - 3) Attends all Editorial Board meetings.
  - 4) In addition to ongoing regular coverage of student government, the Beat Reporter shall develop enterprise stories and suggest areas of coverage related to student government to the *Bottom Line* Editorial Board for general assignment.
- S) Duties and Powers of the *Bottom Line* Multimedia Editor:

- 1) Under the leadership of the Web Editor, the Multimedia Editor is responsible for assisting in the solicitation and processing of all photos, videos, audio, slideshows, graphics, etc. for web-ready distribution on the *Bottom Line* online.
- 2) Shall attend all Editorial Board meetings.

#### SECTION 7. 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 Senate 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 Senate. The Committee will seek proposals for other business enterprises or ventures and will serve as the recommending body to Senate 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) Business Services Executive Committee Chair
- 2) Business Services Executive Committee Vice Chair
- 3) One (1) Community Financial Fund (CFF) Coordinator
- 4) Two (2) Project Managers
- 5) Four (4) Project Developers
- 6) One (1) Senator
- 7) Students At Large

##### C) Non-voting Membership:

- 1) Committee Liaisons
- 2) Business Managers from respective A.S. Enterprises
- 3) A.S. Executive Director
- 4) A.S. Assistant Director for Administration
- 5) A.S. Service Development Project Coordinator
- 6) A.S. Financial Literacy Project Coordinator
- 7) A.S. President
- 8) A.S. Controller(s)

##### D) Selection & Term of Office:

- 1) The voting members will apply through the Committee on Committee website, and then qualified Candidates will be selected for interviews. The selection Committee will be the outgoing members of Business Services, a Committee on Committee liaison and a Senator. The decision shall be recommended to the President by week six (6) of Spring quarter and approved by a majority (50% +1) vote of the Senate by week eight (8) of Spring quarter. The board members shall serve a term of office of one (1) academic year.
- 2) The senator will be appointed by the regular process laid out by the Internal Vice President's duties.
- 3) Committee Liaisons are appointed by their respective Committees including but not limited to; the Book Bank, Food Bank, BIKES, IVTU, etc.
- 4) Students-at-Large will be voting members after attending three (3) Business Services meetings. They must NOT be affiliated with other A.S. business services and enterprises that have a corresponding BCC as their advisory arm.
- 5) A quorum of three (3) voting members must be upheld for any voting matter during meetings.

E) Duties and Powers of the Committee:

- 1) Advise Senate on all policies of the Associated Students' Sustainable Food Cart, Community Financial Fund, Notetaking, Publishing, Bike Shop, Cashiers, Ticket Office and any new services developed by the Committee and within Associated Students.
- 2) Facilitate networking between the A.S. Business Services.
- 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 Senate for all business enterprise affairs.
- 6) Assist the businesses in the formation of the annual budget presented to Senate. 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.
- 8) Conduct a yearly evaluation of all A.S. businesses and services. This may be conducted by student evaluations of the businesses and services.
- 9) Implement new sustainable businesses across campus.
- 10) Act as the student oversight Committee over all A.S. Business Services and Enterprises.
- 11) Outreach to students about the various A.S. Business Services.
- 12) Advise A.S. Executive Director on staffing of A.S. business enterprises.

F) Duties and Powers of the Committee Chair:

- 1) Hold weekly meetings with the Committee.
- 2) The Chairperson of A.S. Committee on Business Services shall be in the Office of the President as the liaison to A.S. Committee on Business Services.
- 3) Attend two (2) Senate meetings per quarter and deliver a report to Senate.
- 4) Hold at least two (2) weekly office hours.

- 5) Improve and maintain networking between A.S. Businesses and Associated Students.
- 6) Shall attend all BCC Chair Council Meetings.
- 7) Meet once a month with all Business Managers and Student Managers of respective A.S. enterprises to discuss current business plans, profitability, areas for potential growth, and any other relevant business related topics.
- 8) Attend all business manager staff meetings.
- 9) Serve as liaison between Business Services and A.S. Director of Administration.
- 10) Meet with all Business Services members to discuss current business plans and potentially improvements for the next academic year prior to submitting subCommittee budgets.

G) Duties and Powers of the Vice Chair:

- 1) Record the minutes.
- 2) Attend the weekly meetings.
- 3) Run meetings in the absence of the Chair.
- 4) Hold at least two (2) weekly office hours.
- 5) Oversee administrative duties.
- 6) Manage correspondence with Chair.

H) Duties and Responsibilities of A.S Community Financial Fund Coordinator:

- 1) Attend weekly meetings.
- 2) Facilitate CFF workgroup meetings with members outside of Business Services weekly meetings.
- 3) Serve as the primary liaison between CFF and Business Services.
- 4) Report on CFF businesses during Business Services weekly meetings.
- 5) Work on updating the CFF legal code with Senator, Business Services Chair, CFF workgroup members under staff supervision.
- 6) Develop ways to improve the existing services provided by CFF with workgroup members.

I) Duties and Responsibilities of the two (2) Project Managers:

- 1) Attend weekly meetings.
- 2) Take on a minimum of one (1) project per quarter.
- 3) Serve as additional Project Developers for the first four (4) weeks of Fall quarter.
- 4) Serve as the primary project coordinators and point people for new projects developed by Business Services and within the Association.

- 5) During Winter quarter work on finalized projects. This may or may not be the project plans you turned in.
  - 6) Serve as liaison between A.S. Business Services and business services at other universities.
  - 7) Serve a minimum of two (2) office hours.
- J) Duties of the four (4) Project Developers:
- 1) Attend weekly meetings.
  - 2) Amongst each other split universities across the country by West, Central, Midwest, and East regions, and research businesses and services provided at each university.
  - 3) Each meeting each Project Developer will be responsible for bringing in a minimum of one (1) new business idea with background information.
  - 4) Take on a voted upon project and develop a business plan to be turned into Chair no later than the (4<sup>th</sup>) fourth week of Winter quarter.
  - 5) Hold at least two (2) weekly office hours.
- K) Duties and Responsibilities of Students-at-Large:
- 1) Attend weekly meetings.
  - 2) Become voting members of the Committee after attending three (3) Business Services weekly meetings and have demonstrated keen interest in helping with Committee projects.
  - 3) Assist with projects of the Student-at-Large's interest.
- L) A.S Community Financial Fund (CFF) was passed in the Spring 2011 elections.
- 1) The original ballot language: "The new AS UCSB Community Financial Fund program shall assist students by providing more access to grants and low interest student loans year-round. It will help supplement the current Associated Students emergency loans, currently funded out of the Associated Students membership fee. Once the new Community Financial Fund Fee is collected, all interest generated by the Fund itself shall be directed back into the program. Besides providing an expansion on the current Associated Students emergency loan, this Fund shall establish a credit builder program, regular financial literacy workshops, and personalized money management counseling through the creation of a professional and licensed staff position. The fund will also provide financial guidance for students looking to invest in green, sustainable enterprises, and other financial services."
- M) The Community Financial Fund is offering grants up to \$400 per student per fiscal year (defined as being from July 1st – June 30th) for the entire undergraduate campus. Awards are on a first-come, first-serve basis. Grant awards are not guaranteed and depend on Financial Aid status.
- N) In order to apply for a grant, a student must complete the following criteria:
- 1) Grant Supplemental Questionnaire.
  - 2) Attend one (1) CFF Financial Literacy Workshop.
  - 3) Complete the Financial Literacy Quiz with a passing grade.



- 4) Submit a one-page essay ( single spaced, 12 Times New Roman Font, with one-inch margin).
- O) Grants are distributed at the Cashier's Office and through the A.S. Financial Literacy Project Coordinator
- P) The CFF workgroup headed by the CFF Coordinator will update the CFF guidelines and criteria according to the needs of the program
- Q) CFF workgroup meeting minutes will be approved by the Business Services Committee before approval by the Senate.
- R) The A.S Financial Literacy Project Coordinator will draft the budget for CFF by the fourth week of Winter quarter, which is then approved by the CFF workgroup and Business Services.
- S) Business Services members and CFF workgroup members do not have access to grants due to potential conflict of interest and will be required to sign a waiver prior to their appointment.

#### SECTION 8. A.S. COASTAL FUND

##### A) Charge of the Coastal Fund:

The Coastal Fund (CF) shall provide funds to preserve, conserve, and protect and promote awareness of the terrestrial and marine environments associated with the University of California, Santa Barbara through preservation, education, open access, research, and restoration. The following five (5) principles shall guide and govern the funding of projects by the Coastal Fund:

- 1) Preservation: The biodiversity, and the ecological integrity of the coast are vital and irreplaceable. The Coastal Fund is committed to preserving and enhancing these aspects of the local coastline.
- 2) Education: Environmental education is fundamental to the future health and well being of the UCSB community. The Coastal Fund seeks to develop educational materials and opportunities that are dynamic, proactive, and informative, prioritizing informal education.
- 3) Access: Finding a balance between open public access to the coast and respecting sensitive habitat is essential. The Coastal Fund support the protection of sensitive habitats while providing public access that is open, safe, and has a minimal environmental impact.
- 4) Research: Research is fundamental to the understanding of coastal resources, natural processes and human influences that act upon them. The Coastal Fund encourages studies that have direct application and relevance for the coastline associated with UCSB.
- 5) Restoration: Coastal development and past human activity have negatively affected the coastal environment. The Coastal Fund promotes the restoration of shoreline and watershed habitats that are critical to maintain natural and healthy ecosystems linked to the coast.

##### B) Voting Membership:

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

- 1) Environmental Affairs Board Representative (Graduate or Undergraduate)
- 2) Isla Vista Surfrider Representative (Graduate or Undergraduate)

- 3) Department-wide Graduate Student Representative (2)
- 4) Department-wide Undergraduate Student Representative (3)

C) Ex-Officio membership:

- 1) A.S. Senate Liaison
- 2) A.S. President
- 3) A.S. Attorney General
- 4) A.S. Controller(s)
- 5) A.S. External Vice President for Local Affairs Liaison

D) Non Voting Membership (Coastal Fund Staff)

- 1) A.S. Staff Advisor
- 2) Student Administrative Assistant
- 3) Up to two (2) student Education and Outreach Coordinators
- 4) Student Coastal Service Program Coordinator

E) Selection and Term of Office:

- 1) The Coastal Fund Board of Directors shall be interviewed by Coastal Fund's staff, Board of Directors and voting members. The nominated prospective Board members will be approved by a majority vote by Coastal Fund's voting members then recommended to the A.S. Committee on Committees, then nominated by the A.S. President, with final approval by the Senate for a term of one (1) academic quarter.
- 2) Up to three (3) Environmental Affairs Board and Isla Vista Surfrider Representatives shall be nominated by the chair of the respective Committee. From those the Coastal Fund voting members will nominate one (1) Environmental Affairs Board and one (1) Isla Vista Surfrider Representative. Then nominated by the Committee on Committees, the then nominated by the A.S. President, with final approval by the Senate for a term of one (1) academic year.
- 3) The A.S. Senator shall be a representative appointed by the Internal Vice President, approved by the Senate with final approval by the Coastal Fund Board of Directors, for a term of one (1) academic year.
- 4) The Chair and Vice Chair shall be elected by Coastal Fund's voting members during the last meeting of each academic quarter for the following quarter. Chair and Vice Chairs may nominate himself/herself or be nominated by another Board Member upon their agreement. Appointments will be made by majority vote. Only active Board Members attending the noticed meeting will have a vote. Chair and Vice Chair can serve no more than two (2) the consecutive quarters, or two (2) total quarters per academic school year.
- 5) Any officer may be removed, by the Board of Directors, by majority vote of the Board of Directors, with final approval by the Senate. 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.

F) Attendance:

- 1) 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.
- 2) Any member of the Board of Directors forfeits fifty dollars (\$50.00) of honoraria for each missed (regularly schedule) meeting. If a member of the Board of Directors missed two (2) consecutive meetings (regardless of proxy), no honoraria shall be awarded and a re-

evaluation of that director by the Board of Directors shall be required. Attendance is defined as being present more than fifty percent (50%) of the total meeting time.

G) Duties and Responsibilities of all Coastal Fund Board Members:

- 1) Attend all regularly scheduled meetings.
- 2) Review project applications and consider funding of the projects that are found to be consistent with the Charge of Coastal Fund.
- 3) Attend at least one (1) regularly scheduled office hour per week.
- 4) Present to board on funded items as necessary.
- 5) Participate in the selection of the student staff Coastal Fund and provide feedback regarding progress of staff projects.
- 6) Represent the Coastal Fund on matters pertinent to their jurisdiction and the charge of the Coastal Fund.
- 7) Fill board member and staff vacancies as soon as positions become available.

H) Duties and Responsibilities of the Coastal Fund Chair:

- 1) Fulfill all duties and responsibilities of the board members.
- 2) Shall preside at all meetings of the Board of Directors.
- 3) Shall coordinate and approve meeting agendas and weekly board packets from the A.S. Staff Advisor and Administrative Assistant.
- 4) Shall act as mediator and facilitator during the Board meetings, and will be responsible for holding meetings to the agenda in a timely fashion.
- 5) Meet regularly with staff to facilitate job duties.
- 6) Shall hold two (2) regularly scheduled office hours per week.
- 7) The Chairperson is the sole representative and the primary communicator with the media and community unless the Chairperson delegates to another Board Member.
- 8) Fosters the growth of the Coastal Fund through leadership on new ideas, projects and programs.
- 9) Shall partner with the Vice Chair on oversight of funded project reports.
- 10) Shall partner with the Vice Chair on special projects.
- 11) Shall be responsible with the Vice Chair for the accountability of the board members and staff.
- 12) Shall attend all BCC Chair Council meetings.

I) Duties and Responsibilities of the Coastal Fund Vice Chair:

- 1) Fulfill all duties and responsibilities of board members.
- 2) 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.
- 3) Shall hold two (2) regularly scheduled office hours per week.

- 4) Shall partner with the Chair on oversight of funded project reports.
- 5) Shall partner with the Chair on special projects.
- 6) Shall be responsible with the Chair for the accountability of the board members and staff.

J) Duties and Responsibilities of the A.S. Senate Liaison:

Shall be required to attend the majority of Coastal Fund 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 Senate concerning the activities of Coastal Fund. Such a report will consist of the liaison presenting an oral summary of the activities of Coastal Fund, followed by a question and answer session in which the liaison shall be prepared to answer any questions the Council may have concerning Coastal Fund. 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 Coastal Fund records and documents needed to develop such a report.

K) Charge of the Coastal Fund SubCommittee on Shoreline Education:

Coastal Fund's SubCommittee on Shoreline Education's mission is to provide a way for students to be involved in Coastal Fund and uphold its mission, while educating the students on the projects going on in Santa Barbara that student fees has helped fund. Coastal Fund's SubCommittee on Shoreline Education provides its members with opportunities for internships and experience in dealing with environmental issues, and ways to make their ideas a reality. The subCommittee stands by the principles of protecting our coast, enhancing the environment, and educating students on issues involving the Santa Barbara environment.

1) Voting Membership:

- a) Two (2) Co-Chairs
- b) Two (2) Project Managers
- c) Two (2) Outreach Managers
- d) Two (2) Project Creators

2) Non-voting Membership:

- a) A.S. Advisor
- b) A.S. Attorney General
- c) A.S. Executive Director
- d) A.S. Controller

3) Duties and Powers of the Coastal Fund's SubCommittee on Shoreline Education Co-Chairs:

- a) Attend every meeting of the Coastal Fund's SubCommittee on Shoreline Education.
- b) Create agenda to discuss coastal and club issues with the members.
- c) Be most knowledgeable of Coastal Fund and its policies.
- d) At least one (1) of the Co-Chairs must be present at each Coastal Fund meeting to report to the board on the club's activities.

4) Duties and Powers of the Coastal Fund's SubCommittee on Shoreline Education Project Managers:

- a) Responsible for knowing the projects that Coastal Fund has funded.

- b) Liaison to the funded projects and responsible for contacting directors of the funded Coastal Fund projects to set up tours.
  - c) Select projects and write/edit the press releases for the funded Coastal Fund projects if they feel it is needed.
  - d) Report to the club about their findings and announce when tours are set up.
- 5) Duties and Powers of the Outreach Managers:
- a) Responsible for advertising for Coastal Fund's SubCommittee on Shoreline Education.
  - b) Collaborate with the Project Manager to send out press releases.
  - c) Ensure that the student body knows which projects Coastal Fund has allocated money towards.
  - d) Be knowledgeable of the events going on at UCSB and the Santa Barbara community that would apply to Coastal Fund's SubCommittee on Shoreline Education's mission.
  - e) Make use of fliers, banners, Facebook, and other methods of advertising for tours.
  - f) Keep and maintain the Coastal Fund's SubCommittee on Shoreline Education tab on the Coastal Fund website up to date with information.
- 6) Duties and Powers of the Project Creators:
- a) Actively seek projects or ideas that fit within Coastal Fund's mission statement.
  - b) Create applications to propose projects or ideas to the Coastal Fund board for funding.
  - c) Responsible for going to various departments on campus to ask professors and/or students for their ideas in terms of Coastal Fund's SubCommittee on Shoreline Education projects.
  - d) Assist applicants with their applications.

#### SECTION 9. A.S. COMMISSION ON DISABILITY EQUALITY

##### A) Charge of the Commission:

The Commission on Disability Equality (CODE) is dedicated to improving the status of students with temporary or permanent disabilities on campus and in the community. CODE shall outreach, network, and explore ways to increase retention and graduation rates, and promote social, educational, and academic programs regarding the disabled student community. CODE 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) Recording/Historian Officer
- 3) One (1) Public Relations Officer
- 4) Two (2) Programming Officers
- 5) One (1) Senator

- 6) One (1) Graduate Students Association Representative
- 7) A.S. External Vice President of Local Affairs
- 8) A.S. External Vice President for Statewide Affairs
- 9) A.S. State Affairs Organizing Director
- 10) A.S. Student Advocate(s)
- 11) All undergraduate and graduate students who are enrolled in the Disabled Students Program.
- 12) Any student who attends two (2) 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 by a two-thirds (2/3) vote, then nominated by the A.S. President and confirmed by Senate for a term of one (1) academic year. In the event that the Commission fails to meet for one (1) entire quarter, the commission on Commissions shall hold an interview process and appoint a new Commissioner for the following quarter.
- 2) The following officers shall be selected and approved by the commission by a vote of fifty percent plus one (50% +1) for a term of one (1) academic year:
  - a) Recording Officer
  - b) Public Relations Officer
  - c) Two (2) Programming Officers
- 3) The Senator shall be nominated by the Internal Vice President and confirmed by the Senate for a term of one (1) academic year.

E) Duties and Responsibilities of Officers:

- 1) The Commissioner shall:
  - a) Serve as the official representatives and spokespersons of the Commission.
  - b) Facilitate all weekly Commission meetings.
  - c) Have the primary responsibility for fiscal management.
  - d) Prepare the Commission's budget for the following year.
  - e) Meet with administrators and students from the office of the Disabled Students Program at least five (5) times per quarter.
  - f) Present at least two (2) reports to the Senate per quarter regarding the activities of the Commission.
  - g) Hold a minimum of four (4) regularly scheduled office hours per week as follows:
    - aa) Three (3) regularly scheduled office hours per week in the A.S. CODE office.
- 2) The Recording/Historian Officer shall:
  - a) Record minutes of all meetings and distribute them to all members of the Commission and Senate.

- b) Organize and keep an update contact list of Commission members and those interested in the Commission.
    - c) Present a report of public relations developments bi-weekly to the Commission.
    - d) Take pictures of events and meetings.
    - e) Update the webpage as seen necessary.
  - 3) The Public Relations Officer shall:
    - a) Be responsible for informing and educating the campus community about meetings, programs, and projects of the Commission.
    - b) Maintain and update the A.S. CODE website and other publicity sources regularly.
    - c) Work with A.S. External Vice President of Statewide Affairs and A.S. State Affairs Organizing Director to promote public awareness of the issues addressed in the Commission through legislation.
    - d) Present a report of public relations developments bi-weekly to the Commission.
  - 4) The two (2) Programming Officers shall:
    - a) Be responsible for overseeing the coordination of all the Commission programs and activities.
    - b) Organize the involvement of Commission members in planning and facilitating all programs and activities.
    - c) Present a report of public relations developments bi-weekly to the Commission.
- F) Duties and Responsibilities of the Commission:
- 1) Meet regularly once (1) per week.
  - 2) Organize at least one (1) disability awareness week program each year, which shall be open to all students.
  - 3) Organize at least one (1) joint social event per quarter for members of the Commission and members of the Disabled Students Program.
  - 4) Address all accessibility issues for disabled students on campus and in the community to the Committee on Campus Planning, the Student Fee Advisory Committee, and any other relevant campus entities at least once (1) per year.
  - 5) Organize a campus-wide program that addresses specific accessibility issues for disabled students at least once (1) per year.

#### SECTION 10. COMMISSION ON STUDENT WELL BEING

##### A) Charge of the Committee:

The A.S. Commission on Student Well Being is a body concerned with the holistic well being of UCSB undergraduate students. Its purpose is to increase awareness, educate, advocate and serve as a reference point for student social services on campus and locally. Additionally, the commission will create and promote programs focused on providing a positive, comfortable and educational learning experience for all on campus.

##### B) Membership:

- 1) Mandatory Membership:
    - a) One (1) Chair
    - b) One (1) Internal Coordinator
    - c) One (1) External Coordinator
    - d) One (1) Financial Coordinator
    - e) One (1) Publicity Coordinator
    - f) One (1) Fitness Coordinator
    - g) One (1) Outreach Coordinator
    - h) One (1) Senate Member
  - 2) Voting Membership:
    - a) All mandatory membership.
    - b) Any students attending more than three meetings in a year.
- C) Selection and Term of Office of the Mandatory Membership:
- 1) The one (1) Chair and all Coordinators shall be recommended by the previous voting membership, to the A.S. Committee on Committees, then nominated by the A.S. President with final approval given by the Senate for a term of one (1) academic year.
    - a) The recommendation process of the Commission On Student Well Being for the one (1) Chair and all of the Coordinators requires a vote by all those considered in the category of "Voting Membership". The individuals pursuing those aforementioned positions must acquire a majority of votes. The vote reflects the formal selection of the Commission to the A.S. President.
  - 2) The Senator can first be recommended by the Commission and then selected and nominated by the A.S. Internal Vice President, with final approval given to the Senate for a term of one (1) year. If a Senator is not recommended by the Commission in the ninth (9<sup>th</sup>) week of Spring quarter, the A.S. Internal Vice President can appoint a Senator without any recommendation by the Commission.
- D) Duties and Powers of the Commission:
- 1) Act as a reference point for student social services related to mental or physical health and student well being at UCSB.
  - 2) Work to educate the campus on issues pertaining to student mental or physical health.
  - 3) Create viable and effective communication between UCSB students and various campus departments focused on student social services at UCSB and the UC system.
  - 4) Advocate for improving and protecting counseling services at UCSB and the UC system.
  - 5) Coordinate speakers, lectures, entertainment, and other events to educate and make UCSB or the community aware of issues.
- E) Duties and Powers of the Chair:
- 1) Schedule and facilitate weekly meetings of the Commission.
  - 2) Be aware of issues related to mental or physical health locally, nationally, and in the University of California system.
  - 3) Handle public relations for the Commission and be the official spokesperson for the Commission.
  - 4) Set a minimum of two (2) regularly scheduled office hours per week.
  - 5) Be responsible for all fiscal transactions in the Commission.



- 6) Prepare the Commission's budget for the following year in conjunction with the Financial Coordinator of the Commission.
- 7) Delegate a representative to give at least two (2) reports to the Senate per quarter regarding the activities of the Commission.
- 8) Shall attend all BCC Chair Council meetings.
- 9) Organize, with assistance from other members of the Commission, at least one (1) major event per quarter which is open to all students and related to either physical, mental, or social well being.

F) Duties of the Internal Coordinator:

- 1) Record the minutes at each meeting.
- 2) Be responsible for the distribution of minutes.
- 3) Compile pictures, articles and other accomplishments of the Commission.
- 4) Organize at least one (1) quarterly meeting with other mental health related organizations on campus for the purpose of collaboration.

G) Duties of the External Coordinator:

- 1) Serves as liaison between other Boards, Committees and Commissions within Associated Students.
- 2) Serves as liaison between Student Health, Career & Counseling Services, the Psychology Department and Student Organizations.
- 3) Be responsible for emailing and outreaching the student body about upcoming events.
- 4) Compile and maintain contact lists for the Commission.
- 5) Serve as a proxy for the Chair in the occasion that the Chair is unable to attend an outside meeting or make a report to the Senate.
- 6) Be responsible for representing COSWB at the meetings of other organizations.
- 7) Attend at least five (5) outside meetings of a Board, Committee, Commission, or student organization per quarter.

H) Duties of the Financial Coordinator:

- 1) Responsible for fiscal management of the Commission.
- 2) In conjunction with Commissioners, shall prepare the Commission budget for the following year.
- 3) Give a financial report to the Committee every other week, starting with week two (2).
  - a) Reports include: unallocated funds, motions, expenditures, and any other financial matters that pertain to the Committee.
- 4) Serve as an available aid to other Coordinators in their event planning.

I) Publicity Coordinator:

- 1) Works closely with chairs and coordinators during planning of events to determine advertising and publicity needs, strategies, budgets, deadlines, etc.

- 2) Works closely with the Media Relations Committee to help promote events.
  - 3) Maintain a working relationship with the *Daily Nexus*, *Bottom Line*, and other media outlets.
- J) Duties of the Senator:
- 1) Give weekly reports on the Senate to the Commission.
  - 2) Provide Senate with a weekly report of the Commission.
  - 3) Attend at least one (1) COSWB event, and attend other COSWB events to the best of their ability.
- K) Duties of the Fitness Coordinator:
- 1) Organize a weekly fitness event for weeks 1-9 of each quarter (Fall, Winter, Spring).
  - 2) Be responsible for securing a location, contacting instructors and making sure instructors are paid.
  - 3) Be responsible for supervising, or delegating another member of the Commission to supervise, the weekly fitness event.
  - 4) Be responsible for fitness preparation and materials including, but not limited to: waivers, iHome or another mode of audio, merchandise, snacks, etc.
- L) Duties of the Outreach Coordinator:
- 1) Organize at least four (4) tabling events per quarter.
  - 2) Be responsible for creating and organizing promotion materials.
  - 3) Organize at least two (2) mixers in the residence halls per quarter as an informational program about the Commission as well as the resources and services available to students on campus.

#### SECTION 11. A.S. COMMITTEE ON HONORARIA

##### A) Charge of the Committee:

The A.S. Committee on Honoraria shall oversee the allocation of all A.S. money towards honoraria. The Committee 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 Senate review. The Honoraria Committee shall also be in charge of creating and distributing forms for honoraria.

##### B) Voting Membership:

- 1) Legislative Council First Pro-Tempore (Vice Chair)
- 2) Legislative Council Second Pro-Tempore
- 3) A.S. Committee on Committees Chair
- 4) Two (2) Legislative Council Representatives
- 5) Three (3) Student Representatives at Large

##### C) Non-Voting Membership:

- 1) A.S. Internal Vice President (the Chair; votes only in the event of a tie)
- 2) A.S. Executive Director
- 3) A.S. Committee on Committees Executive Vice Chair

- 4) A.S. Controller(s)
- 5) A.S. Attorney General
- 6) A.S. Director of Accountability
- 7) A.S. President
- 8) IVP Chief of Staff

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

- 1) The two (2) Senators will be appointed by the A. S. Internal Vice President with the final approval being given by the Senate for a term of one (1) academic year.
- 2) The Three (3) Student Representatives-at-Large shall be recommended by the A.S. Committee on Committees, appointed by the President and approved with a majority (50%+1) vote of the Senate.

E) Duties and Powers of the Committee:

- 1) Oversee approval of all honoraria requests.
- 2) Review and investigate all honoraria requests.
- 3) Make recommendations to the Senate 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) Review the rates of compensation in the Winter quarter of every even numbered year.

