

# The Legal Code of the Associated Students



*University of California, Santa Barbara*

Includes Legislation from the Senate of 2021-2022

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# THE CONSTITUTION OF THE ASSOCIATED STUDENTS OF UCSB

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# **THE CONSTITUTION OF THE ASSOCIATED STUDENTS OF UCSB**

## **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.
  - 1) All students have the right to a vote in all ASUCSB Elections.
  - 2) 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.
  - 1) 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.
  - 1) 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.
  - 2) 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.
  - 1) 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.

- 1) 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 two-thirds (2/3) shall be necessary for the adoption of the fee. If a fee is put on the ballot to be increased, such fees can only be increased with a vote of two thirds (2/3) in support of the increase of the fee, with at least twenty percent (20%) of the Associated Students' Membership voting.

### **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 reaffirmed with a fifty percent plus 1 (50%+1) vote in support to the continuation of the fee, with a least twenty (20%) of the Associated Students' Membership voting.

## **ARTICLE VI- LEGISLATIVE DEPARTMENT BRANCH**

### **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 distribution of the residential senators shall be based upon a fixed number of senators representing each constituency.
- 2) Five (5) On-Campus Senators shall represent undergraduate students residing in university residence halls.
- 3) Twelve (12) Off-Campus Senators shall represent undergraduate students residing off-campus.
- 4) One (1) University Owned Housing Senator shall represent undergraduate students residing in university owned housing.

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 must study within the college they represent, and 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, and serve as the Chair of the CoE Student Council.
- 5) One (1) College of Creative Studies Senator shall represent the College of Creative Studies, and serve as the Chair of the CCS Student Council.

C) Transfer Senators

- 1) One (1) Transfer Senator shall represent undergraduate students who have transferred to the university from another collegiate institution.

D) International Senators

- 1) Two (2) International Senators shall represent undergraduate international students.

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.
  - 5) Maintain regular contact with said AS Entity as outlined in Article VI, Section 1 F.
- 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.
  - M) Be a non-partisan representative of all undergraduate students at the University.

**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 BRANCH**

**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 main motions of the Senate within two (2) days of its adoption.
  - 11) Be empowered to appoint a Cabinet of Advisors not subject to Senate ratification.
- 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) Serve as the official liaison between Associated Students, the Office of Student Life, and Registered Campus Organizations.
  - 6) Serve as the official overseer and reference for all interactions between the Senate Liaisons and their BCU's. They must also train the Senators in how to be liaisons.
  - 7) In the event that the office of the President becomes vacant, serve as President until a new President is duly elected.
  - 8) Be a non-partisan representative of all undergraduate students at the University.
- 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) Use information obtained from office-conducted polls regarding students' opinions to act as a non-partisan representative of the undergraduate student body.
  - i) Oversee and ensure the stability of the polling process and presentation of poll results.
- 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 BRANCH**

### **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.
  - 1) Before deciding to hire a vacant staff position or create a new position, the Executive Director must receive a 3/4 affirmative vote of the Senate.
- 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 Senate Finance and Business Committee, 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 their 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 Board 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.
    - i) 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.
    - i) 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 Board 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.
  - 1) Membership will be defined as the total number of dues-paying undergraduate students of Associated Students at the University of California, Santa Barbara.
- 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.
  - 1) Constituency will be defined as current dues-paying undergraduate students of the Associated Students at the University of California, Santa Barbara.

**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 that 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 Internal Affairs Committee shall be responsible for the organization, maintenance, and distribution of the ASUCSB Legal Code, along with the coordination of Internal Affairs 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.

### SECTION 2. DEFINITIONS

The following definitions are provided to clarify the terminology of these By-Laws:

- A) Elected Officers: Elected Officers shall be defined as the Senators and five Executive Officers.
- B) Membership of the Senate: Membership of the Senate shall consist of the elected Senators.
- C) Chair: The Chair shall be defined as the Chair of the Senate meeting at a particular instant, unless otherwise specified in the By-Laws.
- D) Vote of the Senate: A vote of the Senate is a vote that requires a majority of the Senators present and voting (abstentions not counting) to pass the given Motion, unless otherwise specified in the By-Laws.
- E) Two-thirds vote of the Entire Senate: A two-thirds (2/3) vote of the Entire Senate is a vote that requires at least two-thirds (2/3) of the Membership of the Senate to pass a given motion. This definition shall not be construed to grant the Executive Vice President the ability to vote in these votes.
- F) Simple Majority: A vote in which the aye votes outnumber the nay votes, with quorum.
- G) Unanimous Consent: Consent given to an action or request either by active or passive means. Failure to object to an action is considered consent, as is active agreement to an action.
- H) A.S. Entity: Any A.S. organization including but not limited to the Senate, Executive Officers and their offices, Board and Commissions, Legislative Committees, and Units.
- I) Student Employee: A person employed in an hourly wage position receives a specific wage for each hour of work performed. Examples include minute takers at ASUCSB Senate meetings and students employed by ASUCSB Units to carry out the Unit's mission.

- J) Independent Contractor positions: A person engaged as an Independent Contractor is not an employee and the provisions of this policy or of Staff Personnel Policy do not apply. This includes all appointed and elected officers of ASUCSB. A monetary stipend is provided for some positions to partially compensate a person for effort spent in the service of an activity. It is assumed that persons who occupy stipend positions receive personal and/or educational benefits from their work.

## **ARTICLE II - MEMBERSHIP**

### **SECTION 1. REGULAR MEMBERSHIP**

Upon payment of the Associated Students membership fee of two hundred ten dollars sixty-one cents (\$210.61) (Fall, Winter and Spring), one hundred eighty-two dollars and eighty-one cents (\$182.81) (summer beginning summer of 2016) 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 two hundred ten dollars sixty-one cents (\$210.61) (Fall, Winter and Spring), one hundred eighty-two dollars and eighty-one cents (\$182.81) (summer beginning summer of 2016) 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/hold for an executive office, a person must have completed at least sixty (60) units accredited at UC Santa Barbara (this includes transfer and Advanced Placement units) by the end of the Winter quarter immediately prior to the Spring General Election, and must be a currently registered undergraduate student at UCSB for Winter and Spring Quarter.
- 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/hold for office, transfer students must have been enrolled at the UCSB campus for a minimum of two (2) academic quarters (including summer and study abroad through the University) 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 (both on campus and/or online).
- 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 Board.

B) Senators:

- 1) In order to be eligible to run for Senate offices or be appointed to a Senate position, 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. This provision also applies if a Senate Representative is appointed to a Senate position.

- 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 (unless the University is in a virtual setting). Any Senators appointed by an ad hoc Committee and approved by the Senate during Fall, Winter, or Spring quarters must live among their constituents (unless the University is in a virtual setting).
    - a) Residential living requirements are exempt until the University is operating at full, in-person capacity.
    - b) A residency check will occur by AS Career Staff by the end of Week 2 of Fall, Winter, and Spring quarters when the University is operating at full, in-person, capacity.
    - c) Full in-person capacity shall be defined as: the complete reopening of the University when students are required to be present in-person as well as no alteration to University Housing Contracts.
  - 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 Board.
- 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 Board Chairperson and/or Administrative Advisor will deliver the Candidate eligibility petitions and applications to an Associated Students Staff Member or their designee.
  - 2) An Associated Students Staff Member 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 Board Chairperson of the results of the Candidate eligibility check.
- D) All candidates must fulfill the eligibility requirements found in Article XVII Section 2.

### 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, disqualification, 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.

**SECTION 5. HONORARIA EARNERS**

- 1) All honoraria earners of Associated Students, including but not limited to appointed officers or Executive office members, are required to attend one-half (1/2) of the Senate Training Sessions in order to qualify for full honoraria. Elected Senators are required to attend two-thirds (2/3) of the trainings in order to qualify for full honoraria.
- 2) Exceptions for not attending at least one-half of the training sessions shall be made for valid medical excuses, valid academic excuses, valid personal conflicts, and family emergencies, explaining the reason(s) for non-attendance at the discretion of the Honoraria Committee.
- 3) These trainings will be facilitated by the Internal Vice President and are to be completed by week 2 of Fall Quarter, as stipulated in Article VI, Section 3 of the By-Laws of the Associated Students of UCSB

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

**SECTION 1. GENERAL POLICIES**

- A) Beginning in 2012 a Cost of Living Allowance (COLA) adjustment for inflation will be calculated and assessed to increase the A.S. fee every 5 years based on a five-year average.
- B) Operating monies are those monies that 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.
    - i) If a rollover request is denied by the Senate, and the account is a lock in fee, the remaining funds will rollover into a category in Finance and Business' budget to be allocated to any OSL or AS entity requesting funds for a project or program relevant to the specified language of the lock in.
      - a. Exceptions listed below: All the Operating account monies not spent by June 30<sup>th</sup> will be transferred to their trustee accounts.
        1. EOP
        2. KCSB
        3. Program Board
        4. Communications Personnel
        5. Recycling
        6. IV Improvements
        7. IV Tenants Union
        8. Coastal Fund
        9. Community Affairs Board
        10. Department of Public Worms

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.

- i) All requests shall be made available to the public.
  - ii) The Executive Director shall make an initial decision to be approved by the Senate.
- D) 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.
- 1) Exceptions listed below: All the Operating account monies not spent by June 30<sup>th</sup> will be transferred to their trustee accounts.
    - i) EOP
    - ii) KCSB
    - iii) Program Board
    - iv) Communications Personnel
    - v) Recycling
    - vi) IV Improvements
    - vii) IV Tenants Union
    - viii) Coastal Fund
    - ix) Community Affairs Board
    - x) Department of Public Worms
- E) All funds derived from any activity budgeted by A.S. allocations shall be deposited promptly into the proper A.S. account.
- F) 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 Unit, Board, Commission and Committee minutes shall constitute encumbrance of said funds.
- G) 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.
- H) A.S. funds should be spent in accordance with University and Campus Regulations.
- I) 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.
- J) Upon recommendation from the A.S. Investments Advisory Committee, Senate, at its discretion, may approve loans guaranteed by a promissory note to campus organizations.
- 1) Terms & Conditions:
    - i) The interest rate levied on loans must be no less than the current rate of return being earned on its Capital Reserves.
    - ii) 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.

- iii) 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.
- K) Upon initial approval by Senate Finance and Business Committee and final approval of minutes by the Senate, loans guaranteed by a promissory note may be granted to registered campus organizations from un-allocated funds of the A.S. membership fee.
- 1) Terms and Conditions
    - i) 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.
    - ii) No organization will be granted a loan while it has outstanding financial obligations with Associated Students.
    - iii) The organization meets all of the criteria stated in Article IV, Section 5 of the Associated Students By-Laws.
- L) Review of Funds Expended from the A.S. Membership Fee:
- 1) All AS Executive Office and Presidential Cabinet financial expenditures and quarterly summary of activities shall be submitted to the Senate for review as an 'Action Item' during Week 8 of each quarter.
  - 2) The Senate may place a particular office in the Executive Branch on financial probation with a two-thirds vote if the Senate determines that student fees were expended inappropriately.
  - 3) Executive Branch financial probation is effective for the length of one quarter (Week 8 to Week 8). Executive Branch financial probation means that all funding must be approved by the Senate prior to expenditure, encumbrance, or request for payment. (*See Article IV, Section 1, Subsection F*).

SECTION 2. A.S. BUDGET PRIORITIES

- A) The A.S. President, Executive Director, A.S. Controller, and the Chief Financial Officer shall prepare discretionary goals and priorities for the next two fiscal years and present them to Senate Finance and Business Committee 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:
    - Forty-four dollars and seventy-four cents (\$44.74) per ASUCSB membership per quarter for the Fall, Winter, and Spring quarters, and forty-one dollars and sixty-nine cents (\$41.69) per ASUCSB membership for the Summer quarter will be collected as the Associated Students base fee.
    - Ten dollars and thirty-six cents (\$10.36) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters, and seven dollars (\$7.00) per ASUCSB membership for Summer quarter will be collected and allocated to the campus media. These funds will be allocated as follows:
      - a. Three dollars and ten cents (\$3.10) for the Fall, Winter and Spring quarters, and eighty-nine cents (\$.89) Summer for the *Daily Nexus*.

- b. Two dollars and sixty-three cents (\$2.63) Fall, Winter and Spring for KCSB-FM/KJUC-FM Cable and two dollars and twenty-three cents (\$2.23) Summer.
  - c. Four dollars and sixty-three cents (\$4.63) Fall, Winter, Spring and three dollars and eighty-eight cents (\$3.88) Summer for the A.S. Communications Personnel.
- Sixteen dollars and seventy-five cents (\$16.75) per ASUCSB Membership per quarter for the Fall, Winter, Spring and sixteen dollars and seventy-five cents (\$16.75) for Summer quarters will be collected for A.S. Program Board.
  - Two dollars and seventy-three cents (\$2.73) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters and two dollars and sixty-one cents (\$2.61) per ASUCSB membership for the Summer quarter will be collected for the UC Student Association.
  - Five dollars and ninety-seven cents (\$5.97) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters and four dollars and ninety-seven cents (\$4.97) per ASUCSB membership for the Summer quarter will be collected for the University Children's Center.
  - 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.).
  - Fifty-five cents (\$0.55) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters, and forty-six cents (\$0.46) per ASUCSB membership for the Summer quarter will be collected for the A.S. Student Commission On Racial Equality (S.C.O.R.E.).
  - Five dollars and fifty cents (\$5.50) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters, and five dollars and twenty-five cents (\$5.25) per ASUCSB membership for the Summer quarter will be collected for the A.S. Bike Shop.
  - Twenty-two dollars and seventy cents (\$22.70) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters, and eighteen dollars and seventy cents (\$18.70) per ASUCSB membership for the Summer quarter will be collected for the Student Health Center.
  - Three dollars and eighty-two cents (\$3.82) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters and three dollars and twenty-four cents (\$3.24) per ASUCSB membership for the Summer quarter will be collected for the Disabled Students Program.
  - Five dollars and forty-seven cents (\$5.47) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters, four dollars and sixty-four cents (\$4.64) per ASUCSB membership for the Summer quarter will be collected for the Intramural Sports Programs.
  - Two dollars and forty-six cents (\$2.46) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters, and two dollars and eight cents (\$2.08) per ASUCSB membership for the Summer quarter will be collected for the Community Affairs Board.
  - One dollar and sixty-four cents (\$1.64) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters and one dollar and thirty-nine cents

(\$1.39) per ASUCSB membership for the Summer quarter will be collected for the A.S. Recycling Program.

- Three dollars and seventy-two cents (\$3.72) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters, and three dollars and forty-seven cents (\$3.47) per ASUCSB membership for the Summer quarter will be collected for the MultiCultural Center student salaries, services, and programming.
- Three dollars and three cents (\$3.03) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters and two dollars and fifty-seven cents (\$2.57) per ASUCSB membership for the Summer quarter will be collected for the improvement and maintenance of the UCSB bicycle pathway and bicycle-parking system.
- Two dollars and sixty-nine cents (\$2.69) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters, and two dollars and nineteen cents (\$2.19) 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.
- Two dollars and nineteen cents (\$2.19) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters and one dollar and eighty-six cents (\$1.86) per ASUCSB membership for the Summer quarter will be collected for the Isla Vista Tenants Union.
- Fifty-four cents (\$0.54) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters, and forty-six cents (\$0.46) per ASUCSB membership for the Summer quarter will be collected for A.S. Student Childcare Grants to be administered by the Community Affairs Board.
- Fifty-four cents (\$0.54) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters and forty-six cents (\$0.46) per ASUCSB membership for the Summer quarter will be collected to support the Environmental Affairs Board (EAB).
- Two dollars and fifty-four cents (\$2.54) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters and two dollars and four cents (\$2.04) per ASUCSB membership for the Summer quarter will be collected for the Legal Resource Center.
- Forty-four cents (\$0.44) per ASUCSB Membership per quarter for the Fall, Winter and Spring and forty-four cents (\$0.44) Summer quarters will be collected to support Associated Students Womyn's Commission.
- Forty-four cents (\$0.44) per ASUCSB Membership per quarter for the Fall, Winter, Spring and forty-four cents (\$0.44) Summer will be collected to support Associated Students Take Back the Night.
- 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.
- One dollar and seventy-eight cents (\$1.78) per ASUCSB Membership per quarter for the Fall, Winter, Spring and Summer will be collected to support the Office of Student Life.