F) Duties and Responsibilities of the Chairperson:

- 1) Chair regular and special meetings of the Honoraria Committee.
- 2) Ensure all Committee members receive a proper Committee orientation, which shall include, but will not be limited too: their job description, Committee expectations, the conditions for receiving honoraria and the guidelines for allocating honorarium.
- 3) Distribute honoraria forms no later than the Monday of week seven (7).
- 4) Determine the acceptability and completeness of honoraria forms.
- 5) Ensure all members of the Committee are consistent with their recommendations.
- 6) Assume chief responsibility for the completion of the Committee's duties and charge.
- 7) Be responsible for the implementation of the biennial review of the rates of compensation.
- 8) Shall attend all BCC Chair Council Meetings.
- 9) Vote in the event of a tie.

G) Duties and Responsibilities of the Vice Chairperson:

- 1) Assume the duties of the Chairperson when s/he is absent or as designated.
- 2) Take minutes of meetings of the honoraria Committee.
- 3) Create an accurate spreadsheet detailing the Committee's recommendations to be sent to all appropriate listservs as determined by the chair and to be posted in the A.S. Main Office.

- 4) Be responsible for informing officers when their honoraria requests have been denied, in writing.
  - 5) Update the honoraria spreadsheet when honoraria allocations are changed.
  - 6) Attend all meetings of the Honoraria Committee.
  - 7) In the event that the Vice Chairperson cannot attend a meeting of the Honoraria Committee, the position and its responsibilities shall be fulfilled by the Senate Second Representative Pro-Tempore.
- H) Duties of the Second Representative Pro-Tempore:
- 1) Assist the Chair and Vice Chair with the completion of their duties.
  - 2) Be responsible for the maintenance and upkeep of the Committee's website.
  - 3) Oversee the completion of the duties of the Student Representatives-at-Large.
- I) Duties of the Committee on Committees Chair:
- 1) Ensure that all non-elected officials requesting honoraria have been appointed by the President and ratified by the Senate.
  - 2) Assist the Committee's Chair with coordinating the recording of office hours.
  - 3) Work with the Chair to ensure that vacancies on the Committee are filled in a timely fashion.
  - 4) In the event that the Committee on Committees Chair cannot attend a meeting of the Honoraria Committee, the position and its responsibilities shall be fulfilled by the Committee on Committees' Executive Vice Chair.
- J) Duties of the Student Representatives-at-Large:
- 1) Attend at least three (3) Senate meetings per quarter.
  - 2) Attend at least two (2) Finance Board meetings per quarter.
  - 3) Attend at least one (1) meeting of each Committee, board, or commission that qualifies for honoraria per quarter.
  - 4) Assist the Director of Accountability in the creation of the accountability report and the completion of his or her duties.
  - 5) Maintain active contact with the chairs of all A.S. B.C.C.s and student representatives in order to determine the extent to which all officers and representatives have fulfilled their job descriptions.

## SECTION 12. COMMISSION 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 commission will focus on all safety issues concerning the student body as well as increasing student relations and communications with 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 commission shall organize projects and campaigns pertaining to public safety.

B) Structure:

1) A.S. C.O.P.S. shall consist of:

- a) Voting Members:
  - One (1) Chair
  - One (1) Vice Chair
  - One (1) Senator
  - External Vice President of Local Affairs or the EVPLA Community Safety Coordinator
  - Any individual that has attended at least one (1) COPS meeting.
- 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. Attorney General

C) Selection and Terms of Office:

- 1) The Chair, Vice Chair, (not Senators) shall be recommended by the A.S. Committee on Committees, appointed by the President and approved with a two-thirds (2/3) vote of the Senate.
- 2) The one (1) Senator shall be appointed by the Internal-Vice President and approved with a two-thirds (2/3) vote of the Senate.

D) Duties and Powers:

1) Chairperson:

- a) Presides over all 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) Senate meetings per quarter to report on the Committee's actions.
- d) Appoints commission officers.
- e) Hold a minimum of three (3) office hours per week.
- f) Shall attend all BCC Chair Council Meetings.
- g) Shall attend two (2) meetings per quarter for the following BCCs: Queer Commission, Take Back the Night, BIKES, Commission on Student Wellbeing, Committee on Disability Equality.
- h) Shall meet with the EVPLA Safety Coordinator at least twice per quarter, as well as maintain regular communication.
- i) Creates and maintains the COPS budget.

2) Vice Chairperson:

- a) Fulfills duties of the Chair, if Chairperson is unable to do so.
- b) Responsible for attending at least one (1) Senate meeting per quarter to report on the Committee's actions.

- c) Hold a minimum of three (3) office hours per week.
  - d) Shall oversee administrative detail and project work within COPS.
  - e) Attend at least one (1) Isla Vista Community Network meeting per quarter.
  - f) Shall act as the COPS Historian by maintaining a binder containing meeting minutes and project documents.
- 3) The Isla Vista Safety Liaison shall:
- a) Work with COPS in discussing, implementing, and evaluating any specific matters of safety in Isla Vista.
  - b) Act as a liaison to Isla Vista Foot Patrol, Isla Vista Recreation and Parks District, and any other safety-relevant Isla Vista entities (groups or individuals).
- 4) The University-Affiliated C.O.P.S. Liaison shall:
- a) Work with COPS in discussing, implementing, and evaluating any specific matters of safety concerning the University.
  - b) Act as a liaison to the Office of Student Life, UCSB Police Department, and Career and Counseling Services.
  - c) Collaborate with the COPS IV Liaison and EVPLA Safety Coordinator in holding at least one town hall meeting a year to create and encourage discussion about safety issues on campus and in Isla Vista.

#### SECTION 13. 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) Two (2) Co-Chairs
- 2) Two (2) Public Relations Coordinator
- 3) One (1) Community Outreach Coordinator
- 4) Two (2) Family Literacy Coordinators
- 5) One (1) Internal Community Coordinator
- 6) One (1) Treasurer
- 7) One (1) Historian
- 8) One (1) Childcare Coordinator
- 9) One (1) Youth Outreach Coordinator
- 10) One (1) Special Projects Coordinator
- 11) Two (2) Alternative Break Coordinator
- 12) Two (2) Homeless Hunger Coordinator
- 13) One (1) Senior Citizen Coordinator
- 14) One (1) Environmental Coordinator
- 15) One (1) Animal Coordinator
- 16) One (1) Senator

##### C) Non-Voting Membership:

- 1) A.S. Advisor
- 2) A.S. Controller(s)
- 3) A.S. Committees Chair
- 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 Co-Chairs (2), Public Relations Coordinator, Community Outreach Coordinator, Family Literacy Coordinators, Internal Community Coordinator, Historian, Childcare Coordinator, Youth Outreach Coordinator, Special Projects Coordinator, Alternative Break Coordinator, Homeless Hunger Coordinator, Senior Citizen Coordinator, Environmental Coordinator, Animal Coordinator, and Treasurer shall be recommended to the A.S. Committee on Committees by an internal process subject to the approval of the Chair, then nominated by the President for Senate approval. The term of office is one (1) academic year.
- 2) The one (1) Senator shall be nominated by the Internal Vice President and approved by the Senate for the term of one (1) year.

E) Duties and Powers of the CAB Co- Chairs:

Act as liaisons between the community and the UCSB campus and establish student volunteer programs to work with various community service organizations and projects. This position will be run by two (2) coordinators who will share the following duties:

- 1) Compile the weekly agenda for the CAB leader and general meetings.
- 2) Responsible for running the CAB's Business meetings.
- 3) Responsible for maintaining the CAB's Project record.
- 4) Implement effective student volunteer projects.
- 5) Proactively recruit and retain volunteers.
- 6) Responsible for overseeing all funding proposals that come to the CAB and the CAB Foundation.
- 7) Finalize and send out the minutes from the CAB meeting, Foundation meeting, Leader meeting and CAREMAIL.
- 8) Responsible for writing and editing the A.S. Annual report in coordination with the CAB advisor.
- 9) Responsible for attending at least two (2) non-consecutive Senate meetings per quarter to report on the Board's action.
- 10) Must hold a minimum of five (5) office hours per week, exclusive to CAB related meetings and fieldwork.
- 11) Shall attend all BCC Chair Council Meetings.
- 12) Hold at least two (2) quarterly meetings with each coordinator to oversee and support volunteer projects and ideas. Two one on one personal check-ins.

F) Duties of the CAB Public Relations Coordinator:

The Public Relations Coordinator and the Community Outreach Coordinator hold similar positions. While there are many opportunities for collaboration amongst these two roles the main difference is as follows: The Public Relations Coordinators are primarily responsible for promoting CAB to the greater public and Santa Barbara area (through means of newspaper, radio, websites, etc.) and connecting with other similar organizations. Where as the Community Outreach Coordinator's main role is to connect with students and our direct community to connect them with CAB.

- 1) Serve as the primary liaison between the Greek community and Resident Assistants, informing them of upcoming volunteer opportunities on campus and the surrounding community.
- 2) Coordinate publicity needs of all key volunteer members.
- 3) Compose and send out Public Service Announcements and articles to local news sources (Daily Nexus, The Bottom Line, SB Independent, KCSB Radio, Facebook, etc) to help the community reach greater awareness about CAB's presence and activities.
- 4) Shall assume the responsibilities of the Co-Chairs in their absence.
- 5) Organize monthly campus tabling at the UCEN or Arbor for recruiting CAB members and volunteers for projects and events.
- 6) Hold a minimum of three (3) office hours per week, exclusive to CAB related meetings and fieldwork.
- 7) 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.
- 8) Connect with ALL organizations on campus who share a similar mission as CAB so that we may collaborate and work together.
- 9) Reach out to greater organizations in the Santa Barbara Area who share similar mission as CAB so that we may collaborate and work together.
- 10) Keep the CAB website and Facebook page updated with current events and announcements on Care-Mail on a weekly basis.
- 11) Organize and/or facilitate a minimum of seven monthly campus tabling events at the UCEN, Annex or Arbor for recruiting CAB members and volunteers for projects and events.

G) Duties of the CAB Community Outreach Coordinator:

The Public Relations Coordinator and the Community Outreach Coordinator hold similar positions. While there are many opportunities for collaboration amongst these two roles the main difference is as follows: The Public Relations Coordinators are primarily responsible for promoting CAB to the greater public and Santa Barbara area (through means of newspaper, radio, websites, etc.) and connecting with other similar organizations. Where as the Community Outreach Coordinator's main role is to connect with students and our direct community to connect them with CAB.

- 1) Coordinate all public outreach efforts to provide information about the Community Affairs Board to local nonprofits and businesses in our community.
- 2) Coordinate outreach presentations for all the CAB programs and events with the CAB Public Relations Coordinator and the necessary media resources.
- 3) Hold a minimum of one (1) office hour per week, exclusive to CAB related meetings and fieldwork.



- 4) Coordinate and execute the Care-Expo event.
- 5) Organize at least one tabling event per month at the UCEN or Arbor for recruiting CAB members and volunteers for projects and events.

H) 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. This position will be run by two (2) coordinators (bilingual preferred) who will share the following duties, and honoraria:

- 1) To promote the Family Literacy Program through advertisements, flyers, phone calls, radio spots, and any other means possible to recruit new tutors and families.
- 2) To coordinate the application and matching process with the UCSB students and children in the community.
- 3) To keep in contact with the families participating to ensure that the program is meeting their needs.
- 4) 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.
- 5) To provide a minimum of two (2) activities per quarter in which the tutors can interact with their children outside of the home environment.
- 6) To maintain an adequate inventory of books, games puzzles, markers, stickers, etc. for the tutors to use with their children.
- 7) To hold three (3) office hours per week, each, exclusive to the CAB related meetings and fieldwork.
- 8) Participate in two (2) or more volunteer activities per quarter.

I) Duties of the CAB Internal Community Coordinator:

- 1) In charge of coordinating events that will help build community amongst CAB Leaders. Plan events such as barbecues, social gatherings, and outings. A minimum of three (1) per quarter.
- 2) In charge of coordinating events that will help build community amongst all of CAB (open to everyone). Plan events such as, but not limited to, barbecues, social gatherings and outings.
- 3) Hold a minimum of two (2) minor social events on campus. These could be an activity where CAB partners up with an organization event that is already on campus. (ie: "Lets all go to the Improvability tonight!") These minor events could include projects that you do not specifically plan and organize.
- 4) Hold a minimum of three (1) office hour per week, exclusive to CAB related meetings and fieldwork.
- 5) Help coordinate icebreakers, activities and mini-volunteer projects for weekly CAB meetings.

J) Duties of the CAB Treasurer:

Responsible for fiscal management of the Board. This includes but is not limited to:

- 1) Prepare the boards budget for the following year in conjunction with the Co-Chairs.

- 2) Responsible for collecting and returning all requisitions to Co-Chairs.
- 3) Maintain historical financial records of the CAB.
- 4) Shall contact funding request liaisons within two (2) days after the meeting to inform them of the board's decision.
- 5) Attend one (1) A.S. Finance Board meeting per quarter.
- 6) To hold three (3) office hours per week, each, exclusive to CAB related meetings and fieldwork.
- 7) Keep a very detailed account of the CAB budget (online, as well as in a hard-copy binder), bring this binder to every leader meeting and be prepared to share with the board where we currently stand in our budget and always be looking for ways in which we can save money (this may mean doing research for funding requests to find more similar and inexpensive options).

K) Duties of the CAB Historian:

- 1) Responsible for collecting and compiling documentation about CAB projects and events. Photograph ALL CAB events and programs personally (or have a proxy document for you if you cannot attend personally), keeping them organized and accessible throughout the year (download all files on CAB computers).
- 2) Upload photos on CAB website as well as Facebook.
- 3) Prepare the annual CAB Slideshow.
- 4) Hold three (3) office hours per week, each, exclusive to CAB related meetings and fieldwork.

L) Duties of the CAB Childcare Coordinator:

- 1) Act as liaison between the CAB and A.S. Childcare Coordinator
- 2) Collaborate with the CAB Youth Outreach Coordinator.
- 3) Provide updates regarding the A.S. Childcare Coordinator Committee.
- 4) To hold one (1) office hour per week, each, exclusive to CAB related meetings and fieldwork.
- 5) Participate in two (2) or more volunteer activities per quarter.

M) Duties of the CAB Youth Outreach Coordinator:

- 1) Collaborate with the Childcare Coordinator to enhance community involvement.
- 2) Serve as liaison between various youth programs based in the community.
- 3) Hold a minimum of three (3) office hours per week, exclusive to CAB related meetings and fieldwork.
- 4) Responsible for coordinating necessary community volunteer opportunities regarding youth.
- 5) Coordinate at least three events per quarter benefitting youth.

N) Duties of the CAB Special Projects Coordinator:

The Special Projects Coordinator is responsible for both organizing special events (YOU MATTER!) and also special projects that are beneficial to CAB (ex: creating a suggestion box). This position requires both creativity and constant reflection and observation to see how we can better use our time and energy.

- 1) Plan and organize reoccurring CAB special Events (YOU MATTER! And Relay for Life, etc.)
- 2) Create new sustainable events directed towards the UCSB student body.
- 3) Hold at least three (3) office hours per week to be served in the Community Affairs Board Office.
- 4) Responsible for looking for strategies and creating and/or finding tools that CAB can use to reach it's mission with greater ease and efficiency.

O) Duties of the CAB Alternative Break Coordinator(s):

Be responsible for coordinating three (3) CAB volunteer trips/programs throughout the year, one (1) being during Spring recess. These planned trips must foster community service. This position will be run by two (2) coordinators who will share the following duties.

- 1) Be a liaison between the organization and the students attending the trip.
- 3) Make sure that all forms, funding, liabilities etc. are complete for each trip.
- 4) Recruit volunteers for the trips.
- 5) Maintain a relationship and connection with other Alternative Break organizations.
- 6) Attend and lead the trips, or if unable, inform and prepare a substitution.
- 7) Be responsible for coordinating at least three (3) CAB volunteer trips or programs throughout the year, one (1) being during Spring recess. These planned trips must foster community service.

P) Duties of the CAB Hunger/Homeless Coordinator(s):

Plan and implement programs that will have a sustainable impact on the homeless community in Isla Vista. This position will be run by two (2) coordinators who will share the following duties.

- 1) Coordinate at least three (3) events each quarter benefiting hunger or houseless issues.
- 2) Connect with local organizations (churches, Street Health Outreach, etc.) who share a similar mission to serve the houseless in our community.
- 3) To hold one (1) office hour per week, each, exclusive to CAB related meetings and fieldwork.
- 4) Organize and lead at least one meal a week serving the houseless (ie: Breakfast Club).
- 5) Look for more substantial ways to help ease or solve the issue of houseless or hunger per quarter for the weekly meetings.
- 6) Responsible for selecting one (1) speaker who can talk about the issue of houseless/hunger per quarter for the weekly meetings.

Q) Duties of the CAB Senior Citizen Coordinator:

Act as a liaison between the CAB and senior citizen population in and around Isla Vista.

- 1) Coordinate at least three (3) events per quarter benefiting the senior citizen community.
- 2) Continue and improve the Adopt a Grandparent program (with Friendship Manor) and the Community Friends program (with Devereux).
- 3) Responsible for selecting one (1) speaker who can share the needs of senior-citizens per quarter for the weekly meetings.
- 4) To hold one (1) office hour per week, each, exclusive to CAB related meetings and fieldwork.

R) Duties of the CAB Environmental Coordinator:

Act as a liaison between the CAB and other UCSB environmental organizations.

- 1) Coordinate at least three (3) events per quarter benefiting the environment.
- 2) Responsible for selecting one (1) environmental speaker per quarter for the weekly meetings.
- 3) To hold one (1) office hour per week, each, exclusive to CAB related meetings and fieldwork.
- 4) Act as a liaison between CAB and the Environmental Affairs Board (EAB).
- 5) Inform the community about environmental opportunities and related events.

S) Duties of the CAB Animal Coordinator:

Inform the student population about volunteer opportunities at the local animal shelters.

- 1) Coordinate carpool transportation when there is an orientation at the shelters, and if any interested student needs a ride to the events.
- 2) Inform the public about any important animal related events, and participate in them.
- 3) Hold one (1) office hour per week, exclusive to CAB related meetings and fieldwork.
- 4) Coordinate at least three (3) events each quarter benefiting animals.
- 5) Responsible for selecting one (1) animal speaker per quarter for the weekly meetings.
- 6) Connect with local organizations who share a similar mission to serve the animals in our community.

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

The A.S. Childcare Coordinator reviews applications requesting childcare grants and is in charge of the distribution of grants pending Senate 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. 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 Senators
  - 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:
  - aa) Hold a minimum of three (3) office hours a week, exclusive to CAB related meetings and fieldwork.
  - bb) Attend two (2) non-consecutive Senate meetings per quarter.
  - cc) 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 one hundred twenty-five dollars (\$125.00) plus twenty-five (\$25.00) for each additional child per student/family per quarter, with the maximum of \$200.00 per student/ family twice per quarter.
- d) Track and provide reports on all grants to ensure individual awards do not exceed one hundred twenty-five dollars (\$125.00) plus twenty-five \$25.00 for each additional child per student/family per quarter, with the maximum of two hundred dollars (\$200.00) per student/ family per quarter.

U) Charge of the Board:

**CAB Foundation seeks to enhance the educational experience of UCSB students by issuing grants for ongoing service-based programs or projects that foster greater awareness regarding social, educational, economic, and environmental issues. These programs must engage UCSB undergraduate students as volunteers or leaders as well as strive to have meaningful and lasting impact on the greater Santa Barbara community.**

1) Voting Membership:

The CAB Foundation shall have no more than three (3) CAB voting members.

- a) CAB Foundation Chair
- b) Web developer/historian.
- c) Community Affairs Board Community Outreach Coordinator
- d) Community Affairs Board Member or At-Large Undergraduate Student

Representative.

- e) Community Affairs Board Member or At-Large Undergraduate Student Representative.
- f) At-Large Undergraduate Student Representative.
- g) At-Large Undergraduate Student Representative
- h) At-Large Undergraduate Student Representative
- i) Community Affairs Board Foundation Treasurer

2) Appointment, Nomination, Election, and Terms of Office:

- a) All members of the existing Board vote in new members upon vacancy (by majority vote of members present). Potential Board Members (including those nominated by their respective organizations) must submit to a formal application and interview process. Prospective Board Members must be able to commit to at least one term (from the beginning of Fall quarter to the end of Spring quarter).

The selection Committee is comprised of existing Board Members. The selection Committee makes a formal recommendation to the existing Board, who then must authorize the selection Committee to make such appointments. Elections may occur upon vacancies due to a Board Member graduating, resigning, or removal of a member by a two-thirds (2/3) majority vote.

- b) Elections for Chair shall be held at any meeting during the last three (3) meetings of each academic term, for the following quarter. Board member Candidates for Chairperson may nominate himself/herself or be nominated by another board member upon their agreement. The two (2) Co-Chairs for the Community Affairs Board cannot be considered as a nominee for Foundation Chair. Appointments will be made by majority vote (50% + 1) for the Chair. If there is less than a majority vote for all nominees, the top two vote receivers will be subjected to a second round of voting. Only active Board Members attending the noticed meeting will have a vote. The Chair can serve no more than two (2) consecutive terms (from the beginning of Fall quarter to the end of Spring quarter).

If the Chairperson resigns or is unable to perform their function on the Board, a new Chair is selected in the same election process, as close to the time of resignation as possible.

- c) While there is no term limit for a Member, one term shall be defined as the academic school year from the beginning of Fall quarter to the end of Spring quarter. Each member may hold office until he/she is no longer a registered undergraduate student at UCSB, resigns, or is removed.

3) General Duties of All Board Members:

It shall be the duty of all members to:

- a) Perform any and all duties imposed on them collectively or individually by the Mission Statement and/or these bylaws.
- b) To review project applications and to consider funding of those found consistent with the Mission Statement.
- c) Appoint, remove, employ (except as otherwise provided in these bylaws), and prescribe the duties if any, of all staff, interns, and employees of the Foundation.
- d) Supervise grant recipients to assure that their activities and spending are performed properly, legally, and ethically.

- e) Must attend all CAB Foundation meetings.
  - f) Represent the Foundation on matters pertinent to their jurisdiction and the Foundation Mission Statement, delivering talks before professional, civil, student and lay groups and participating in conferences.
  - g) Fill board member and staff vacancies as soon as positions become available.
- 4) Specific Duties of Elected Foundations Chair:
- a) Act as mediator and facilitator during the Board meetings and be responsible for holding meetings to the agenda in a timely fashion.
  - b) Meet regularly with AS staff to discuss concerns and important issues.
  - c) Foster the growth of Foundation through leadership on new ideas, projects, and programs.
  - d) When possible, attend outreach events with the Community Outreach Coordinator.
  - e) Hold three (3) CAB Foundation office hours per week.
  - f) Oversee the creation of the annual report.
  - g) Maintain records of CAB Foundation.
- 5) Specific Duties of the Community Outreach Coordinator:
- a) Advertise grant cycles to the student body and the general population through frequently viewed mediums.
  - b) Attend at least one (1) event every quarter put on by a local fund or support center. This includes active attempts at networking and spreading awareness of the Foundation at these events, and a report back to the Board about the event during the following meeting.
  - c) Hold two (2) CAB Foundation office hours per week.
- 6) Specific Duties of Community Affairs Board members and At-Large Undergraduate Student Representatives:
- a) Serve in a support role to the Chair of the Foundation. This includes, but is not limited to:
    - aa) Research and interview applicants and make sure their proposed finances are in order.
    - bb) Following up with grant winners to check on their progress and adherence to Foundation guidelines.
    - cc) Taking an active role in preparing meetings and presentations.
    - dd) Create and provide a list of possible alternative grant opportunities for applicants denied full funding.
- 7) Specific Duties of the Treasurer:
- a) Hold three (3) Foundation office hours per week.

- b) Manage the finances of the Foundation, which entails keeping a detailed and accurate assessment of funds given out and remaining.
  - c) Assist the official minute taker with the minutes for each meeting.
  - d) Create the annual report under the supervision of the CAB Foundation Chair.
- 8) Specific Duties of the Web Developer/ Historian:
- a) Updating and maintaining the CAB Foundation website.
  - b) Corresponding with past funding recipients regarding publication of their photos/general follow-up.
  - c) Managing changes to the CAB Foundation application.
  - d.) Be the notetaker if necessary.
  - e) Perform general board member duties.
  - f) Hold one (1) weekly office hour.

#### SECTION 14. 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, as well as review and give recommendations regarding new legislation proposed by the Senate.

##### B) Voting Membership:

- 1) Chairperson (Senate First Pro-Tempore)
- 2) Vice Chairperson (Senate Second Pro-Tempore)
- 3) Attorney General
- 4) Senator
- 5) Two (2) Students At-Large
- 6) A.S. Internal Vice President (only in the case of a tie)
- 7) A.S. Committee on Committees Chair

##### C) Non-voting membership:

- 1) A.S. Controller(s)
- 2) A.S. Committee on Committees Executive Vice Chair
- 3) A.S. Executive Director
- 4) A.S. Advisor
- 5) A.S. President

##### D) Selection and Term of Office of the Members:

- 1) The two (2) Students At-large members shall be recommended by Committee on Committees, nominated by the President and appointed by the Senate for a term of one (1) academic year.
- 2) The one (1) Senator shall be nominated by the Internal Vice President and approved by the Senate for the term of one (1) year.

##### E) 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 Senate.
- 3) Shall hold at least one (1) regularly scheduled meeting per week, except during Dead week and Finals week.
- 4) In the case that there are less than three (3) voting members of Constitution and By-Laws Committee at the Constitution and By-Laws Committee meeting, recommendations during that meeting shall be sent to all voting members by the Chair.
  - a) Members will have twenty-four (24) hours to respond to recommendations passed in the Constitution and By-Laws meeting. If members do not respond, their consent will be assumed.

F) Duties and Responsibilities of the Committee Members:

- 1) All members of the Committee shall attend and participate in all Constitution and By-Laws Committee meetings.
- 2) Shall draft legislation deemed necessary by the Committee upon the request of the Chair.
- 3) Work with the Chairperson and Attorney General in the defense and prosecution, respectively, of cases involving the ASUCSB Legal Code unless a conflict of interest has been established.

G) Duties and Powers of the Chairperson:

- 1) Shall chair all Constitution and By-Laws Committee meetings.
- 2) Shall be responsible for making weekly reports to the Senate on the Committee's actions.
- 3) Act as the legal defender in ASUCSB Legal Code cases when requested by the defending party.
- 4) Shall attend all BCC Chair Council meetings.
- 5) Work with the Committee's advisor to ensure that all Committee members have up to date copies of the ASUCSB Legal Code and all subordinate and/or necessary policies including but not limited to the financial policies and procedures and all BCC internal bylaws, policies and/or procedures.

H) Duties and Powers of the Vice Chairperson:

- 1) Shall assume the responsibilities of the Chairperson in their absence.
- 2) Shall take minutes at meetings and send out via e-mail to Administration, Executives, and the Senate.
- 3) Shall be responsible for making reports to the Senate upon the request of the Chair.
- 4) Shall assist the Chair in their duties as the Legal Defender.
- 5) Be responsible for recording the Constitution and Bylaws Recommendations and Committee Recommendations on all bills.

I) Duties and Responsibilities of the Committee on Committees Chair:

- 1) Forward all legislation regarding A.S. BCC's to the appropriate entities for Committee recommendation, when necessary.
- 2) Ensure that the appropriate parties are notified of the Committee's recommendations.

- 3) Shall thoroughly examine and provide recommendations on any proposed changes to the membership and selection processes of A.S. entities enumerated in the ASUCSB Legal Code.
  - 4) Work with the Constitution and Bylaws Committee advisor to ensure that the Chairs of A.S. BCC's and their Senate Representatives have the most recently updated versions of their section of the ASUCSB Legal Code after they have been approved by the Senate and signed by the President.
- J) Duties and Responsibilities of the Students At-Large:
- 1) Research the legality of bills that propose changes to the ASUCSB Legal Code at the direction of the chair, the Attorney General, or the Committee, reporting all possible conflicts to the chair and the Attorney General before the next regularly scheduled Senate meeting.
  - 2) Hold at least one (1) regularly posted office hour per week.

#### SECTION 15. 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. Executive Director
    - 5) Two (2) A.S. Senate Members
    - 6) A.S. President
    - 7) 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 recommended by the A.S. Committee on Committees, then nominated by the A.S. President and appointed by the Senate for a term of one (1) academic year. The two (2) Senators shall be nominated by the Internal Vice President and approved by the Senate for the term of one academic (1) year.
  - b) No voting member or Chairperson of the Committee may be holding any other elected office.
  - c) Once a student has committed to being part of Elections Committee, the student cannot declare candidacy for any position or be a representative for any party. By the sixth (6<sup>th</sup>) week of Winter quarter all Elections Committee members and non-voting members must submit signed forms committing themselves to Elections Committee in order to attend closed Elections Committee meetings.

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 the Senate.
- 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 subCommittee has a subCommittee chair and to appoint voting members in each respective sub-Committee.
- 10) Hold a minimum of three (3) office hours per week Winter quarter and three (3) office hours per week Spring quarter.
- 11) Shall attend all BCC Chair Council meetings.

D) Election Committee Duties and Responsibilities:

- 1) Responsible for attending weekly Committee meetings.
- 2) Shall actively participate on subCommittees.
- 3) May disband Elections subCommittees by a two-thirds (2/3) majority vote.
- 4) Determines processes for on-line voting in accordance with parameters defined by contracted agency.
- 5) Preside over the assessment of on-line results.
- 6) Shall be responsible for the implementation and interpretation of election policies.
- 7) Schedule, arrange, and moderate a Candidates' Forum and any other public activity to further aid the electorate in understanding ballot issues and Candidates' platforms.
- 8) Shall be the sole determiner of eligibility for those running for an A.S. office, and shall:
  - a) Enforce the A.S. Constitution and By-Laws in all aspects of eligibility for an Associated Students' position.
  - b) Declare the eligibility decision on all Candidates in writing to the Candidates on or before the first (1<sup>st</sup>) Friday of Spring quarter.

E) Duties of the SubCommittees:

- 1) Advertising / Publicity SubCommittee:
  - 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 SubCommittee:
- 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 SubCommittee:
- 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:
    - aa) To make daily rounds on campus and locate any illegally posted campaign signs.
    - bb) To remove these signs that are illegally posted.
    - cc) All removed signs are to be kept in the Elections Office until the end of elections.
    - dd) 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.
    - ee) Serve as witness(es) to the Attorney General for any cases brought before Judicial Council concerning illegal posting.

#### SECTION 16. 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 environment, principally at UCSB and its surrounding communities, but also broadly. The Board will accomplish these tasks by focusing on ecology, agriculture, energy, climate change, health, the economy, and environmental justice and racism, as such issues have a direct relation to the environment. The Board will coordinate with other groups to promote environmental awareness throughout the University and the surrounding communities, as well as the state, national and global level.

##### B) Voting Membership:

- 1) Two (2) Chairs
- 2) Two (2) Publicity Coordinators
- 3) Two (2) Earth Day Coordinators
- 4) One (1) Social Coordinator
- 5) One (1) Statewide Affairs Coordinator
- 6) One (1) Sustainable Foods Coordinator
- 7) One (1) Sustainable Business Coordinator
- 8) One (1) Volunteer Coordinator
- 9) One (1) Campus Affairs Coordinator
- 10) One (1) Environmental Justice Coordinator
- 11) Two (2) Special Projects Coordinators
- 12) One (1) Administrative Assistant
- 13) One (1) Treasurer
- 14) One (1) Historian
- 15) One (1) Senate Liaison
- 16) One (1) Local Affairs Liaison
- 17) One (1) Human Rights Board Liaison
- 18) Any EAB Liaison, Coordinator, or Working Group Leader that formally commits with the Chairs to regularly attend officer meetings and fulfill voting member requirements.

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) All voting members shall be democratically elected by the entire membership of the Environmental Affairs Board, nominated by the A.S. President and approved by the Senate for a term of one (1) academic year.
- 2) Chairs should be returning members of EAB, either voting or non-voting.
- 3) For all voting membership positions, Environmental Affairs Board shall provide the A.S. President and Senate with a recommendation.
- 4) The one (1) Senator shall be nominated by the Internal Vice President and approved by the Senate for the term of one (1) academic year.

E) Duties and Responsibilities on the Environmental Affairs Board:

- 1) Outreach to student groups on environmental issues relevant to UCSB, the local community, and beyond. Provide opportunities to experience the local environment through activities, including outdoor recreational programs, such as hiking, field trips, etc. Organize informational campaigns, educational outreach and/or petition drives on pertinent environmental issues such as:
  - a) Pollution, including issues such as oil spills from offshore platforms and passing tankers, lagoon pollution.
  - b) Climate change and energy issues.
  - c) Campus and community development projects (such as Green Buildings, Isla Vista Community Development and the UCSB Long Range Development Plan).

- d) Energy and water conservation, as well as recycling issues.
  - e) Environmental justice and environmental racism issues.
  - f) Sustainable businesses or products.
  - g) Issues related to sustainable food.
  - h) Broad-based sustainability issues.
- 2) Organize an Earth Day celebration in April.
  - 3) Seek the involvement of students, in groups or individually, in fulfilling the charge of EAB.
  - 4) Engage in weekly IV Recreation and Parks Dept. Adopt-a-Block program, including maintenance of ash urns purchased by EAB and SB Redevelopment Agency. This participation is a year-round obligation with the exception of dead weeks and finals weeks.

F) Duties and Responsibilities of the EAB Chairs:

- 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) Organize and chair weekly officer and general meetings.
- 4) Attend at least one (1) Senate meeting per quarter to report on the activity of the Board.
- 5) Hold a minimum of four (4) office hours per week.
- 6) Act in the capacity of any EAB SubCommittee Chairperson, EAB Coordinator or Liaison in the event of that person's absence.
- 7) Work with all voting members to maintain and organize the EAB office.
- 8) Organize a leadership retreat for the beginning of the academic year.
- 9) Serve as main organizers for the first meeting of the year.
- 10) Maintain the EAB website.
- 11) Train successor Chairs.
- 12) Attend all BCC Chair Council Meetings.

G) Duties and Responsibilities of all other voting members:

- 1) Attend weekly Officer and general meetings.
- 2) Hold a minimum of one (1) office hour per week. Office hours should function in a way such that the EAB office is open from ten 10:00am – two 2:00pm Monday through Thursday.
- 3) Work with Publicity Coordinator(s) to engage in two (2) hours of outreach efforts per quarter.
- 4) Work with Chairs to help office organization efforts at least once per quarter.

- 5) At least once per quarter, work with Social Coordinator(s) to help clean up after weekly meetings.
- 6) Train successor officers.

H) Duties and Responsibilities of EAB Publicity Coordinator(s):

- 1) Serve as an official representative on outreach activities.
- 2) Inform UCSB students and community members of EAB activities and other relevant environmental issues and events. Shall utilize campus, community, national and online media outlets.
- 3) Coordinate with all other chairs regarding events and activities that need publicity.
- 4) Develop outreach materials.
- 5) Encourage recruitment of new members by holding one (1) “new interest” meeting at the beginning of the Winter and Spring quarters.
- 6) Act as a liaison with other environmental groups that do not have independent EAB representatives.
- 7) Develop the website and update it with current EAB events, news, and media.

I) Duties and Responsibilities of the Earth Day Coordinator(s):

- 1) Organize an Earth Day Celebration event in Isla Vista around the time of Earth Day (April 22).

J) Duties and Responsibilities of the Social Coordinator:

- 1) Acquire food and other necessities for weekly meetings.
- 2) Plan at least two (2) social activities per quarter. Activities include picnics, barbecues, potlucks, and/or parties.
- 3) Organize clean up efforts for weekly meetings.
- 4) Organize at least one (1) annual camping trip during either the Winter or Spring quarter.

K) Duties and Responsibilities of the Statewide Affairs Coordinator:

- 1) Serve as Representative members for the California Student Sustainability Coalition (CSSC).
- 2) Serve as lead organizers for UCSB's participation in CSSC Convergences.
- 3) Help organize statewide and national efforts involving environmental and sustainability issues.

L) Duties and Responsibilities of the Sustainable Foods Coordinator:

- 1) Serve as main liaisons between EAB and other food-oriented campus groups.
- 2) Work with administration and in general to encourage sustainable food policies in campus dining establishments.
- 3) Help maintain an EAB garden plot. This may be accomplished by either direct involvement or by appointing an EAB Garden Plot Coordinator.

- 4) Plan events and campaigns to raise awareness about the connections between food and the environment.

M) Duties and Responsibilities of the Sustainable Business Coordinator:

- 1) Serve as main liaisons between EAB and business-related campus groups.
- 2) Work with administration and in general to encourage sustainable commercial and purchasing policies on campus.
- 3) Work with local businesses to help implement sustainable commercial policies.
- 4) Plan events and campaigns to raise awareness about the connections between business/enterprise and the environment.

N) Duties and Responsibilities of the Volunteer Coordinator:

- 1) Organize three (3) volunteer activities per quarter that include either campus or community efforts. Activities include tree planting, restoration projects, and beach cleanups.
- 2) Work with Goleta Valley Beautiful to maintain EAB tree projects.
- 3) Explore the possibilities for restoration projects on campus and in the community.
- 4) For all beach cleanups, work with the Coastal Fund's Coastal Service Program to earn funds for the group to donate to worthy causes.

O) Duties and Responsibilities of the Campus Affairs Coordinator:

- 1) Work with campus administration on environmentally and sustainability issues.
- 2) Work with the UCSB sustainability coordinator (university staff) to keep EAB members informed on campus sustainability and environmental issues.
- 3) Attend Chancellor's Sustainability Committee meetings.
- 4) Develop five (5) environmental announcements to be presented at EAB general meetings each quarter.
- 5) Provide a campus sustainability fact for the EAB newsletter each week.

P) Duties and Responsibilities of the Environmental Justice Coordinator:

- 1) Act as a liaison to social justice groups on campus, including working with the Human Rights Board Liaison.
- 2) Plan at least one (1) educational and/or action campaign each quarter.
- 3) Work with administration to encourage equitable environmental practices on campus.
- 4) Work with Senate and A.S. Executive offices to encourage equitable environmental practices and policies within Associated Students.

Q) Duties and Responsibilities of the Special Project Coordinator(s):

- 1) Work on projects and campaigns surrounding environmental issues not specifically under the purview of any existing officer position.
- 2) Lead working groups to collaborate on these issues.
- 3) Organize projects in response to any campus needs that may arise.



R) Duties and Responsibilities of the Administrative Assistant:

- 1) Take minutes at both EAB Officer meetings and EAB general meetings. Minutes should be emailed weekly to the EAB staff adviser.
- 2) Maintain the EAB Email List-serve.
- 3) Create and maintain general EAB group contact lists.
- 4) Write and send out the weekly newsletter.
- 5) Maintain and update the online calendar.

S) Duties and Responsibilities of the Local Affairs Liaison:

- 1) Shall be the EAB liaison to the office of the External Vice President for Local Affairs, A.S. Recycling, A.S. Department of Public Works, The Green Initiative Fund, and the A.S. Coastal Fund.
- 2) The Local Affairs Liaison is also the Environmental Issues Coordinator of the office of the External Vice President for Local Affairs.
- 3) The incoming EVPLA and incoming EAB Co-Chairs will select the Local Affairs Liaison through an interview process.
- 4) Serve at least four (4) office hours per week. At least one (1) will be held in the EAB office, and at least three (3) will be in the EVPLA office.

T) Duties and Responsibilities of the Treasurer:

- 1) Develop an annual and quarterly budget for EAB.
- 2) Serve as main financial officer for EAB requisitions.

U) Duties and Responsibilities of the Historian:

- 1) Maintain records of EAB volunteer activities, news, events, and campaigns.
- 2) Develop an annual scrapbook that compiles the group's activities.
- 3) Look into the history of EAB and note key facts from the past.

V) Duties and Responsibilities of the Human Rights Board Liaison:

- 1) Attend all Human Rights Board meetings as a voting member, representing EAB's voice and views on environmental and social justice issues.
- 2) Report to EAB on Human Rights Board activities and events.
- 3) Assist with Human Rights Board activities and events, including Fall and Spring Human Rights Week and Winter special events.
- 4) Work with EAB's Environmental Justice Coordinator to do joint projects.

W) Duties and Responsibilities of all Liaisons:

- 1) Maintain consistent contact between EAB and the respective organization.
- 2) Keep EAB informed of the respective organization's activities and projects.

- 3) Representative assignments include, but are not limited to, the following: Senate, External Vice President of Local Affairs, Human Rights Board, Coastal Fund, AS Recycling, AS Department of Public Worms, The Green Initiative Fund, Campus Chancellor's Sustainability Committee.
  - 4) If voting membership is desired, the representative must formally commit to the Co-Chairs that he/she will fulfill voting membership requirements, established in Section 16 (G).
- X) Duties and Responsibilities of the Coordinators:
- 1) Coordinate associated activities assigned by EAB.
  - 2) Keep EAB informed of the progress of the activities.
  - 3) Send weekly reminder emails to all interested members.
  - 4) If voting membership is desired, the coordinator must formally commit to the Co-Chairs that he/she will fulfill voting membership requirements, established in section (G).
- Y) Duties and Responsibilities of the Working Group Leaders.
- 1) Serve as the lead organizer for a project, to be approved and assigned by EAB.
  - 2) Keep EAB informed of the working group's progress.
  - 3) Keep record of names, emails, and numbers of participating members.
  - 4) Working groups and leadership roles will be developed by EAB as needed.
  - 5) If voting membership is desired, the working group leader must formally commit to the Co-Chairs that he/she will fulfill voting membership requirements, established in section (G).

## SECTION 17. FINANCE BOARD

### A) Charge of the Board:

A.S. Finance Board is the financial arm of the A.S. Senate. 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. Senate, 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) Four (4) Senators
- 3) Twelve (12) 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 Chair
- 8) A.S. Attorney General

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

- 1) The Chairperson, Vice Chairperson and the Twelve (12) Student-at-large Representatives, shall be recommended by the A.S. Committee on Committees, then nominated by the A.S. President and approved by the Senate for a term of one (1) academic year. In addition to these twelve (12) Student Representatives, the President shall appoint a Vice Chairperson, subject to the Senate's approval. The four (4) Senators shall be nominated by the Internal Vice President and approved by the Senate 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 (2/3) vote by Senate, 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) 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 five (5) office hours per week, excluding the Finance Board meeting.
- 3) Attend five (5) Senate meetings per quarter and designate at least one (1) other member of Finance Board to attend the remainder of all Senate 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) on the A.S. Financial Policies and Procedures.
- 5) Be responsible for the submission of weekly Finance Board minutes to the Senate 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 prior to their term of office, and make updates accordingly during the summer to be approved by the Senate with a two-thirds (2/3) 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 Article V, Section 2(E) of the ASUCSB By-Laws.

11) Shall attend all BCC Chair Council meetings.

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) Senate 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) to 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 Senators.
- 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 emailing student groups. If needed, the Finance Board members should schedule a meeting to help students with requisition procedures for requesting purchase orders, checks and transfers.
- 6) 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 Senate Meetings, in Article VI, 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 (2/3) majority vote to become the main motion on the floor. If unfriendly, the author of the current motion may state as to why the amendment is unfriendly before the vote takes place. When the amendment becomes the main motion, the author of the amendment will become the author of the motion on the floor.

#### SECTION 18. A.S. FOOD BANK

##### A) Charge of the Committee:

The Associated Students Food Bank is a student-run service that is available to all UCSB students, both graduate and undergraduate. We aim to eliminate the experience of hunger from our campus community by providing basic food supplies, toiletries, and information about additional resources to students in need. In order to promote the comfort and moral support of students, the AS Food Bank will be accessible during regular school hours and will respect the confidentiality of its users.

##### B) Membership:

###### 1) Voting Membership:

- a) Two (2) Chairpersons
- b) Internal Affairs Coordinator
- c) External Affairs Coordinator
- d) Volunteer Coordinator
- e) Publicity Coordinator
- f) A.S. Senator
- g) Undergraduate representative to the A.S. Student Initiated Recruitment and Retention Committee
- h) Undergraduate representative to the A.S. Business Services Committee
- i) Graduate representative to the Graduate Student Association
- j) Any students currently employed by the A.S. Food Bank
- k) Any current registered undergraduate UCSB student who after attending two (2) consecutive meetings and demonstrates an interest is eligible for a voting position to the board.

###### 2) Non-Voting Membership:

- a) Representative of the University Center Governance Board
- b) Representative of the Educational Opportunity Program
- c) Representative of the Office of Student Life
- d) Representatives of Student Health
- e) Representatives of Financial Aid
- f) Representatives of Counseling and Career Services
- g) Representative of Dining Services
- h) Representative of Environmental Health and Safety
- i) Representative of Parking Services
- j) Associated Students Executive Director
- k) A.S. President
- l) A.S. Attorney General
- m) A.S. Controller(s)
- n) Permanent staff advisor to the A.S. Food Bank

##### C) Selection and Term of Office of all Voting Members:

- 1) The one (1) Senator shall be nominated by the Internal Vice President and approved by the Senate for the term of one (1) academic year.

- 2) All voting members shall be democratically elected by the entire membership of the A.S. Food Bank Committee, nominated by the A.S. President, and approved by the Senate for a term of one (1) academic year.
- 3) All terms shall begin at the beginning of Summer Session and end at the termination of the Spring quarter.

D) Voting:

- 1) A quorum of 50% + 1 of the voting members is needed for all Executive Committee actions.
- 2) A quorum of two-thirds (2/3) of the voting members is needed to make any financial decisions, and constitutional or legal code change.

E) Duties and Powers of the Committee:

- 1) Responsible for working with A.S. advisors to manage the operations of the Committee office.
- 2) Promote and expand the services of the A.S. Food Bank.
- 3) Coordinate on-going donations campaigns such as food-drives, bin-collecting, door-knocking in Isla Vista and Santa Barbara, monetary donations via paypal, etc.
- 4) Create and sustain long-term relationships with on-campus service departments and administrators, local businesses, donors, and community agencies, and food bank services at universities across the state and nation.
- 5) Be aware of issues related to food and financial need on campus, locally, nationally and in the University of California system.
- 6) Act as a reference point for student social services related to food and financial need at UCSB and in the greater Santa Barbara community.
- 7) Work to educate the campus on issues pertaining to student food and financial need.

F) Duties of the Chairperson:

- 1) Hold a minimum of two (2) weekly office hours.
- 2) Schedules and chairs weekly meetings of the AS Food Bank.
- 3) Reports to the A.S. President, Vice Presidents, and the Senate. The Chairperson shall be responsible for attending at least two (2) non-consecutive Senate meetings per month to report on the Board's actions.
- 4) Prepare the A.S. Food Bank's budget with the Treasurer and the AS Food Bank advisor/staff for the following year.
- 5) Be responsible for overseeing the coordination of all the cooperative's programs and activities of the members, subCommittees, workers and volunteers.
- 6) Serve as the official representative and spokesperson of the A.S. Food Bank.
- 7) Stay abreast to the conditions of food and financial need on campus and in the community.
- 8) Attend all BCC Chair Council meetings.
- 9) Maintain working relationships with AS Food Bank Business Services in order for both organizations to work towards a common goal.
- 10) Meet with each Committees voting members individually at least once a quarter.

11) Serve as a liaison and attend the BCC Chair Council meetings.

G) Duties of the Treasurer:

- 1) Has responsibility for fiscal management of the Committee.
- 2) In conjunction with the Chair, shall prepare the Committee's budget for the following year.
- 3) Give a weekly report to the Committee.
- 4) Shall be responsible for collecting all requisitions and returning them to the Chair.
- 5) Maintain historical financial records of the Food Bank.
- 6) Shall contact funding requestors within two (2) days after the meeting to inform them of the Committee's decision.
- 7) Be a liaison to the A.S. Business Services Committee.

H) Duties for Internal Affairs Coordinator:

- 1) Outreach to at least three (3) student organizations per quarter via informational and or educational workshops such as RHA, AS Groups, OSL Groups, EOP interns, etc.
- 2) Serve as liaison to other campus-based departments and administrators such as the Alumni Association, Associated Students staff, etc.
- 3) Be aware of issues related to food and financial need at a campus-wide level.
- 4) Attend on campus conferences and conventions.
- 5) Collaborate with on-campus student organizations to create and implement at least 2 donation drives a quarter.

I) Duties for External Affairs Coordinator:

- 1) Serve as the liaison to the Santa Barbara Food Bank, local food growers, local businesses, community members in the greater Santa Barbara area, and other food bank services in the University of California System and at universities across the nation.
- 2) Be aware of issues related to food and financial need at a local, statewide, and national level external to the UCSB campus.
- 3) Coordinate at least two (2) donations walks per quarter in IV and the surrounding Goleta and Santa Barbara Area
- 4) Coordinate with the Santa Barbara Food Bank on creating at least 1 Education Workshop a quarter on food nutrition and hunger issues.
- 5) Work with AS Food Bank Staff and assist with any external fundraising efforts.

J) Duties for Volunteer Coordinator:

- 1) Organize and keep an updated contact list of the A.S. Food Bank's members, volunteers, and those interested in the cooperative.
- 2) Proactively recruit and retain volunteers.
- 3) Organize volunteers to participate in tabling, donation drives, presentations, and any other A.S. Food Bank activities.

- 4) Create or attend three (3) outreach event/activities a quarter such as tabling, socials, student organization events, residential hall events, ect.
- 5) Shall assume the duties of the Co-Chairs in their absence, or as designated.
- 6) Shall be responsible for minute taking during meetings and sending out the minutes via e-mail to A.S. Administration, Senate and the AS Food Bank Listserv.
- 7) Be responsible of answering the AS Food Bank emails and responding accordingly.
- 8) Shall help oversee the successful record keeping of the Committee reports from the representatives that sit on The Food Bank.

K) Duties for Publicity Coordinator:

- 1) Be responsible for maintaining and updating the A.S. Food Bank website, social networking sites, and other publicity sources weekly.
- 2) Be responsible for emailing and outreaching the student body about upcoming events.
- 3) Take and compile the pictures, articles and other accomplishments of the Committee in Food Bank Media Archive.
- 4) Develop outreach materials such as flyers, posters, banners, email-blurbs, etc.
- 5) Report all A.S. Food bank events and activities to the Daily Nexus, the *Bottom Line*, and any other local media sources.
- 6) Collaborate with the external affairs coordinator to publicize through local media sources.
- 7) Compile the electronic materials to be sent to the A.S. Annual Report.

L) Duties of Voting Members:

- 1) All voting members shall regularly attend A.S. Food Bank meetings.

SECTION 19. A.S. HUMAN RIGHTS BOARD

A) Charge of the Human Rights Board:

The Human Rights Board of Associated Students serves as a forum centered on facilitating and amplifying the interaction of student groups-both within UCSB and our greater community. The Board recognizes their mission of inclusivity by creating forum that encourages, advocates and promotes respectful and honest communication regarding the education and awareness of basic human rights principles. This includes, but is not limited to age, class, disability, ethnicity, gender, gender identity, nationality, religion, race, size, sex and sexuality. The main charge of the board is to promote open education and awareness through event forums and educational campaigns. The driving force behind this initiative is twofold: ignorance is the primary root of human rights abuses, and when collaborating together as opposed to separately we are capable of making a much stronger impact.

B) Voting Membership:

- 1) Two (2) Co-Chairs
- 2) One (1) Vice Chair
- 3) One (1) Events Coordinator
- 4) One (1) Outreach Coordinator
- 5) One (1) Publicity Coordinator



- 6) One (1) Treasurer
- 7) One (1) Senator
- 8) Any liaison from various campus and community organizations who, after attending five (5) consecutive meetings, demonstrates an interest, and is eligible for appointment by the President to a voting position on the Board.
- 9) Any current registered undergraduate UCSB student who, after attending five (5) 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) A.S. President
- 2) A.S. External Vice President of Statewide Affairs
- 3) A.S. Controller(s)
- 4) A.S. Executive Director

D) Selection and Term of Office:

- 1) The Co-Chairs, Vice Chair, Treasurer, Events Coordinator, Outreach Coordinator, and Publicity Coordinator shall be internally elected, recommended by Committees on Committees, nominated by the President and approved by Senate for a term of one (1) academic year.
- 2) The Organization Liaisons consist of members who represent campus or community organizations that show an interest in the Board and/or wish to become voting members.
  - a) Organization applications are accepted anytime throughout the year from any recognized OSL or AS campus organizations wishing to become part of the voting Board.
  - b) Organizations wishing to obtain voting privileges must send a liaison who actively participates and attends five (5) consecutive meetings before becoming a voting member. The Organization Liaisons are then recommended by the Board, nominated by the President and approved by the Senate for a term of one (1) academic year.
  - c) Once an organization has been through the process of obtaining voting privileges, membership carries over to the following year. The new Organization Liaison must then be recommended by the Board, nominated by the President and approved by the Senate for a term of one (1) academic year.
- 3) The one (1) Senator shall be nominated by the Internal Vice President and approved by the Senate for the term of one (1) academic year.

E) Attendance:

- 1) Board members are expected to attend all meetings. In the case a voting member must miss a meeting they must send a proxy that is approved by the Board through a majority vote (50% +1).
- 2) If a voting member misses three (3) consecutive meetings and fails to appoint a proxy, the member forfeits all voting privileges.
  - a) Once privileges are lost, the member must restart the process to become a voting member.

F) Full Autonomy of Member Organizations:

- 1) The Human Rights Board shall acknowledge member organization's respective autonomies. Therefore, no AS and/or OSL group shall be bound to a HRB directive without the full consent of its constituency. Individual organizations may or may not

arrive with separate agendas to the Board, as the rights of the Board do not supersede the agenda of respective member organizations.

G) Duties and Powers of the Co-Chairs:

- 1) Shall be the general manager of this Organization and have, subject to the control of the Board, general supervision and direction of the affairs and officers of this Board.
- 2) Shall preside at all meetings of the Board.
- 3) Shall assist in the completion of the budget package for the following year.
- 4) Shall be required to attend at least one (1) Senate meeting per quarter to report on the activity of the Board.
- 5) Shall be required to have at least five (5) hours of tabling per quarter.

H) Duties and Powers of the Vice Chair:

- 1) In the absence or disability of both Co-Chairs, the Vice Chair shall perform all the duties of the Co-Chairs, and shall have all the powers of, and be subject to all the restrictions upon, the Co-Chairs.
- 2) Shall perform such other duties that may be prescribed for them respectively by the Board.
- 3) Shall record and distribute the minutes for the weekly Human Rights Board meetings.
- 4) Shall be required to have at least five (5) hours of tabling per quarter.

I) Duties of the Events Coordinator:

- 1) Shall be responsible for coordinating and collaborating with the Organization Liaisons for at least one large scale event per academic quarter, one (1) of which must be a Human Rights Week.
- 2) Shall be empowered to create a Committee or staff to assist them in that process.
- 3) Shall assist the Publicity Coordinator in advertising for the events.
- 4) Shall be required to hold at least five (5) hours of tabling per quarter.

J) Duties of the Outreach Coordinator:

- 1) Shall be responsible for coordinating outreach efforts for the Human Rights Board.
- 2) Shall coordinate outreach efforts including tabling and reaching out to RHA and students in the residence halls.
- 3) Shall be required to attend at least five (5) OSL or AS organizations a quarter to try and recruit new members and advertise for the Human Rights Board.
  - a) The organizations must be in line with the Human Rights Board's mission.
- 4) Shall be required hold at least five (5) hours of tabling per quarter.

K) Duties of the Publicity Coordinator:

- 1) Shall be responsible for advertising and publicity for all Human Rights Board events.

- 2) Shall act as a liaison for the Human Rights Board to campus and local media.
- 3) Shall report all Human Rights Board events to the Daily Nexus and the *Bottom Line*.
- 4) Shall coordinate any press releases or articles for the Human Rights Board.
- 5) Shall keep in communication with the Media Relations Chair for any assistance in publicity for the Human Rights Board.
- 6) Shall be responsible for maintaining the Human Rights Board's website and all social networking sites the Board may use.
- 7) Shall be required to hold at least five (5) hours of tabling per quarter.

L) Duties of the Treasurer:

- 1) Shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of accounts of the properties and business transactions of this Organization.
- 2) Shall prepare the Board's budget for the following year in conjunction with the Co-Chairs.
- 3) Shall give a weekly fiscal report to the Board.
- 4) Shall be responsible for collecting all requisitions and returning them to the Co-Chairs.
- 5) The Treasurer is required to hold at least five (5) hours of tabling per quarter.

M) Duties and Powers of the Organization Liaisons:

- 1) Shall report back to their perspective organizations weekly regarding the actions and plans of the Human Rights Board.
- 2) Shall assist the Event Coordinator in the creation of quarterly events and Human Rights Week themes.
- 3) Shall give reports from their organization to the Human Rights Board during weekly meetings.