- Two dollars and thirty-eight cents (\$2.38) per ASUCSB Membership per quarter for the Fall, Winter, Spring and Summer will be collected to support Arts and Lectures.
- Thirteen dollars and seven cents (\$13.07) per ASUCSB Membership per quarter for the Fall, Winter, Spring and Summer will be collected to support Recreational Sports.
- Three dollars and fifty-seven cents (\$3.57) per ASUCSB Membership per quarter for the Fall, Winter, Spring and Summer will be collected to support the Events Center.
- Seven dollars and thirteen cents (\$7.13) per ASUCSB Membership per quarter for the Fall, Winter, Spring and Summer will be collected to support CLAS.
- Two dollars and ninety-seven cents (\$2.97) 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).
- Seven dollars and thirteen cents (\$7.13) per ASUCSB Membership per quarter for the Fall, Winter, Spring and Summer will be collected to support the University Center.
- One dollar and forty-eight cents (\$1.48), Isla Vista Arts (IV Arts) for the Fall, Winter, Spring and forty-nine cents (\$0.49) for Summer 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.
- Three dollars and seventy-seven cents (\$3.77) 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.
- Seven dollars and seven cents (\$7.07) per student per quarter for the Fall, Winter, Spring and Summer will be collected for the Senate Finance and Business Committee/Student Organization Program Funding Lock-In.
- Three dollars and forty-eight cents (\$3.48) quarter for the Fall, Winter, Spring per ASUCSB Membership per quarter, and three dollars and forty-eight cents (\$3.48) for Summer will be collected to support the Associated Students Food



Bank. The fee shall directly sustain stock of food and toiletries, support operational costs such as rent, transportation, and staff costs, and to allow for possible expansion of the existing on campus Food Bank in the future. Additionally, this fee will provide for financial, medical, and housing referrals, including off-campus resources, and education concerning hunger and homelessness.

- One dollar and nineteen cents (\$1.19) per ASUCSB Membership per quarter for the Fall, Winter and Spring will be collected to support The Bottom Line newspapers.
  - Seventy-two cents (\$0.72) per ASUCSB Membership per quarter for the Fall, Winter and Spring will be collected to support the Commission on Student Well Being.
  - Ninety-one cents (\$0.91) per ASUCSB Membership per quarter for the Fall, Winter, Spring, and Summer will be collected to support the Associated Students Department of Public Worms (DPW) composting program, which began in 2004 and partners with A.S. Recycling on the UCSB Waste Management Plan.
  - One dollar and forty-nine cents (\$1.49) per ASUCSB Membership per quarter for the Fall, Winter, Spring, and Summer will be collected to support The Associated Students Queer Commission's (QComm) commitment to promoting the well-being of Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) students at UC Santa Barbara (UCSB). QComm is dedicated to collaborating with other LGBTQ and non-LGBTQ organizations that address matters relevant to the larger queer community, including issues surrounding race and gender. QComm will use the fee to provide funding for LGBTQ related events and programs. These include, but are not limited to, sending student delegations to existing and emerging conferences, such as the annual Western Regional Conference and the Queer People of Color Conference; funding events at the annual UCSB Pride, such as drag shows and educational workshops; supporting QComm projects, such as the "Ask a Queer" local high school outreach program; supporting the events of the many LGBTQ student organizations on campus, such as the Queer Student Union; and maintaining QComm's relationship with the local Pacific Pride Foundation, such as involvement in the annual AIDS Walk and Santa Barbara Pride.
  - Three dollars and fifty-four (\$3.54) cents per ASUCSB Membership per quarter for the Fall, Winter, Spring to maintain AS presence in IV. These funds are used to continue the lease on the Pardall center and to support additional student and professional staffing to maintain and accommodate increased levels of service.
  - Two dollars and fifty-three three cents (\$2.53) per ASUCSB Membership per quarter for the Fall, Winter, Spring and seventy cents (\$0.70) in Summer (beginning summer 2017) for USSA to promote campus student advocacy efforts and continued membership at the basic level to the USSA.
- 2) Mandatory spending as established by By-Law internal Lock-ins.
- 3) All Departments as follows:
- i) Department of Administration
  - ii) Staff Salaries
  - iii) Central Telephone Account
  - iv) External Audit
  - v) Main Office
  - vi) University Recharges

- vii) Mary K. Hunt Copy Machine
- viii) Mail Services
- ix) Honoraria

4) Enterprises as follows:

- i) Bike Shop
- ii) Cashiers/Ticket Office
- iii) Map and Directory
- iv) KCSB
- v) Notetaking
- vi) Program Board

5) All other A.S. entities and organizations.

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 Senate Finance and Business Committee.

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 Senate Finance and Business Committee 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 Senate Finance and Business Committee, 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 underrepresented 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 Senate Finance and Business Committee 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.
- B) Point of Order: It shall not be in order for any clauses of Article V Section 2(B)(2) and Article IV Section 3 to be suspended.
- C) Eligibility:
  - 1) Programs and services proposed in the Students' Initiative campaign in addition to the general benefit of students:
    - a) Student Group Culture Weeks and Graduations
    - b) Student Initiated Outreach
    - c) Educational Research Grants
    - d) Academic Professional Conference Travel Grants
    - e) United States Students Association Funding
    - f) Club Sports Championship Travel Grants
    - g) 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 entities regardless of non-A.S. status.
- D) Creation:
  - 1) A three-fourths (3/4) affirmative vote is required to create a By-Law Internal Lock-In.
- E) 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.
- F) Six percent (6%) or no less than forty-five thousand dollars (\$45,000.00) of the total A.S. unallocated fund shall be allocated the Senate Finance and Business Committee to allocate to Student Initiated Outreach programs.
- G) Two point seventeen percent (2.17%) or no more than twenty thousand dollars (\$20,000) of the total A.S. unallocated funds shall be allocated to the United States Students Association.
- H) Six percent (6%) or no less than forty-five thousand dollars (\$45,000.00) of the total A.S. unallocated funds shall be allocated to the Senate Finance and Business Committee to allocate to cultural weeks/months and graduations (such as Black History Month and Lavender Graduation).

- I) Five percent (5%) of the total A.S. unallocated fund or no more than thirty-thousand dollars (\$30,000.00) shall be allocated to Senate Finance and Business Committee 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.
- J) Four percent (4%) of the total A.S. unallocated funds or no more than twenty-thousand dollars (\$20,000.00) shall be allocated to the Senate Finance and Business Committee 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.
- K) No more than ten-thousand dollars (\$10,000.00) of the total Senate Finance and Business Committee/Student Organization Program Fund shall be allocated to Senate Finance and Business Committee to distribute to the Science, Technology, Aerospace, Research and capital (STARK) fund in order to distribute to student groups that are inclined to the sciences and engineering realm. It will be used to fund student projects that would be donated to the university. There will be a cap of five-thousand dollars (\$5,000) per group.

SECTION 4. A.S. BUDGET PROCESS

- A) Before the budget process may begin, the Chief Financial Officer shall review the previous year's budget packets, and update the same. In addition, the CFO 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 A.S. entities 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 Chief Financial Officer shall be made to Senate and Senate Finance and Business Committee 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 Chief Financial Officer and/or their designee shall attend all budget hearings.
  - 3) The Senate Finance and Business Committee members shall attend all budget hearings, unless excused by the Chief Financial Officer.
  - 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 Senate Finance and Business Committee 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) Administrative Departments.
  - 3) All A.S. Units
  - 4) All A.S. Legislative Boards, Committees, Councils or Commissions.
  - 5) A.S. Executive Offices.
  - 6) All other A.S. entities.
  - 7) All groups with an A.S. Lock-In have guaranteed funding through their lock-in, but must have the distribution of those funds approved by Senate.
- 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 Senate Finance and Business Committee 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, Senate Finance and Business Committee will report its recommended budget to the A.S. President.
  - 2) The A.S. President shall formulate a preliminary budget, and present it to Senate Finance and Business Committee 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 (3rd) week of Spring quarter.
  - 4) The A.S. President will forward their final budget to the Senate the fourth (4th) week of Spring quarter.
  - 5) The Senate shall turn to the consideration of, and take some action on, the budget by the fifth (5th) week of Spring quarter.
  - 6) If Senate does not approve the budget by the sixth (6th) 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 Board.
  - 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 Senate Finance and Business Committee.
- 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 Senate Finance and Business Committee 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 Senate Finance and Business Committee and the Senate.
- E) Guidelines for Transfer of Funds:
- 1) Senate Finance and Business Committee 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 Senate Finance and Business Committee Chair and the Senate Finance and Business Committee 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 Senate Finance and Business Committee, 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. Senate Finance and Business Committee 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 that 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 eight hundred thousand dollars (\$800,000) 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 Senate Finance and Business Committee:
  - 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 and Commissions, Committees, Legislative Branch, Executive Offices, and Units may travel using A.S. money (see Associated Students Senate Finance and Business Committee 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.
  - 6) Conference Travel
    - a) Students that commit to go to an A.S. funded conference are responsible to share what they learned to the student body.
    - b) Students who do not fulfill their funded travel commitment without good reason shall bear full financial responsibility for the amount allocated by A.S.
    - c) 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.
    - d) It is the responsibility of the respective chair of the conference to make the delegation aware of this policy.



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. Senate Finance and Business Committee 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) Eligibility Requirements:

- a) The amount received from the lock-in shall be allocated annually in order to assist the Educational Opportunity Program.
- b) The AS/EOP funds shall be used to meet unusual educationally-related expenses that are incurred by Regular or Associate members of the Educational Opportunity Program (EOP) during the fiscal year for which their grant is requested. The student must be enrolled at least half time during the quarter, or the regular quarter prior to, requesting the grant.
- c) AS/EOP Grants are available to EOP students eligible to receive need-based financial aid (when the student’s EFC is less than their Costs of Attendance as defined by OFAS) through the UCSB Office of Financial Aid and Scholarships in accordance with nationally approved need analysis standards and UCSB deadlines and awarding procedures.

2) Allocations:

- a) The maximum of all grants shall not exceed one thousand dollars (\$1,000) per student per fiscal year, with the exception of:
  - i. Fifteen (15) grants of up to two thousand dollars (\$2,000) each, set aside for serious medical emergency situations as determined by EOP Counselors and verified by the EOP Director. However, these students should be referred to the SMERF fund first at <https://www.sa.ucsb.edu/smerf/>. If their SMERF application for medical

reimbursement is denied, then they can apply for this exception to the grant.

- ii. A maximum of fifteen (15) grants of up to two thousand, five hundred dollars (\$2,500.00) each for dire situations, as determined and approved by the EOP Director, can be allocated for situations that are beyond the scope of these guidelines. However, these students should be referred to the Financial Crisis Team at <http://food.ucsb.edu/about/committees/financial-crisis-response-team>. If their application for reimbursement is denied, then they can apply for this grant.
  - iii. The EOP grants are to be used in the case of an emergency as described below in Section 8(B)(3) – Types of Grants Available.
- b) The Executive Director is responsible for determining how the funds are to be allocated and for preparing the budget breakdown of Associated Student funds.
  - c) Each year, the Executive Director shall be required to submit a budget proposal to Senate Finance and Business Committee in Winter quarter for the following fiscal year detailing the allocation of funds between grants and other student support services (e.g., supplies).
- 3) Types of Grants Available:
- a) Medical/Dental Grants (e.g., eye glasses, medically necessary contact lenses, and other expenses and fees not covered under the student health insurance plan).
  - b) Emergency Grants to meet expenses incurred due to the death or severe illness of an immediate family member, transportation costs in the event of financial emergency due to unusual and/or extenuating circumstances when transportation costs have exceeded the financial aid allowances for any given quarter; as defined by the Office of Financial Aid and Scholarships typical cost of attendance for the student's particular transportation situation. Housing 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; as defined by the Office of Financial Aid and Scholarships typical cost of attendance for the student's particular living situation. 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, receipts, and/or other verifiable documentation (such as notarization) showing that rental expenses have estimated figures from the Office of Financial Aid and Scholarships. For rental costs covered by the EOP grant, they can be written out directly to the landlord in lieu of the check being written out to the student.
  - c) Grants for Graduate Program Testing Fees (e.g., CBEST, GRE, GMAT, MCAT & LSAT).
  - d) Grants to Offset Graduate/Professional Program Application Fees (with a maximum of five applications) and other fees and/or expenses associated with applying to and accepting graduate/professional programs.
  - e) Grants to fund any Graduate Preparatory Exam (e.g., CBEST, GRE, GMAT, MCAT & LSAT) workshops and programs to help the student prepare for the exam.
  - f) Grants for textbooks and/or supplies (including laptops) related to the student's attendance at UCSB are permitted in the event of lost, damaged or stolen items. In all instances, proof (e.g. police report, Resident Assistant confirmation, landlord

confirmation), proof of purchase (can be from a family member), and course syllabi must be submitted.

- g) Grants to fund expenses for attending academic and research conferences, academic memberships, or professional internships. These students may also seek funding from other A.S. sources (including Finance and Business), if applicable.
- h) Grants for expenses associated with catastrophic events relating to a state of emergency event declared by federal, state, or local government (e.g. wildfires, major earthquakes, debris slide/mudslides, pandemics).

4) Approval and Authorization Process for the Distribution of EOP Grants:

- a) The amount of each grant shall be first recommended by the EOP counselor who gives the student information about financial literacy through online resources available from the Office of Financial Aid and Scholarships and the AS Community Financial Funds, if relevant to their situation.
  - i. Student applicants must provide the EOP counselor with original, itemized bills or receipts detailing their expenses prior to the disbursement of the grant award.
  - ii. In the absence of original, itemized bills or receipts, students may submit a grant application with a written estimate, and if the grant is awarded, a charge with the same amount will be placed on the student's BARC account until such a time when the student turns in the original, itemized bills or receipts to the EOP counselor, who will forward the receipts to the A.S. Administration Office.
- b) The recommendation shall then be reviewed by the EOP Business Officer and EOP Counselor.
- c) The recommendations shall be submitted to the EOP Director for approval and be additionally approved by the Office of the Vice Chancellor for Student Affairs.
- d) Prior to the disbursement of the grant, the EOP recommendation shall be reviewed by the A.S. Record Keeping Specialist, the A.S. Assistant Director for Finance and Business, and approved by the A.S. Executive Director.
- e) The EOP grant shall be disbursed through the A.S. Ticket Office.

5) Annual Reporting and Account Management

- a) 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.
- b) All funds remaining in this account at the end of the fiscal year are designated to be placed in the AS/EOP Trustee Account and reported during the AS Budget Hearings.

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. Senate Finance and Business Committee 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 6o) 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. Senate Finance and Business Committee 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 GLO6o) 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. Senate Finance and Business Committee 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 GLO6o) 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. Senate Finance and Business Committee 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 GLO6o) 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. Senate Finance and Business Committee 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 6o) 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. Senate Finance and Business Committee 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 6o) 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. Senate Finance and Business Committee 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 6o) 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. Senate Finance and Business Committee 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. Senate Finance and Business Committee 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.

a. 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. Senate Finance and Business Committee 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.

- b. 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 ensure that any activity under control of the student government is operated in accordance with sound business practices consonant with University policies and procedures (see System wide 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 IV, Section 2 funds) or funds for Daily Nexus, La Cumbre Yearbook, Parking, or UCSA. (Note: Outside and campus auditors were consulted regarding the amount Associated Students should set aside for Capital Reserves and it is recommended that the auditors be consulted annually).
- 8) At the discretion of the 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) Startup 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) Startup 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.

SECTION 10. ASSOCIATED STUDENTS' INNOVATION FUND

- A) It shall be the responsibility of the AS Director of Alumni Affairs and the AS Chief Financial Officer to assist in the stewardship of the Associated Students Endowment (AS Innovation Fund).
- B) Any expenditure from the Associated Students Endowment shall be recommended by the AS President, in consultation with the Donor Oversight Committee, and be approved with a two-thirds (2/3rds) vote of the AS Senate.

- C) Any expenditure from the Fund shall be in alignment with the Innovation Fund’s intention and description:

“Associated Students’ Innovation Fund contributes to student initiatives that directly serve student needs. Contributing to this fund will provide the needed funding and support for campus-wide programs, services, events and operations to enhance student life without raising student fees.

Our goal is to move towards a model of self-sustainability and become less reliant on student fee increases. The financial burden on students is at an all-time high and we believe the Associated Students’ Innovation Fund will contribute to the solution.”

## **ARTICLE V – EXECUTIVE BRANCH**

### **EXECUTIVE COMMISSIONS AND COMMITTEES**

#### **SECTION 1. EXECUTIVE COMMISSION ON COMMUNITY AND CLIMATE**

- A) Charge of the Commission

The Commission on Community and Climate is responsible for adequately addressing wellness, work burnout, and morale in each A.S. executive office. The commission focuses on numerous initiatives that facilitate communication, improving camaraderie through relationship building and social bonding, and fostering a supportive environment through staff recognition and acknowledgement.

- B) Voting Membership

- 1) C.C. Commissioner from ASOP (Chairperson)
- 2) Deputy Head of Staff from IVP office
- 3) C.C. Commissioner from the EVPLA office
- 4) Deputy Head of Staff from the EVPSA office
- 5) C.C. Commissioner from the SAG office

- C) Non-Voting Ex-Officio Membership

- 1) A.S. Committee on Committees Chair
- 2) A.S. President
- 3) A.S. Internal Vice President
- 4) A.S. External Vice President for Local Affairs
- 5) A.S. External Vice President for Statewide Affairs
- 6) A.S. Student Advocate General
- 7) Any current registered UCSB undergraduate student

- D) Selection and Term of Office

- 1) The C.C. Commission’s Chairperson shall be the ASOP C.C. Commissioner. All voting members will be selected and nominated by their respective Executive Officer, then approved by a majority (50% +1) of the Senate.
  - a) All interviews shall be held by the respective Executive Officer and Head of Staff. The Committee on Committees chairperson (or designee) shall have the option to participate in interviews if they wish.

- E) Quorum and Attendance

- 1) A quorum shall consist of three-fifths (3/5ths) of the voting membership.

- 2) A C.C. Commissioner who acquires two (2) unexcused absences in an academic quarter shall be subject to removal by the Community and Climate Commission chair, and a majority (50% +1) vote by the Senate, pending review by the Community Climate Commission of mitigating circumstances.
- 3) A C.C. Commissioner is allowed an excused absence only if the Community and Climate Commission Chair has received prior notification 24 hours prior to the meeting.
- 4) When a voting member is to be represented by a proxy, the member must present this fact to the Community and Climate Commission Chair 24 hours prior to the 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 and Powers of the Commission

- 1) Oversee any breach of Policy 1 of the Associated Students Standing Policies.
  - a) For non-compliance, the Commission shall report such incidents of Abusive Conduct/Bullying to the Committee on Conduct and Ethics.
- 2) Maintain an efficient virtual and physical reporting process while keeping a detailed record of all relative observations on office environments.
- 3) Periodically implement social bonding events between the executive offices.
- 4) Be a non-partisan in all matters relating to the commission.

G) Duties and Powers of Executive Board Members

- 1) A.S. Commissioner of Community and Climate Chair:
  - a) Serves a term of at least four (4) quarters over the span of two (2) academic years, beginning in Winter Quarter of each academic year.
  - b) Hold at least two (2) meetings per month as the Chair of the Commission Community and Climate.
  - c) Coordinate at least one (1) bonding event per month within the Office of the President.
  - d) Attend one (1) Committee on Committees (CoC) meeting a month to update the committee on A.S. internal affairs and to collaborate with A.S. wide projects held by CoC.
  - e) The Chair of the C.C. Commission will be responsible for reporting updates about the CoC meetings to the C.C. Commission.
  - f) The C.C. Commission will be responsible for helping the CoC plan at least one (1) A.S. wide bonding event in the given school year.
  - g) Plan at least three (3) executive-wide bonding events (1 per quarter) between all five (5) A.S. executive offices with the C.C. Commission.
  - h) Administer three (3) mid-quarter evaluations (1 each quarter) within the Office of the President to analyze staff climate, and must report this information during President's office meetings.

- i) The C.C. Commissioner should work with the Presidential Head of Staff and Deputy Head of Staff as well as all other necessary members to analyze each general member's sustainments and improvements within their position.
  - j) Shall hold at least two (2) office hours per week.
- 2) Duties and Powers of all other C.C. Commissioners:
- a) The EVPSA and IVP C.C. Commissioners (also known as the EVPSA Deputy Head of Staff and the IVP Deputy Head of Staff) shall serve a term of office of one (1) academic year beginning with the installation of the respective Executive Officer-Elect and ending with the respective Officer-Elect's term of office. All other C.C. Commissioners shall serve a term of at least four (4) quarters over the span of two (2) academic years, beginning in Winter Quarter of each academic year. The outgoing (executive officer) shall recommend that the same C.C. Commissioner from their administration be appointed by the incoming (executive officer) to serve their first quarter in office.
  - b) Attend at least two (2) meetings per month as a member of the Commission of A.S. Community and Climate.
  - c) Take part in helping the C.C. Commission work with the Committee on Committees plan at least one (1) A.S. wide bonding event in the given school year.
  - d) Coordinate at least one (1) bonding event per month within their respective office.
  - e) Take part in helping plan at least three (3) executive-wide bonding events (1 each quarter) between all five (5) A.S. executive offices with the C.C. Commission.
  - f) Administer three (3) mid-quarter evaluations (1 each quarter) within their respective Executive Office to analyze staff climate, and must report this information during their respective Executive Officer meetings.
  - g) The C.C. Commissioner should work with their respective Executive Officer's Head of Staff and Deputy Head of Staff as well as all other necessary members to analyze each general member's sustainments and improvements within their position.
  - h) General members must fill out these evaluations to analyze the Internal Vice President, Head of Staff, Deputy Head of Staff, any other necessary members, and the climate within the general office.
  - i) Shall hold at least two (2) office hours per week.

H) Meetings:

- 1) The Voting Membership shall hold general bi-weekly meetings; outside of the weekly meetings each executive board member must attend their respective Executive Office meetings.
  - a) These bi-weekly meetings are where all decisions are officially voted on.
- 2) The Voting Membership reserves the right to hold closed sessions, if necessary.
- 3) Attend all meetings, time will be provided for any interested students to express their opinions or suggestions regarding A.S. climate subject to reasonable time constraints.

I) Voting Procedures:

- 1) To constitute a formal Executive Commission 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.
- 2) In the event of a tie vote, the ASOP C.C. Commissioner shall have the ability to pass or fail the motion as the chair of the commission. Before casting the additional vote, the ASOP C.C. Commissioner will allow all members of the Executive Board and any interested undergraduate students 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 ASOP C.C. Commissioner will decide whether to pass or fail the motion.
  - a) In instances where an even number of votes are reached (such as if there are only four (4) members present), the Chair can make the final decision so long as there has been sufficient deliberation and discussion before the decision is made.
- 3) When action must be taken before the next regularly scheduled Executive Board meeting, the ASOP C.C. Commissioner shall conduct a phone or email vote with the process established by Policy 4 of the ASUCSB Policies and Procedures.
  - a) The results 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.

J) The Commission of Community and Climate Internal By-Laws:

- 1) The C.C. Commission 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. The 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 C.C. Commission.
- 4) These internal by-laws shall be kept on file in the AS Main Office.

K) Amendments:

- 1) Any changes made to the by-laws regarding each office member’s position in their respective offices or any changes made to the by-laws of the commission must be approved with a two-thirds (2/3) majority vote of all executive officers, followed by a majority (50% +1) vote of the Senate.

**ASUCSB EXECUTIVE OFFICERS**

**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 issues amongst the Associated Students.
- 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) Submit an expenditure report of all spending from their respective office once a month to the Senate.
  - 1) These expenditure reports are due at the Associated Students Senate's first meeting of the month.
  - 2) The reports must be submitted through email to the Senate.
- G) Shall report to Senate a minimum of five (5) times per quarter regarding their actions and those of their office.
- H) All Executive Officers shall be required to annually participate in an Executive Officer training session the Tuesday, Wednesday, and Thursday following the Swearing In Ceremony, which will be coordinated by the Assistant Director for Governmental Affairs. This training will consist of meetings with top University officials and staff of ASUCSB as well as training by experts in the areas of leadership and student governance.
  - 1) The newly elected ASUCSB Executive officers and former ASUCSB Executive officers shall coordinate a meeting/training in which several things may be discussed/taught:
    - a) Current Office Structure
    - b) Tips on running an office staff
    - c) Passing over any essential documents, procedures, or formats that may have created efficiency within ASUCSB.
    - d) Contact information for current office staff for questions that may rise in the future
    - e) General advice and information that is not already present in the ASUCSB-Bylaws.
- I) All Executive Officers shall be required to publicly post two (2) reports per-quarter that detail what they plan to work on and/or what they have worked on for that quarter. These two reports should be posted on all social media owned by the Executive officers in order to reach the largest audience and will be posted once at either the beginning of the quarter or mid-way through the quarter and once at the end of each quarter.

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

- A) 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:
  - 1) Graduate Students' Association (One Executive Officer)
  - 2) Major Events Committee (One Executive Officer)
  - 3) President's Cabinet (All Executive Officers)



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) Senate Finance and Business Committee
  - 3) Campus Planning Committee
  - 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) UCEN Governance Board (Ex-Officio Member)
  - 10) UCSB Foundation
  - 11) Recreation Center Governance Board (Ex-Officio Member)
  - 12) Student Fee Advisory Committee (Advisor)
  - 13) 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 A.S. President shall sit as an advisor on the following A.S. Senate Standing Committees: Finance and Business, University Affairs, External Affairs.
- D) Attend at least three ASUCSB Workgroups as well as the quarterly A.S. Assembly.
- E) The A.S. President shall be responsible for, with thorough consultation with all of Associated Students, setting the vision for the Association every academic year.
  - 1) The A.S. President shall facilitate the annual update to the A.S. Strategic Plan and, in years applicable, champion the creation of a new A.S. Strategic Plan.
- F) 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, six (6) 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.

- G) Appoint the chair people of all Associated Students Boards and Commissions, Senate Ad-Hoc Committees, and ASUCSB Units, as well as all representatives to university administration, faculty, staff, or other advisory bodies.
- H) Shall Attend the Safe Zone/Queer 101 training by the sixth (6) week of Fall Quarter.
- I) Shall attend a sexual violence and sexual harassment prevention training by the third (3) week of Fall Quarter facilitated by a representative from the Office of Equal Opportunity, Sexual Harassment/Title IX Compliance.
- J) Shall attend an Interpersonal Violence Prevention Training by the third (3) week of Fall Quarter facilitated by a representative from the CARE office.
- K) Shall attend a training on understanding unconscious bias and the roots of anti-Semitism by the sixth (6) week of Fall Quarter facilitated by a representative from the Anti-Defamation League.
- L) Shall attend an intercultural awareness and communications strategies training facilitated by a representative from the Office of International Students and Scholars.
- M) Shall attend an Anti-Blackness Training hosted by a paid representative of the Black community by the third week of Fall Quarter.
- N) Shall hold a minimum of eight (8) office hours per week.

**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) Senate Finance and Business Committee
  - 2) Calendar Committee
  - 3) Campus Elections Committee
  - 4) UCEN Governance Board (Advisor)
  - 5) A.S. Commission on Public Safety
  - 6) Parking Ratepayers Board
  - 7) Transportation Alternatives Board
  - 8) Student Fee Advisory Committee (advisor)
- 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 Tech and Media Services Committee.
- 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 Senate Ad-Hoc 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) 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) 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. 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) week of Fall Quarter.
- M) Shall attend a sexual violence and sexual harassment prevention training by the third (3) week of Fall Quarter facilitated by a representative from the Office of Equal Opportunity, Sexual Harassment/Title IX Compliance.
- N) Shall attend an Interpersonal Violence Prevention training by the third (3) week of Fall Quarter facilitated by a representative from the CARE office.
- O) Shall coordinate and attend a training on understanding unconscious bias and the roots of anti-Semitism by the sixth (6) week of Fall Quarter facilitated by a representative from the Anti-Defamation League.
- 1) Shall schedule the aforementioned training by contacting the regional director of the Santa Barbara chapter of the Anti-Defamation League.
- P) Shall attend an intercultural awareness and communications strategies training facilitated by a representative from the Office of International Students and Scholars.
- Q) Shall attend an Anti-Blackness Training hosted by a paid representative of the Black community by the third (3) week of Fall Quarter.

- R) Provide oversight for Senate Liaisons and be a reference and for any training issues or questions regarding the position.

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 A.S. Pardall Center.
- D) Shall attend the Safe Zone/Queer 101 training by the sixth (6) week of Fall Quarter.
- E) Shall attend a sexual violence and sexual harassment prevention training by the third (3) week of Fall Quarter facilitated by a representative from the Office of Equal Opportunity, Sexual Harassment/Title IX Compliance.
- F) Shall attend an Interpersonal Violence Prevention Training by the third (3) week of Fall Quarter facilitated by a representative from the CARE office.
- G) Shall attend a training on understanding unconscious bias and the roots of anti-Semitism by the sixth (6) week of Fall Quarter facilitated by a representative from the Anti-Defamation League.
- H) Shall attend an intercultural awareness and communication strategies training facilitated by a representative from the Office of International Students and Scholars.
- I) Shall attend an Anti-Blackness Training hosted by a paid representative of the Black community by the third (3) week of Fall Quarter.
- J) 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) Isla Vista Community Network
  - 5) Goleta Water District (when issues affect students)
  - 6) UCSB Major Events Committee when needed
  - 7) Environmental Affairs Board
  - 8) Isla Vista Community Relations Committee
  - 9) Isla Vista Tenants Union
  - 10) Senate External Affairs Committee
- I) 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.
- J) Shall be a liaison to AS Entities and the community regarding space.
- K) Shall serve on the Isla Vista Food Cooperative board until 2018.

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) 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.
- C) Shall attend the Safe Zone/Queer 101 training by the sixth (6) week of Fall Quarter.
- D) Shall attend a sexual violence and sexual harassment prevention training by the third (3) week of Fall Quarter facilitated by a representative from the Office of Equal Opportunity, Sexual Harassment/Title IX Compliance.
- E) Shall attend an Interpersonal Violence Prevention Training by the third (3) week of Fall Quarter facilitated by a representative from the CARE office.
- F) Shall attend a training on understanding unconscious bias and the roots of anti-Semitism by the sixth (6) week of Fall Quarter facilitated by a representative from the Anti-Defamation League.
- G) Shall attend an intercultural awareness and communication strategies training facilitated by a representative from the Office of International Students and Scholars.
- H) Shall attend an Anti-Blackness Training hosted by a paid representative of the Black community by the third week of Fall Quarter.
- I) Hold a minimum of five (5) office hours per week.
- J) Meet a minimum of once per quarter with the:
  - 1) A.S. Lobby Corps
  - 2) A.S. Student Initiated Retention and Recruitment Committee Chair(s)
  - 3) A.S. Student Commission on Racial Equality Chair(s)
  - 4) A.S. Commission on Disability Access Chair(s)
  - 5) A.S. Women's Commission Chair(s)
  - 6) A.S. Queer Commission Chair (s)
- I) Make a reasonable effort to attend all UCSA and UC Regents meetings as funds permit.
- J) Manage the activities of the EVPSA office for the express purposes of providing support and fostering leadership development.
- K) Work in coordination with the Senators to formulate resolutions in response to state and national issues.
- L) Direct all EVPSA office staff.
- M) Attend all meetings of the Senate External Affairs Committee

SECTION 7. ADDITIONAL DUTIES AND POWERS OF THE 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 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) 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's rights, campus rules, student life ad affairs, and other areas of student conduct.
- F) Shall be trained in conflict resolution or mediation by UCSB Office of the Ombuds.
- G) Shall attend a training on understanding unconscious bias and the roots of anti-Semitism by the sixth (6) week of Fall Quarter facilitated by a representative from the Anti-Defamation League.
- H) Shall attend a sexual violence and sexual harassment prevention training by the third (3) week of Fall Quarter facilitated by a representative from the Office of Equal Opportunity, Sexual Harassment/Title IX Compliance.
- I) Shall attend an Interpersonal Violence Prevention Training by the third (3) week of Fall Quarter facilitated by a representative from the CARE office.
- J) Shall attend an intercultural awareness and communication strategies training facilitated by a representative from the Office of International Students and Scholars.
- K) Shall attend an Anti-Blackness Training hosted by a paid representative of the Black community by the third (3) week of Fall Quarter.
- L) Be a non-partisan representative of all undergraduate students at the University.
  - 1) Non-partisanship is defined as "not supporting or controlled by a political party, special interest group, or the like"
  - 2) In the Office of the Student Advocate, only the position of the Student Advocate General that is required to hold a non-partisan role on behalf of Associated Students.
  - 3) Staff members are allowed to be a part of any political organization they desire, and will not be selected based on political preference. The work staff members do under the Office of the Student Advocate will not create a bias for any decisions the Student Advocate General makes, or any decisions made on behalf of the office.
- M) Act as the official liaison between the OSA and all other university entities, including the University.
- N) Shall direct all OSA publicity and outreach efforts.
- O) Shall create, conduct, and implement specialized projects relating to the agenda of the OSA for the given year.
- P) Shall be responsible for conducting weekly office meetings and sending meeting agendas.
- Q) Attend all meetings of the Senate Campus Affairs Committee.
- R) Shall draft the Advocacy Agenda.