SECTION 20. A.S. INVESTMENT ADVISORY COMMITTEE (ASIAC)

A) Charge of the Committee:

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

B) Membership:

- 1) The ASIAC shall consist of an Executive Board, various subCommittees, and a general body known as the Town Hall.
- 2) The voting members of the ASIAC shall be the Executive Board of Directors. The non-voting members shall be the Committee's general membership.

a) Voting Members:

- 1) A.S. Chief Investment Officer (only in case of a tie)
- 2) Vice Chairperson
- 3) Three (3) Portfolio Managers

4) Senator

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

- 1) Portfolio Analyst
- 2) Economic Analyst
- 3) Technology Officer
- 4) Senior Analyst(s)
- 5) Junior Analyst(s)
- 6) A.S. Executive Director
- 7) A.S. Committee on Committees Chair
- 8) A.S. Controller(s)
- 9) A.S. Attorney General
- 10) A.S. Internal Vice President
- 11) A.S. President
- 12) Any current registered UCSB undergraduate student.

C) Selection and Term of Office:

- 1) The ASIAC Chairperson shall be the A.S. Chief Investment Officer. The A.S. Chief Investment Officer and Vice Chairperson shall be recommended by the outgoing Executive Board to the A.S. Committee on Committees, then nominated by the A.S. President and approved by a majority (50% + 1) of the Senate for a term of one (1) academic year.
- 2) The Portfolio Managers, Portfolio Analyst, Economic Analyst, Senior Analyst(s) and Technology Officer shall be recommended by the A.S. Committee on Committees, the A.S. Chief Investment Officer and the ASIAC Vice Chairperson, then nominated by the A.S. President and approved by a majority (50% + 1) of the Senate for a term of one (1) academic year.
  - a) Interviews shall be scheduled by the Committee on Committees around the availability of the A.S. Chief Investment Officer and Vice Chair.
  - b) All interviews shall consist of the Chief Investment Officer and Vice Chairperson. The Committee on Committees Chairperson (or designee) shall have the option to participate in interviews if s/he wishes.
- 3) The Senate Representative shall be nominated by the Internal Vice President in consultation with the ASIAC Chair and Vice Chairpersons, and approved by a majority (50% + 1) of the Senate for a term of one (1) academic year.
- 4) The Junior Analysts shall be selected by an internal process created by the Executive Board.
  - a) If a Senior Analyst position becomes available after interviews by the Committee on Committees have been completed the vacancy may be filled by the same process, subject to the approval of the Committee on Committees Chairperson.

D) Duties and Powers of Executive Board Members:

- 1) A.S. Chief Investment Officer (CIO):
  - a) Presides over all Executive Board and Town Hall meetings.
  - b) Formulates the operating budget and presents it to A.S. Finance Board.
  - c) Formulates the agenda for each Executive Board and Town Hall meeting.

- d) Attends at least two (2) non-consecutive Senate meetings per month to report on the Committee's action.
- e) Shall attend all BCC Chair Council meetings.
- f) Shall serve at least three (3) regular posted office hours per week.
- g) Shall appoint the Chairpersons of each subCommittee.
- h) Shall assign the subCommittees that each Portfolio Manager is responsible for.
- i) Shall assign tasks to the subCommittee Chairs.

2) The Vice Chairperson:

- a) Fulfills the duties of the Chair if the Chair is unable to do so and/or as assigned.
- b) Attends all Executive Board and Town Hall meetings.
- c) Shall be responsible for taking and submission of all minutes.
- d) Shall serve two (2) regular posted office hours per week.
- e) Publicizes events via radio, print, and Internet media.
- f) Organizes at least one (1) event per quarter.
- g) Maintains communication with his/her assigned subCommittees and gives feedback on their assignments regularly.
- h) Reads all reports produced by the ASIAC subCommittees.

3) Portfolio Managers:

- a) Oversees certain subCommittees and helps make investment decisions.
- b) Attends weekly Executive Board and Town Hall meetings.
- c) Maintains communication with his/her assigned subCommittees and gives feedback on their assignments regularly.
- d) Reads all reports produced by ASIAC subCommittees.
- e) Shall serve at least one (1) regularly posted office hour per week.

4) Senator:

- a) Serves as a liaison between the Senate and ASIAC.
- b) Shall advise ASIAC on Senate practices, regulations, and methodologies, and vice versa.
- c) Updates and maintains the ASIAC Internal by-laws.
- d) Responsible for drafting, editing, and submitting properly formatted bills to the Senate.
- e) Shall serve at least one (1) regularly posted office hour per week.

- f) Reads all reports produced by ASIAC subCommittees and shall be knowledgeable on all ASIAC investments in order to accurately answer any questions the Senate may have regarding the use of funds by the ASIAC.
- g) Attends all Executive Board and Town Hall meetings.
- h) Fulfills other duties as assigned by the Chief Investment Officer.

E) Duties and Powers of all other ASIAC Officers:

1) Portfolio Analyst:

- a) Serve as the liaison between ASIAC and any Investment entity used.
- b) Provide reports at every Executive Board meeting on ASIAC's Investments performance.
- c) Attends all Town Hall meetings and provides reports when necessary.
- d) Write reports for each investment, outlining strengths and weaknesses of the investment.
- e) Shall serve at least one (1) regular posted office hours per week.

2) Economic Analyst:

- a) Shall chair the Macroeconomic SubCommittee.
- b) Provides weekly reports or presentations to the Executive Board on major macroeconomic events and its potential impact on the portfolio of ASIAC.
- c) Attends all Town Hall meetings and provides reports or presentations when necessary.
- d) Shall serve at least one (1) regularly posted office hours per week.

3) Tech Officer:

- a) Maintains Website, calendar, email lists, design, maintaining and managing IAC facebook group and facebook events.
- b) Uploads stock research reports to the ASIAC website weekly.
- c) Attends weekly Town Hall meetings.
- d) Shall serve at least two (2) regular posted office hours per week.

4) Senior Analysts:

- a) Shall be responsible for delivering requested research reports on time.
- b) Work with Junior Analysts to complete research reports, meeting with them for at least three (3) hours a week.
- c) Attend all Town Hall meetings.
- d) Shall prepare adequately for each Town Hall meeting by conducting all relevant and assigned research. If the analyst is consistently unprepared, they are subject to dismissal following the procedure outlined in E.4-a of this section.

5) Junior Analysts:

- a) Shall be responsible for completing the tasks assigned to them by the Senior Analyst.
- b) Shall meet with the Senior Analyst at least three (3) hours a week.
- c) Attend all Town Hall meetings.
- d) Shall prepare adequately for each Town Hall meeting by conducting all relevant and assigned research. If the analyst is consistently unprepared, they are subject to dismissal following the procedure outlined in E.4-a of this section.

F) Meetings:

1) The Executive Board:

- a) The Executive Board shall hold weekly meetings which all Executive Board members must attend.
- b) Meetings are open to all interested students during the regular school term.
- c) The Executive Board is the Internal Committee where all expenditures and Investment decision are officially voted on. The Executive Board assists the CIO with the creation of the agenda for Town Hall meetings as well.
- d) The Executive Board also deals with matters of ASIAC personnel. The Executive Board reserves the right to discuss and take action on all personnel issues in closed sessions.

2) Town Hall:

- a) Town Hall meetings are weekly meetings held for the ASIAC general body.
- b) All ASIAC members must attend every meeting.
- c) At Town Hall meetings, projects will be assigned to the Committee members by the CIO and the portfolio will be discussed. Additionally, any other matters that are required for the Committee to function will be addressed.
- d) Educational lectures (on markets, investments, sectors, etc.) will also take place during Town Hall meetings.

3) 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.

4) Members with more than three (3) unexcused absences will be investigated by ASIAC Executive Board. If no legitimate reason for the absences can be determined, the member is subject to a dismissal.

- a) All members of the ASIAC may be dismissed from their office by a two-thirds (2/3) majority vote of the Executive Board with the authorization of the Chair.

G) Voting:

- 1) A quorum of a three-fifths (3/5ths) of the appointed Executive Board members is needed for all ASIAC actions.
- 2) The Senate representative shall not count for the purposes of establishing quorum.

- 3) To constitute a formal Executive Committee recommendation to the Senate or the A.S. Executive Director, a two-thirds (2/3rds) majority of those present is needed. For all other matters (unless otherwise specified), a simple majority (50% +1) will suffice.
- 4) In the event of a tie vote, the CIO shall have the ability pass or fail the motion. Before casting the additional vote, the CIO will allow all members of the Executive Board and any interested undergraduate student to speak and provide an argument for or against the motion. After taking all of the arguments for and against the motion into account the CIO will decide whether to pass or fail the motion.
- 5) When action must be taken before the next regularly scheduled Executive Board meeting, the CIO shall conduct a phone or email vote with the process established by Article VI, Sections 2 and 3 of the ASUCSB BY-LAWS.
  - a) The result of the phone vote will be sent to all of the Executive Board members as "Rush Vote Minutes," as well as to the Senate for approval.
  - b) The "Rush Vote Minutes" shall include all pro/con statements and the names and positions of each member who participated in the vote. Additionally the vote of each member ("yay" or "nay") shall be included next to their position, as well as a note describing if the rush vote passed or not.

#### H) SubCommittees:

- 1) There shall be nine (9) standing subCommittees of the ASIAC, one (1) Macroeconomic sub-Committee, and eight (8) subCommittees which follow different sectors of the economy:
  - a) The Macroeconomic Sub-Committee will look at economic trends of the USA and provide a weekly report to the Executive Board and present during Town Hall Meetings. The sub-Committee will also complete tasks (such as reports on other countries or geographic areas) assigned by the CIO.
  - b) The Sector SubCommittees shall be the Consumer Discretionary, Consumer Staples, Energy/Utilities, Financials, Healthcare, Industrials, Materials, Technology, and Telecommunications subCommittees. The sector subCommittees will provide weekly updates to the Executive Board of current IAC investments in that sector of the economy. They will meet at least three (3) hours a week. They will complete tasks (such as produce stock and industry reports) assigned by the CIO. All SubCommittees will report directly to their assigned Portfolio manager or the ASIAC Vice Chairperson, and the CIO.
- 2) The CIO shall have the authority to appoint any member of the ASIAC as a sub-Committee chairperson or Vice Chairperson.
- 3) The Executive Committee shall have the authority to create and disband subCommittees as necessary.

#### I) ASIAC Internal By-laws:

- 1) The ASIAC reserves the right to create internal guidelines and by-laws.
- 2) These by-laws shall not conflict with any Associated Students stated or implicit regulations and oversight. Senate retains the right to implement and enforce all A.S. rules and regulations.
- 3) The by-laws shall outline the missions, goals, and intentions of the ASIAC.
- 4) The by-laws shall be drafted exclusively by Committee members and are subject to a two-thirds (2/3) majority vote of the Executive Board in order to take effect.
- 5) The ASIAC Senator shall be charged with updating and maintaining the internal by-laws.



- 6) These internal by-laws shall be kept on file in the AS Main Office.

#### SECTION 21. 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 the Isla Vista Community as a whole and Santa Barbara County, and shall serve as a funding and planning source for projects promoting community in Isla Vista. Such issues may include but are not limited to: safety, housing, infrastructure, and relations between campus and local agencies. IVCRC shall collaborate with the Office of the External Vice President for Local Affairs (EVPLA).

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 that 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.

##### B) Committee Membership:

###### 1) Voting Membership:

- a) External Vice President for Local Affairs
- b) Isla Vista Community Relations Committee Co-Chairs
  - aa) One (1) IVCRC Internal Chair
  - bb) One (1) IVCRC External Chair
- c) Vice Chair
- d) Treasurer
- e) Two (2) Senate Members
- f) One (1) Isla Vista Tenants Union Member
- g) One (1) Greek Council Representative
- h) One (1) Outreach Coordinator
- i) One (1) Special Projects Coordinator
- j) One (1) Historian
- k) Two (2) Publicity & Recruitment Coordinator
- l) Any student at large who has attended a minimum of three (3) IVCRC meetings during the current academic year, or was a member within the past two academic quarters.
- m) Arts & Culture Commissioner
- n) One (1) Events Coordinator

###### 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 External Chair, Internal Chair, Vice Chair, and Treasurer shall be nominated to the A.S. President by means of an election of all IVCRC voting members.
- 2) The two (2) Senators shall be nominated by the Internal Vice President and approved by the Senate for the term of one (1) academic year.

- 3) The Isla Vista Tenants Union member shall be selected within their respective organizations, and then approved by an internal process subject to the approval of the Chair, Vice Chair and President.
- 4) The Outreach Coordinator, Special Projects Coordinator, Greek Council Member, Publicity & Recruitment Coordinators, Events Coordinator, Historian, and Arts & Culture Commissioner shall be appointed by Committee on Committees to serve for a term of one (1) academic year.

D) Duties and Powers of the Committee:

- 1) Advise the Associated Students President, External Vice President for Local Affairs, and the Associated Students Senate 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 when in effect:
  - 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) UCSB/Isla Vista Community Services Center
  - f) UCSB Isla Vista Youth Projects
  - g) Goleta Water District
  - h) IV Teen Center
  - i) IV Community Network
- 3) Hold weekly meetings at an announced time and location.
- 4) Hold or co-sponsor at least one (1) event or project per academic quarter.
- 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 Internal Chairperson:

- 1) Schedule, prepare the agenda, and chair the weekly Committee meetings at an announced time and location.
- 2) Hold a minimum of four (4) regularly scheduled office hours per week, devoted to project planning and outreach for the Isla Vista community.
- 3) Attend at least two (2) non-consecutive Senate meetings per quarter to report on the Committee's actions.
- 4) Make verbal or written recommendations from IVCRC to Senate on all Associated Students' bills relating to the Isla Vista Community.
- 5) Schedule the IVCRC quarterly event and/or project in conjunction with the External Chair or Events Coordinator.
- 6) Shall maintain contact with all other IVCRC positions during the academic year via email correspondence or weekly Committee meetings.
- 7) Shall schedule the quarterly retreat.
- 8) Promote IVCRC involvement through weekly recognition.

- 9) In conjunction with the External Chair and Treasurer, shall prepare Committee's budget for the following year.

F) Duties and Powers of the External Chairperson:

- 1) Shall act as a liaison to the External Vice President for Local Affairs and to the Community Affairs Board by meeting with each entity two (2) times per quarter.
- 2) Advise the Associated Students President, External Vice President for Local Affairs and the Associated Students Senate on all matters pertaining to student life in the Isla Vista community at least one (1) time per quarter.
- 3) Shall hold a minimum of four (4) regularly scheduled office hours per week, to be held in the AS Main Office, AS Annex, or in Isla Vista (IVTU/LRC Office or a visible/public location with the IVCRC banner).
- 4) Shall act as a liaison to the Isla Vista Teen Center and Isla Vista Youth Projects and attend regular meetings of the Isla Vista Community Network.
- 5) 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.
- 6) Shall oversee and facilitate the planning of Pardall Carnival with the Events Coordinator.
- 7) Shall oversee and facilitate the planning of Chilla Vista in collaboration with the Office of the EVPLA and the Events Coordinator.
- 8) Shall attend all meetings of the Isla Vista Project Area Committee/General Plan Advisory Committee.
- 9) Shall act as a liaison to the Isla Vista Recreation and Parks District, and attend at least two (2) IVRPD meeting per quarter, assuming that at least two are held.
- 10) Shall attend at least one (1) IV Tenants Union meeting per month.
- 11) In conjunction with the Internal Chair and Treasurer, shall prepare the Committee's budget for the following year.

G) Duties and Powers of the Vice Chair:

- 1) Shall assume the responsibilities of the Internal Chair in their absence.
- 2) Assist the Internal Chair in the oversight of all IVCRC projects.
- 3) Shall actively recruit general members to participate in IVCRC projects.
- 4) Shall hold a minimum of three (3) regularly scheduled office hours per week.
- 5) Shall take minutes at meetings and send out via e-mail to A.S. Administration, IVCRC, and Senate.
- 6) Shall update the IVCRC calendar and website weekly.
- 7) Coordinate quarterly one-on-ones with the Internal Chair.
- 8) Assist Internal Chair in planning quarterly retreats and end of the year banquet.

H) Duties of the Treasurer:

- 1) Has responsibility for fiscal management of the Committee by evaluating the budget.

- 2) In conjunction with the Chair, shall prepare the Committee's budget for the following year.
  - 3) Give a weekly report to the Committee of the current balance.
  - 4) Hold two (2) office hours per week.
  - 5) Shall be responsible for collecting all requisitions and submitting them for processing.
  - 6) Shall contact funding requestors within two (2) days after the meeting to inform them of the Committee's decision.
- I) Duties of the Greek Liaison:
- 1) Shall act as a liaison between the Greek community in Isla Vista and IVCRC, and facilitate collaboration for Greek events and projects.
  - 2) Shall assist with any projects by UCSB affiliated Greek organizations that are funded by IVCRC.
  - 3) Shall hold a minimum of two (2) office hours per week devoted to working with the Greek community in Isla Vista.
  - 4) Shall work with the Recruitment Chair to ensure Greek participation in all IVCRC events.
  - 5) Inform IVCRC of major Greek affairs.
  - 6) Shall provide IVCRC with weekly updates and information from the Greek office.
- J) Duties of the Outreach Coordinator:
- 1) Shall act as a liaison between IVCRC and Isla Vista community organizations.
  - 2) Shall assist any community group in acquiring a volunteer source from the university.
  - 3) Shall develop at least one (1) project per quarter with IVCRC and other community organizations targeting all Isla Vista inhabitants.
  - 4) Shall hold a minimum of (2) two office hours per week devoted to community outreach, to be held in Isla Vista.
- K) Duties of the Special Projects Coordinator:
- 1) Shall coordinate at least one (1) special project and/or activity per quarter for the Isla Vista community.
  - 2) Shall organize the annual Isla Vista calendar, and any other projects under IVCRC.
  - 3) Shall hold a minimum of two (2) scheduled office hours per week devoted to special projects to be held in the AS office.
  - 4) Shall assist with Chilla Vista and Pardall Carnival.
- L) Duties of the Historian:
- 1) Shall document all IVCRC events through photographs and written evaluations.
  - 2) Shall compile, organize and electronically file historic archives, documents, meeting minutes, agendas, newspaper articles, etc.
  - 3) Shall hold a minimum of (2) two office hours per week devoted to documentation of such materials.

M) Duties of the Publicity & Recruitment Coordinator

- 1) Shall advertise for any event hosted or sponsored by IVCRC.
- 1) Survey and assess the effectiveness of publicity initiatives on behalf of both IVCRC and organizations IVCRC has funded. Report back to IVCRC.
- 2) Shall coordinate recruitment and information distribution efforts for IVCRC.
- 4) Shall coordinate tabling at events where IVCRC has committed to make a presence, and actively recruit or send information about IVCRC to interested individuals.

N) Duties of the Arts & Culture Commissioner:

- 1) Promote Isla Vista culture and inform community members of Isla Vista history through the IVCRC website.
- 2) Plan an art/culture project/event or ensure that an art/culture element is present at another IVCRC-sponsored event, at least one (1) time per quarter.
- 3) Ensure that there is an art/culture element at/in all IVCRC events/projects, including Chilla Vista.
- 4) Implement beautification projects in Isla Vista at least one (1) time per quarter.

O) Duties of the Events Coordinator:

- 1) Shall plan Pardall Carnival under the oversight of the External Chair.
- 2) Shall plan Chilla Vista under the oversight of the External Chair.
- 3) Shall plan or co-coordinate any other events IVCRC decides to implement or take part in.
- 4) Shall assist the Special Projects Coordinator in their respective initiatives during time over the year when other event-planning.

SECTION 22. 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 or the EVPLA Housing Coordinator
- 4) One (1) member of the Isla Vista Community Relations Committee
- 5) One (1) Senate Off-Campus Representative
- 6) Six (6) Co-Coordination of the IVTU
  - a) Community Outreach Coordinator
  - b) Two (2) Case Managers
  - c) Events/ Special Projects Coordinator

- d) Recruitment Coordinator
- e) Student Outreach Coordinator
- f) Media Relations Coordinator
- g) Historian

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)
- 9) Santa Barbara Student Housing Cooperative

D) Selection and Term of Office:

- 1) The IVTU Co-Chairpersons must first be recommended by IVTU members, then nominated by the A.S. President and approved by Senate for a term of one (1) academic year. 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 Senate 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 Senate for a term of one (1) academic year.
- 3) The one (1) A.S. Senator 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 Senate 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 Senate for a term of one (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 at least two (2) IVTU-sponsored events.
- 3) Spends a minimum of three (3) regularly scheduled hours per week at the IVTU office working on IVTU-related business.
- 4) Attends IVPAC meetings or appoints a Committee member to attend IVPAC meetings.
- 5) Ensures that IVTU Committee projects progress efficiently and successfully.
- 6) Assists in the completion of the budget package for the following year.

- 7) Facilitates the nomination and election of the officers for the following year.
- 8) Ensures that University and Associated Students policies and procedures are followed.
- 9) Determines, with guidance from the IVTU advisor, the eligibility of IVTU officers applying for honoraria.
- 10) Submits a minimum of two (2) articles per quarter to the IVTU website.
- 11) Table at least one (1) hour per quarter.

G) Duties of the IVTU Vice Chairperson:

- 1) Records and distributes the minutes for weekly IVTU Committee meetings.
- 2) Attends at least two (2) IVTU sponsored events.
- 3) Spends a minimum of two (2) regularly scheduled hours per week at the IVTU office working on IVTU-related business.
- 4) Assists with the Committee's special projects, including, but not limited to, Rental Housing Roundtable.
- 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) Assists in the completion of the budget packet for the following year.
- 8) Assists the IVTU Chairperson as directed.
- 9) Serve as a liaison between IVTU and other student organizations.
- 10) Table at least one (1) hour per quarter.

H) Duties of the Community Outreach Coordinator:

- 1) Attends weekly IVTU Committee meetings.
- 2) Attends at least two (2) IVTU-sponsored events to the best of their ability.
- 3) Spends a minimum of two (2) regularly scheduled hours per week at the IVTU office working on IVTU-related business.
- 4) Coordinates a minimum of two (2) outreach presentations to promote IVTU within the University and local community.
- 5) Maintains contacts with student and non-student community, including the Spanish-speaking community, and act as an information source for IVTU's activities.
- 6) Coordinates local outreach efforts of the IVTU.
- 7) Represents IVTU at community meetings.
- 8) Help with special projects as needed.
- 9) Attend at least three (3) community meetings such as IV Community Network, IVPAC, Isla Vista elementary school PTA meetings, per quarter to represent IVTU.

10) Table at least one (1) hour per week.

I) Duties of Case Managers:

- 1) Attends weekly IVTU Committee meetings.
- 2) Attends at least two (2) IVTU events.
- 3) Spends a minimum of four (4) regularly scheduled hours per week at the IVTU office working on IVTU-related business.
- 4) 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 tenants when appropriate.
  - c) Facilitating mediation between the affected tenant(s) and landlord by using available mediation resources.
  - d) Presenting at weekly meetings any issues or projects he/she is working on to the Committee.
- 5) Attends a minimum of one (1) meeting per quarter with the Isla Vista Property Association group or chairperson, or another property management group/representative.
- 6) Conducts one (1) activity per quarter to solicit tenant feedback via the IVTU tenant survey.
- 7) 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/Special Projects Coordinator.

- 1) Attends weekly IVTU Committee meetings.
- 2) Attends at least two (2) IVTU events.
- 3) Spends a minimum of two (2) regularly scheduled hour per week at the IVTU office working on IVTU-related business.
- 4) Coordinates at least one (1) event per quarter.
- 5) Works with IVTU professional and student staff to coordinate Homegrown Revolution.
- 6) Updates A.S. and IVTU website with current information on IVTU events.
- 7) Publicizes IVTU events via radio, print, and internet media.
- 8) Collaborates with other UCSB student groups on events that are relevant to the IVTU mission statement.
- 9) Heads Special Projects and delegate responsibilities amongst the Committee as necessary.
- 10) Tables at least one (1) hour per quarter.



K) Duties of the Recruitment Coordinator.

- 1) Attends weekly IVTU Committee meetings.
- 2) Attends at least two (2) IVTU events.
- 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 one (1) article regarding recruitment to the IVTU website.
- 5) Coordinates a minimum of one (1) recruitment or membership appreciation event per quarter.
- 6) Coordinates recruitment for IVTU at campus activities fairs and town hall meetings.
- 7) Maintains the [IVTU-List@as.ucsb.edu](mailto: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.
- 9) Table at least four (4) hours per quarter.

L) Duties of the A.S. Senate Off-Campus Representative:

- 1) Attends weekly IVTU Committee meetings.
- 2) Attends IVTU events to the best of their ability.
- 3) Serves as a liaison between the A.S. Senate and IVTU.
- 4) Informs IVTU on relevant issues being presented in the Senate.
- 5) 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 their ability.
- 3) Serves as a liaison between IVCRC and IVTU.
- 4) Informs IVTU on relevant issues being presented at IVCRC meetings.
- 5) Fosters relationship between the IVCRC and IVTU and work on joint issues between the two (2) organizations.

N) Duties of the A.S. Executive Vice President of Local Affairs or the EVPLA Housing Coordinator:

- 1) Attends weekly IVTU Committee meetings.
- 2) Attends IVTU events to the best of their ability.
- 3) Holds two (2) office hours in the IVTU office.
- 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.
- 7) Coordinates a least one (1) event per quarter in collaboration with IVTU and EVPLA

O) Duties of the Student Outreach Coordinator:

- 1) Attends weekly IVTU Committee meetings.
- 2) Attends at least two (2) IVTU –sponsored events.
- 3) Spends a minimum of two (2) regularly scheduled hours per week at the IVTU office working on IVTU related business.
- 4) Coordinates a minimum of two (2) outreach presentations to promote IVTU within the University.
- 5) Represents IVTU at community meetings.
- 6) Maintains contacts with student community, UCSB affiliated and non-affiliated and acts as an information source for IVTU activities.
- 7) Promotes the distribution of tenants’ rights handouts among property managers and other appropriate organizations. Revises and supplements handout when necessary.
- 8) Helps with special projects as needed.
- 9) Attend three (3) university meetings, i.e. relevant BCC’s or OSL groups affiliated with UCSB.
- 10) Acts as a liaison between IVTU and the Rental Housing Roundtable.
- 11) Tables for at least one (1) hour per quarter.

P) Duties of the Media Relations Coordinator:

- 1) Attends weekly IVTU Committee meetings.
- 2) Spends a minimum of two (2) regularly scheduled hours per week at the IVTU office working on IVTU-related business.
- 3) Attends at least two (2) IVTU-sponsored events.
- 4) Produces press releases for IVTU as needed.
- 5) Updates the IVTU website regularly, along with social media, i.e. Facebook and Twitter pages.
- 6) Operates and maintains a bi-quarterly newsletter to update and inform about IVTU events.
- 7) Tables for at least one (1) hour per quarter.

Q) Duties of the IVTU Historian:

- 1) Attends weekly IVTU Committee meetings.
- 2) Spends a minimum of one (1) regularly scheduled hour per week at the IVTU office working on IVTU-related business.
- 3) Attends most IVTU-sponsored events.

- 4) Archives ITU events and projects as well as maintains a database of pictures of the Committee's work.
  - 5) Maintains the ivtu-list@as.ucsb.edu.
  - 6) Coordinates with the media relations coordinator to produce the bi-quarterly newsletter.
  - 7) Maintains the documentation and photography of IVTU events and projects.
  - 8) Tables for at least one (1) hour per quarter.
- R) Operating Procedures of the IVTU:
- 1) IV Tenants Union Meetings:
    - a) Will be held weekly.
    - b) Will be announced and publicized to the community.
  - 2) 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.
  - 3) 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.
- S) Summer Internship Selection:
- 1) All voting members not applying for a Summer internship with IVTU may be on the selection Committee.
  - 2) The Summer internship selection process is an internal process.
  - 3) Those interested in Summer internships will be chosen for specific IVTU positions and/or projects.
  - 4) No more than seven (7) interns will be allowed at any given time.

### SECTION 23. 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) One (1) Vice Chairperson
  - c) One (1) Senate Representative
  - d) Four (4) Students-at Large
  - e) Lawyer
- 2) Non- Voting Membership:
  - a) A.S. President
  - b) A.S. Attorney General
  - c) A.S. Controller(s)
  - d) One (1) Representative from Student Lobby

- e) Two (2) Representatives from IVCRC
- f) One (1) Part-Time Intern

C) Selection and Term of Office:

- 1) The Chairperson, Vice Chairperson, the four (4) Students-at-Large, and the two (2) Interns shall be recommended by the A.S. Committee on Committees, then nominated by the A.S. President and approved by the Senate for a term of one (1) academic year. The Senator 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 Senate for the term of one (1) year. The A.S. Committee on Committees shall collect applications for the two (2) internship positions; however, the lawyer shall interview and select said interns.
  - a) The lawyer shall be hired to facilitate this service. They shall be hired as an independent contractor, and not a University employee, and shall be fully hireable and accountable to the student body, via Senate. Their contract will be subject to Senate 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.
  - b) 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 (1/2) of the student-at-large representatives from Legal Resource Center, no more than two (2) 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 their 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.

D) Duties and Power of Part-Time Intern:

- 1) Shall perform client intake to extract critical information to better articulate the circumstances to the lawyer.
- 2) Shall utilize and maintain the client intake database to identify growing trends and issues of concern to better serve future clients.
- 3) Shall assist the lawyer in legal research including case studies, law studies, case precedence, and different laws to further aid the clients.
- 4) Shall perform secretarial tasks including, but not limited to: confirming appointments, responding to e-mails and phone calls, performing follow-up surveys.
- 5) Shall work a minimum of five to seven (5-7) hours per week.

E) Duties and Power of the Full-Time Intern:

- 1) Shall perform client intake to extract critical information to better articulate the circumstances to the lawyer.
- 2) Shall utilize and maintain the client intake database to identify growing trends and issues of concern to better serve future clients.
- 3) Shall assist the lawyer in legal research including case studies, law studies, case precedence, and different laws to further aid the clients.

- 4) Shall perform secretarial tasks including, but not limited to: confirming appointments, responding to E-mails and phone calls, performing follow-up surveys.
- 5) Shall attend weekly LRC meetings.
- 6) Shall work a minimum of ten to fifteen (10-15) hours per week.

F) Duties and Power of the Chairperson:

- 1) Provide oversight and direction to the Legal Resource Center Board.
- 2) Hold the main fiscal responsibility and monetary oversight of the Legal Resource Center.
- 3) Promote awareness of the availability of the legal services offered by the Legal Resource Center.
- 4) Shall stay up to date with all issues concerning the operation of the Legal Resource Center.
- 5) Responsible for conducting weekly Board meetings and setting meeting agendas.
- 6) Act as the official liaison between the Legal Resource Center and all other A.S. entities and all Legal Resource Center lawyers.
- 7) Direct all Legal Resource Center publicity and outreach efforts.
- 8) Create, conduct, or be in the process of implementing at least one (1) specialized project each year relating to the Charge of the Board.
- 9) Shall attend all BCC Chair Council meetings.

G) Duties and Power of the Vice Chairperson:

- 1) Attend weekly Legal Resource Center Board meetings.
- 2) Stay up to date with all issues concerning the operation of the Legal Resource Center and vote on these issues at Board meetings.
- 3) Assist in all duties performed by the Chairperson as requested.
- 4) In the event that the Chairperson position becomes vacant, shall serve as Chairperson for the remainder of the academic year.
- 5) Shall be trained in the function of the Legal Resource Center website and keep the site up to date.
- 6) Responsible for tabling two (2) to four (4) hours a week outside of the Arbor, in front of the University Center, or outside of the Legal Resource Center office.
- 7) Shall attend all BCC Chair Council meetings.

H) Duties and Power of the Students-at-Large

- 1) Attend weekly Legal Resource Center Board meetings.
- 2) Serve as the liaison between the Legal Resource Center and the student body.
- 3) Stay up to date with all issues concerning the operation of the Legal Resource Center and vote on these at Board meetings.
- 4) Responsible for tabling two (2) to four (4) hours a week outside of the Arbor, in front of the University Center, or outside of the Legal Resource Center office.

#### SECTION 24. 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) Chair
- 2) One (1) Internal Vice Chair
- 3) One (1) External Vice Chair
- 4) One (1) Senator
- 5) One (1) Graphic Design Chair
- 6) One (1) Photography Chair
- 7) One (1) Staff Writer
- 8) 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) The Chairperson, Internal and External Vice Chairpersons, Graphic Design Chair, Photography Chair/Videographer, and Staff Writer shall be recommended by the A.S. Committee on Committees, then nominated by the A.S. President and approved by the Senate for a term of one (1) academic year. The one (1) Senator shall be nominated by the Internal Vice President.

E) 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) Senate meetings.
- 4) Overlook all online mediums including Facebook, Twitter, and the Committee web page.
- 5) Keep the Media Relations Committee abreast of A.S. activities and OSU activities and events.
- 6) 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.
- 7) Act as the contact person for any outside media source seeking to communicate with any A.S. entity or representative.
- 8) Shall attend IVP staff meetings.
- 9) Shall attend all BCC Chair Council meetings.

F) 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.
- 4) Assist with and perform any other duties as needed or assigned by the Chair.
- 5) Be responsible for acting as a proxy for weekly Committee meetings if the Chair is unable to attend.

G) 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.
- 4) Establish and maintain an active online social network to promote and publicize Media Relations projects through mediums including Facebook, Twitter, and the Committee web page.

H) Duties and Responsibilities of the Graphic Design Chair:

- 1) Attend the weekly Media Relations meetings.
- 2) Direct and design artistic projects relating to the goals of Media Relations.
- 3) Hold a minimum of two (2) regularly scheduled office hours per week.
- 4) Design flyers, posters, logos and signs for Media Relations projects.
- 5) Keep in contact with and forward information to the External Vice Chair.

I) Duties and Responsibilities of the Web Networking Chair:

J) Duties and Responsibilities of the Photography/Videographer Chair:

- 1) Take pictures at A.S. Committee's events and upload them on the Media Relations Facebook, Twitter, and web page to further expand and promote Associated Students through online media.
- 2) Design, create, and execute a video meant to explain what A.S. does as an organization.
- 3) Capture video footage at A.S. Committees, clubs, and organization events.
- 4) Create and update biweekly YouTube channel reflective of both campus-wide and A.S. activities and events.

K) Duties and Responsibilities of the Staff Writer

- 1) Responsible for creating a weekly newsletter for the Media Relations web page.
- 2) Hold a minimum of one (1) regularly scheduled office hour per week.

- 3) Assist chair with A.S. Press Releases to relevant campus and community organizations.

SECTION 25. 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
- 2) Concerts Coordinator
- 3) Special Events Coordinator
- 4) Lectures & Cultural Arts Coordinator
- 5) Film Coordinator
- 6) Graphics Coordinator
- 7) Event Safety Coordinator
- 8) Production
- 9) Two (2) Publicity Coordinators
- 10) Ticket Coordinator
- 11) Digital Media Coordinator
- 12) Volunteer Coordinator
- 13) Two (2) Senators
- 14) Production Assistant
- 15) Two (2) Programming Assistants
- 16) Graphics Assistant
- 17) RHA Liaison, after attending three consecutive meetings
- 18) Event Safety Assistant

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 to the A.S. Committee on Committees by a Committee of out-going Program Board members, nominated by the A.S. President, and final approval being given by the Senate for a term of one (1) academic year.
- 2) The two (2) Senators shall be nominated by the Internal Vice President and approved by the Senate for the term of one (1) academic 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 Senate 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 Senate Representatives) to the incoming A.S. President and Senate for approval.
- 11) Report weekly to Senate (by way of Program Board minutes and Senators), 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) Each assistant shall hold three (3) office hours per week.
- 14) Act as primary board of approval for all Program Board events and expenditures.
- 15) All Program Board Members, excluding Production and Event Staff, shall attend four (4) Tuesday night movies. Production and Event Staff shall be required to attend two (2) Tuesday night movies.
- 16) All Program Board members shall attend at least one (1) noontime show per quarter.
- 17) Each board member must attend one (1) half board event each quarter.

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 (2/3) 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) Senate 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.
  - 13) Shall attend all BCC Chair Council Meetings.
  - 14) Shall attend all campus Major Events Meetings.
  - 15) Shall organize the interview process for selecting next years' board.
- 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.
  - 8) Coordinate A.S. Program Board presence at campus events, including UCen fair and Campus Activities Fair.
- 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 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 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.

M) 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.

N) 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.

O) 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.

- 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.
- P) 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.).
- Q) 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.
- R) 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.
- S) Duties and Powers of the Event Safety 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.

T) Duties and Powers of the Event Safety Assistant:

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

U) 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 takers, hospitality, etc.
- 4) Coordinate weekly flyering of Isla Vista, in front of the UCen and the Arbor.
- 5) Work with RHA to increase the Program Board's outreach to incoming freshman.
- 6) 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) 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 Digital Media Coordinator:

- 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.

W) Duties and Powers of the Ticket Coordinator:

- 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.

X) Duties and Powers of the Graphics Assistant:

- 1) Shall assist the Graphics Coordinator to coordinate the design and implementation of advertising and publicity for all Program Board events.
- 2) Shall assist the Graphics Coordinator to design the Program Board Thursday Page and Monday Box.
- 3) Shall assist the Graphics Coordinator to maintain a working relationship with the *Daily Nexus*.
- 4) Shall assist the Graphics Coordinator to create and/or commission all artwork necessary for ads, posters, flyers and other promotional material for Program Board events.
- 5) Shall serve three (3) office hours per week.

Y) Duties and Powers of Senator:

- 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 Senate 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 Senate:
    - aa) Eight (8) tickets for every Events Center or Robertson Gym show.
    - bb) Four (4) tickets for every Campbell Hall or Hub show.
  - c) The Programmer shall make available to the Executive Department:
    - aa) Two (2) tickets for every Events Center or Robertson Gym show.
    - bb) 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:

- aa) Distribution will follow a first-come, first-served process, and will be overseen by the Ticket Coordinator. [One (1) complimentary ticket per person.]
  - bb) Only Designates may use the complimentary tickets. No complimentary ticket may be exchanged or sold. One (1) complimentary ticket per person.
- f) Supplementary Tickets:
  - aa) The Program Board, at its discretion, may make available additional tickets at the time of, or before, the show.
  - bb) These tickets shall be for non-sold-out events only.
  - cc) The Programmer shall not discriminate between members when issuing additional tickets.
  - dd) Members shall sign off for the ticket when it is received.
  - ee) 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 Coordinator.
- 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 26. 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, and offers insights towards the queer 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, heterosexism, transphobia, biphobia, hate incidents/crimes and other forms of oppression.

### B) Membership:

#### 1) Voting Membership:

- a) Two (2) Co-Chairs
- b) One (1) Internal Coordinator
- c) One (1) External Coordinator
- d) One (1) Outreach Coordinator
- e) One (1) Safe Zone Coordinator
- f) One (1) Queerstorian
- g) One (1) Senate Member



- h) Two (2) New Leader Interns
- i) Special Project Interns
- j) Two (2) Pride Co-Chairs
- k) Any members having attended two (2) meetings or more per quarter.

2) 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 Elected Membership:

- 1) Two (2) outgoing members of the elected membership who are not running for re-election will facilitate an election process for the following year's two (2) Co-Chairs, four (4) Coordinators, and one (1) Queerstorian by the 7<sup>th</sup> week of Spring quarter. All of the commission's voting members during Spring Quarter are allowed to participate in this election. The internally elected Commission will then be recommended to the A.S. President for nomination and sent to Senate for approval of a term lasting one (1) academic year.
- 2) The Senator 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 Senate for a term of one (1) year.
- 3) The elected membership will use the first two (2) weeks of Fall quarter to outreach to possible New Leader Interns. The Co-Chairs will create an application process that will be distributed electronically and at outreach events such as Queer-A-Palooza, RHA mixers, and other recruitment efforts made by Associated Students or other Queer organizations. The voting membership will then use a blind selection process to recommend the interns to the A.S. President for nomination and then sent to the Senate for approval of a term ending during Spring elections.
- 4) Special Project Interns will be appointed by a fifty percent plus one (50% + 1) majority of voting members after they submit a proposal for the project they would like to work on. Special Project Interns can be appointed whenever a special project is proposed for a term lasting as long as the project is worked on.
- 5) Pride Co-Chairs will be elected after Pride Week by the Pride Steering Committee. The elected Co-Chairs will then be recommended for approval for a term lasting one (1) academic year.
- 6) In the event of a vacant position during the year, the first step will be to see if any of the already elected membership feels more comfortable moving into the vacated position. Anyone that ran for a position during the previous Spring elections and was not elected will then be contacted and invited to run for vacant positions at the next meeting, where the voting membership will vote on approval. Once all the people from the previous Spring elections have been contacted and either declined or not been approved an application process similar to the process for intern positions will be used to select the vacant position.

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 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 Senate on issues pertaining to LGBTQI students.
  - 6) Provide student representation for Associated Students on ad hoc administrative Committees concerning LGBTQI issues.
  - 7) Work on advocating for the rights of all LGBTQI students on campus.
  - 8) Implement and sustain the Safe Zone Training Program and maintain a working relationship with the Resource Center for Sexual and Gender Diversity staff.
- E) Duties and Powers of the Co-Chairs of the A.S. Queer Commission:
- 1) Stay abreast of the political environment in the community.
  - 2) Facilitate all Commission meetings or, if unable, delegate said responsibility to another officer.
  - 3) Handle public relations for the Commission and serve as the official spokesperson(s) for the Commission.
  - 4) Coordinate the operations of all special projects and attempt to be of help in any problem or issue which may arise.
  - 5) Hold a minimum of five (5) regularly scheduled office hours per week.
  - 6) Be responsible for the fiscal management of the Commission.
  - 7) Prepare the Commission's budget for the following year.
  - 8) Present at least two (2) reports to the Senate per quarter regarding the activities of the Commission.
  - 9) Attend all BCC Chair Council Meetings, or send a proxy.
  - 10) Be available for reference with respect to questions and inquiries on Commission's past.
  - 11) Have a working relationship with all of the A.S. Executive Officers, and keep the A.S. Executive Offices accountable to issues pertaining to the queer community.
  - 12) Coordinate a quarterly retreat for all of the Commission's membership in order to create strategy charts for the Commission's special projects, as well as create a schedule of deadlines and events for the quarter.
  - 13) Compile a report of each of the retreats containing debriefs from the previous quarter, strategy charts for the projects being worked on, and a calendar with deadlines of the current quarter. This report shall be released by week four (4) of Fall quarter and week three (3) of Winter and Spring. Two (2) copies of the report will be distributed as follows: One (1) for the A.S. Queer Commission office to be kept as institutional memory and one (1) to the Resource Center for Sexual and Gender Diversity.
- 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 campus organizations whose mission statement seeks to improve the status of students with queer sexualities and genders and their allies such as Queer Student Union, Friendly Undergraduate Queers in it Together (FUQIT), EUCALYPTUS, De Colores, Black Quare, Queer Asian Pacific Islanders (QAPI), Society for Accessible and Safe Spaces (S.A.S.S).
  - 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 Department for Women, Gender, and Sexual Equity, as well as the Resource Center for Sexual and Gender Diversity and associated departments, the Internal Coordinator shall also be involved with the planning and facilitation of Queer Leadership Council meetings.
- 5) Oversee the production of a queer zine in a way that will encourage coalitions between different organizations and encourages the artistic work of the queer and ally community.
- 6) Collaborate with the above mentioned organizations to form a curriculum around fundraising, publicity, outreach, and other organizing skills pertaining to the queer community.
- 7) Work with the External Coordinator to make sure that Associated Students Policy 17 is being adhered to at all blood drives.
- 8) Hold a minimum of three (3) regularly scheduled office hours per week.
- 9) Actively be working on a project which will bring positive change to the queer community. Create a strategy chart and give themselves a set of deadlines that will lead to the end of the quarter or the completion of the project, and turn it in to the Co-Chairs. Revise deadlines as the project advances. At the end of the quarter turn in a debrief of the progress made in the quarter and any changes the project may need.

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 (UCSA), United States Student Association (USSA), and the University of California LGBTQI Steering Committee (SCOM/UCQC).
- 3) Attend or stay updated on the meetings and pertaining campaigns of the above specified organization.
- 4) Attend or stay updated on as many of the UC LGBTQIA Steering Committee (SCOM/UCQC) meetings as possible during the one (1) academic year term of office.
- 5) Bring queer visibility to the state-wide/national forefront by maintaining a working relationship with the External Vice President of Statewide Affairs.
- 6) Work with Internal Coordinator to make sure that Associated Students Policy 17 is adhered to at all blood drives.
- 7) Hold a minimum of three (3) regularly scheduled office hours per week.
- 8) Actively be working on a project which will bring positive change to the queer community. Create a strategy chart and give themselves a set of deadlines that will lead to the end of the quarter or the completion of the project. Revise deadlines as the project advances. At the end of the quarter turn in a debrief of the progress made in the quarter and any changes the project may need.

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/youth, and/or alumni 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/youth and/or alumni communities.
  - 4) Organize an event, conference, institute, and/or program that is specifically designed for the surrounding Tri-County queer high school/youth and/or alumni communities, such as the Queer Youth Leadership Conference (QYLC).
  - 5) Manage the Queer Alumni Network (QAN) website.
  - 6) Host at least two (2) events during the All Gauchito Alumni Reunion Weekend in collaboration with the Resource Center for Sexual and Gender Diversity, begin the discussion about these events with the Alumni Association early in the academic year to guarantee its inclusion in the official All Gauchito Alumni Reunion Weekend schedule.
  - 7) Hold a minimum of three (3) regularly scheduled office hours per week.
  - 8) Actively be working on a project which will bring positive change to the queer community. Create a strategy chart and give themselves a set of deadlines that will lead to the end of the quarter or the completion of the project. Revise deadlines as the project advances. At the end of the quarter turn in a debrief of the progress made in the quarter and any changes the project may need.
- I) Duties and Powers of the Safe Zone Coordinator:
- 1) Manage the scheduling of safe zone trainings with various organizations, assigning workshop presenters, and other logistics of the workshop.
    - a. The primary mission of the Safe Zone Program at UC Santa Barbara is, much like the Resource Center for Sexual and Gender Diversity, to create a safer, more welcoming & inclusive campus environment, to strengthen our community, and to encourage networking among faculty, staff, and students toward the goal of supporting the well-being of queer students.
  - 2) Outreach and publicize the program to campus organizations, residence halls, apartment living, Greek life, and other community organizations.
  - 3) Collaborate with the Resource Center for Sexual and Gender Diversity in outreaching to staff and faculty.
  - 4) Maintain and update the curriculum of the program, which includes consistently expanding to hold multiple workshops focusing on various identities, and programming around relevant issues pertaining to the campus climate.
  - 5) Coordinate a minimum of three (3) Safe Zone Training per quarter, including a training for student presenters by the fourth (4<sup>th</sup>) week of Fall quarter.
  - 6) Hold a minimum of three (3) regularly scheduled office hours per week.
  - 7) Actively be working on a project which will bring positive change to the queer community. Create a strategy chart and give themselves a set of deadlines that will lead to the end of the quarter or the completion of the project. Revise deadlines as the project advances. At the end of the quarter turn in a debrief of the progress made in the quarter and any changes the project may need.
- J) Duties and Powers of the Queerstorian:
- 1) Record and be responsible for distribution of minutes to members, officers, and Senate.
  - 2) Keep an excel sheet with the commission's budget to be updated weekly and either kept on the A.S. Queer Commission office computer, or distributed to all of the elected members.

- 3) Maintain an updated record of the budget and all expenditures of the commission and distribute to all officers on a regular basis.
- 4) Maintain the website and Facebook/Twitter group and update when necessary.
- 5) Oversee an A.S. Queer Commission archive.
- 6) Hold three (3) regularly scheduled office hours per week.
- 7) Actively be working on a project which will bring positive change to the queer community. Create a strategy chart and give themselves a set of deadlines that will lead to the end of the quarter or the completion of the project. Revise deadlines as the project advances. At the end of the quarter turn in a debrief of the progress made in the quarter and any changes the project may need.

K) Duties and Powers of the Senate Member:

- 1) Serve as liaison between the Commission and Senate.
- 2) Maintain critical lens of legislation/proposed projects/events brought before the Senate that would potentially affect the commission/queer community.
- 3) Be responsible for updating Commission's section in the legal code to ensure it reflects goals/mission of the Commission.
- 4) Serve as informational resource to Commission of procedures (financial or otherwise) of Associated Students.
- 5) Provide visibility for the queer community by speaking up during Senate meetings.
- 6) Maintain communication with the Commission on any special projects being worked on in Senate in which the commission can be a part of, and create debrief reports to turn in to the commission accordingly.

L) Duties and Powers of Emerging Leader Interns:

- 1) Emerging Leader interns are first-year or transfer students who are experiencing their first year with the UCSB LGBTQI community. A non-first year student who is an emerging leader in the UCSB LGBTQI community can be appointed to this position with a two-thirds (2/3) majority approval by the voting membership.
- 2) Work in collaboration with the rest of the elected membership in order to cultivate knowledge of the climate and the needs of the queer community.
- 3) Assist with projects and events initiated by the commission, and when comfortable initiate their own project, and create a strategy chart and give themselves a set of deadlines that will lead to the end of the quarter or the completion of the project. Revise deadlines as the project advances. At the end of the quarter turn in a debrief of the progress made in the quarter and any changes the project may need.
- 4) Serve one (1) regularly scheduled office hour per week.

M) Duties and Powers of Special Project Interns:

- 1) Special Project interns will actively work on special projects that will benefit the status of LGBTQI students at UCSB.
- 2) Create a strategy chart and give themselves a set of deadlines that will lead to completion of the project. Revise deadlines as the project advances. At the end of the quarter turn in a debrief of the progress made in the quarter and any changes the project may need.

N) Duties and Powers of Pride Co-Chairs:

- 1) Pride Co-Chairs will be in charge of facilitating the Pride Steering Committee and planning UCSB/Isla Vista Pride.
- 2) Report progress of Pride Committee to the rest of Associated Students Queer Commission at least two (2) times a quarter.

SECTION 27. 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 Gacho 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) Recruitment Coordinator
- 3) Spirit Coordinator
- 4) Two (2) Publicity Coordinators
- 5) Gacho Locos Liaison
- 6) One (1) Senator
- 7) Publicity Coordinator of Santa Barbara, and Isla Vista relation and Greek Relations

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 recommended by the A.S. Committee on Committees, then appointed by the A.S. President and approved by the Senate for a term of one (1) academic year.
- 2) The one (1) Senator shall be nominated by the Internal Vice President and approved by Senate for the term of one (1) academic year.

E) Duties and Responsibilities of Rally Committee:

- 1) Hold weekly public meetings with a public agenda 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 operating policies and codes which are subject to Senate approval.
- 5) Prepare and present to Finance Board, in conjunction with the Chair, the annual Rally Committee budget.

- 6) Report weekly to the Senate (by way of Rally Committee minutes and the Senators) and twice per month by report from the Chair or Vice Chair.
- 7) Work in conjunction with Intercollegiate Athletics.

F) Policies of Rally Committee:

- 1) Abide by Robert's Rules of 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 (2/3) vote of Rally Committee.
- 4) All Rally Committee meetings shall be facilitated by the Rally Committee Chair or in their 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 the Rally Committee Chair:

- 1) Serve as official representatives of A.S. Rally Committee in all campus, systemwide, 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) Senate meetings per quarter to report on Rally Committee activities.
- 7) Coordinate the operations of all Rally Committee Coordinators and assist in solving any 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.
- 9) Shall attend all BCC Chair Council Meetings. If the chair cannot attend, the Vice Chair shall proxy. If the Vice Chair cannot attend, the chair shall appoint a qualified proxy.

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 giveaways 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 Recruitment 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.
  - 5) Holds at least two (2) recruitment events in the resident halls each year.
- K) Duties and Powers of the Spirit Coordinator:
- 1) Hold two (2) regularly scheduled weekly office hours.
  - 2) Coordinate the planning and production of all Rally Committee events.
    - a) Coordinate the planning and production of all Rally Committee events, cheers, props, etc.
      - 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.
- d) Shall be responsible for the planning and coordination of a minimum of one (1) rally per quarter each for a UCSB team or event.

L) Duties and Powers of the two (2) Publicity Coordinators:

- 1) Coordinate the design and implementation, with each coordinator and director, all advertising and publicity for 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 *The Bottom Line*.
- 6) Maintain a quarterly newsletter that briefs UCSB students on upcoming games and Rally Committee events.

M) Duties and Powers of the Publicity Coordinator of Student Organization and Residential Hall 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.
- 5) Act as a liaison for Rally Committee to the Resident Halls Association.
- 6) Works closely with the Publicity Coordinators to advertise events in the residential halls.
- 7) Work closely with the Recruitment Coordinator to put on quarterly recruitment events located in and targeted at those living in the residential halls.

N) Duties and Powers of the Publicity Coordinator of Santa Barbara, Isla Vista relations and Greek 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 other 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 giveaways.
- 5) Coordinate volunteers and flyering of Isla Vista for special athletic events.

- 6) Act as a liaison for Rally Committee to the Greek community.
  - 7) Works closely with the Publicity Coordinators and A.S. Greek Liaison to advertise events to members of the Greek system.
  - 8) Work closely with the Recruitment Coordinator to put on yearly recruitment events targeted at the Greek community.
  - 9) 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.
- O) 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.
  - 4) Hold two (2) regularly scheduled weekly office hours.
- P) 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.
- Q) Duties and Powers of Senator:
- 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 Senate at all meetings.
  - 4) Shall be required to attend one-third (1/3) of all Rally Committee events.

## SECTION 28. A.S. RECYCLING

### A) Charge of the A.S. Department of Public Worms and Zero Waste Committee:

To promote reduction, reuse and recycling of all materials used on the UCSB campus and the surrounding community. 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. To promote the buying of recycled products on the UCSB campus and in the surrounding community. To work closely with other Environmental Groups throughout the community in efforts to reduce the overall ecological footprint humans have on their local ecosystems. To ensure UCSB and the surrounding community uphold all California State Mandated recycling laws. For the program to succeed now and in the future, *the A.S. Zero Waste Committee* must continue to provide educational campaigns. Reducing, recycling and buying recycled products are crucial to UCSB as an environmentally conscious institution as well

as to the surrounding community. The Zero Waste Committee will advise the A.S. Recycling Program so that it may continue to work with the campus and the local community in reaching and exceeding the goals of the University Office of the President mandated goal of 75% diversion rate by 2012 and 100% diversion rate by 2020.

B) Voting Membership:

- 1) EAB Green Bill Consultant
- 2) Surfrider Representative
- 3) Coastal Fund Representative
- 4) PACES Representative
- 5) ASZWC Chairperson
- 6) ASZWC Vice Chairperson
- 7) ASZWC Education Coordinator
- 8) ASZWC Organics Coordinator
- 9) ASZWC Procurement Coordinator
- 10) ASZWC Source Reduction Coordinator
- 11) ASZWC Recycling Coordinator
- 12) Any student present at 3 (three) or more meetings

C) Non Voting Membership

- 1) A.S. Advisor
- 2) A.S. Executive Director
- 3) One (1) Senator
- 4) A.S. President
- 5) A.S. Attorney General
- 6) A.S. Controller(s)

D) Selection and Term of Office:

- 1) The EAB, Surfrider, and Coastal Fund representatives shall each be selected and approved within their respective organizations for term of one (1) academic year.
- 2) A.S. Zero Waste Committee Chairperson, Vice Chairperson, Education Coordinator, Organics Coordinator, Procurement Coordinator, Source Reduction Coordinator, and Recycling Coordinator shall be internally elected by ASZWC's voting members during the 6<sup>th</sup> week of Spring quarter, then nominated by the A.S. President, with final approval by the Senate for a term of one (1) academic year.
- 3) The one (1) Senator shall be nominated by the Internal Vice President and approved by the Senate for the term of one (1) academic year.