- 1) The Advocacy Agenda shall:
  - a) Be developed at the beginning of the academic year and completed no later than week fall (5) of Fall quarter.
  - b) Consist of a series of student concerns to be advocated for by the OSA for the remainder of the year.
  - c) Include an item or items for each division to work for or towards.
  - d) Include a series of short, medium, and long-term goals, as well as potential strategies employed.
- S) Shall facilitate and execute quarterly office-conducted polls regarding students' opinions on AS and campus-wide needs to act as a nonpartisan representative of the undergraduate student body.
  - 1) Oversee and ensure the stability of the polling process and presentation of poll results.
  - 2) Deliver results and analysis developed by the OSA to the AS Senate Quarterly, highlighting key points of concern that should be advocated for as well as informing the Senate on special projects the office itself will be implementing.
- T) 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.
- U) Oversee the adherence to the Student Bill of Rights.
  - 1) Showing support of any point in the Student Bill of Rights is a non-partisan source of equity as stated in the legal code.
  - 2) Recommend constitutional amendments to any point(s) in the Student Bill of Rights and present them to the AS Senate for review and acceptance.
- V) Serve a minimum of eight (8) office hours per week dedicated to fulfilling all responsibilities of the position.
- W) Serve a term of one (1) academic year.

## **ASUCSB EXECUTIVE OFFICE**

### SECTION 1. CHARGE OF THE OFFICE

- A) The ASUCSB Executive Office is responsible in working in concert with the A.S. President to ensure the proper functioning and execution of the Associated Students.

### SECTION 2. OFFICE MEMBERSHIP

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

- B) President's Chief of Staff
- C) Facilities Commissioner
- D) Academic Affairs Commissioner
- E) A.S. Controller
- F) A.S. Attorney General
- G) A.S. Chief Financial Officer
- H) A.S. Committee on Committees Chair
- I) A.S. Chief Investments Officer
- J) A.S. Chief Marketing Officer
- K) A.S. Director of Alumni Affairs
- L) A.S. Chief Technology Officer
- M) A.S. Chief Operations Officer

**SECTION 3. ASSOCIATED STUDENTS OFFICE OF THE PRESIDENT**

- A) The Associated Students Office of the President Staff is empowered to assist the A.S. President in the execution of their presidential duties.
- B) The Office of the President staff shall consist of:
  - 1) Head of Staff
  - 2) Deputy Head of Staff
  - 3) Special Assistant to the President
  - 4) Communications Director
  - 5) Legislative Director
  - 6) Director of Dream Scholar Affairs
  - 7) Commissioner of Environmental Sustainability
  - 8) Commissioners of Mental Health (2)
  - 9) Commissioner of Budget and Resources
  - 10) Director of Alumni Affairs
  - 11) Transfer Student Coordinator
  - 12) Senior Advisor
  - 13) Executive Assistant
  - 14) Coordinator of Artistic and Cultural Affairs
  - 15) Continuing Projects Coordinator
  - 16) Commissioner of Community and Climate
- C) The staff shall be appointed by the A.S. President without approval from the Senate, pursuant to the A.S. Constitution Article VI Section 2 A. 11.
- D) 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.
- E) The Head of Staff is responsible for organizing and operating the Office of the President.
  - 1) Direct the Office of the President staff, under the guidance of the President, to work on campus wide-issues.



- 2) Organize and facilitate weekly staff meetings and quarterly retreats.
  - 3) In concert with the President, conduct bi-quarterly one-on-one meetings with each staff member.
  - 4) Assume or delegate the responsibilities of any vacant positions within the Office of the President staff, until such position is filled.
  - 5) Attend commitments on the Presidents behalf when the President is unable to attend.
  - 6) Serve at least four (4) office hours a week dedicated to fulfilling all responsibility of the head of staff position.
  - 7) Serve a term of one (1) academic year.
  - 8) Represent the Office of the President to media outlets if requested by the President.
  - 9) Shall sit on the President's Cabinet.
- F) The Deputy Head of Staff is responsible for organizing and operating the Associated Students Executive Fellowship alongside the Deputy Head of Staff of the Office of the Internal Vice President.
- 1) Organize and manage the Associated Students Executive Fellowship as outlined in Article XVI of the A.S. By-laws with the Deputy Head of Staff of the Office of the Internal Vice President.
  - 2) Assist the Head of Staff in the execution of their duties.
  - 3) Be responsible for the function of the Office of the President fellows.
  - 4) Serve a minimum of four (4) office hours per week dedicated to fulfilling all responsibilities of the position.
  - 5) Serve a term of one (1) academic year.
- G) The Special Assistant to the President is responsible for the general administrative and clerical functions of the Office of the President.
- 1) Be knowledgeable on Senate matters to report to the President and staff.
  - 2) Schedule the President to attend campus events, meetings with clubs and organizations, and meetings with administration.
  - 3) Complete all office requisitions and maintain a record of the office budget.
  - 4) Collect and keep file of updated reports from all office staff.
  - 5) Serve at least two (2) office hours a week dedicated to organizing and maintaining the Office of the President.
  - 6) Serve a term of one (1) academic year.
- H) The Communications Director 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) Keep abreast of all A.S., Student Organization, Department, Campus, and Community events and coordinate the President's presence.

- 2) Ensures that all aspects of communication are covered to ensure that the President's message has been delivered clearly and successful
  - 3) Devise a transparent communications strategy to promote the President's agenda through all media outlets.
  - 4) Maintain a transparent Office of the President office by actively advertising major campaigns, actions, and lobby efforts through all available sources of media.
  - 5) Aid the Head of Staff in publicizing internship and/or volunteer opportunities available in the Office of the President.
  - 6) Be responsible for maintaining a good public image for the Office of the President and the Office of the President's staff.
  - 7) Organize quarterly forums and regular, targeted town halls.
  - 8) Hold a weekly one-on-one meeting with the President to strategize weekly appearances.
  - 9) Serve a minimum of two (2) office hours per week dedicated to fulfilling all responsibilities of the position.
  - 10) Serve a term of one (1) academic year.
- I) The Legislative Director shall be the President's head liaison to the AS Senate and its committees.
- 1) Draft all legislation as requested by the AS President.
  - 2) Stay up to date of all actions and affairs of the AS Senate and inform the AS President of business that is of importance to the Office of the President.
  - 3) Advocate for the passage of legislation supported by the Office of the President and Executive Office.
  - 4) Advise the President on all legislation at the local, statewide, and national level.
  - 5) Attend four (4) AS Senate meetings per quarter.
  - 6) Serve two (2) office hours per week.
  - 7) Attend all staff meetings of the Office of the President.
  - 8) Serve a term of one (1) academic year.
  - 9) The individual holding this position may not serve as a proxy for an AS Senator due to a direct conflict of interest as the head liaison of the President to the AS Senate and its committees
- J) Director of Dream Scholar Affairs:
- 1) Attend all Dream Scholar Resource Team (DSRT) meetings.
  - 2) Collaborate with Committees on Committees to inform undocumented students about Associated Students and to create a welcoming environment
  - 3) Coordinate and advertise all services and resources related to the undocumented community.

- 4) Establish and maintain a relationship between IDEAS, the undocumented student support and advocacy group at UCSB, and Associated Students as well as attend all general body meetings
  - 5) Facilitate the creation and maintenance of a resource page for undocumented students on the AS website
  - 6) Hold at least two (2) office hours per week
  - 7) Host at least 1 event every quarter to promote awareness about the undocumented community within Associated Students
  - 8) Keep the A.S. President and Senators up-to-date with current events and information pertinent to the undocumented community
  - 9) Serve a term of one (1) academic year
  - 10) Serve as the official representative to the President on all matters concerning undocumented students.
- K) The Commissioner of 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) Act as a liaison to A.S. Environmental Affairs Board, A.S. Coastal Fund, A.S. Recycling, A.S. Public Worms, A.S. Zero Waste Committee and the A.S. Food Bank.
  - 2) Work in coordination with these A.S. boards, commissions, and units 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.
  - 3) 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.
  - 4) Stay informed on all actions, legislations, and pending business of the Academic Senate and Administrative Advisory Committees that deal with environmental and sustainability issues and, to the best of their ability, advocate on behalf of students when issues that affect students are discussed.
  - 5) Serve four (4) office hours per week dedicated to fulfilling all responsibilities of the commissioner position.
  - 6) Serve a term of one (1) academic year.
- L) The Commissioner of Mental Health will provide student input to administrative bodies, create policy proposals regarding the quality of student mental health and wellness services, and monitor major student mental health concerns
- 1) Act as a liaison to A.S. Commission on Student Well Being and the A.S. Public and Mental Health Commission.
  - 2) Work in coordination with the A.S. COSWB, the Office of the President, and the A.S. Public and Mental Health Commission to identify areas of needed improvement in the quality and availability of campus facilities. Will create policy proposals, resolutions, and recommendations that will promote those improvements.

- 3) 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 mental health facilities.
  - 4) This position serves 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 Gaucho Health Insurance Committee (GHI).
  - 5) Stay informed and updated on all actions, legislations, and pending business of the Academic Senate and Administrative Advisory Committees that deal with mental health issues and, to the best of their ability, advocate on behalf of students when issues that affect students are discussed.
  - 6) Plan and organize at least one Mental Health Town Hall per one (1) academic year that is open and accessible to all UCSB students in order to properly assess student concerns regarding mental health and facilitate discussion on how the University can help support student well-being.
  - 7) Serve two (2) office hours per week dedicated to fulfilling all responsibilities of the commissioner position.
  - 8) Serve a term of one (1) academic year.
- M) The Commissioner of Budget and Resources will provide input to administrative bodies, create policy proposals to improve the transparency and management of the Associated Students budget and campus budget, and monitor spending, investments, proposed cuts, and sources of funding to the Association and campus.
- 1) Complete all office requisitions and maintain a record of the office budget.
  - 2) 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.
  - 3) 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.
  - 4) Stay informed on all actions, legislations, and pending business of the Academic Senate and Administrative Advisory Committees that deal with financial and budgeting matters and, to the best of their ability, advocate on behalf of students when issues that affect students are discussed.
  - 5) Serve two (2) office hours per week dedicated to fulfilling all responsibilities of the commissioner position.
  - 6) Serve a term of one (1) academic year.
- N) Director of Alumni Affairs
- 1) The Director of Alumni Affairs shall be appointed by the President and approved by simple majority (50% + 1) of Senate.
  - 2) 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.

- 3) Works with the President to facilitate and maintain communication between the students and alumni, duties include but are not limited to;
    - i. Attend Alumni Association and Foundation events upon the request of the President.
    - ii. Shall be the proxy for the President at Alumni Association or Foundation events if the President cannot attend.
    - iii. Participate on subcommittees of the Alumni Association and Foundation upon request (ex. Alumni Association All Gaucho Reunion Committee).
  - 4) Coordinate student participation in alumni events, Committees, etc.
  - 5) Works with Associated Students career staff to maintain the A.S. Alumni database.
  - 6) Coordinates events with alumni that include but are not limited to:
    - i. Associated Students Reunion
    - ii. Quarterly Past President's Council Calls
  - 7) Shall be a member of the President's cabinet.
  - 8) Shall hold at least two (2) office hours per week.
  - 9) Shall report to the Senate at least once a quarter.
  - 10) Assists in the stewardship of the Associated Students Endowment.
  - 11) Assists in the facilitation of the Senior Class Gift
- O) The Transfer Student Coordinator will provide student input to administrative bodies, create policy proposals regarding access and resources for transfer students, and monitor the accessibility and inclusivity of transfer students.
- 1) Act as a liaison to the Transfer Student Center and the Transfer Student Alliance.
  - 2) Work in coordination with the Transfer Student Senator and the Office of the President to identify areas of needed improvement in the accessibility and inclusivity of various student services and facilities like the Transfer Student Orientation, and create policy proposals and resolutions that will promote these improvements.
  - 3) Stay informed on all actions, legislations, and pending business of the Academic Senate and Administrative Advisory Committees that deal with transfer student issues and, to the best of their ability, advocate on behalf of students when issues that affect students are discussed.
  - 4) Serve at least two (2) office hours per week dedicated to fulfilling all responsibilities of the position
  - 5) Serve a term of one (1) academic year.
- P) The Senior Advisor is responsible for tracking, analyzing, and providing advice on the full range of operational and policy issues of Associated Students, UC Santa Barbara, Isla Vista, and the UC System.
- 1) Provide reviews of draft operational documents, policies, and strategies

- 2) Contribute to background analyses and recommendations of documents, resolutions, and proposals for the President's use
  - 3) Coordinate with staff in the Office of the President and provide input and guidance to staff on management views on the full range of operations, documents, and issues.
  - 4) Keep track of all ongoing projects in Associated Students
  - 5) Serve at least two (2) office hours a week dedicated to advising the Office of the President
  - 6) Serve a term of one (1) academic year
- Q) The Executive Assistant is responsible for enhancing the executive's effectiveness by providing management support, collecting information and representing the Office of the President.
- 1) Be knowledgeable on BCU and other executive office matters to report to the President and staff
  - 2) Maintain the President's appointment schedule by planning and scheduling meetings, teleconferences, e-conferences, and travel.
  - 3) Produce information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics
  - 4) Represent the executive by attending meetings in the executive's absence and speaking on behalf of the executive
  - 5) Serve at least two (2) office hours a week dedicated to organizing and maintaining the Office of the President
  - 6) Serve a term of one (1) academic year
- R) The Coordinator for Artistic and Cultural Affairs will provide student input to administrative bodies, is responsible for promoting the diverse arts and cultures of UC Santa Barbara as a way to create dialogue, and ensure UCSB's varied arts and cultures are recognized and acknowledged.
- 1) Act as a liaison to the MultiCultural Center, OISS (Office of International Students and Scholars), the Isla Vista Arts Board, and Arts and Lectures.
  - 2) Work in coordination with the above entities and the Office of the President to identify areas of improvement in the recognition and acknowledgement of various artistic and cultural events and activities throughout campus, and create policy proposals and resolutions that will promote these improvements
  - 3) Stay informed on all actions, legislations, and pending business of the Academic Senate and Administrative Advisory Committees that deal with artistic and cultural issues and, to the best of their ability, advocate on behalf of students when issues that affect students are discussed.
  - 4) Attend 3 artistic/cultural events per quarter that the AS President or the Coordinator does not personally identify with as a representative of the Office of the President
  - 5) Serve at least two (2) office hours a week dedicated, in non-AS affiliated spaces.
  - 6) Serve a term of one (1) academic year
- S) The Continuing Projects Coordinator will be knowledgeable of all short-term, and especially long-term projects the President is working on. They will stay up to date with those projects in order to advise and inform the incoming President throughout their first quarter in office.

- 1) Must meet with the AS Executive Director once (1) a quarter to stay informed of ongoing projects within AS and ongoing projects external to AS, particularly in the administration of UCSB, that affect the student body.
- 2) Shall attend at least two (2) AS Senate meetings per quarter, however, should not feel compelled to report quarterly on continuing projects.
- 3) Hold a weekly one-on-one meeting with the President.
- 4) Attend meetings with the President that involve long-term projects and take notes/minutes that should include project timeline, project goals, parties involved, people involved etc.
- 5) Serve two (2) office hours per week dedicated to fulfilling all responsibilities of the position.
- 6) Serve a term of at least four (4) quarters over the span of two (2) academic years.

The outgoing President shall recommend that the same Continuing Projects Coordinator from their administration be appointed by the incoming President to serve their first quarter in office.

T) The Technology Media Coordinator will work with media outlets to publish timely ASOP information, such as press releases, brochures, and other materials. They will also develop with the ASOP team in advertising, marketing, and promotion plans and assist in the execution of marketing campaigns.

- 1) Hold a minimum of two (2) regularly scheduled office hours.
- 2) Enact at least two (2) ASOP wide promotional or marketing campaigns for the academic year.
- 3) Manage Facebook page, ASOP YouTube channel, and all social media accounts.
- 4) Post on social media accounts on a weekly basis.
- 5) Responsible for updating ASOP website with accurate information and goals.
- 6) Responsible for recap quarter videos to increase transparency and video to meet the team.