E) Duties and Powers of the A.S. Zero Waste Committee:

- 1) Serve as a formal recommending body to the Senate regarding issues relating to recycling, reducing waste on and outside of campus, and the purchase of post-consumer recycled products.
- 2) To coordinate the education and execution of recycling/waste education projects in order to support recycling, divert campus waste from landfills, and to reach the 75% by 2012 and 100% by 2020 diversion rates.
- 3) Develop and implement educational projects designed to raise awareness regarding recycling related issues for the campus and surrounding communities.
- 4) Outreach to student, faculty and staff on waste reduction issues. Coordinate tours to local landfills, material reclamation facilities, and other related areas. Promote waste reduction, reuse and recycling by providing relevant information to all students, faculty and staff.

- 5) Work towards a sustainable purchasing policy on campus.
- 6) Advise the A.S. Recycling Business Services on how to better service the UCSB students and community regarding waste production.

F) Duties and Powers of the ASZWC Chairperson:

- 1) Plan, schedule and facilitate at all ASZWC meetings.
- 2) Coordinate the activities of the Committee members, subcommittees and volunteers.
- 3) Serve as the official representative and spokesperson of the ASZWC .
- 4) Attend at least one (1) Senate meeting per quarter to report on the activity of the Committee.
- 5) Hold a minimum of four (4) office hours per week.
- 6) Attend all BCC Chair Council meetings.
- 7) Attend UCSB Waste Management and Chancellor Sustainability workgroup meetings with the A.S. Recycling Coordinator.

G) Duties and Powers of the ASZWC Vice Chairperson:

- 1) Serve as an official representative and spokesperson of the ASZWC.
- 2) Serve as primary liaison for the ASZWC with other environmental organizations on campus.
- 3) Attend at least one (1) Senate meeting per quarter to report on the activity of the Committee.
- 4) 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.
- 5) Hold a minimum of four (4) office hours per week.

H) Duties and Powers of the ASZWC Education Coordinator:

- 1) To create and implement educational/outreach programs to inform the campus and surrounding communities on recycling procedure and waste reduction techniques.
- 2) Work with PACES to advise campus departments (via MSO or administrative assistants) regarding campus recycling procedures, waste reduction and options for the departmental purchase of recycled products.
- 3) Assist with ASZWC recruitment.
- 4) Hold a minimum of three (3) office hours per week.
- 5) Coordinate tours of local waste facilities to educate students and staff on the importance and technical details of waste reduction.

I) Duties and Power of ASZWC Procurement Coordinator:

- 1) Research recycling markets, “green” recycled products and prices, and to communicate with other Universities to improve recycling procedures and to identify quality and low cost consumer products.

- 2) Work with PACES and other campus sustainable procurement representative to advise AS BCCs, campus student organizations, campus departments, and the community on the purchase of sustainable products.
- 3) Work with AS Zero Waste Education Coordinator to help educate and publicize AS Recycling Special Services and consultation services.
- 4) Work with AS Recycling staff and EAB to update and create a procurement guide for AS BCCs and student organizations.

J) Duties and Power of ASZWC Source Reduction Coordinator:

- 1) Responsible for reducing waste at the source by optimizing diversion rates and encouraging waste reduction projects such as paperless office systems, use of reusable containers/cup.
- 2) Work with the ASZWC Procurement Coordinator and AS Zero Waste Education Coordinator to include source reduction in ASR special events consultation.
- 3) Work with Education Coordinator to create and implement waste reduction programs.
- 4) Research and be updated on source reduction strategies and advise AS Recycling and AS BCCs on source reduction.

K) Duties and Power of ASZWC Recycling Coordinator:

- 1) Work with the Education Coordinator to create and implement proper recycling procedures and techniques education programs and trainings.
- 2) Work with and advise AS Recycling staff on the updating of proper signage and education to increase accessibility of recycling to the campus.
- 3) Work with the campus and local community to increase recycling including local businesses and community organizations.
- 4) Research and implement local and national recycling competition.
- 5) Assist and advise AS Recycling Electronic Waste Coordinator to help increase visibility and education regarding electronic waste.

L) Voting:

- 1) A quorum of five (5) voting members is required for a meeting to be held to make any decision regarding ASZWC.
- 2) A (50%+1) approval of voting members present is required for any general ASZWC decisions.
- 3) A two-thirds (2/3) approval by voting members present is required for any financial decision and constitutional changes.
- 4) To hold a closed session meeting, a two-thirds (2/3) majority vote of members present is required in accordance with the Brown Act.

SECTION 29. 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 ethnic and racial backgrounds (i.e., Latin@s/Chican@s, Blacks, African-American, API, First Nation, Native American, etc.). Its purpose is to confront and pro-actively 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) Co-Chairs
- 2) One (1) student representative that works with EOP
- 3) One (1) Senator
- 4) One (1) Residence Halls Liaison
- 5) One (1) Outreach Coordinator
- 6) One (1) Financial Coordinator
- 7) One (1) Ourstorian

C) Non-voting Membership:

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

D) Selection and Term of Office:

- 1) The Co-Chairs for the following academic year, shall be recommended by the Commission during the third (3<sup>rd</sup>) and fourth (4<sup>th</sup>) weeks of Spring quarter. These recommendations will be forwarded to the Committee on Committees, appointed by the A.S. President, and approved by Senate for a term of one (1) academic year.
- 2) The EOP student representatives shall be selected by the respective EOP staff.
- 3) The residence hall liaison shall be selected by the Residence Hall Association.
- 4) The Senators shall be nominated by the Internal Vice President and approved by the Senate for the term of one (1) academic year.
- 5) The Outreach Coordinator, Financial Coordinator, and Ourstorian shall be selected from the active group membership during the academic year.

E) Duties and Powers of the Commission:

- 1) Advise Senate 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 Co-Chairs:

- 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 Senate 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.
- 7) Shall attend all BCC Chair Council meetings.

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 Resident Hall Liaison:

- 1) Shall serve as a liaison between the Commission and the staff Residence Hall Association.

I) Duties of the Outreach Coordinator:

- 1) Be responsible for emailing and outreaching to Committees and the student body about upcoming events.
- 2) Attend meetings that the Co-Chairs are unable to attend and represent the Commission.
- 3) Responsible for planning and organizing events for the active members to build relationships amongst them.
- 4) Responsible for organizing and planning events with other campus organizations to build community and collaboration.
- 5) Shall plan a minimum of two (2) officer retreats a year.
- 6) Hold two (2) regularly scheduled office hours per week.

J) Duties of the Finance Coordinator:

- 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) Receive all funding requests and present them to the Commission in their weekly meetings.
- 5) Inform groups and individuals requesting funds of the process to apply for funding as well as the Commission's decision on their request.
- 6) Hold two (2) regularly scheduled office hours per week.

K) Duties of the Ourstorian:

- 1) Create a yearly binder with information about the Commission including pictures, articles, fliers, minutes etc.
- 2) Available as historical reference with respect to questions on the commission's past.
- 3) Record minutes for every meeting and distribute them accordingly.
- 4) Hold two (2) regularly scheduled office hours per week.

SECTION 30. A.S. STUDENT INITIATED RECRUITMENT AND RETENTION COMMITTEE

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

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) Membership:

1) Elected Membership:

- a) Two (2) Co-Presidents
- b) Two (2) Retention Co-Chairs
- c) Two (2) Outreach Co-Chairs
- d) One (1) Treasurer
- e) One (1) Community Builder
- f) One (1) Secretary
- g) Two (2) Publicity / Ourstorian Coordinators

2) Voting Members:

- a) All elected membership
- b) Any student who attends four (4) or more meetings a year

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

- a) Congreso
- b) MUJER
- c) Black Student Union
- d) Hermanos Unidos



- e) Hermanas Unidas
- f) Kapatirang Pilipino
- g) American Indian Student Association
- h) Attorney General
- i) Committee on Committees Chair

aa) In the case that the representatives listed above are unable to attend meetings or send a proxy, the Committee, with a two-thirds (2/3) vote, may excuse their absence.

4) Non-voting membership:

One (1) liaison from each of the following entities:

- a) AS President
- b) UCSB Student Initiated Outreach (SIO) Committee
- c) AS External Vice President of Statewide Affairs Office
- d) AS External Vice President of Local Affairs Office
- e) AS Student Commission On Racial Equality
- f) AS Finance Board
- g) AS Senate
- h) AS Advisor
- i) AS Executive Director

C) Selection and Term of Office:

- 1) All Committee officers shall be internally elected through a majority rule process, and recommended to the Committee on Committee Chair, after which shall be appointed by the President, and approved by Senate for a one academic year term.
- 2) Internal elections shall be held towards the last four (4) weeks of Spring quarter. However, if the internal elections process is unable to occur during the Spring quarter, then it will be done the first three (3) weeks of Fall quarter of the following year. The rules for the internal elections procedure will essentially remain the same if done during the first three (3) weeks of Fall quarter of the following year. Please refer to the selection process outlined below.
- 3) The internal elections process shall proceed as follows:
  - a) Nominations for elected positions will be around week five (5) of Spring quarter and elections will follow around week six (6) of Spring Quarter. If the internal elections process cannot occur in the Spring, then it can be done by the first three (3) weeks of Fall quarter through a similar process.
  - b) The individual running can be either nominated by another individual or self-nominate.
  - c) The person nominating an individual for a position needs not to be a voting member.
  - d) The student running must be willing to give a two (2) to four (4) minute speech about why they are qualified for the position that they are running for.
  - e) For positions where there are more Candidates running than the available/open positions, each individual will give a two (2) to four (4) minute speech, plus they will have an individual questions and answer portion with the Committee following their two (2) to four (4) minute individual speech.
  - f) In order for a person to be nominated and to run for a position they must be an official voting member.
  - g) Current officers holding a position cannot nominate someone for a position.

h) Only official voting members can vote in the Committee elections.

- 4) The seven (7) representatives from the seven (7) founding mother organizations shall be selected by their respective organization. Each representative shall be recommended for appointment by the leaders of their respective organization, followed by approval from S.I.R.R.C. (Student Initiated Recruitment and Retention Committee). The recommended and approved representative shall serve for a one (1) academic year term, and they shall be present and engaged in all weekly Committee meetings.
- 5) The Senator shall be nominated by the A.S. Internal Vice President in consultation with SIRRC and appointed by the IVP, following approval from the Senate.
- 6) Entities of the non-voting members shall select their liaisons and have them approved by a majority rule (50% + 1) process by S.I.R.R.C. (Student Initiated Recruitment and Retention Committee). The recommended and approved liaison shall serve for a one (1) academic year term, and they shall be present and engaged in all weekly Committee meetings, or send a proxy.

D) Duties and Powers of Committee:

- 1) Be responsible for working with A.S. advisors to manage the operations of the Committee office.
- 2) Provide services for recruitment and retention programs.
- 3) Provide funding for recruitment and retention programs.
  - a) Procedures for external funding should be in compliance with S.I.R.R.C.'s (Student Initiated Recruitment and Retention Committee's) funding request policies.
- 4) Create and sustain long-term relationships with the local community through community projects.
  - a) Shall create and maintain a book bank to be located in the Associated Students building in Isla Vista. If no Isla Vista location exists, the book bank will be housed in the Annex.
- 5) Develop retention programs.
  - a) The Committee shall host two (2) Study Jams per quarter, preferably around week five (5) and week nine (9) of each quarter. The Committee will decide through a majority rule (50% + 1) process where the locations of the Study Jams will take place. Locations for Study Jams are not limited to any specific place.
  - b) The Committee shall maintain a book bank for students to check out and rent books or readers for free. The Committee shall also arrange book drives at least twice (2) every year to increase the size of the book bank.
  - c) The Committee shall run a GUIDES Mentorship program (Guiding Undergraduates in Developing Educational Success). The GUIDES Mentorship program is retention-based, and aims to promote student leadership and academic success in first-year students through mentorship. Mentor responsibilities and guidelines will be outlined in the application process. Mentors and Mentees will participate in retention and community building activities.
  - d) The Committee shall initiate the GUIDES Summer Orientation Program (GSO) which is an introductory program that will ease the transition for incoming first-year students by providing supplementary resources designed to better prepare them for their first-year at UC Santa Barbara. GUIDES Summer Orientation

(GSO) will help offer a pathway to success for its participants by promoting academic achievement, leadership involvement, and community service.

- e) The Committee shall foster and develop a collaborative and supportive relationship with the A.S. Food Bank Committee. S.I.R.R.C. (Student Initiated Recruitment and Retention Committee) shall assist the A.S. Food Bank with their donation drives as well as promote the services of the A.S. Food Bank to students in need.
  - f) The Committee shall develop academic workshops, or host CLAS academic workshops, when possible, throughout the year.
- 6) Develop recruitment programs.
- a) The Committee shall run a GUIDES Mentorship program (Guiding Underrepresented Individuals in Developing Educational Success), which includes undergraduate mentors for local high schools. Mentor responsibilities and guidelines will be outlined in the application process. Mentors and Mentees will participate in community building activities.
  - b) The Committee shall work in collaboration with Upward Bound, College Bound, and M.E.N.T.E. when possible.
- 7) Work closely with the Statewide Coalition and EVPSA office on issues regarding the recruitment and retention of underrepresented, low-income, and under resourced communities in the pursuit of higher education.
- 8) Attempt to stay updated with other campus organizations that are doing recruitment, retention, and outreach programs in order to maintain collaborative relationships.
- 9) Compile annual evaluations of projects with Committee Officers as well as create financial reports with the Committee Treasurer.
- 10) Advocate for diversity at campus, local, UC, state, and national levels.
- 11) Elected Committee members are responsible for collectively creating S.I.R.R.C.'s (Student Initiated Recruitment and Retention Committee's) funding request policies by the third (3) week of Fall quarter through a majority rule (50% + 1) process.

E) Duties and Powers of Co-Presidents:

- 1) Schedule, attend, and facilitate all weekly meetings of the Committee, or send a proxy when unable to attend.
- 2) Be the official spokespersons for the Committee.
- 3) Have ultimate responsibility for the fiscal management of the entire Committee.
- 4) Oversee the entire Committee.
- 5) Present quarterly reports to the Senate.
  - a) Reports may vary depending on the current work of the Committee.
- 6) Actively work with other organizations who are either providing or are looking to provide retention and recruitment programs/activities.
- 7) Set a minimum of four (4) office hours per week in a regularly scheduled location.
- 8) Shall schedule, attend, and facilitate all weekly officer meetings to discuss updates, concerns, and current or future projects. Officer meetings will be held if deemed necessary.

F) Duties and Power of Retention Co-Chairs:

- 1) Create and develop educational materials about retention programs.
- 2) Work to develop student initiated retention programs.
- 3) Serve as Liaison to organizations doing student initiated retention programs.
- 4) Develop and sustain relationships with community organizations and statewide school retention programs.
- 5) Provide recruitment ideas and programs for the Committee to carry on with.
- 6) Attend all Committee meetings or send a proxy.
- 7) Set a minimum of three (3) office hours per week.

G) Duties and Power of Outreach Co-Chairs:

- 1) Create and develop educational materials about recruitment programs.
- 2) Work to develop student initiated outreach programs.
- 3) Serve as Liaison to organizations doing student initiated recruitment programs.
- 4) Develop and sustain relationships with local community and statewide school recruitment programs.
- 5) Provide recruitment ideas and programs for the Committee to carry on with.
- 6) Attend all Committee meetings or send a proxy.
- 7) Set a minimum of three (3) office hours per week.

H) Duties and Power of 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) Assist the Committee in doing financial evaluations for an annual report.
- 5) Attend all Committee meetings or send a proxy.
- 6) Set a minimum of two (2) office hours per week.

I) Duties and Power of Community Builder:

- 1) Act as the lead person to initiate community building activities such as: retreats, socials and ice-breakers.
- 2) Set a minimum of one (1) office hour per week.
- 3) Attend all Committee meetings or send a proxy.

J) Duties and Powers of Secretary:

- 1) Be responsible for taking minutes for the Committee at all meetings and retreats.

- 2) Send out all weekly meeting minutes to the EXOLC listserve, the A.S. mailer, and the S.I.R.R.C. (Student Initiated Recruitment and Retention Committee) community listserve.
- 3) Be responsible for emailing and outreaching to Committees and the student body about upcoming events as well as maintaining an organized funding request agenda for S.I.R.R.C. (Student Initiated Recruitment and Retention Committee) meetings.
- 4) Attend all Committee meetings or send a proxy.
- 5) Set a minimum of one (1) office hours per week.
- 6) Assist the Co-Presidents in developing and organizing the weekly agenda for general S.I.R.R.C. (Student Initiated Recruitment and Retention Committee) meetings.

K) Duties and Powers of Publicity/Ourstorian Coordinators:

- 1) Assist in compiling a yearbook for the year, including pictures, articles, etc. as a living history project which should be stored in the A.S. Annex.
- 2) Be available as historical reference with respect to questions on the Committee's past.
- 3) Attempt to communicate with previous year's Media/Publicity/Ourstorian Coordinators.
- 4) Provide advertisement for all events put on by the Committee.
- 5) Be responsible for all media & publicity related actions.
- 6) Attend all Committee meetings or send a proxy.
- 7) Set a minimum of two (2) office hours per week.

L) Duties and Power of the seven (7) Non-Voting representatives:

- 1) Provide S.I.R.R.C. (Student Initiated Recruitment and Retention Committee) with weekly updates on the recruitment and retention programs of their respective organizations as well as update their respective organization on the work that S.I.R.R.C. (Student Initiated Recruitment and Retention Committee) does as well.
- 2) Representatives should be present and engaged at all Committee meetings, and they must send a proxy when they are unable to attend.

M) 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 A.S. Student Initiated Recruitment and Retention Committee to the SIO Committee.
- 3) Advise Student Initiated Recruitment and Retention Committee of funding matters concerning the SIO Committee.
- 4) Provide the Committee with quarterly updates on recruitment and retention programs.

N) 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 the greater Santa Barbara community.
- 2) Works with the Local Coordinator to help develop outreach and retention programs in the local community through the office of the EVPLA.

- 3) Report on the campaigns and work of the EVPLA office and report to EVPLA office about the work of SIRRRC.
  - 4) Provide the Committee with quarterly updates on recruitment and retention programs.
- O) 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.
  - 4) Report on the campaigns and work of the EVPSA office and report to the EVPSA office about the work of S.I.R.R.C..
- P) Duties and Powers of A.S. Student Commission on Racial Equality Representative:
- 1) Advise and educate members on student of color issues.
  - 2) Collaborate with the Committee to outreach to local students to provide guidance to achieve a higher education.
  - 3) Serve as the liaison between S.C.O.R.E. and S.I.R.R.C. in regards to both Committees campaigns and work.
- Q) Duties and Powers of A.S. Finance Board Representative:
- 1) Update and advise the Committee on the financial policy and procedure of Associated Students.
  - 2) Assist with the Committee annual budget.
  - 3) Report back on the activities of Finance Board concerning Student Initiated Recruitment and Retention Projects.
- R) Duties and Powers of A.S. Senator:
- 1) Assist the Committee with any necessary resolution or bill writing that is needed.
  - 2) Advise Senate members on issues concerning or relating to Student Initiated Recruitment and Retention programs.
  - 3) Provide weekly updates to the Senate about S.I.R.R.C. programs, events, activities, special projects, questions, concerns, issues, and more, as well as provide S.I.R.R.C. updates about current issues, resolutions, bills, events, programs, activities, special projects, or more going on within the Senate.
  - 4) Provide office hours information to the Committee at the beginning of each quarter, and provide the Committee with any assistance when requested and/or needed.
  - 5) Attend all of the Committee's weekly general meetings, and, if necessary, attend all of the Committee's weekly officer meetings.
- S) 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 an 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 relationships with community members and organizations to assist the Committee to develop programs.
- 6) Provide assistance to student organizations when needed.
- 7) Maintain office hours for consultation, and provide this information to the Committee.

#### T) Meetings

- 1) General meetings shall be held weekly during the academic year.
  - a) In the case that no meeting shall be held, the Co-Presidents will advise S.I.R.R.C. members in an appropriate manner ahead of time.
- 2) All meetings shall be open to all interested students, staff, and faculty members.
- 3) Officer meetings will be held only if necessary, this is up to the discretion of the elected members of S.I.R.R.C.. Officer meetings are to discuss Committee updates, officer updates, any questions, concerns, issues, and current or future projects.

#### U) Voting

- 1) It is required that the Committee must have quorum in order to vote for any and all allocations of money, and decisions concerning changes within the Committee. Quorum means having fifty percent plus one (50%+1) of the Committee's elected members present.
- 2) To hold a closed session meeting, a two-thirds (2/3) majority vote of members present is required in accordance with the Brown Act.
- 3) Out of courtesy, a presenter from a group that is requesting funding from S.I.R.R.C. should be asked to move out of the room for the vote concerning their funding request. Refer to the Committee's funding request policy procedures for more information.

### SECTION 31. 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 underrepresented communities.

#### B) Membership:

- 1) Voting:
  - a) Legislative Liaison
  - b) Vice Chair

- c) Local Coordinator
- d) Outreach Coordinator
- e) Issue(s) Coordinator
- f) Labor Coordinator
- g) Media Coordinator
- h) Grassroots Liaison
- i) Treasurer
- j) One (1) Senate Member
- k) Any registered member who attends three (3) 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, Legislative Liaison Vice Chair, Media Coordinator, Outreach Coordinator, Labor Coordinator, Local Coordinator, Issue(s) Coordinator(s), Grassroots Liaison, Treasure, shall be recommended to the A.S. Committee on Committees, then forwarded to the A.S. President and confirmed by the Senate. The appointments shall be for a term of one (1) academic year.
- 2) The "Legislative Liaison" and Local Coordinator shall be recommended to the A.S. Committee on Committees, then forwarded to the A.S. President. It should then be confirmed by a simple majority (50% +1) vote of the Senate. The appointments shall be for a term of one (1) academic year.
- 3) The Senate shall be nominated by the Internal Vice President and approved by the Senate for the term of one (1) academic year.
- 4) Legislative Liaison may be removed with two-thirds (2/3) approval of Senate.
- 5) Legislative Liaison shall have the authority to recommend the appointment, approval, and removal of all issue coordinators and student lobby officers regarding local affairs to the A.S. Committee on Committees.
- 6) "Legislative Liaison" shall have the authority to recommend the appointing and removal of issue coordinators regarding statewide and national affairs to the A.S. Committee on Committees.

D) 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 Legislative Liaison.
  - e) All meetings must include updates from each appointed position with Student Lobby.
- 2) Student Lobby must take minutes at every official meeting. Senate must then approve these minutes, even if Student Lobby did not allocate funds during its meeting.
- 3) The Legislative Liaison has 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 (\$500.00) 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.

E) Duties and Powers of the Senator:

- 1) Shall be an elected Senator, appointed by the Internal Vice President to act as the Student Lobby Liaison.
- 2) Shall serve as the official liaison between Student Lobby and Senate.
- 3) Shall present all relevant Position Papers passed by Senate to the Lobby within two (2) weeks of the Position Papers passage.
- 4) Shall be responsible for making weekly reports to Senate.
- 5) Shall be responsible, in cooperation with the EVPSA, for contacting officers or members of student groups who may be interested in assisting Lobby in promoting Lobby's issues, especially Senate's Position Papers.
- 6) Shall be responsible for writing all Position Papers on behalf of Student Lobby campaigns, projects and activities.

F) Duties and Powers of the "Legislative Liaison":

- 1) Shall serve as Student Lobby Chair.
- 2) Shall serve as the representatives of A.S. Student Lobby in all Statewide and National affairs.
- 3) Shall oversee all operations, projects, campaigns and activities of Student Lobby members and affiliates pertaining to statewide and national affairs.
- 4) Must work closely with OSL registered student organizations who currently work on political and/or education issues on a statewide or national level.

- 5) Shall work on recruiting students to attend statewide and national conferences and activities.
- 6) Shall be responsible for attending at least two (2) non-consecutive Senate 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 serve a term of one (1) academic year.
- 11) Shall serve at least three (3) office hours per week.
- 12) Shall attend all UCSA Board of Directors meetings as an ex-officio member of the Board, as funds permit.
- 13) To attend all BBC Chair Council Meetings.

G) Duties and Powers of the Vice Chair:

- 1) Shall assume the responsibilities of the Chairperson in their absence.
- 2) Assist Chair in the oversight of all SL campaigns.
- 3) Shall oversee officer duties.
- 4) Shall actively recruit members to participate in SL projects.
- 5) Shall hold a minimum of the three (3) regularly schedule office hours per week.
- 6) Shall be responsible for the assisting in the completion of the budget package for the following year.
- 7) To attend all BBC Chair Council Meetings.

H) Duties and Powers of the Local Coordinator (the EVPLA County Liaison):

- 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 campuses who currently works 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 (2) non-consecutive Senate 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 Senators 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 four (4) office hours per week at least one (1) in each office.
  - 11) The Local Coordinator is the County Liaison of the EVPLA office. Selection of the Local Coordinator shall be jointly chosen by the incoming EVPLA and incoming Student Lobby Co-Chairs.
- I) Duties of the Student Lobby Outreach Coordinator:
- 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.
- J) 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 EVPSA 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.
    - a) 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.
  - 6) Shall hold a minimum of two (2) office hours per week.
- K) 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.
- 8) Shall hold a minimum of two (2) office hours per week.

L) Duties of the Media Coordinator:

- 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 EVPSA and/or Issues Coordinator(s).
- 4) Shall hold a minimum of two (2) office hours per week.

M) 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.

N) 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) Take minutes and distribute to Student Lobby.
- 5) Hold two (2) regularly scheduled office hours per week.

SECTION 32. 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 violence through activism, advocacy and survivor empowerment. It aids survivors in finding and demonstrating their empowerment, provides a forum for women, survivors, and allies alike 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) Senate Member
- 3) Any members having attended two (2) meetings a quarter.
- 4) One (1) Finance Coordinator
- 5) One (1) Publicity Coordinator
- 6) One (1) On-Campus Outreach Coordinator
- 7) One (1) Off-Campus Outreach Coordinator
- 8) One (1) SPEAC Against Violence Statewide Delegate

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 recommended to the A.S. Committee on Committees by the Take Back of the Night Committee, then nominated by the A.S. President with final approval being given by the Senate with a two-thirds (2/3) vote for a term of one (1) academic year.
- 2) The Senator shall be nominated by the A.S. Internal Vice President, with final approval being given by the Senate with a two-thirds (2/3) vote for a term of one (1) academic year.
- 3) All Coordinator positions shall apply to the Take Back the Night Committee and be interviewed and recommended to the Committee on Committees by the Co-Chairs for appointment, which is then nominated by the A.S. President with the final approval being given by the Senate with a two-thirds (2/3) vote for a term of one (1) academic year.
- 4) The UCSB SPEAC (Students Preventing, Educating and Acting in California) Against Violence Coalition Delegate shall apply to the AS Take Back the Night Committee, be interviewed and recommended to the Committee on Committee for appointment, which will then be nominated by the A.S. President with the final approval being given by the Senate with a two-thirds (2/3) vote for a term of two (2) academic years.

E) Duties and Powers of the Committee:

- 1) To organize Take Back the Night events, annual Sexual Assault Awareness Month events, Halloween Campaign and other events, programs, or campaigns that address issues of sexual violence in our community.
- 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.
- 4) Appoint SPEAC Against Violence Coalition delegates, provide support for the coalition, and engage in statewide issues and campaigns regarding sexual violence.

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) Senate meeting a quarter and give a report on the current status of the Committee.
- 5) Shall attend all BCC Chair Council meetings.
- 6) One Take Back the Night Co-Chair shall serve as the second UCSB SPEAC Against Violence Coalition delegate and shall uphold all duties as listed under section 32 - L, in addition to their Committee responsibilities.

G) Duties and Powers of the Senator

- 1) Shall serve as the official liaison between the Committee and Senate.
- 2) Shall attend all Take Back the Night meetings.

H) Duties and Powers of the Finance Coordinator:

- 1) Shall maintain all fiscal management of the Committee.
- 2) Shall collaborate and discuss with the Co-Chairs and prepare an annual budget for the Committee.
- 3) Shall give a weekly financial report to the Committee.
- 4) Shall prepare allocation requests and requisition forms for all financial matters.

I) Duties and Powers of the Publicity Coordinator:

- 1) Shall prepare and manage all publicity efforts of the Committee.
- 2) Shall give a weekly report to the Committee regarding publicity efforts.
- 3) Shall work in conjunction with the Outreach Coordinators to publicize Committee recruitment and events.

J) Duties and Powers of the On-Campus Outreach Coordinator:

- 1) Shall work to outreach to the on campus community, specifically targeting the residence halls and other on campus housing to gain and build membership.
- 2) Shall attend at least one (1) Residence Hall Association and SACC meeting a quarter to announce upcoming events and meeting times.
- 3) Shall work with the Publicity Coordinator.

- 4) Shall collaborate with the Off-campus Coordinator to organize an outreach effort at least once (1) a quarter.

K) Duties and Powers of the Off-Campus Coordinator:

- 1) Shall plan and conduct outreach to the community at large, specifically towards the off-campus population, other UCSB campus organizations, and the Greek community to gain and build membership.
- 2) Shall work with the Publicity Coordinator.
- 3) Shall collaborate with the On-Campus Coordinator to organize an outreach effort at least once (1) a quarter.

L) Duties and Powers of the SPEAC Against Violence Coalition Delegate:

- 1) Shall attend all SPEAC Against Violence Coalition phone conferences and one (1) on-site delegate meeting per year and be the voice of UC Santa Barbara.
- 2) Shall provide updates to the Take Back the Night Committee, Rape Prevention and Education Program, and the External Vice President of Statewide Affairs.
- 3) Shall attend one (1) Students Stopping Rape meeting, one (1) Take Back the Night meeting, and meet with the External Vice President of Statewide Affairs one (1) time per quarter to collect information, concerns, or ideas to report back to the Coalition.
- 4) Shall be the main project director, in collaboration with the Take Back the Night Co-Chairs, on any statewide actions, campaigns, or projects the coalition engages in.

SECTION 33. 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.
- 4) TSC Outreach Coordinator

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, TSC Vice Chairperson, and TSC Outreach Coordinator shall be recommended by the A.S. Committee on Committees, then nominated by the A.S. President, approved by the Senate for a term of one (1) academic year. The Senator shall be nominated by the A.S. Internal Vice President, with final approval being given by the Senate 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) Reports to A.S. Senate at a minimum of twice a quarter.
- 4) Shall be responsible for assisting in the completion of the budget packet for the following year.
- 5) Shall attend all BCC Chair council meetings.

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.
- 5) Shall hold a minimum of two (2) regularly scheduled office hours per week.

G) Duties and Powers of the TSC Outreach Coordinator:

- 1) Shall oversee the advertising and marketing strategies for all events and the Committee in general.
- 2) Shall be responsible for improving TSC's visibility to the UCSB student body and all A.S. committees.
- 3) Shall keep an accurate record of attendance at all events to improve future planning efforts.
- 4) Shall be responsible for the safe and appropriate storage of all TSC equipment and supplies.
- 5) Shall hold a minimum of one (1) regularly scheduled office hour per week.

SECTION 34. 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 replacement of the letter "e" for "y" in *womyn* is meant to maintain gender neutrality, and to signify expression of female independence and a repudiation of traditions that define females by reference to the male norm.



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. Lastly, as a Board and as a Commission, to carry on the events of the Annual Womyn Unite Banquet and the I Am Beautiful Runway Show.

B) Membership:

1) Voting Membership:

- a) Two (2) Co-Chairs
- b) Two (2) Supporting Coordinators
- c) One (1) *Herstory* Coordinator
- d) One (1) Senator
- e) All mandatory membership
- f) Any student who has attended two (2) meetings throughout the year.

2) 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 recommended to the A.S. Committee on Committees by the Womyn's Commission, then nominated by the A.S. President, with final approval being given by the Senate for a term of one (1) academic year.
- 2) Each Coordinator shall be first be recommended to the A.S. Committee on Committees by the Womyn's Commission, then nominated by the A.S. President, with final approval being given by the Senate for a term of one (1) academic year.
- 3) The Senator shall be nominated by the A.S. Internal Vice President in consultation with Womyn's Commission Co-Chairs, with final approval being given by the Senate 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 Senate on issues pertaining to women.
- 6) Provide student representation for Associated Students 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, Take Back the Night, Women Warriors, Hermanas Unidas) on campus to serve as a liaison between those groups and Associated Students. 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 at least two (2) reports to the Senate per quarter regarding 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 two (2) Co-Supporting Coordinators:
- 1) Each Co-Supporting Coordinator shall hold at least three (3) regularly scheduled office hours per week.
  - 2) 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, Reproductive Rights Week, Womyn's Week, National Domestic Violence Awareness Month, National 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.
    - j) Shall have the responsibility of contacting those who request funding as well as turnin in requisition forms.

G) Duties of the *Herstory* Coordinator:

- 1) Shall be responsible for the recruitment of Committee staff of two to four (2-4) people.
- 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.
- 5) Shall hold at least three (3) regularly scheduled office hours each week.

**ARTICLE XII - ACADEMIC SENATE COMMITTEES**

**SECTION 1. SELECTION, NOMINATION AND TERM OF OFFICE**

- A) One (1) Student-At-Large or Senator 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. Senate for the term specified in Appendix A.
- 1) Advertisement for applications to the Committees will begin the fifth (5<sup>th</sup>) week of Winter quarter.
    - a) In order to insure full consideration for Spring appointments, applications shall be received by Tuesday of the sixth (6<sup>th</sup>) week of Spring quarter. Senate-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 (5<sup>th</sup>) week of Spring Quarter and end in the seventh (7<sup>th</sup>) week of Spring Quarter. The interview process must consist of members of the Committees-on-Committees, A.S. President-Elect, and if necessary, with guidance from the currently acting A.S. President.
    - 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 Senate-Elect by the Monday of the eighth (8<sup>th</sup>) week of Spring quarter.
  - 4) Notification of placement will be sent out by the ninth (9<sup>th</sup>) week of Spring Quarter.
- B) 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. Their selection of these applicants shall be considered based on enthusiasm, dedication, and time commitment.
- D) Duties of each undergraduate Student Academic Senators:
- 1) Report a minimum of once per quarter to Senate regarding the actions of the Academic Senate Committee.
  - 2) Report a minimum of once per quarter to Academic Affairs Board.

- 3) Maintain a record of the Academic Senate Committee meetings and actions in a folder which shall be collected by the Committee Coordinator to be passed on to the subsequent representatives.
- 4) All students that sit on Academic Senate Committees shall submit a report to the Academic Senate Liaison after every Committee meeting.
- 5) All Senate members that sit on an Academic Senate Committee shall request the minutes at the end of one week.

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

#### **SECTION 1. SELECTION, NOMINATION & TERM OF OFFICE**

- A) One (1) Student-At-Large or Senator 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 Senate.
  - 1) Advertisement for applications to the Committees will begin the fifth (5<sup>th</sup>) week of Winter quarter.
    - a) In order to ensure full consideration for Spring appointments, applications shall be received by Tuesday of the sixth (6<sup>th</sup>) week of Spring quarter. Senate- 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 (5<sup>th</sup>) week of Spring quarter and end in the seventh (7<sup>th</sup>) week of Spring quarter. The interview process must consist of members of the Committees-on-Committees, A.S. President-Elect, and if necessary, with guidance from the currently acting A.S. President.
    - 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 Senate-Elect by the Monday of the eighth (8<sup>th</sup>) week of Spring quarter.
  - 4) Notification of placement will be sent out by the ninth (9<sup>th</sup>) week of Spring quarter.
- B) 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. Their selection of these applicants shall be considered based on enthusiasm, dedication and time commitment.
- D) Duties of each Undergraduate Student Campus Administrative Committee/Advisory Board Representative:
  - 1) Report a minimum of once per quarter tom Senate regarding the actions of the Committee/Advisory.
  - 2) Maintain a record of the Committee/Advisory Board meetings and actions in a folder which shall be collected by the Committee Coordinator to be passed on to the subsequent Representatives.
  - 3) All students that sit on Administrative Advisory shall submit a report to the Administrative Advisory Liaison after every Committee meetings at the end of one week.

## ARTICLE XIV - ELECTIONS REGULATIONS

### SECTION 1. ELECTIONS CODE

- A) Unless otherwise specified in the Legal Code, the Associated Students Elections Committee will have all jurisdiction in regards to election rules, policies, enforcement, and promotion at all times during the academic year.
- B) These Bylaws are intended to adhere to a viewpoint neutral perspective and ensure an educational experience for all participants. 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 (2/3) vote of the Senate no later than the fifth (5<sup>th</sup>) week of Winter quarter. The Election Code shall include, but is not limited to:
  - 1) Article X of the Constitution
  - 2) Article XI of the Constitution
  - 3) Article III, Section 1 of the By-Laws
  - 4) Article XI, Section 15 of the By-Laws
  - 5) Article XIV of the By-Laws

### SECTION 2. DECLARING CANDIDACY

- A) Candidates for an elected office are required to file a signed Declaration of Candidacy. The Declarations of Candidacy, may be submitted no later than four o'clock (4pm) – Friday, the ninth (9<sup>th</sup>) week of Winter quarter, and are public documents upon presentation to the Elections Committee, shall include:
  - 1) Names of the Candidates, which must include full legal name, with nicknames given in quotes, 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. Quotes will be used for nicknames in between legal first and last name.
  - 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 or will have at least a two point zero (2.0) cumulative grade point average by the end of Winter quarter.
    - a) If a two point zero (2.0) cumulative grade point average is not achieved by the end of Winter quarter the Candidate will no longer be eligible to run for elected office. If ineligible, Candidates will be notified by the Executive Director by the end of the first (1) week of Spring quarter.
    - b) Career staff will check grades every quarter thereafter to ensure the Candidate maintains the minimum of a two point zero (2.0) cumulative grade point average requirement.
  - 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 their representative does not attend the Mandatory Candidates' Meeting, their 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 Senate Training Spring and Fall quarters if elected.
  - h) If photo is missed during Mandatory Candidates meeting, Candidate will have one (1) week to take photo at a time to be specified by elections Committee.
  - i) Elections Committee will be responsible for choosing backdrop of election pictures.
- B) All Candidates (or a sufficient proxy) are required to attend the Mandatory Candidates' Meeting, held during the ninth (9<sup>th</sup>) 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 (1) proxy will be allowed per one (1) Candidate.
  - 3) A proxy will only be accepted for class conflicts, severe illness, or extenuating circumstances subject to the approval of the Committee.
- 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 (10<sup>th</sup>) 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 on the Supporter List as submitted by the party liaison. Candidates shall inform people on this list of the Elections Code, campus and RHA rules and regulations relevant to the election process.
- 1) If any member of a party or organization is found in major violation of the Legal Code, Campus Rules and Regulations, RHA, and other rules specified on the official A.S. Elections website, resulting in an infraction of the Elections code, the party liaison will be informed, and Elections Committee may investigate this case to determine the nature of

the infraction. The Elections Committee will keep thorough records of all investigations and testimonies to be used as evidence for the Judicial Council. The evidence collected shall only be available for use by the members of the Elections Committee, and when necessary the Judicial Council.

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 (5) school days immediately following the final election. A special election for the office shall be held within fifteen (15) 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 The Senate's approval by a majority (50% +1) vote.
- 3) Grounds for disqualification will be left up to the discretion of the Elections Committee due to the individual and unique nature of each case. Disqualification shall be used as the last and most severe punishment.
  - a) The decision to recommend disqualification must pass with a majority vote of the voting membership of the Elections Committee.
    - aa) The Candidate in question shall be notified within twenty-three (23) hours of the Elections Committee's decision.
  - b) If the Elections Committee decides to disqualify a Candidate, the process for removing the Candidate from the election shall be determined by the Elections Committee.
  - c) The decision of the Elections Committee may be appealed to Judicial Council.
- 4) A member of Associated Students cannot use Associated Students resources including material resources as well as means of access to students provided by their position in Associated Students to endorse a Candidate or party.
  - a) Students currently in Associated Students and running for a position are allowed to use their position to endorse themselves and other Candidates.
  - b) Any students in violations will be ineligible for honoraria for the Spring quarter of elections.
  - c) Executive Officers of A.S. in violation will be ineligible for honoraria, as well as have to pay back A.S. covered tuition for that Spring quarter.
  - d) BCCs can allow representatives from parties/independent Candidates to make announcements, but must allow equal access to all. Violations will result in loss of Honoraria to entire BCC.
  - e) Titles can be used to endorse for identification purposes with a disclaimer stating "this title is used only for identification purposes" and the party the endorsing Candidate ran with.

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 their 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.
  - dd) Meeting regularly with assigned Elections Liaison.
  - ee) Be responsible for crafting a Support List, which will also amended and updated to reflect the true of nature of Party supporters.
  - ff) Party supporters are students who have invested effort to their respective party or Candidate's cause.
  - gg) This effort can include but is not limited to, consistent meeting attendance, consistent distribution of party/Candidate campaign material, or any other sort of active campaigning.
- d) Declaration of Party Form must be turned in by Week three (3) of Fall quarter. The Form will be found online at the elections website.

2) Independent Candidates:

- a) Are non-partisan.
- b) Cannot be endorsed by any other Candidates or Parties.

H) Financial Statements:

All Executive Candidates and Candidates of the Senate must file a Financial Statement to be submitted no later than four o'clock pm (4pm) of the day immediately prior to the day of the Declaration of Candidacy (The Wednesday of the ninth (9<sup>th</sup>) week), and are public documents upon presentation to the Elections Committee for their review, shall include:

- 1) Party affiliation, if any.
- 2) Name of campaign Treasurer.
- 3) Money already spent.
- 4) Money projected to be spent:
  - a) This must include a break down of party dues per person, if any.
- 5) Projected Apparel/Clothing company to be used for campaign.
  - a) Contact information of the company must be provided.



### SECTION 3. FEE INITIATIVES AND REAFFIRMATIONS

#### A) Reaffirmations

- 1) According to Article X of the Constitution, Reaffirmations need to be reaffirmed every two (2) years.
- 2) Entities being reaffirmed should receive a letter from Elections Committee by Week five (5) of Winter quarter.

#### B) Fee Initiatives/New Referendum

- 1) Potential Ballot language will be sent to the Office of the President for approval (by week nine (9) of Winter quarter) while signatures are being collected.
- 2) Intent to put Initiative on Ballot is due by Friday at four o'clock pm (4:00 p.m.) Week five (5) of Winter quarter.

#### C) Pro/Con Statements

- 1) Applies to both Reaffirmations and Fee Initiatives/New Referendum.
- 2) Any persons intending to submit a Pro/Con Statement on any of the Reaffirmations or Fee Initiatives/New Referendum should submit their statements by four o'clock pm (4:00 p.m.) Wednesday of week one (1) of Spring quarter.

### SECTION 4. CAMPAIGN PROCEDURES

#### A) Dates:

- 1) Sign-ups for the General Election shall begin on Friday of the seventh (7<sup>th</sup>) week of Winter quarter, and shall continue for two (2) weeks, until Thursday of the ninth (9<sup>th</sup>) week.
- 2) The first (1st) day of active campaigning shall begin at eight o'clock pm (8:00pm) the Sunday before the third (3<sup>rd</sup>) Monday of Spring Quarter. Active campaigning by means of the criteria defined in section 12.E.3, but not limited to, tangible and intangible items, is prohibited until the first day of campaigning, with the exception of Associated Students Elections Committee sponsored events (i.e. Candidate Forums).
- 3) The days of the General Election shall be conducted during week four (4) of Spring quarter. The exact dates must be submitted by the Elections Committee to the Senate no later than the fifth (5<sup>th</sup>) week of Winter quarter.
- 4) The Elections Committee will prepare a calendar of all deadlines to be included on the official A.S. website.
- 5) Any person elected or associating with a Party has the right to identify and associate with that Party throughout the entire academic year.
- 6) Recruitment may begin between week 6 and 7 of Winter quarter. Recruitment is listed as but not limited to:
  - a) Informationals
  - b) Sign-ups
  - c) Class Announcements
- 7) During week two (2) of Spring quarter, a Party Forum directed to the public, shall be held and facilitated by Election Committee in which parties and independents alike present their party platform.

#### 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. The Candidates cannot submit their own photo unless voted on and approved by the Elections Committee.
- 4) The Candidates' statements shall appear in campus media in a randomized order to be determined by the Committee. 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 Article XIV, Section 9, D "Interpretation of Election Results."
- 7) At least one (1) Candidate Forum and one (1) Candidate Debate shall be sponsored for A.S. Presidential Candidates by the Elections Committee during the election campaign. At least three (3) 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 (1) 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 campaigning 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 supersede 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. All Candidates who distribute materials on campus are responsible for the discarding of such materials after their use.
- 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 unapproved 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 eight (8) feet in length and four (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 (1) banner per Candidate, per area is allowed (e.g. Only one (1) 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 five (5) feet from any bike path and three (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 (1) “party sign” per party, one (1) “Candidate sign” per Candidate, and two (2) 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 an as needed basis. If such action is taken, appropriate notification will be given to the Candidates.
- n) Apparel and Clothing - The purchase of apparel and clothing for elections is allowed; however, clothing and apparel must be sweatshop-free.

- 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.
- 6) No campaign, including, but not limited to, flyers, blogs, signs, on-line posts, social media, and public announcements, can denounce or condemn other Candidates or slates of Candidates during the Associated Students election process.

#### SECTION 5. FINANCING

A) No money allocated by the Associated Students to any special interest or registered group or appointed officers (either partially or totally funded by A.S.) may be used in any way to promote or support any slate or Candidate. 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 Senate. 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.

- 1) Candidates may advertise in all media.

#### B) Spending Limits:

- 1) No party shall exceed a campaign budget of \$6,000. This \$6,000 includes but is not limited to all donations, fundraisers, and financial Candidate contributions.
- 2) No independent executive office Candidate shall exceed a campaign budget of five hundred dollars (\$500.00). This five hundred dollars (\$500.00) includes but is not limited to all donations, fundraisers, and financial Candidate contributions.
- 3) No independent Candidate for the Senate shall exceed a campaign budget of three hundred dollars (\$300.00). This three hundred dollars (\$300.00) includes but is not limited to all donations, fundraisers, and financial Candidate contributions.
- 4) Donation expenditures shall be clearly accounted for in their itemized Financial Statement, adhering to the reporting regulations and in accordance to Article XIV, section 4, subsection C.

#### C) Campaign Treasurer

- 1) A Campaign Treasurer is to be appointed internally by party, and is responsible for keeping record of financial expenditures. If running as an independent the Candidate is their own Campaign Treasurer and is responsible for keeping record of financial expenditures.
- 2) The Campaign Treasurer shall maintain an official Financial Statement to be later submitted to Elections Committee, which includes:

- a) Record of dues received by Candidates.
  - b) Donations of goods and services received including their name, organization, and UCSB perm number, when applicable.
  - c) Itemized list of all expenditures utilized in campaigning, including goods and services from subsection b).
    - aa) Donations of all gifts and services donated or offered at discounted or sale rates not available to the public must be declared at their full, non-discounted rate.
    - bb) The source must be included for each item.
    - cc) All receipts, invoices or copies of receipts and invoices are to be submitted as Financial Statement supplementary material.
  - d) Must submit updated itemized Financial Statements the first (1<sup>st</sup>) Monday of elections week to be made public by Elections Committee for the student body no later than the first (1<sup>st</sup>) Wednesday of elections week.
  - e) Must submit updated itemized Financial Statements the last Friday of elections week to be made public by Elections Committee no later than the Wednesday following elections week.
  - f) No campaign may falsify forms. This may include but is not limited to, false signatures, incomplete forms, and/or claiming purchases/donations used for campaign purposes. If the elections Committee finds that any campaign has falsified their expenditure form(s) they shall be assessed with a fine to be determined by the Elections Committee and upheld by Judicial Council, relative to the severity of the violation.
- 3) Submit plans for elections week by end of week two (2) of Spring quarter.
  - 4) Meet with the Election Committee the week prior to elections, either week one (1) or week two (2), to present budget and take questions. Appointments will be scheduled. Only one delegate from each party/independent Candidate will be able to meet with Elections Committee per meeting.

#### SECTION 6. WRITE IN CANDIDATES

- 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 their 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 (2) top 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 7.    BALLOTS

- A) The final ballot, including constitutional amendments, fee changes, referenda, and plebiscites must be approved by the Senate no later than the second (2nd) Senate meeting of Spring quarter. The content of the ballot may not be changed after it has been approved by the Senate.
- B) All plebiscites must be approved by the Senate by the ballot approval deadline date. Within two (2) days following the Senate's 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 8.    VOTE TABULATION

- A) Run-off Calculations:
  - 1) The two (2) Candidates receiving the highest number of first choice votes will be considered in the immediate runoff.
  - 2) Those ballots where the first (1<sup>st</sup>) choice does not advance to the runoff will be reconsidered using their second (2<sup>nd</sup>) choice Candidate (or backup Candidate).
    - a) Those ballots whose second (2<sup>nd</sup>) choice Candidates made it to the runoff will be added to the Candidate's total.
    - b) Once all eligible second (2<sup>nd</sup>) choice votes are accounted for, new totals for the top two (2) 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 Senate meeting following the Election, under the Elections Committee Report.

## SECTION 9.    VOTING PROCEDURES AND IRREGULARITIES

- A) General Election:
  - 1) Immediate Run-off Procedure: If for a particular executive office, no Candidate receives fifty percent plus one (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 two (2) Candidates, will be given the opportunity to vote for a second (2<sup>nd</sup>) choice (or a backup Candidate).
    - b) For a student's second (2<sup>nd</sup>) choice vote to be valid, he/she must vote for a different Candidate than the first (1<sup>st</sup>) 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 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 Senate within one (1) week (seven (7) days) after the vote has been announced.
- C) The actual changing of the Senates will take place during the second to last meeting (week 8) of Spring quarter. When the present Senate has completed all Old Business for their Election term, the new Senate will take over with New Business halfway through the meeting.
- D) The present AS Internal Vice President shall contact and congratulate the AS Internal Vice President-Elect and AS Senate member-elect by week six (6) of Spring quarter. The present AS Internal Vice President shall be responsible for coordinating a mandatory formal training of the aforementioned newly elected members, which shall include a full walk through of Associated Students facilities and the resources available to them.

#### 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 Elections Committee approves fines. It is the responsibility of the Elections Committee to inform all Candidates of the BARC process and judicial appeal. Individuals who are fined by the Elections Committee shall have the opportunity to appeal to the Elections Committee before they any fines are charged to their BARC account.
- 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 (6<sup>th</sup>) week of Spring quarter, the Elections Committee will forward to the AS Attorney General and the Chair of Judicial Council:

- 1) Any formal complaints filed regarding Candidates' violations of Elections procedures.
  - 2) 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) Active campaigning is defined by but not limited to distribution of campaign materials (including but not limited to flyers and merchandise), door to door solicitation, putting up elections boards, in person solicitation announcements in any sort of public forum, and posting any campaign materials at any venue (including but not limited to campus walls and social media). Any individual or party caught active campaigning before the sanction will be subject to disqualification from running, the party liaison will also be reprimanded by the Elections Committee.
  - 4) 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.
  - 5) Each Candidate will receive one (1) warning for any sign posting violation; this warning will be on record with the Candidate Liaison Subcommittee.
  - 6) Non-removal of campaign material after five (5) days (one hundred twenty (120) hours) past the Election: Minimum ten dollars (\$10.00) fine.
    - 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 Associated Students unallocated suspense 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 to 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 Elections Committee or report violations of posting regulations.
- 1) Candidates who have pending complaints will be notified by the Elections Committee within twenty-four (24) hours of receiving the complaint. In addition, the accused person



or party may be allowed to submit a one page response (in 12 point font) in defense of their charges that is to be given to the Elections Committee Chair within twenty-four (24) hours of their notification. This document will be presented during the Elections Committee deliberation of their charges. The individual charged has the right to request an audience with the Elections Committee prior to deliberation.

- 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.
- K) Elections Committee is to formulate and make public a list of fines and penalties not already stated and that do not contradict the current elections code, concerning the rules and regulations for the campaign. These rules shall address specific monetary and/or incremental punishments concerning:
  - 1) Sign/poster infractions.
  - 2) Budget, fundraising and party fee infractions.
  - 3) Independent and party rules.
  - 4) Campaigning habits and timelines.

### 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 (1) group or organization in favor of and one (1) 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 Senate 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 (4) or fewer weeks away, application for funding may be made directly to the Senate. 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 the Senate, and an election bond of thirty-five dollars (\$35) must be posted, before funds may be spent. No more than two hundred dollars (\$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 (3) 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) Subaccounts 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 subaccounts 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 subaccount of the Campaign Issues Account. This transfer does not require approval of Finance Board or the Senate. 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 subaccount 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 unspent funds 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 two hundred (\$200) of funds drawn from any A.S. account; therefore, no more than four hundred dollars (\$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 (2) 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 four hundred dollars (\$400.00) on their campaign may not receive or use any Associated Students funds for campaign or other purposes.
- 4) No A. S. funds may be spent on election bonds.

### **ARTICLE XV - A.S. INTERNAL CLIMATE COORDINATOR**

#### **SECTION 1. CHARGE OF THE INTERNAL CLIMATE COORDINATOR**

- A) The Internal Climate Coordinator shall be a proponent of maintaining a comfortable and healthy climate within the Association and help better the skills and experiences of members of A.S. He/she shall use Restorative Justice to solve conflicts between any persons and groups within the Association in order to create a work place that is tension free and welcoming to all students. The Internal Climate Coordinator shall remain unbiased at all times in order to facilitate more effective discussions and to create no perception of clouded judgment. The ultimate goal for the ICC is to form an A.S Community.

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

- A) The Internal Climate Coordinator shall serve a term of office of one (1) academic year.

- B) The Internal Climate Coordinator shall be appointed by the A.S. President and shall be approved by a majority (50% + 1) vote of the Senate. They must be a student in good standing (GPA of 2.0 or above) and cannot have held an elected position in the Association.
- C) The Internal Climate Coordinator cannot run and/or hold an elected position, and they may also not hold an elected office concurrently.

### SECTION 3. DUTIES OF THE INTERNAL CLIMATE COORDINATOR

- A) Attend three (3) non-consecutive Senate meetings per quarter and be familiar with the climate of the Senate.
- B) Work with the Committee on Committees to build community in Associated Students.
- C) Assist the IVP and Chief of Staff in planning Senate and A.S. Wide retreats.
- D) Plan at least one (1) program per quarter, which will benefit individuals working within Associated Students and encourage their personal, academic, mental, and / or leadership development (ie. Resume workshop, Grant-writing workshop, Wellness presentation, etc.).
- E) Meet quarterly with the Amy Van Meter, Restorative Justice Intern and discuss the implementation of Restorative Justice as a practice at UCSB and within A.S.
- F) Conduct surveys and gather research regarding the climate of the Association and take into consideration the ideas and suggestions of students.
- G) Organize Restorative Justice/peacekeeping circles for Associated Students should the climate deem it necessary.
- H) Encourage healthy communication and working skills within the Association by providing members of A.S. with tools and resources for understanding working styles and communicating effectively.
- I) Remain neutral in all Associated Students issues and Associated Students elections. The Internal Climate Coordinator will not be permitted to run for an elected position nor support any party / parties / individual running for a position.
- J) Arrange, schedule, and facilitate a team building event / retreat for all Candidates to attend.
  - 1) This retreat shall be geared towards creating positive internal relationships between Candidates and parties to alleviate tensions during the elections process.
  - 2) Allow Candidates the opportunity to meet each other as individuals, not as parties.
  - 3) Facilitate team building and bonding activities for the duration of the retreat when the majority of Candidates can attend.
  - 4) This retreat shall be held after the Declaration of Candidacy meeting and before elections officially begin in Spring quarter.
- K) Attend all regular meetings of the Committee on Committees.
- L) Serve two (2) office hours per week.

### ARTICLE XVI - 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 Senate. 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 Senate with their accounts.
  - 2) Analyzing proposed capital expenditures.
  - 3) Advising the various Boards/Committees on the formulation of a budget.
  - 4) Advising the A.S. Administration Department on control of accounts, etc.
  - 5) Advising on overall increase in cost-effectiveness.
  - 6) Researching projects.
  - 7) And other miscellaneous duties as assigned by the A.S. President.
- C) If an optional second (2<sup>nd</sup>) 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 (2<sup>nd</sup>) 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) Senate meetings a quarter. In the case that an optional second (2<sup>nd</sup>) Controller is appointed, then each shall attend at least two (2) Senate 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 Senate 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 Senate 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 (2<sup>nd</sup>) Controller may be appointed by the A.S. President and shall be approved by a majority (50% + 1) vote of the Senate. 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 (2<sup>nd</sup>) Controller shall serve a term of office of one (1) academic year.