U) The Commissioner of Community and Climate, herein referred to as the C.C. Commissioner is responsible for assessing the social climate within the Office of the President and building a community within the office as well as the executive branch of Associated Students.

- 1) The C.C. Commissioner shall be appointed by the President and approved by simple majority (50% +1) of Senate.
- 2) Serves a term of at least four (4) quarters over the span of two (2) academic years, beginning in Winter Quarter of each academic year.
  - a) The outgoing President shall recommend that the same C.C. Commissioner from their administration be appointed by the incoming President to serve their first quarter in office.
- 3) Facilities bonding events within the Office of the President to curate a positive working environment among staff members, duties include but are not limited to:
  - a) Hold at least two (2) meetings per month as the Head of the Commission of A.S. Community and Climate.

- b) Coordinate at least one (1) bonding event per month within the Office of the President.
    - i. These events should be limited in cost in order to preserve the budget of student fees for relevant project within the office.
    - ii. These events are not mandatory for staff members to attend, but attendance should be highly encouraged within the office.
  - c) Shall Chair the Commission on Community and Climate (C.C.C.)
  - d) Attend one (1) Committee on Committees (CoC) meeting a month to update the committee on A.S. internal affairs and to collaborate with A.S. wide projects held by CoC.
    - i. Responsible for reporting updates about the CoC meetings to the C.C. Commission.
    - ii. The C.C. Commission will be responsible for helping the CoC plan at least one (1) A.S. wide bonding event in the given school year.
    - iii. These events should be advertised through A.S. channels of communication, so that every member of A.S. is informed about the event.
  - e) Plan at least three (3) executive-wide bonding events between all five (5) A.S. executive offices with the C.C. Commission.
    - i. These events should be held quarterly (1 each quarter), with a budget split between each executive office's special projects funding. This money is under the discretion of each executive officer. The commission must work with all executive officers for final decisions and allocations of money.
- 4) Administer three (3) mid-quarter evaluations (1 each quarter) within the Office of the President to analyze staff climate, and must report this information during President's office meetings.
- a) Work with the Presidential Head of Staff and Deputy Head of Staff as well as all other necessary members to analyze each general member's sustainments and improvements within their position.
  - b) General members must fill out these evaluations to analyze the President, Head of Staff, Deputy Head of Staff, any other necessary members, and the climate within the general office.
  - c) Utilize evaluation analyses to create plans to alleviate any grievances a member may have within the office.
  - d) Except in cases of mandated reporting, the C.C. Commissioner is required to keep all evaluation results confidential and anonymous. During discussions of evaluation results between office members or within the C.C. Commission, all names must be kept anonymous to maintain the privacy of each individual. Discussions must focus on the improvement of office climate and individual growth of office members.
  - e) The C.C. Commissioner is required to report any concerning feedback such as threat of harm to themselves and should be able to recommend resources such as Title IX, CAPS, etc. For instances of Abusive Conduct/Bullying, the C.C.



Commissioner is required to report such actions to the Conduct & Ethics Committee (CEC)

- 5) Shall hold at least two (2) office hours per week.

SECTION 4. OFFICE OF FACILITIES AND GOVERNANCE

A) The Associated Students Office of Facilities and Governance is a coordinating body regarding the use of student facilities on campus in concert with the A.S. President vis-à-vis their role as the Campus Planning Committee representative and role as an ex-officio member on facility governance boards.

B) The Office of Facilities and Governance shall consist of:

- 1) Facilities Commissioner
- 2) Four (4) Representatives to the University Center Governance Board
- 3) Two (2) Representatives to the Recreation Center Governance Board
- 4) One (1) Representative to the Student Resource Building Governance Board
- 5) One (1) Representative to the Events Center Governance Board
- 6) A.S. President
- 7) Internal Vice President

C) Duties of the Associated Students Facilities Commissioner:

- 1) Work 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.
- 2) 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.
- 3) 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.
- 4) Complete at least one project by the end of the academic year that improves facilities on campus.
- 5) Stay informed on all actions, legislations, and pending business of the Academic Senate and Administrative Advisory Committees that they oversee and, to the best of their ability, advocate on behalf of students when issues that affect students are discussed.
- 6) Write detailed reports on the progress of the issues they are working on and present all updates at the weekly staff meetings.
- 7) Serve a minimum of four (4) office hours per week dedicated to fulfilling all responsibilities of the commissioner position.
- 8) Serve a term of one (1) academic year.
- 9) Shall sit on the President's Cabinet.

B) Function of the Commission:

- 1) Ensure that all student-fee funded facilities on campus are accountable to the student body through their budgets, staff, programming, etc.
- 2) Meet at least three times per quarter to coordinate policy across the facilities.
- 3) Work towards increased sustainability in all campus facilities.

SECTION 6. OFFICE OF THE INTERNAL VICE PRESIDENT

A) Charge of the Office:

The Office of the Internal Vice President 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. Furthermore, the office works to identify areas of needed improvement in undergraduate educational quality, and creates policy proposals and resolutions that will promote those improvements.

B) The Associated Students Office of the Internal Vice President is empowered to assist the IVP in the execution of their duties.

C) The office shall be selected by the IVP, recommended by the President, and approved by 50% +1 of the Senate.

D) The Office of the Internal Vice President shall consist of:

- 1) Chief of Staff
- 2) Deputy Chief of Staff
- 3) Student Fee Advisory Commissioner
- 4) Director of Accountability
- 5) First Pro-Tempore
- 6) Second Pro-Tempore
- 7) Internal Affairs Coordinator (2)
- 8) Public Relations/Media Coordinator (2)
- 9) Internal Compliance Officer

E) All members referred to above shall be required to attend the weekly staff meetings, as well as the quarterly retreats.

- 1) All members are required to work in a manner that reflects the goals of the office and in a manner that is consistent with the representation of A.S. internal affairs.

F) Chief of Staff is responsible for organizing and running the Internal Vice President's Office.

- 1) Attend all meetings on the IVP's behalf when the IVP cannot attend.
- 2) Be responsible for the general administrative and clerical functions of the IVP office.
- 3) Shall be responsible for maintaining a binder with copies of all requisitions for the IVP office.
- 4) Organize and facilitate weekly staff meetings and quarterly retreats.
- 5) Check in with office staff at least three (3) times per quarter to provide support and guidance in their work.
- 6) Serve as the official Associated Students representative to the following Academic Senate and Administrative Advisory Committees: Council on Planning and Budget.

- 7) Stay informed on all actions, legislations, and pending business of the Academic Senate and, to the best of their ability, advocate on behalf of students when issues that affect students are discussed.
  - 8) Serve a minimum of four (4) office hours per week dedicated to fulfilling all responsibilities of the position.
  - 9) Shall communicate extensively with the Academic Affairs component at each University of California student government.
  - 10) Attends all interviews involving Committee on Committees appointments pertaining to Academic Senate (Sub) Committees and Academic Planning and Review Panel student representatives.
- G) The Deputy Chief of Staff is responsible for organizing and operating the Associated Students Executive Fellowship alongside the Deputy Chief of Staff of the Office of the President.
- 1) Organize and manage the Associated Students Executive Fellowship as outlined in Article XVI of the A.S. By-laws with the Deputy Chief of Staff of the Office of the President.
  - 2) Assist the Chief of Staff in the execution of their duties.
  - 3) Be responsible for the function of the Office of the Internal Vice President fellows.
  - 4) Serve as the Commissioner of Community and Climate as a representative on behalf of the IVP.
    - a) Works with the IVP's Office to facilitate bonding events within the Office of the IVP to curate a positive working environment among staff members, duties include but are not limited to:
      - i. Attend at least two (2) meetings per month as a member of the Commission of A.S. Community and Climate.
      - ii. The C.C.C. Commission will be responsible for helping the Committee on Committees plan at least one (1) A.S. wide bonding events in the given school year.
      - iii. Coordinate at least one (1) bonding event per month within the Office of the IVP.
      - iv. These events should be limited in cost in order to preserve the budget of student fees for relevant projects within the office.
      - v. These events are not mandatory for staff members to attend, but attendance should be highly encouraged within the office.
      - vi. Plan at least three (3) executive-wide bonding events between all five (5) A.S. executive offices with the C.C. Commission.
      - vii. These events should be held quarterly (1 each quarter), with a budget split between each executive offices' special projects funding. This money is under the discretion of each executive officer. The commission must work with all executive officers for final decisions and allocations of money.

- b) Administer three (3) mid-quarter evaluations (1 each quarter) within the IVP's Office to analyze staff climate, and must report this information during IVP's office meetings.
  - i. The C.C. Commissioner should work with the IVP's Head of Staff as well all other necessary members to analyze each general member's sustainments and improvements within their position.
  - ii. General members must fill out these evaluations to analyze the IVP, Head of Staff, Deputy Head of Staff, any other necessary members, and the climate within the general office.
  - iii. These analyses must be utilized by the C.C. Commissioner to create plans to alleviate any grievances a member may have within the office.
  - iv. Except in cases of mandated reporting, the C.C. Commissioner is required to keep all evaluation results confidential and anonymous. During discussions of evaluation results between office members or within the C.C. Commission, all names must be kept anonymous to maintain the privacy of each individual. Discussions must focus on the improvement of office climate and individual growth of office members.
  - v. The C.C. Commissioner is required to report any concerning feedback such as threat of harm to themselves and should be able to recommend resources such as Title IX, CAPS, etc. For instances of abusive conduct or bullying, the C.C. the Commissioner is required to report such actions to the Conduct & Ethics Committee.
- 5) Serve a minimum of four (4) office hours per week dedicated to fulfilling all responsibilities of the position.
- 6) Serve a term of one (1) academic year.

H) The Student Fee Advisory Commissioner and Internal Financial Record Keeper:

- 1) 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.
- 2) 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
- 3) 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.
  - a. Provide the report to A.S. President, Executive Director, and the Vice Chancellor of Student Affairs should a misappropriation of funds be discovered.
- 4) Attend both Senate Finance and Business Committee and Senate at least once (1) per quarter and report on any relevant issues regarding A.S.- Administered Student Lock-In Fees.
- 5) 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.
- 6) Serve at least two (2) office hours per week.

- 7) Be empowered to review the financial processes of the Senate and make recommendations to the Internal Vice President.
  - 8) Seek the feedback and record the financial experience of all fund requesting members and be empowered to recommend policy reform for the IVP's consideration.
- I) The Director of Accountability:
- 1) Work with the IVP to ensure that all A.S. Representatives fulfill their job descriptions.
  - 2) Read the minutes of A.S. Committees, and the reports of the Academic Senate or Advisory Committees to determine attendance at meetings.
  - 3) Report to Senate Twice a quarter on the state of the accountability of the association.
  - 4) Meet with BCUs once a quarter to discuss their relationship with their Senate Liaison and any other accountability issues.
  - 5) Distribute and collect Senate Liaison Evaluation Forms twice per quarter and provide the forms to the IVP.
  - 6) 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.
    - a) Distribute and collect Accountability Forms to Senators weekly during the Fall Quarter and update a tracker to help Senators understand and fulfill their duties.
    - b) Distribute Accountability Forms to Senators twice a quarter, during the Winter and Spring Quarters, and collect/discuss them in the electronic senator assessments.
  - 7) Shall facilitate and review electronic individual senator assessments. The assessment shall be provided to senators at the last senate meeting of the quarter and must be completed by the first senate meeting of the following quarter.
    - a) Shall collaborate with First Senate President Pro-Tempore and the Second Pro-Tempore on electronic senator assessments.
    - b) Shall create a holistic report of the information contained in the electronic individual assessments that will be submitted to the First Senate President Pro-Tempore.
  - 8) Work with the Committee on Committees University Shared Governance coordinator to contact all Advisory Committees and Academic Senate Committees to obtain information on every student representative's attendance and performance at their appointed committees.
  - 9) Report to the Honoraria Committee with all relevant forms and information to aid in the assessment of member's job description fulfillment.
  - 10) Serve as an Ex-Officio Member of Committee on Committees and Honoraria Committee.
  - 11) Serve at least two (2) office hours per week in the Associated Students building.
- J) Duties and Powers of the Internal Affairs Coordinator
- 1) Ensure that there is open communication between Boards, Commissions, and Units on matters that affect them directly and indirectly.

- 2) Work with the Internal Vice President to ensure open communication between BCU's, Senate, and Executive Offices.
- 3) Prepare weekly reports on the projects/work of assigned BCU reports.
- 4) Work with Public Relations/Media Coordinators to public weekly BCU reports.
- 5) Communicate with BCU chairs and commissioners once a month to prepare reports on individual BCU member's performance. These reports will be collected and utilized by the Honoraria Committee upon the conclusion of each quarter.
- 6) Attend each BCU Meeting at least once per quarter to the best of their ability.

K) Public Relations/Media Coordinator

- 1) Work with the Second Pro-Tempore to publish weekly legislation reports on all available platforms, including but not limited to all Internal Vice President social media accounts.
- 2) Work with the Coordinator(s) of Internal Affairs to publish weekly reports on the projects/work of all Boards, commissions, and Units.
- 3) Be available to support the efforts of any other projects or members in the Office of the Internal Vice President.
- 4) Must serve as a GoGaucho Member/Liaison.
- 5) Be charged with the responsibility of upkeep for the A.S. Newsletter on GoGaucho Website.
- 6) Must coordinate, alongside IVP, Special Project Allocation of at least 10% for all GoGaucho Website Costs.
  - i. This includes all associated costs for Website and WebTeam Development for upkeep, operation, maintenance, outreach and labor.

L) Internal Compliance Officer

- 1) Work in conjunction with the IVP to facilitate an Association Wide Compliance Evaluation to survey Association Members' experience and satisfaction with AS Services and All Internal Operations.
  - a) This includes but is not limited to Office functions, A.S. Spaces, A.S. Faculty and Staff, and All Appointed and Elected Officials.
- 2) Will conduct the ADA Compliance Assessment to record and report areas on campus that are deemed inaccessible by students.
  - a) The Survey will invite responses of the entire student body for feedback on Campus Accessibility.
    - i. Will assess each location for ADA Compliance and Building Code Adherence.
    - ii. All reports will be submitted to governing campus and groups facilities.
  - b) We seek the collaboration of other A.S. Entities to ensure all Students Rights to accessibility are maintained.

- c) Conduct a Campus Walk Through 1-2 times per fiscal year to assess areas of concern and collect the responses of A.S. members to evaluate Accessibility needs and interests.
- 3) Will Operate and Prepare an Evaluation System for All A.S. Functions (ESAAF).
- a) The online system will be available on the A.S. Website and record the feedback of all A.S. Internal Affairs.
    - 1. The survey will be distributed to the entire Student Body.
    - 2. All questions will focus on matters directly related to A.S. Internal Affairs and A.S. Legal Code.
  - b) Be responsible for reporting all feedback to the Office and Respective entities.
  - c) Be responsible for report to the Public Media Coordinator to ensure feedback is recorded, and made available for A.S. advancement and improvement.
  - d) Work with the Coordinator(s) of Internal Affairs and Director of Legislative Accountability to ensure Survey is comprehensive and thoroughly address A.S. Internal Functions.
    - i. Be empowered to collaborate with DLA in efforts to expand Accountability efforts with the Association.
  - e) These reports will be collected and utilized by the Honoraria Committee upon the conclusion of each quarter.
- 4) Will be required to meet with the Office of Student Life, Office of Student Code of Conduct and Department of Human Resources once per quarter to share and report relevant A.S. information based on Student Reported Feedback.
- a) Request a respective Staff member from external offices to attend Senate to share information related to Internal Feedback improvement.