**ARTICLE XVII A.S. LIASON TO RESIDENTS ASSISTANTS**

SECTION 1.     CHARGE OF THE LIASONS

To work with the Resident Assistants in each University-owned residence hall in order to open lines of communication and to integrate resources for the purpose of creating a positive relationship between the first-year community and the associated students.

SECTION 2.     SELECTION AND TERM OF OFFICE

- A) There will be three (3) liaisons, one (1) to the Channel Island residence halls (Anacapa, Santa Cruz, San Nicolas, San Miguel, and Santa Rosa), one (1) to the Farside residence halls (Manzanita and San Rafael), and one (1) to the Santa Catalina residence hall.
- B) The Liaisons shall each be a student appointed by the A.S. President and approved by Senate for a term of one (1) academic year.

SECTION 3.     RESPONSIBILITIES AND DUTIES OF THE LIASONS

- A) The Liaison is encouraged to be an active Resident Assistant, but any student may serve in this position.
- B) To provide an agenda and calendar of events to the Resident Director of each residence hall three (3) times a quarter and keep them informed on current Senate issues.
- C) To report, when necessary, at the Resident Assistant staff meetings on any issues or concerns of Senate regarding the residence halls.
- D) The Liaison must give a report to the Senate assembled:
  - 1) If the Liaison is a member of the Senate, a report will be given weekly during the Representative Reports.
  - 2) If the Liaison is not a member of Senate, a report must be given a minimum of twice a quarter during A.S. Committee and Ex-Officio Reports.
- E) Present a quarterly calendar of residence hall events, open to all students to attend, for each Liaison's corresponding residence halls. These are to be presented at the first (1<sup>st</sup>) of the required Senate 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 all students.
- G) Shall hold at least one (1) office hour per week, which shall be primarily devoted to assisting Resident Assistants with Finance Board procedure.
- H) Add one hundred dollars (\$100.00) to honoraria to each RA / AS liaison.

## **ARTICLE XVIII - 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 the Senate 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 Senate issues.
- C) To report, when necessary, to the Greek community on any issues or concerns of Senate regarding the Greek community.
- D) The Liaison must give a report to the Senate assembled:
  - 1) If the Liaison is a member of the Senate, report will be given weekly during the Representative Reports.
  - 2) If the Liaison is not a member of Senate, 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 (1<sup>st</sup>) of the required Senate meetings at which a report is given.
- F) 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 XIX - A.S. LIAISON TO KCSB 91.9 FM**

### **SECTION 1. APPOINTMENT OF THE A.S. LIAISON TO KCSB 91.FM**

- 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 Senate. 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.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 Senate assembled:
  - 1) If the Liaison is a member of the Senate, report will be given weekly during Representatives Reports.
  - 2) If the Liaison is not a member of the Senate, report must be given a minimum of twice a quarter during A.S. Committee and Ex-Officio Reports.

**ARTICLE XX - 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 Senate. 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 Senate.

- J) Represent the Associated Students in the prosecution of policy violations in which case the Attorney General will represent their office. This Clause, clause J, can only be changed by a three-fourths (3/4) vote of the Senate.
- K) Attend at least five (5) meetings per quarter of the Associated Students Senate
- 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 XXI - A.S. OFFICE OF THE STUDENT ADVOCATE (OSA)**

### **SECTION 1. CHARGE OF THE OFFICE OF 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 students' 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 (2), 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.
- M) Shall attend all weekly meetings of the Academic Affairs Board.

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 supervisor of caseworkers and ensure the maintenance of high caliber 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 XXII- 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 Senate.

**SECTION 2. TERM OF OFFICE**

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

**SECTION 3. DUTIES OF THE DIRECTOR OF ALUMNI AFFAIRS**

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

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

### **A) Charge of the Parliamentarian:**

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

### **B) Selection and Term of Office:**

- 1) The Parliamentarian shall be appointed by the Internal Vice President as charged under Article VII, Section 4 (I).
- 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 Senate.
- 2) Shall be familiar with Robert's Rules of Order.
- 3) Must attend all Senate 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 Senate, pending review by the Senate of mitigating circumstances, by a two-thirds vote (2/3) of the Senate.
- 4) Shall give advice when the Internal Vice President or Senators have any questions on the procedures of the Senate.
- 5) Be as neutral as possible with regards to the pending business and discussions of the Senate during and outside of meetings.
- 6) Shall hold at least one (1) office hour per week, which shall be primarily devoted to assist Senators who have parliamentary questions or concerns.

## **ARTICLE XXIV-SUMMER PROGRAMS**

### **SECTION 1. PURPOSE OF SUMMER PROGRAMS AND SUMMER STIPENDS**

The summer programs are designed to allow interested and motivated students to work on student affairs projects throughout the summer in preparation for the academic year. These programs shall be enacted by the Committee with the aid of summer interns.

### **SECTION 2. SUMMER PROGRAM OVERSIGHT COMMITTEE**

#### **A) Voting Members:**

- 1) A.S. President (Chair)
- 2) A.S. Internal Vice President (Vice Chair)
- 3) A.S. External Vice President of Local Affairs
- 4) A.S. External Vice President of Statewide Affairs
- 5) Student Advocate General

- 6) Four (4) Senate Members
- 7) Committee on Committees Chair
- 8) Committee on Committees Executive Vice Chair

B) Non-Voting Members:

- 1) Executive Director
- 2) Assistant Director for Government Affairs
- 3) A.S. Attorney General
- 4) A.S. Controller

C) Selection of Members

- 1) The four (4) Senators shall be nominated by the Internal Vice President and approved by the Senate by week eight (8) of Winter quarter.

D) Meetings and Communication

- 1) All summer interns must be determined by the eighth (8<sup>th</sup>) week of Spring quarter by a majority vote (50%+1) of the Summer Program Oversight Committee, with at least majority (50%+1) of the Committee voting, with final approval being given to the Senate.
- 2) There shall be an introductory meeting for all interns during the eighth (8<sup>th</sup>) 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.

- E) In the event the selection Committee is unable to continue their duties, jurisdiction of the selection process will be yielded to the Executive Director.

SECTION 3. INTERNSHIP ELIGIBILITY

- A) Applications for the summer internships shall be made available no later than the second (2<sup>nd</sup>) week of Spring quarter.
- B) The application deadline will be during the sixth (6<sup>th</sup>) week of Spring quarter.
- C) Students shall have at least a two point zero (2.0) grade point average going into the Summer quarter and shall be in good standing with the University.
- D) Members of the Senate who partake in Summer Senate 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 Senate.

SECTION 4. SELECTION PROCESS

- A) Consideration which the Oversight Committee must take into account when approving applicants:
  - 1) Does the Candidate have relevant experience to accomplish the tasks?
  - 2) Does the Candidate identify relevant resources to accomplish the tasks?
  - 3) Does the Candidate provide a specific, effective timeline for completion of the proposed project during the span of the interning summer?

- 4) Is there corroborating information about the need for the project addressed by the internship proposal for the student body and/or A.S.?

SECTION 5. TYPES OF SUMMER INTERNSHIPS

A) Twelve (12) Week Summer Internship:

- 1) Shall dedicate at least fifteen (15) hours a week to Associated Students or student-based issues.
- 2) Shall dedicate at most twenty (20) hours a week to Associated Students or student-based issues.
- 3) Shall be paid for at most ninety (90) hours of work.
- 4) Shall hold at least ten (10) scheduled office hours a week.
- 5) Shall serve at least eight (8) consecutive weeks.
- 6) Shall be required to report back to the Summer Internship Oversight Committee at least twice a week.
- 7) Shall meet with the Executive Director and/or the Student Government Advisor regularly.
- 8) 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 XXIII, Section 6A to the Summer Internship Oversight Committee.
- 9) Shall report to the Senate the first (1<sup>st</sup>) or second (2<sup>nd</sup>) week of school on the summer internship.

B) Six (6) Week Summer Internship:

- 1) Shall dedicate at least ten (10) hours a week to Associated Students or student-based issues.
- 2) Shall dedicate at most fifteen (15) hours a week to Associated Students or student-based issues.
- 3) Shall be paid for at most ninety (90) hours of work.
- 4) Shall hold at least five (5) scheduled office hours a week.
- 5) Shall serve at least four (4) consecutive weeks.
- 6) Shall be required to report back to the Summer Internship Oversight Committee at least twice a week.
- 7) Shall meet with the Executive Director and/or the Associate Director for Governmental Affairs regularly.
- 8) 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 XXIII, Section 6A to the Summer Internship Oversight Committee.
- 9) Shall report to the Senate the first (1<sup>st</sup>) or second (2<sup>nd</sup>) week of school on the summer internship.

## SECTION 6. COMPENSATION FOR SUMMER INTERSHIPS

- A) Summer interns shall be compensated by the Associated Students as student employees as follows:
- 1) The amount of money that Summer interns will receive shall be decided by the Summer Oversight Committee no later than the second (2<sup>nd</sup>) week of Spring quarter.
  - 2) Summer interns shall receive no more than eleven dollars and fifty cents (\$11.50) an hour.
  - 3) In the event that there are not enough funds to pay interns on an hourly basis, the Oversight Committee may choose to provide interns with stipends instead, subject to a three-fourths (3/4ths) majority vote of the Committee and a majority (50%+1) approval by the Senate.

## ARTICLE XXV – BOARDS, COMMITTEES, AND COMMISSION CHAIR COUNCIL

### SECTION 1. THE CHARGE OF THE COUNCIL

The Boards, Committees, and Commissions Chair Council shall serve as an open forum for the entire Association. Each BCC Chair (or Co-Chairs) along with the Executive Offices and Senate shall use the Chair Council meeting as a tool to create a more unified Associated Students. The Chair Council meetings will be open for all students to present issues to. Chairs may also use the meeting as a support space to fellow chairs. Finally the Chair Council shall serve as a conduit for feedback to the Executive Officers and Legislative Council.

### SECTION 2. THE MEMBERSHIP OF THE COUNCIL

- A) Voting
- 1) All Boards, Committees, and Commissions Chairs or Co-Chairs
  - 2) Committee on Committees Chair (only votes in the event of a tie)
- B) Non-voting
- 1) A.S. President
  - 2) External Vice President of Local Affairs
  - 3) External Vice President Statewide Affairs
  - 4) Student Advocate General
  - 5) A.S. Executive Director
  - 6) A.S. Attorney General
  - 7) A.S. Controller(s)
  - 8) All members of the A.S. Committees on Committees
  - 9) KCSB General Manager
  - 10) All Senate Representatives

### SECTION 3. FREQUENCY OF MEETINGS

- A) The BCC Chair Council shall meet twice per quarter. During the fourth (4<sup>th</sup>) and eighth (8<sup>th</sup>) week.
- B) Meetings shall be scheduled at least two (2) weeks in advance with input from the membership of the Council.
- C) During the first (1<sup>st</sup>) week of Fall Quarter there shall be an orientation meeting.

#### SECTION 4. LOGISTICS OF THE COUNCIL MEETING

- A) The Committee on Committees Collaboration Sub-Committee is charged with planning the BCC Chair Council meeting.
- B) All BCCs must be contacted for input for agenda items which shall be due before the Committee on Committees meeting preceding the Chair Council meeting.
- C) The Chair of the Committee on Committees shall be the chair of the BCC Chair Council.

#### SECTION 5. DUTIES AND POWERS OF THE COUNCIL

- A) Discuss topics and issues that affect the entire Association and campus through collaboration and actions on such issues as the council sees fit.
- B) Act as a forum for communication among the Association.
- C) Work to increase collaboration in Associated Students.
- D) Work on one (1) A.S.-wide project per year.

#### SECTION 6. DUTIES AND POWERS OF THE CHAIR

- A) Facilitate all meetings of the BCC Chair Council.
- B) Relay decisions the BCC Chair Council makes to the proper parties.

# THE STANDING POLICIES & PROCEDURES OF THE ASSOCIATED STUDENTS OF UCSB

## POLICY 1. SENATE MEETING PROCEDURES

The Standard Agenda:

Call to Order

A) Meeting Business

A-1) Roll Call

A-2) Excused Absences

B) Public Forum

C) External Reports

C-1) A.S. Committee Reports & Ex-Officio Reports

C-2) Executive Director's Report

C-3) Executive Officer Reports

D) Acceptance of Agenda

E) Consent Items:

E-1) Minutes

E-2) BCC Decisions

F) Action Items

G) Bills & Resolutions

G-1) Old Business

G-2) New Business

H) Discussion Items

I) Internal Reports

I-1) Group Projects Reports

I-2) Representatives' Reports

I-3) Administrative Assistant Report

J) Remarks

Adjournment

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B) Details regarding proposals and motions:

- 1) All proposals seeking official agenda placement must be submitted to the A.S. Internal Vice President by eleven o'clock (11:00 am) on the Tuesday preceding each Wednesday Senate meeting.
- 2) All Senate agendas must be posted in a public zone, by two o'clock (2:00pm) one day (Tuesday, 2:00 pm) 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 (10) 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) Senators must submit a e-copy of their proposal to the Internal Vice President and rest of the Senate to be included on the agenda for the Senate.
  - b) Senators 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 Senate. (This person must make him/herself available to answer any questions Senate 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 Senate as part of the Finance Board minutes, prior to any publicity. Any proposal submitted for an event that occurs within ten (10) days (which is one (1) week plus the three (3) days it takes for Senate to approve its own minutes) may be first subject to a two-thirds (2/3) vote of the Finance Board membership to hear the specific proposal. Otherwise, the proposal must be made to the Senate 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 Senate 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 (2/3) approval vote of the Senate quorum. Such action by the Senate should only be used in emergency situations.
  - 3) Senate will try to be consistent in sending back to Finance Board, with a written recommendation, allocations with which the Senate does not agree. However, if an allocation need to be addressed prior to the next Finance Board meeting, Senate may alter the allocation.
- E) All appointments made by the A.S. President are subject to the approval of the Senate 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) Senate members must be courteous to whoever controls the floor.
- G) No A.S. Senate member shall secure the floor in order to speak on an issue, and then conclude their discussion by "moving the previous question."
- H) The A.S. Recording Secretary shall not be allowed to proxy for any member of the Senate at Senate meetings.
- I) Senate 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. Senate will pay the A.S. Secretary a shift differential after midnight that amounts to double the base pay at Senate meetings, with the money coming from the Senate 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 Senate minutes.

- K) Senate shall hold their regular weekly meeting every Wednesday, at five o' clock (5:00 pm), during their regular session as defined by Article V, Section 5 of the A.S. Constitution.
- L) The Internal Vice President shall make themselves available following every Senate meeting for the purposes of clarification and discussion of the minutes and actions of the Senate with any media in attendance.
- M) Students who attend Senate meetings shall be given priority to speak over the orders of the day. The A.S. Internal Vice President must recognize any student in the audience who wishes to speak once before any Senate members on the speakers list have the chance to speak.

POLICY 2. SUMMER SENATE

- A) Senate 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 Senate cannot be assembled for a Summer meeting, at least one third (1/3) of Senate 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 Senate members shall not be necessary to approve Summer Council proxies.
- D) Proxies and unexcused absences for the Senate 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 Senate 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 VIX, Section 2 of the By-Laws.
- G) Definition of routine matters that can be handled during summer Senate:
  - 1) Directional
  - 2) Organizational
  - 3) Financial--anything under three hundred dollars (\$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 Senate 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 three hundred dollars (\$300.00).	
- I) Copies of the minutes shall be mailed to absent Senators following the scheduled meeting. If no response from absent members of the Senate 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 their own bill.

- 2) As mandated by the fact that the legislative authority of the Associated Students is vested in the individual members of the Senate; only Senators may author legislation.
  - 3) A student who writes or sponsors their 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 Senate 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. OFFICE HOURS

- A) All elected and appointed individuals shall serve the number of hours required of their position during weeks 1-9 of the academic quarter.
- B) All elected and appointed individuals shall submit the times when they will be serving office hours to their entity chair and relevant staff person.
- C) All office hours must be scheduled and publicly posted by the end of the second (2<sup>nd</sup>) week of each quarter.
  - 1) The Executive Director or designee shall be responsible for posting office hours on the respective door and on the A.S. website.
- D) All office hours should be done during their scheduled time, but if extenuating circumstances arise, then those office hours can be made up within one (1) week of when they were scheduled.
- E) All appointed or elected individuals who are required to serve office hours must serve those hours in the office or their respective A.S. entity, unless provided otherwise herein.
- F) Individuals without an assigned office shall serve any required office hours in the AS Main office.
- G) It is the responsibility of the individual to sign in and sign out of office hours, and ensure that they are recorded.
- H) The record of office hours shall be compiled each week and each A.S. entity's chair shall be emailed a copy of the A.S. entity's members office hours.

POLICY 5. REQUIREMENTS OF BILL PROPOSAL FORMS

- A) The enacting clauses of all bills shall be:
  - 1) "Be it enacted by the Associated Students in the Senate assembled", and the resolving clauses of all resolutions shall be
  - 2) "Resolved by the Senate", 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 Senate 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 Senate meetings.
- F) The preliminary bill type shall be determined by the author. If left blank or filled incorrectly the 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 Presiding Officer the 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 (2/3) vote. Any position paper adopted by the ASUCSB Senate 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 (2) 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 (2/3) 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 (2/3) 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, Commissions and Committees, including personnel changes in Boards, Commissions 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 Senate 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 (2/3) majority vote.
  - 6) **Constitutional:** Any Bill that proposes a change or interpretation of the ASUCSB Constitution requires a two-thirds (2/3) vote of Senate and then subsequently requires a two-thirds (2/3) 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 (2/3) vote.
  - 8) **Standing Policies:** Any Bill changing, adding, or interpreting the ASUCSB Standing Policies requires a two-thirds (2/3) vote.

- G) Those Bills that must be submitted for review before a vote of the Senate are as follows:
- 1) Contractual - must be reviewed by the A.S. Executive Director at least two (2) weeks in advance.
  - 2) Financial - must go before Finance Board.
  - 3) Constitutional, By-Laws, and Standing Policies must be tabled for one (1) 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 Senate.
    - 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 Senate.
- 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 (2) line items, one (1) 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.
- M) On every Bill there will be a space provided for Constitution and By-Laws Committee Recommendations. This space shall be between the "Committee Recommendation" section and the "Student-Sponsored Legislation" section. This space will have two (2) line items, one (1) for any C.B.L. -recommended changes to the bill, and one (1) for any C.B.L.-recommended legality issues regarding the content of the bill.

POLICY 6. 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 their responsibility shall abstain from voting on said matter(s).

- C) In order to acknowledge that there is a conflict of interest, the individual must complete the Conflict of Interest form found in the Attorney General's office and turn it in to the Executive Director within one (1) week of being hired.

#### A.S. Conflict of Interest Form

#### **Please Answer the Following Questions:**

Are you on Finance Board, IAC, or another group with the mission of investing or distributing funds?

If so, please declare any financial investments you have?

Do you hold any paying positions within or outside of AS (this includes: salaried, hourly, commissioned paying positions)?

What, if any, other positions do you hold within Associated Students, UCSB, or within non-University affiliated organizations?

Are there any other conflicts of interest you should declare?

This form (*may*) be stored in the Executive Director's Office on the Second Floor of the MCC and will be publicly accessible.

This form must be filled out at the time office is assumed by: all members of any organization within AS in charge of allocating finances, all members in charge of appointment, all executives, all Senate members and all members of the judicial branch.

Additionally, anyone who desires to, or ought to, declare any conflicts of interest can do so.

Relevant individuals or organizations will be notified of the existence of, and their ability to have access to, this form.

#### POLICY 7. 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 8. 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 Senators will be responsible for bringing their copy of the previous week's Old Business items to the next Senate meeting.

- B) Senate Agendas with Attachments:

A.S. Administration - 1  
A.S. Advisor - 1  
A.S. Executive Director - 1  
A.S. Executive Officers - 1 each (4)  
Senate 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  
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) Senate Agendas without Attachments:

Academic Senate-Committee on Student Affairs - 1  
State Affairs Organizing Director -1  
A.S. Controller(s) -1  
A.S. Committees Chair -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) Senate Agenda with Attachment e-mailed directly to all recipients:

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

E) Senate 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) Senate Minutes without Attachments e-mailed directly to all recipients:

Senate 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* - 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  
Senators - 2  
Program Board Advisor - 1  
Program Board Commissioner - 1  
Program Board Deputy Commissioner-1  
Program Board Office Copy - 1  
Program Board Coordinators - 10  
Office of Student Life - 1  
Original w/ attachments in Main Office file - 1  
Office Copy - 1

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



bcc@as.ucsb.edu  
exolc@as.ucsb.edu  
as-staff@as.ucsb.edu  
A.S. Attorney General -1

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 Senate, copies of all agendas and minutes of Senate 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 Senate agendas and minutes and Finance Board agendas and minutes shall be kept for one (1) additional year following the last meeting of each Senate. 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 Senates and Finance Boards.
- 4) The minutes of the most recent Senate meeting will be available for Senate's approval by the following Wednesday.

POLICY 9. 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 10. KCSB FM & KJUC-AM CABLE BROADCAST OF SENATE MEETINGS

- A) A.S. allows and requests KCSB-FM or KJUC-FM Cable to broadcast A.S. Senate 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 Senate during an Executive Session. (All broadcast and tape equipment must be turned off.)

POLICY 11. A.S. OFFICE POLICIES

A) A.S. Main Office Operating Hours:

- 1) The A.S. Main Office shall maintain operating hours Monday through Friday, nine o' clock to four o' clock (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 ten o' clock to two o' clock (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: Associate Director for Student Programs
  - 1519D: Program Board
  - 1519E: Program Board
- 2) Room 1523: A.S. Main Office
  - 1523A: A.S. Finance Board/AS Controllers/Investment Advisory Committee/Flacks Intern
  - 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: Senators/Committee on Committees
  - 1523J: Student Advocate General
  - 1523K: Student Government Advisor
- 3) Room 2519: Computer Technician/Senior Graphic Artist
- 4) Room 2521: Environmental Affairs Board/Coastal Fund/A.S. BIKES
- 5) Room 2523: Community Affairs Board
  - 2523A: Community Volunteer Coordinator
  - 2523B: Associate Director for Community Affairs
  - 2523C: CAB Storage
- 6) Room 2525: The Nati Conference Room
- 7) Room 2527: Student Lobby/SCORE/Queer Commission
- 8) Room 2531: Womyn's Commission/Academic Affairs Board/Take Back the Night/Herstory
- 9) Room 2533: Web Development Team/Ticket Office Manager
- 10) Room 2535: Judicial Council/A.S. Attorney General/Sub Judicial Council
- 11) Room 2537: A.S. Administration
  - 2537A: Publications Manager
  - 2537B: Computer Room
  - 2537C: A.S. Accounting Clerks
  - 2537D: A.S. Administrative Analyst
  - 2537E: Associate Director for Administration
  - 2537F: Associate Director for Special Projects
  - 2537G: A.S. Executive Director

C) There will be no smoking of tobacco or cloves in the Senate 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, Senate Members, Committees Coordinator and the Executive Officers. After-hours use of the

Computer Room will be restricted to Senate Members, the Executive Officers and the Committees Chair.

- 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) Senate Members, doing Senate business.
  - c) A.S. Secretaries doing other council work, and Senate Members using the computer for information and networking.
  - d) Boards, Commissions and Committee chairs, doing business for their boards, commissions or Committee.
  - e) Senate 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, Senate 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 CODE. This space shall be operated by staff, interns, board members, and volunteers associated with these entities.
- H) Annex Operating Hours:
  - 1) The SIO Center, the Media Center, the *Bottom Line*, and CODE 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).
  - 2) The SIO Center, the Media Center, the *Bottom Line*, and CODE shall maintain operating hours during extra hours throughout the school year and summer months, to meet the needs of these groups.
  - 3) The SIO Center, the Media Center, the *Bottom Line*, and CODE shall be accessed by the staff, interns, board members, and volunteers outside of normal operating hours.
- I) Annex Office Assignments:
  - 1) Entrance: Entrance area for SIOP / Media Center / *Bottom Line* / CODE
  - 2) Room 141-A (KCSB): Media Center and Library
  - 3) Room 145-A (Kitchen): Kitchen for SIOP / Media Center / *Bottom Line* / CODE
  - 4) Room 141-F (a) (CODE): CODE
  - 5) Room 141-F (b) (SIOP): SIOP Board Members Meeting Room

- 6) Section between 141-F and 141-E: Computer Lab for SIOP/Media Center/ *Bottom Line*/ CODA
- 7) Room 141-E (SIOP): SIOP Board Members Office
- 8) Room 141-D (SIOP): SIOP Interns Office
- 9) Room 141-C: The *Bottom Line*
- 10) Room 141-B (SIOP/KCSB): SIOP/Media Center Advisors
- 11) Room 141-A (KCSB): Media Center Technical Staff
- J) Cargo Assignments: The two (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 CODE. 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.
- M) University Center
  - 1) Room 3167A: Food Bank
  - 2) Room 3167D: Environmental Affairs Board
  - 3) Room 3167E: Environmental Affairs Board
  - 4) Room 3167F: Environmental Affairs Board

POLICY 12. PHONE USE

- A) Only Senate Members, Executive Officers, Chairpersons of A.S. Boards, Commissions 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 Senate 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 13. 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 (1) school year.

POLICY 14. 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.
- B) Shall submit a quarterly report to the Internal Vice President by the 8<sup>th</sup> week of each quarter comprised of the list of people who have access to all offices.

POLICY 15. STAFF DEVELOPMENT DAY

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

POLICY 16. 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 17. DISTRIBUTION OF BLOOD DRIVE INFORMATIONAL SUPPLEMENTS

- A) The Tri-Counties Blood Bank must inform Queer Commission of any blood drive that may be held on campus.

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

POLICY 18. STOP CRISIS PREGNANCY CENTERS FROM FALSE ADVERTISING

Crisis Pregnancy Centers provide false information about abortion, sex and contraceptives to women, including women who are students at UCSB. ASUCSB and all of its Boards, Commissions, and Committees will not support or advertise for Network Medical or other Crisis Pregnancy Centers.

POLICY 19. EXECUTIVE/LEGISLATIVE FLOWCHART

The Executive Officers shall be responsible for directing the A.S. Boards, Commissions, and Committees to Senate 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			
Senate	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	
	<i>Bottom Line</i>	Queer Commission	Program Board	
	Committee on Committees	SAOD	Student Relations Coordinator	
	Controller(s)	CODA	IVTU	
	Elections		LAOD	
	Finance Board			
	Honoraria			
	Investments			
	Safety Committee			

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POLICY 20. SUSTAINABLE PRACTICES WITHIN AS

- A) Associated Students has continually demonstrated its role as a campus leader in sustainability standards, and the willingness of students and staff within AS to further educate themselves about how to reduce their environmental impact.
- B) Sustainable practices to be utilized within AS Spaces and offices.
  - 1) Utilize natural lighting by using task lights and natural lighting; rather than turning on lights in the middle of the day.
  - 2) Unplug appliances when not in use. About sixty percent (60%) of the building occupants do not unplug their appliances when not in use.
  - 3) Turn off office lights when not in use.
  - 4) Have increased signage in offices.
    - a) Put signage around light switches to remind people to turn off lights when leaving the room.
    - b) Put signage around the offices outlining how to recycle and where.
  - 5) Use the free green cleaning products from Custodial Services.
  - 6) Create a policy around the separation of printers/copiers and computer areas where food is prepared/reheated/eaten.
  - 7) When feasible, paperless practices should be maximized to minimize waste by the Association.
    - a) Web-based catalogs, directories, applications, and programs should be utilized over paper.
    - b) Double-sided printing should be utilized at all time, unless single-sided required.
  - 8) Implement clear signage around bins for recycling; promote better practices in offices.
  - 9) Offices should provide and utilize bins of scratch paper to be re-used and printed on.
  - 10) Utilize the recycling and composting bins in place, and expand where needed.
- B) Any event that utilizes student fees must have composting and recycling bins available, with the goal as close to a zero waste event as possible.

POLICY 21. PUBLICITY

- A) All visual media for programs held by BCCs shall contain the Associated Students name and logo.
- B) All visual media for programs funded by Associated Students shall contain the Associated Students name and logo.
- C) All BCCs during their programs shall announce their affiliation to the Associated Students.

- D) The persons holding a program funded by Associated Students shall announce that Associated Students funded the event.