SECTION 7. OFFICE OF THE EXTERNAL VICE PRESIDENT FOR LOCAL AFFAIRS

- A) The Associated Students Office of the External Vice-President for Local Affairs is empowered to assist the EVPLA in the execution of their duties.
- B) The office staff shall be selected by the EVPLA, recommended to the President, and approved by 50% + 1 of Senate.
- C) The office of the External Vice President of Local Affairs shall consist of:
  - 1) Head of Staff
  - 2) Isla Vista Community Liaison
  - 3) Community Safety Coordinator
  - 4) County Liaison
  - 5) Resident and Housing Coordinator
  - 6) Environmental Affairs Coordinator
  - 7) Community Events Coordinator
  - 8) Public Relations Coordinator
  - 9) Deputy Head of Staff
  - 10) Community Service District Coordinator
  - 11) Liaison for the Police and Community Affairs Forum

- 12) Food Security Coordinator
  - 13) Director of Budget and Finances
  - 14) Major Events and Crisis Coordinator
  - 15) Commissioner of Community and Climate
- D) All members referred to above shall be required to attend the weekly staff meetings, as well as the quarterly retreats.
- E) Head of Staff is responsible for organizing and running the External Vice-President of Local Affairs Office.
- 1) Work with the External Vice-President of Local Affairs (EVPLA) and other office staff on local issues.
  - 2) Be responsible for the general administrative and clerical functions of the EVPLA office.
  - 3) Organize and facilitate weekly staff meetings and quarterly retreats.
  - 4) Publicize, outreach, and recruit interns/volunteers to work on local campaigns with which the EVPLA office is involved.
  - 5) 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.
  - 6) 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.
  - 7) Serve a minimum of four (4) office hours per week.
  - 8) In the absence of the EVPLA, accept all time sensitive duties of EVPLA.
  - 9) Be responsible for the general administration and clerical functions of the office of the EVPLA.
  - 10) Schedule the EVPLA to attend club and organizations meetings, campus events, and meetings with Isla Vista and Santa Barbara County entities.
  - 11) Keep a file of all reports submitted by the EVPLA Coordinators and Liaisons.
  - 12) Serve a minimum of three (3) office hours per week, devoted to organizing and maintaining the EVPLA office.
  - 13) Take minutes of all proceedings at all Office of the EVPLA staff meetings
  - 14) Assist the Chief of Staff in management of the office staff and resources.
  - 15) Coordinates constituent services for the Office of the EVPLA including but not limited to: responding to email from constituents, scheduling meetings for constituents with the appropriate office staff member, helping constituents get meetings with local officials or agencies, directing constituents to the A.S. or Santa Barbara County service/agency they need to reach, tracking SeeClickFix reports, etc. etc.
- F) The Isla Vista Community Liaison will focus on projects in Isla Vista and general welfare of the Isla Vista Community.
- 1) Act as a liaison to the A.S. Community Affairs Board.
  - 2) Act as liaison to the Isla Vista Teen Center and attend regular meetings of the Isla Vista Community Network.



- 3) 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.
  - 4) Act as a co-coordinator of Chilla Vista with the Community Events Coordinator.
  - 5) Act as a liaison to the Isla Vista Recreation and Parks District and attend one (1) IVPRD meeting per quarter.
  - 6) Meet with each of the four (4) AS Entities in the Isla Vista Food Cooperative contract and oversee and address problems.
  - 7) Coordinate an annual "Lighting Walk" through Isla Vista, along with the Community Safety Coordinator, utilizing EVPLA staff and other volunteers to check on street lighting and report to Southern California Edison.
  - 8) Act as a liaison to the A.S. Isla Vista Community Relations Committee.
  - 9) Serve a minimum of three (3) office hours per week.
- G) The Community Safety Coordinator will focus on the physical and social safety and well-being of people on campus and in Isla Vista:
- 1) Act as a liaison to A.S. Queer Commission, A.S. Take Back the Night, A.S. Student Commission on Racial Equality, and A.S. Commission on Disability Equality. Attend at least two (2) meetings of each of the above Boards and Commissions per quarter and stay in constant communication with their chairs.
  - 2) Shall sit on AS Public Safety Commission and attend regular meetings.
  - 3) Meet regularly with Isla Vista Foot Patrol and the University of California Police Department.
  - 4) Serve a minimum of three (3) office hours per week.
  - 5) 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.
  - 6) Facilitate the safety keeping efforts of all projects coming out of this office.
  - 7) Coordinate Hate/Bias Prevention training for the EVPLA staff by week six (6) of fall quarter.
  - 8) Maintain the Taxi Cab project.
  - 9) Coordinate an annual "Lighting Walk" through Isla Vista, along with the Isla Vista Community Liaison, utilizing EVPLA staff and other volunteers to check on street lighting and report to Southern California Edison.
- H) The Resident and Housing Coordinator will focus on local residents' issues and rights.
- 1) Act as liaison to A.S. Isla Vista Tenants' Union meetings through regular attendance of meetings and active support of the Committee's campaigns.
  - 2) Act as a liaison between Associated Students and the Isla Vista Community Network.
  - 3) Act as a liaison to the Community Housing Office.
  - 4) Serve a minimum of three (3) office hours per week.

- 5) Shall complete at least one (1) additional project/campaign that addresses housing, non-student resident, or tenant issues in the community.
  - 6) Attend at least two (2) LRC meetings per quarter.
- I) The Environmental Affairs Coordinator shall work on environmental issues.
- 1) Act as a liaison to the waste management services of Isla Vista.
  - 2) Act as liaison to A.S. Coastal Fund, AS WORMS and Recycling, and I.V. Surfrider.
  - 3) Be recommended as one of the Associated Students Representatives for the Campus Sustainability Committee and attend regular meetings.
  - 4) 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.
  - 5) Serve three (3) office hours per week, one of which will be held in the EAB office.
  - 6) Shall complete at least one (1) additional project/campaign that addresses environmental issues in the community.
- J) The County Liaison:
- 1) Serve as a legislative liaison to the External Vice President for Local Affairs office as well as to the County Board of Supervisors.
  - 2) Work closely with Student Organizations on campus who currently work on political and/or education issues on a local level.
  - 3) 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 attend when they are discussing issues that affect students.
  - 4) Shall play an active role in voter registration and voter turnout campaigns on campus and in Isla Vista.
  - 5) To the best of their ability, build a rapport and working relationship with the office of public officials in our district through regular meetings.
  - 6) Serve a minimum of three (3) office hours per week.
  - 7) Shall serve as a co-chair of A.S. Lobby Corps.
  - 8) When needed, report to Senate on county matters.
  - 9) Meet with the office of the 3<sup>rd</sup> District at least once (1) per quarter.
  - 10) Research any policies, ordinances, measures and legislation surfacing throughout Santa Barbara County.
  - 11) Serve as a legislative liaison to the County Board of Supervisors.
- K) The Community Events Coordinator:
- 1) Coordinate Halloween efforts between Associated Students, the Office of Student Life, and the County of Santa Barbara.

- 2) 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.
- 3) Conduct a post-Halloween evaluation during fall quarter.
- 4) Work during winter and spring quarter to improve the previous year's Halloween based on data found in the survey from that fall.
- 5) Begin planning for the fall Halloween during the spring quarter they are appointed.
- 6) Host a Halloween town forum in IV the week before Halloween.
- 7) Co-Coordinate Chilla Vista during the Spring quarter with the IV Community Liaison.
- 8) Organize special events that impact the community. This includes grassroots types of events, non-AS events, etc.
- 9) Coordinate Deltopia efforts between Associated Students, the Office of Student Life, and the County of Santa Barbara.
- 10) Serve a minimum of three (3) office hours per week.

L) Public Relations Coordinator:

- 1) Be responsible for maintaining a good public image for the External Vice President of Local Affairs and the EVPLA's staff.
- 2) Act as a liaison to the campus media:
  - a) The Daily Nexus
  - b) A.S. The Bottom Line
  - c) KCSB
  - d) University Announcements
  - e) Any and all other media outlets.
- 3) Attend regular A.S. Communications Committee meetings.
- 4) Be responsible for producing state of the community updates on at least a quarterly basis.
- 5) Will advertise for any and all EVPLA related events, projects and campaigns.
- 6) Serve a minimum of two (2) office hours per week.
- 7) Have an active role in all EVPLA projects, as needed, including but not limited to writing press releases, logistical coordination, legislation and advertising.

M) The Deputy Head of staff is responsible for fulfilling the following tasks:

- 1) Assisting the Head of staff in running the office and staff
- 2) Attending all meetings that the EVPLA cannot attend and act as their representative
- 3) Can work on special projects to further the achievements of the EVPLA office
- 4) Assist and advise other staff members for their projects
- 5) Keep notes and knowledge about all things going on in the EVPLA office to be able to properly serve as the EVPLA's alternate

6) Contacting and meeting with staff members when necessary

N) Community Service District (CSD) Coordinator is responsible for the following tasks:

- 1) Educating the campus on local Isla Vista governance
- 2) Organizing a candidate forum for the Community Service District Board of Directors candidates
- 3) Creating educational pamphlets on what residents would be voting on in Isla Vista. This year, it was the Measure F pamphlet that showed it would cost 8% of utilities for the services the IV CSD would provide
- 4) Coordinating volunteer efforts for non-partisan voter registration along with canvassing in the community on local measures that will be on the ballot.
- 5) Attending meetings on voter registration efforts and the Community Service District
- 6) Coordinating volunteer efforts for tabling and creating poll maps for election day directing people to their polling locations in IV and on-campus

O) EVPLA liaison for the Police and Community Affairs Forum:

- 1) Gather stakeholders and student/community leaders to sit on the resource board.
- 2) Serve as the AS chair of the board
- 3) Provide a safe space for productive dialogue between IV law enforcement and the community
- 4) Provide for and organize each monthly public meeting (spaces, time, lunch, agenda items)
- 5) Bridge the gap in order to build mutual trust between law enforcement and the community.
- 6) Maintain the Police Collaborative Board Project and hold at least two (2) meetings with the board.
- 7) Act as a liaison between Isla Vista Foot Patrol, University of California Police Department, and the Office of the External Vice President for Local Affairs.

P) Food Security Coordinator

- 1) Act as a liaison between the association and the Isla Vista Food Cooperative (IVFC) by communicating and participating in the integration of any new collaborations between both organizations.
- 2) Prepare and attend all monthly Isla Vista Food Cooperative meetings (minimum of one (1) monthly Board of Directors meeting and possibly one (1) Executive Session and/or committee meeting).
- 3) Work with the IVFC Outreach Coordinator to attend a minimum of one (1) outreach event per quarter, including Sunflower Kids Club, an Isla Vista community meeting, or other Isla Vista related tabling event that the Co-op is attending.
- 4) Act as liaison to the Food Bank Board.
- 5) Serve a minimum of three (3) office hours per week.

- 6) Complete at least one (1) project or campaign that promotes cooperative principles and food justice and safety each quarter.
  - 7) Meet with the four (4) Boards, Commissions, and Units in the Isla Vista Food Cooperative contract and oversee and address any problems. These four (4) Boards, Commissions, and Units include:
    - a) Community Affairs Board
    - b) Isla Vista Community Relations Committee
    - c) Isla Vista Tenants Union
    - d) Environmental Affairs Board
- Q) The Director of Budget and Finances is responsible for organizing the budget for the office of the External Vice President for Local Affairs and updating the Chief of Staff monthly on finances.
- 1) Keep track of all office expenses including funding requests, events, and supplies.
  - 2) Meet monthly with both the External Vice President for Local Affairs and the Chief of Staff to provide an update on the budget.
  - 3) At the beginning of each quarter, establish the amount of honoraria for the office.
  - 4) Provide quarterly reports to the office on the amount of money leftover and create a quarterly expense report.
  - 5) Serve a minimum of three (3) office hours per week.
  - 6) Complete all office requisition forms and turn them in to the Chief of Staff.
  - 7) Create and maintain budgets for all upcoming events and projects.
  - 8) Ensure financial transparency with the wider UCSB community by making the budget for the office accessible.
- R) Major Events and Crisis Coordinator
- 1) Plan the safety measures of weekends such as Deltopia, Extravaganza, and Halloween.
  - 2) Meet with A.S. Queer Commission, A.S. Take Back the Night, A.S. Commission on Racial Equality, and A.S. Commission on Disability Equality the month prior to the major weekends.
  - 3) Collaborate with A.S. Public Safety Commission, Isla Vista Foot Patrol, and the University of California Police Department.
  - 4) Coordinate response efforts to any new challenges in our community such as the COVID-19 crisis.
  - 5) Serve a minimum of three (3) office hours per week.
- S) The Commissioner of Community and Climate, herein referred to as the C.C. Commissioner is responsible for assessing the social climate within the Office of the EVPLA and building a community within the office as well as the executive branch of Associated Students.
- 1) The C.C. Commissioner shall be appointed by the EVPLA and approved by simple majority (50% +1) of Senate.
  - 2) The C.C. Commissioner shall serve a term of at least four (4) quarters over the span of (2) academic years, beginning in Winter Quarter of each academic year.

- a) The outgoing EVPLA shall recommend that the same C.C. Commissioner from their administration be appointed by the incoming EVPLA to serve their first quarter in office.
- 3) Works with the EVPLA's Office to facilitate bonding events within the Office of the EVPLA to curate a positive working environment among staff members, duties include but are not limited to:
- a) Attend at least two (2) meetings per month as a member of the Commission of A.S. Community and Climate.
    - i. The C.C. Commission will be responsible for helping the Committee on Committees plan at least one (1) A.S. wide bonding event in the given school year.
  - b) Coordinate at least one (1) bonding event per month within the Office of the EVPLA.
    - i. These events should be limited in cost in order to preserve the budget of student fees for relevant projects within the office.
    - ii. These events are not mandatory for staff members to attend, but attendance should be highly encouraged within the office.
  - c) Plan at least three (3) executive-wide bonding events between all five (5) A.S. executive offices within the C.C. Commission.
    - i. These events should be held quarterly (1 each quarter), with a budget split between each executive offices' special projects funding. This money is under the discretion of each executive officer. The commission must work with all executive officers for final decisions and allocations of money.
- 4) Administer three (3) mid-quarter evaluations (1) each quarter within the EVPLA's Office to analyze staff climate, and must report this information during EVPLA's office meetings.
- a) The C.C. Commissioner should work with the EVPLA's Head of Staff as well as all other necessary members to analyze each general member's sustainments and improvements within their position.
  - b) General members must fill out these evaluations to analyze the EVPLA and Head of Staff as well as any other necessary members, and the climate within the general office.
  - c) These analyses must be utilized by the C.C. Commissioner to create plans to alleviate any grievances as a member may have within the office.
  - d) Except in cases of mandated reporting, the C.C. Commissioner is required to keep all evaluation results confidential and anonymous. During discussions of evaluation results between office members or within the C.C. Commission, all names must be kept anonymous to maintain the privacy of each individual. Discussion must focus on the improvement of office climate and individual growth of office members.
  - e) The C.C. Commissioner is required to report any concerning feedback such as threat of harm to themselves and should be able to recommend resources such as Title IX, CAPS, etc. For instances of abusive conduct or bullying, the C.C. The Commissioner is required to report such actions to the Conduct & Ethics Committee.

- 5) Shall hold at least two (2) office hours per week.

SECTION 8. OFFICE OF THE EXTERNAL VICE-PRESIDENT FOR STATEWIDE AFFAIRS

- A) The Associated Students Office of The External Vice-President for Statewide Affairs is empowered to assist the EVPLA in the execution of their duties.
- B) The office staff shall be selected by the EVPSA, recommended to the President, and approved by 50% + 1 of Senate.
- C) The office of the External Vice President of Statewide Affairs shall consist of:
  - 1) External Head Of Staff
  - 2) Internal Head of Staff
  - 3) Policy Analysts (2)
  - 4) Communications Director
  - 5) Deputy Communications Director
  - 6) Organizing Director
  - 7) Deputy Organizing Directors (2)
  - 8) Community Outreach Liaisons (2)
  - 9) UCSA Campaign Coordinators
  - 10) Voter Registration Coordinator
  - 11) Legislative Director
  - 12) Deputy Legislative Director
  - 13) Statewide Fellows
  - 14) International Student Representative
  - 15) Transfer Student Representative
  - 16) Undocumented Student Representative
  - 17) Basic Needs Director
  - 18) Labor Director
  - 19) Environmental Affairs Director
- D) All members referred to above shall be required to attend the staff meetings, as well as the quarterly retreats.
- E) The External Head of Staff is responsible for organizing and running the External Vice President for Statewide Affairs Office.
  - 1) Attend all meetings on behalf of the EVPSA when they cannot attend.
  - 2) Work with the EVPSA and other staff on statewide and national issues.
  - 3) Organize, schedule, and facilitate staff meetings, all-staff meetings, quarterly retreats, and quarterly staff evaluations.
  - 4) Work with the Communications 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.
  - 5) Work with the EVPSA to interview and appoint fellows.
  - 6) Check in regularly with office staff to provide support and guidance in their work.
  - 7) Serve four (4) office hours per week, devoted to management of a productive and effective EVPSA office.
  - 8) Report to Senate a minimum of two (2) times per quarter.

- 9) Serve a term of one (1) academic year.
- F) The Internal Head Of Staff is responsible for organizing and directing the fellows of the Office Of The External Vice President For Statewide Affairs.
- 1) Organize and manage the Associated Students Executive fellows as provided for by the Deputy Chief of Staffs of the Office of the Presidency and the Office of the Internal Vice President in conjunction with the Deputy Organizing Director.
  - 2) Assist the Chief of Staff in the execution of their duties, and in the absence of the Chief of Staff, assume their duties.
  - 3) Be responsible for the function and wellbeing of the Office Of The External Vice President For Statewide Affairs.
  - 4) Serve as the Commissioner of Community and Climate as a representative on behalf of the EVPSA.
    - a) Works with the EVPSA's Office to facilitate bonding events within the Office of the EVPSA to curate a positive working environment among staff members, duties include but are not limited to:
      - i. Attend at least two (2) meetings per month as a member of the Commission of A.S. Community and Climate.
      - ii. The C.C. Commission will be responsible for helping the Committee on Committees plan at least one (1) A.S. wide bonding event in the given school year.
      - iii. Coordinate at least one (1) bonding event per month within the Office of the EVPSA.
      - iv. These events should be limited in cost in order to preserve the budget of student fees for relevant projects within the office.
      - v. These events are not mandatory for staff members to attend, but attendance should be highly encouraged within the office.
      - vi. Plan at least three (3) executive-wide bonding events between all five (5) A.S. executive offices within the C.C. Commission.
      - vii. These events should be held quarterly (1 each quarter), with a budget split between each executive offices' special projects funding. This money is under the discretion of each executive officer. The commission must work with all executive officers for final decisions and allocations of money.
    - b) Administer three (3) mid-quarter evaluations (1 each quarter) within the EVPSA's Office to analyze staff climate, and must report this information during EVPSA's office meetings.
      - i. The C.C. Commissioner should work with the EVPSA's Head of Staff as well as all other necessary members to analyze each general member's sustainments and improvements within their position.
      - ii. General members must fill out these evaluations to analyze the EVPSA, Head of Staff, Deputy Head of Staff, any other necessary members, and the climate within the general office.



- iii. These analyses must be utilized by the C.C. Commissioner to create plans to alleviate any grievances a member may have within the office.
    - iv. Except in cases of mandated reporting, the C.C. Commissioner is required to keep all evaluations results confidential and anonymous. During discussion of evaluation results between office members or within the C.C. Commission, all names must be kept anonymous to maintain the privacy of each individual. Discussion must focus on the improvement of office climate and individual growth of office members.
    - v. The C.C. Commissioner is required to report any concerning feedback such as threat of harm to themselves and should be able to recommend resources such as Title IX, CAPS, etc. For instances of abusive conduct or bullying, the C.C. The Commissioner is required to report such actions to the Conduct & Ethics Committee.
  - 5) Attend all EVPSA weekly meetings and quarterly retreats.
  - 6) Serve a minimum of two (2) office hours per week.
  - 7) Serve a term of one (1) academic year.
- G) The Policy Analysts run the EVPSA office think tank for both federal and state legislation, researches policy, and provides guidance around policy issues to the EVPSA office.
- 1) 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:
    - a) United States Congress
    - b) California State Senate and Assembly
    - c) UC Regents
    - d) UC Office of the President
  - 2) Work in partnership with the *EVPSA* and Senate to pass resolutions related to national and statewide issues.
  - 3) Be responsible for any assigned fellows, and conduct a weekly national and statewide policy advising staff meeting.
  - 4) Respond to staff inquiries in a timely manner.
  - 5) Report to Senate a minimum of two (2) times per quarter.
  - 6) Serve three (3) office hours per week devoted to research.
  - 7) Attend all EVPSA staff meetings and quarterly retreats.
  - 8) Serve a term of one (1) academic year.
- H) The Communications Director is in charge of getting the word out about conferences, events, and issues that the EVPSA office is working on and maintaining the office's website and social media platforms.
- 1) Keep the website up to date with the newest information on board meetings, staff, office hours, etc.
  - 2) Create infographics, posters, and multimedia to advertise upcoming events.
  - 3) Manage all EVPSA social media platforms.

- 4) Advertise EVPSA/A.S. events on the office's website and social media platforms.
  - 5) Attend all EVPSA staff meetings and quarterly retreats
  - 6) Serve a minimum of two (2) office hours per week.
  - 7) Serve a term of one (1) academic year.
- I) The Deputy Communications Director assists the Communications Director in getting the word out about conferences, events, and issues that the EVPSA office is working on and maintaining the office's website and social media platforms.
- 1) Keep the website up to date with the newest information on board meetings, staff, office hours, etc.
  - 2) Create infographics, posters, and multimedia to advertise upcoming events.
  - 3) Manager all EVPSA social media platforms.
  - 4) Advertise EVPSA/A.S. events on the office's website and social media platforms.
  - 5) Attend all EVPSA staff meetings and quarterly retreats.
  - 6) Serve a minimum of two (2) office hours per week.
  - 7) Serve a term of one (1) academic year.
- J) The Organizing Director will implement and oversee all actions concerning UC, state, and national issues within the organizing staff.
- 1) 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.
  - 2) Serve on the executive board of A.S. Lobby Corps and attend all Lobby Corps meetings.
  - 3) Attend all EVPSA staff meetings and quarterly retreats.
  - 4) Conduct a weekly Organizing Staff Meeting.
  - 5) Write weekly detailed reports on the progress of the issues they are working on and present all updates to their work at the EVPSA staff meetings.
  - 6) Serve three (3) office hours per week.
  - 7) Report to senate a minimum of two (2) times per quarter.
  - 8) Travel with the EVPSA to different conferences and meetings as needed and serve on any committees that are relevant to the work of the Organizing Director.
  - 9) Oversee the UCSA Campaign Coordinators.
  - 10) Serve a term of one (1) academic year.
- K) The Deputy Organizing Director will assist the Organizing Director in their duties.
- 1) Oversee the Community Outreach Liaisons in conjunction with the Organizing Director.
  - 2) Assist the Organizing Director with all campus advocacy efforts.

- 3) Assist the Organizing Director in the execution of their duties, and in the absence of the Organizing Director, assume their duties.
  - 4) Attend UCSA Board meetings when the Organizing Director is unable to attend.
  - 5) Take minutes at every Organizing Staff meeting and keep the Organizing Staff's calendar up to date.
  - 6) Oversee and manage fellows in conjunction with the Deputy Chief of Staff.
  - 7) Attend all EVSPA staff meetings and quarterly retreats.
  - 8) Serve two (2) office hours per week.
  - 9) Serve a term of one (1) academic year.
- L) The Community Outreach Liaisons will focus on bridging the gap between campus orgs, AS entities, student groups, and the EVPSA office to help carry out the office's goals.
- 1) Serve as a liaison to the local Isla Vista/Goleta/Santa Barbara nonprofits, organizations, and other groups as needed to support the campaigns and efforts organized by the Organizing Director.
  - 2) Maintain consistent working relationships between the Organizing Director and all aforementioned student and local groups, serving as the primary point of contact.
  - 3) Serve as a liaison to the A.S. Student Commission on Racial Equity, A.S. Commission for Marginalized Genders, A.S. Trans & Queer Commission, A.S. Student Initiated Recruitment and Retention Committee, A.S. Environmental Affairs Board, A.S. Black Women's Health Collaborative, and A.S. Environmental Justice Alliance.
  - 4) Attend all EVPSA staff meetings and quarterly retreats.
  - 5) Attend all Organizing Staff meetings.
  - 6) Serve two (2) office hours per week.
  - 7) Serve a term of one (1) academic year.
- M) The UCSA Campaign Coordinators shall be responsible for managing one UCSA campaign projects each and shall serve as the point of contact for said campaign. The amount of UCSA Campaign Coordinators hired will depend on the number of UCSA campaigns as decided at the UC Student Organizing Summit.
- 1) Attend all EVPSA staff meetings and quarterly retreats.
  - 2) Collaborate with other entities within A.S. to further the goals of any UCSA campaign they are working on.
  - 3) Regularly check in with the UCSA campaign coordinator overseeing their campaign.
  - 4) Attend UCSA Board meetings as needed to further campaign goals.
  - 5) Serve a minimum of two (2) office hours per week.
  - 6) Serve a term of one (1) academic year.
- N) The Voter Registration Director will implement and oversee all actions concerning voter registration.

- 1) Act as the official organizer of activities related to voter registration.
  - 2) Attend all A.S. voter registration volunteer coalition meetings and work with the VRVC to recruit volunteers.
  - 3) Coordinate voter registration efforts directed at all facets of the campus community including, but not limited to residence halls, Greeks, student groups, and athletics.
  - 4) Serve as a liaison to Campus Democrats, College Republicans, and any additional political organizations through the office of student life,
  - 5) Attend all EVPSA staff meetings and quarterly retreats.
  - 6) Be responsible for any assigned fellows and conduct a weekly meeting focusing on voter registration efforts.
  - 7) Present all updates to their work at the EVPSA staff meetings.
  - 8) Serve as the UC We Vote Campaign Coordinator.
  - 9) Serve (3) office hours per week.
  - 10) Serve a term of (1) academic year.
- O) The Legislative Director will focus on lobbying and shall be the bridge between the EVPSA and Lobby Corps.
- 1) Serve as the Chair of State and National Affairs of Lobby Corps
    - A) Refer to Advocacy Units Section 2 Part E for the rest of the position's duties.
  - 2) Attend all EVPSA staff meetings and quarterly retreats.
  - 3) Attend all UCSA Board meetings as funding permits
  - 4) Be responsible for at least one (1) Statewide Fellow(s).
  - 5) Attend all Organizing Staff meetings.
  - 6) Serve a term of one (1) academic year.
- P) The Deputy Legislative Director will focus on lobbying and shall assist the Legislative Director in their duties.
- 1) Serve as a member of State and National Affairs of Lobby Corps.
    - a) Refer to Advocacy Units Section 2 Part E for the rest of the position's duties.
  - 2) Attend all EVPSA staff meetings and quarterly retreats.
  - 3) Attend all UCSA board meetings as funding permits.
  - 4) Be responsible for at least one (1) Statewide Fellow(s).
  - 5) Attend all Organizing Staff meetings.
  - 6) Serve a term of one (1) academic year.

Q) The Statewide Fellows shall:

- 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.

R) The International Student Representative shall:

- 1) Works with the *EVPSA*, Legislative Director, and Organizing Director to represent international students to campus administration and *UCSA*.
- 2) Work on projects to be determined as needed.
- 3) Serve as a liaison to *OISS*, A.S. Global Gaucho Commission, and the international student community.
- 4) Serve at least three (3) office hours per week.
- 5) Serve a term of one (1) academic year.

S) The Transfer Student Representative shall:

- 1) Works with the *EVPSA*, Legislative Director, and Organizing Director to represent transfer students to campus administration and *UCSA*.
- 2) Work on projects to be determined as needed.
- 3) Serve as a liaison to the Transfer Student Center, *ONDAS*, A.S. Transfer Student Alliance, and the transfer student community.
- 4) Serve at least three (3) office hours per week.
- 5) Serve a term of one (1) academic year.

T) The Undocumented Student Representative shall:

- 1) Works with the *EVPSA*, Legislative Director, and Organizing Director to represent undocumented students to campus administration and *UCSA*.
- 2) Work on projects to be determined as needed.
- 3) Serve as a liaison to the Undocumented Student Center, *EOP* Cultural Resource Centers, A.S. *SCORE*, and the undocumented student community.
- 4) Serve at least three (3) office hours per week.
- 5) Serve a term of one (1) academic year.

U) The Basic Needs Director shall:

- 1) Work with the *EVPSA*, Legislative Director, and Organizing Director to bolster Basic Needs initiatives on-campus and system-wide.
- 2) Work on projects to be determined as needed.

- 3) Serve as a liaison to the Student Needs Advising Center, UC Basic Needs Village, A.S. COSWB, and the THRIVE initiative.
- 4) Serve at least three (3) office hours per week.
- 5) Serve a term of one (1) academic year.

V) The Labor Director shall:

- 1) Work with the EVPSA, Legislative Director, and Organizing Director to tackle student and staff concerns on-campus and system-wide.
- 2) Work on projects to be determined as needed.
- 3) Serve as a liaison to the AFSCME 3299, Student Researchers United, UC-AFT, and the graduate student association.
- 4) Serve at least three (3) office hours per week.
- 5) Serve a term of one (1) academic year.

W) The Environmental Affairs Director shall:

- 1) Work with the EVPSA, Legislative Director, and Organizing Director to bolster environmental initiatives on-campus and system-wide.
- 2) Work on projects to be determined as needed.
- 3) Serve as a liaison to the A.S. Environmental Affairs Board, A.S. Environmental Justice Alliance, and local environmental activists.
- 4) Serve at least three (3) office hours per week.
- 5) Serve a term of one (1) academic year.

SECTION 9. OFFICE OF THE STUDENT ADVOCATE

- 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 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 assist and aid them to either address their situation individually, or to be assisted by an OSA staff member. In addition, the OSA shall promote students' rights as well as work to change and challenge policies of the University on behalf of the students of UCSB. Members of the OSA may accept community service hours in place of honoraria with the approval of the Student Advocate General.
- B) The office staff shall be selected by the Student Advocate General, recommended to the President, and approved by 50% + 1 of Senate.
- C) The office shall form the Conduct and Ethics Committee (CEC) to oversee any reports regarding Policy 1 of ASUCSB's Standing Policies.
  - 1) Purpose: to respond promptly to reports of Abusive Conduct/Bullying, while giving such reports the serious attention they warrant to stop, prevent, correct, and appropriately discipline behavior that violates Policy 1.

- a) The task force shall only be active when a report of Abusive Conduct/Bullying is presented to the office.
  - 1. For reports in direct relation to any Associated Students' elections, the task force shall cooperate with A.S. Elections Board.
- b) The A.S. Executive Director shall be considered non-voting, ex-officio members of the task force. Motions offered by ex-officio members shall not be in order.
- c) The CEC shall consist of six (6) nonpartisan members:
  - 1. Student Advocate General: Chair, Non-Voting Member
  - 2. Head of Staff: Vice-Chair, Voting Member
  - 3. External Deputy Head of Staff: Voting Member
  - 4. One (1) Director of Student Life and Campus Community: Voting Member
  - 5. One (1) Director of Public Interest: Voting Member
  - 6. A.S. Executive Director: Non-Voting, Ex-Officio Member
- d) Voting privileges in this committee will be restricted to the four (4) office members. Any other officer(s) in the OSA is allowed to be a part of the committee but will be considered an ex-officio committee member.
- e) The Chair of the CEC shall have no vote unless they be equally divided.

D) Shall consist of:

- 1) Head of Staff
- 2) External Deputy Head of Staff
- 3) Internal Deputy Head of Staff
- 4) Director of Public Relations
- 5) Conduct Division Caseworkers (2)
- 6) Academic and Financial Division Caseworkers (2)
- 7) Grievances Division Caseworkers (2)
- 8) Directors of Public Interest (2)
- 9) Directors of Student Life and Campus Communication (2)
- 10) Commissioner of Community and Climate

E) The Head of Staff shall:

- 1) Specialize in internal office affairs maintaining, including the day to day operations of the OSA and all other communication. This includes, but is not limited to, the assignment and follow up of case work in coordination with the Division Directors and advising organizations.
- 2) Assist in all duties performed by the Student Advocate General as requested.
- 3) Be responsible for planning and implementing all staff training sessions.
- 4) Serve as one of the office policy specialists.
  - a. Be proficiently knowledgeable of University and system wide policies, rules, and regulations.
  - b. Assist the Student Advocate General with presenting the position of the Associated Students to the University's administration concerning student rights, campus rules, and other areas of student conduct, regulations.
- 5) Track and oversee the progress of quarterly projects of office projects and casework intake.

- 6) Ensure that office staff members are attending campus events, club and organization meetings, and meetings with administration respective to their positions.
  - 7) Will be responsible for conducting meetings if SAG is not available.
  - 8) Hold a minimum of six (6) office hours per week dedicated to fulfilling all responsibilities of the position.
  - 9) In the event that the Office of the Student Advocate becomes vacant, the chief shall lead the office staff and ensure the office operates until a new SAG is duly elected.
  - 10) Serve as a member of the Conduct and Ethics Committee (CEC) whenever necessary.
    - a) Active only when the OSA is presented with an alleged breach of Policy 1.
    - b) Serve a non-partisan position when active in the CEC.
    - c) Shall attend a training on the understanding of unconscious bias.
  - 11) Serve a term of one (1) academic year.
- F) The External Deputy Head of Staff shall:
- 1) Assist the Head of Staff in the execution of their duties.
    - a) Will be responsible for conducting meetings with the Internal Deputy Head of Staff if SAG and Head of Staff are not available.
  - 2) Ensure that office staff members are attending campus events, club and organization meetings, and meetings with administration respective to their positions.
  - 3) Serve as a liaison with the other AS entities to make sure there is a clear communication between all AS offices with the OSA office.
  - 4) Conduct weekly meetings with the Directors of Student Life and Directors of Public Relations to produce a weekly report to present during general office meetings.
  - 5) Direct and facilitate all external OSA matters including overseeing the maintenance of the Office of the Student Advocate website, managing online reporting forms, and scheduling weekly office tabling, or similar outreach activities.
  - 6) Serve as a member of the Conduct and Ethics Committee (CEC) whenever necessary.
    - a) Active only when the OSA is presented with an alleged breach of Policy 1.
    - b) Serve a nonpartisan position when active in the CEC.
    - c) Shall attend a training on understanding unconscious bias.
  - 7) Hold a minimum of five (5) office hours per week dedicated to fulfilling all responsibilities of the position.
  - 8) Serve a term of one (1) academic year.
- G) The Internal Deputy Head of Staff shall:



- 1) Be responsible for the administrative tasks of the office in collaboration with the Head of Staff (taking minutes, scheduling meeting times, organizing files, etc.).
- 2) Assist the Head of Staff in the execution of their duties.
  - a. Will be responsible for conducting meetings if the SAG and Head of Staff are not available with External Deputy Head.
- 3) Serve as a liaison and overseer of caseworkers (all divisions) to Student Advocate General, Head of Staff, External Deputy Head of Staff, and to the entire campus community.
- 4) Keep the Office of the Student Advocate Staff accountable in learning and applying university and system-wide policies, rules, and regulations.
- 5) Serve as one of the office policy specialists.
  - a. Be proficient and knowledgeable of University and system wide policies, rules, and grievances procedures.
  - b. Assist the Student Advocate General with presenting the position of the Associated Students to the University's administration concerning student rights, campus rules, and other areas of student conduct.
- 6) They will support the Student Advocate General and/or Head of Staff in all public interest matters and advise/assist on policies affecting student organizations and the campus community.
  - a. They will assist in implementing changes that work to support the Associated Students Bill of Rights.
  - b. Collaborate with the Student Advocate General, Head of Staff, and External Deputy Head of Staff in devising policy changes and special projects pertaining to UCSB campus community.
- 7) Hold a minimum of five (5) office hours per week dedicated to fulfilling all responsibilities of the position.
- 8) Serve a term of one (1) academic year.

H) The Conduct Division Caseworkers shall:

- a) Assist in all matters pertaining to accusations of misconduct including plagiarism, cheating, hazing, theft, and other alleged violations of the University Student Code of Conduct, Academic Judicial Affairs, and Housing Conduct Policies and Procedures.
- b) Collaborate with the Head of Staff in devising policy changes and special project casework pertaining to Housing Code of Conduct and the University Student Code of Conduct.
- c) Conduct casework pertaining to University Residential Life, Housing Code of Conduct and the University Student Code of Conduct.
- d) Be acquainted with judicial officers in Housing, Conduct office, and the University Office of Judicial Affairs.
- e) Be proficient and knowledgeable of Housing Conduct Policy and Procedures, Residence Hall Policies and Expectations, and UC Santa Barbara Student Code of Conduct.

- f) Analyze and track casework to plan Social Conduct and coordinate quarterly community projects pertaining to University Residential Life, campus regulations, and the Student Code of Conduct.
  - g) Hold a minimum of four (4) office hours per week dedicated to fulfilling all responsibilities of the position.
  - h) Serve a term of one (1) academic year.
- I) The Academic and Financial Aid Division Caseworkers shall:
- 1) Assist in all matters requested by the Student Advocate General and/or the Head of Staff regarding cases pertaining to Academic Judicial Affairs, academic grievances/disputes and Financial Aid processes.
    - a. Casework in the Academic division includes matters such as grade appeals, dismissal and academic probation, petitions surrounding Office of the Registrar deadlines, and assistance with withdrawing from the University.
    - b. Casework in the Financial Aid portion of the division includes matters such as Satisfactory Academic Appeals, Expected Family Contribution appeals, On-Time Status appeals, Cost of Attendance appeals, work-study appeals, and assistance with withdrawing from the University relating to tuition and financial aid.
  - 2) Conduct casework pertaining to Academic Judicial Affairs, academic disputes, academic grievances, and financial aid processes.
  - 3) Be acquainted with administration in the Office of the Registrar, Financial Aid Office, and academic departments.
  - 4) Shall attend four (4) meetings of the Academic Affairs Board per quarter.
  - 5) Analyze and track casework to plan and coordinate quarterly community projects pertaining to Academic Affairs and Financial Aid matters.
  - 6) Hold a minimum of four (4) office hours per week dedicated to fulfilling all of the responsibilities of the position.
  - 7) Serve a term of one (1) academic year.
- J) The Grievances Division Caseworkers shall:
- 1) Assist in all matters requested by the Student Advocate General and/or Head of Staff regarding grievances matters and procedures.
  - 2) Conduct casework pertaining to matters that do not fall into academic, financial aid, or student conduct divisions.
    - a) Grievance cases include, but are not limited to: University formal grievances, sexual violence and sexual harassment (SVSH), DSP accommodations, discrimination/hate crimes reporting, and UCPD complaints.
    - b) Collaborate with the Head of Staff and Directors of Public Interest in conducting casework pertaining to social justice.
  - 3) Serve as the OSA liaison for offices and departments such as Office of Title IX, CARE office, UCPD, Student Affairs, CAPS, Health and Wellness, Office of International Students and Scholars (OISS), and other respective on and off campus departments and AS entities.

- 4) Serve as the OSA representative for any community town halls and community-demand meetings, including but not limited to, Title IX policy updates, Sexual Assault Town Halls, and community-specific demand meetings.
- 5) Assist caseworkers and all office staff members in resources and outside office referrals.
- 6) Assist the Head of Staff in the planning of office trainings and protocols.
- 7) Hold a minimum of four (4) office hours per week dedicated to fulfilling all responsibilities of the position.
- 8) Serve a term of one (1) academic year.

K) The Director of Public Relations shall:

- 1) Assist in all matters requested by the Student Advocate General and/or the Head of Staff pertaining to the public relations of the OSA, including outreach, advertising, and recruitment.
- 2) Act as the supervisor of all OSA outreach, advertising, and recruitment.
- 3) Maintain visibility of the OSA via: t-shirts, banners, posters, etc.
- 4) 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).
- 5) Hold a minimum of four (4) office hours per week dedicated to fulfilling all responsibilities of the position.
- 6) Serve a term of one (1) academic year.

L) The Directors of Student Life and Campus Community Shall:

- 1) Assist in all matters requested by the Student Advocate General and/or the Head of Staff regarding advocacy outreach.
- 2) Be responsible for projects and outreach that focus on advocacy and upholding student rights.
- 3) Serve as a liaison to AS entities and other student organizations involved in advocacy and outreach efforts, including but not limited to:
  - a) SCORE, SIRRC, Take Back the Night
  - b) El Congreso, IDEAS
  - c) Isla Vista Community Services District
  - d) RHA
- 4) Collaborate with other AS entities/offices/BCU's, student organizations, departments, etc. in devising special projects pertaining to advocacy and outreach.
- 5) Work with the External Deputy Head of Staff, Head of Staff, and Student Advocate General.
- 6) Serve as a member of the Conduct and Ethics Committee (CEC) whenever necessary.
  - a) Active only when the OSA is presented with an alleged breach of Policy 1.
  - b) Serve a nonpartisan position when active in the CEC.

- c) Shall attend a training on understanding unconscious bias.
- 7) Hold a minimum of four (4) office hours a week dedicated to fulfilling all responsibilities of the position.
- 8) Serve a term of one academic year.

M) The Directors of Public Interest shall:

- 1) Assist in all matters requested by the Student Advocate General and/or the Head of Staff regarding social justice.
  - 2) They will support and collaborate with the Student Advocate General and/or Head of Staff in matters concerning social justice by:
    - a) Organizing with organizations/devising policy changes that work to support the Associated Students Bill of Rights.
    - b) Brining issues that community organizers can then execute.
  - 3) Shall attend at least one (1) meeting of each social justice Board and Commission such as: Human Rights Board (HRB), Trans and Queer Commission (TQCOMM), Commission on Disability Equality (C.O.D.E.), Student Commission on Racial Equity (S.C.O.R.E.), and Commission for Marginalized Genders during the academic year.
  - 4) Analyze and track casework to plan and coordinate quarterly community projects pertaining to social justice.
  - 5) Work with the Internal and External Deputy Head of Staff, Head of Staff, and Student Advocate General.
  - 6) Serve as a member of the Conduct and Ethics Committee (CEC) whenever necessary.
    - a) Active only when the OSA is presented with an alleged breach of Policy 1.
    - b) Serve a nonpartisan position when active in the CEC.
    - c) Shall attend a training on understanding unconscious bias.
  - 7) Hold a minimum of four (4) office hours per week dedicated to fulfilling all responsibilities of the position.
- Serve a term of one (1) academic year.

The Commissioner of Community and Climate, herein referred to as the C.C. Commissioner, is responsible for assessing the social climate within the office of the SSAG and building community within the office as well as the executive branch of Associated Students.

- 1) The Commissioner of Community and Climate, shall be appointed by the Student Advocate General and approved by simple majority (50% +1) of Senate.
- 2) The C.C. Commissioner shall serve a term of at least four (4) quarters over the span of two (2) academic years, beginning in Winter Quarter of each academic year.
  - a) The outgoing SAG shall recommend that the same C.C. Commissioner from their administration be appointed by the incoming SAG to serve their first quarter in office.

- 3) Works with the Office of the Student Advocate to facilitate bonding events within the OSA to curate a positive working environment among staff members, duties include but are not limited to:
  - a) Attend at least two (2) meetings per month as a member of the Commission of A.S. Community and Climate.
    - i. The C.C. Commission will be responsible for helping the Committee on Committees plan at least one (1) A.S. wide bonding event in the given school year.
  - b) Coordinate at least one (1) bonding event per month within the OSA.
    - i. These events should be limited in cost in order to preserve the budget of student fees for relevant projects within the office.
    - ii. These events are not mandatory for staff members to attend, but attendance should be highly encouraged within the office.
  - c) Plan at least three (3) executive-wide bonding events between all five (5) A.S. Executive Offices with the C.C. Commission.
    - i. These events should be held quarterly (1 each quarter), with a budget split between each executive offices' special projects funding. This money is under the discretion of each executive officer. The commission must work with all executive officers for final decisions and allocations of money.
- 4) Administer three (3) mid-quarter evaluations (1 each quarter) within the OSA to analyze staff climate, and must report this information during OSA's office meetings.
  - a) The C.C. Commissioner should work with the OSA's Head of Staff, External Deputy Head of Staff and Internal Deputy Head of Staff as well as all other necessary members to analyze each general member's sustainments and improvements within their position.
  - b) General members must fill out these evaluations to analyze the Student Advocate General, Head of Staff, External Deputy Head of Staff and Internal Deputy Head of Staff, any other necessary members, and the climate within the general office.
  - c) These analyses must be utilized by the C.C. Commissioner to create plans to alleviate any grievances a member may have within the office.
  - d) Except in cases of mandated reporting, the C.C. Commissioner is required to keep all evaluation results confidential and anonymous. During discussions of evaluation results between office members or within the C.C. Commission, all names must be kept anonymous to maintain the privacy of each individual. Discussions must be focused on the improvement of office climate and individual growth of office members.
  - e) The C.C. Commissioner is required to report any concerning feedback such as threat of harm to themselves and should be able to recommend resources such as Title IX, CAPS, etc. For instances of abusive conduct or bullying, the C.C. The Commissioner is required to report such actions to the Conduct & Ethics Committee.
- 5) Shall hold at least two (2) office hours per week.

SECTION 10. CHIEF OPERATIONS OFFICER

- A) The Associated Students Chief Operations Officer is a position tasked with overseeing the operations and initiatives of the Association, as it pertains to progress towards completion of goals outlined in recent and future A.S. Strategic Plans. The Chief Operations Officer is the chief advocate and record keeper for all goals on the current Strategic Plan.
- B) Duties and Powers of the Chief Operations Officer:
- 6) Keep track of progress toward goals and initiatives undertaken by entities within the Associated, as outlined in previous A.S. strategic plans, through various metrics including but not limited to: Associated Students wide surveys, Undergraduate wide surveys, staff surveys, student employee surveys, progress reports, and meetings with entities and staff. Ensure that this record is passed on to the next Chief.
  - 7) Maintain a current record of relevant legislations and initiatives passed by the A.S. Senate to various A.S. strategic plans.
  - 8) Work with the Office of the President, the Office of the Internal Vice President, and the A.S. Office of the Controller to oversee and advocate for progress toward the completion of the current A.S. Strategic Plan, as well as offer insight into long-term goals.
  - 9) Shall complete an annual update report on the various A.S. strategic plans. During this report, small changes may be made to the current Strategic Plan to add any new and immediately pressing goals. No goals may be removed before the end of the Strategic Plan as outlined within the plan. Any additions must be confirmed by both agreement from the Chief of Operations Officer and a Senate vote. This report must be both written and presented to the Senate.
  - 10) At the beginning of each school year, by Week 5 of Fall Quarter, send out a poll to all entities to assess current interest on each goal within the current Strategic Plan.
    - a) Organize year-long entity commitments for each goal. These commitments must be reflected.
    - b) Encourage entities to continue on the same goals year-to-year when applicable.
    - c) Facilitate communication between entity collaboration under the same goal.
    - d) When a Strategic Plan goal has no BCU collaborator commitments for a year, the Chief of Operations Officer is responsible for recruiting entity interest toward said goal to the best of their abilities, regardless of previous years' interest in this goal.
  - 11) Ensure awareness of the A.S. Strategic Plan among all entities, elected leadership, staff, and the student body, when applicable.
    - a) By week 3 of Winter quarter, hold an AS Long-Term Planning Town Hall, where
    - b) Attend an AS all-staff meeting once in Spring Quarter to present the annual update report on the current AS Strategic Plan.
    - c) Attend an AS staff advisor meeting once per quarter to encourage advisors to advocate for and integrate Strategic Plan goals relevant to their entities.
  - 12) Maintain awareness of Staff, BCU, and IV strategic plans. Offer support for these plans when necessary.

- 13) Ask Elections Board for permission to present the current Strategic Plan at Declaration of Candidacy each year to inform potential leadership of the current Strategic Plan.
- 14) Manage the creation of new A.S. Strategic Plans, as well as assess previous years' plans, in years applicable, as outlined by the previous plan and typically 3-5 years after the completion of the previous plan.
  - a) In relevant years, a Strategic Vision Committee, chaired by the Chief of Operations Officer, will draft the Strategic Plan and oversee its passage by A.S. Senate, as well as assess previous years' plans.
    - i. Membership shall include:
      - a. Chief of Operations Officer
      - b. Any Office of the Chief of Operations Officer members as designated by the Chief of Operations Officer
      - c. 2-5 General Members
      - d. AS Staff as designated by the Executive Director.
    - ii. General member positions shall be widely advertised throughout the Association but will ultimately be appointed by the Chief of Operations Officer. Criteria for these positions includes extensive knowledge of A.S. operations.
    - iii. When possible, an outside consultant specializing in long term planning shall be hired to facilitate the planning process.
  - ii. New strategic plans shall be written with the entirety of the Association in mind, based on goals that the association would like to complete, but typically cannot do so within a year and without cross-entity collaboration.
    - i. When a general consensus on a particular issue cannot be reached within the Association, the goal enacted by the strategic plan shall focus on further discussion of said issue.
    - ii. Goals should be decided based on survey results, meetings, and other metrics the Strategic Vision Committee chooses to use to communicate with both undergraduates and entities within the Association.
    - iii. New plans must be passed by the majority of the Strategic Vision Committee and confirmed by the majority of the Senate.
- 15) Present at least one (1) report per quarter on the progress towards completion of A.S. strategic plans to the A.S. Senate.
- 16) Hold at least three (3) office hours per week.
- 17) Serve a term of one (1) academic year, and is appointed by the A.S. President.
- 18) Shall sit on the President's Cabinet.

## **PRESIDENT'S CABINET**

### **SECTION 1. MEMBERSHIP**

- A) The President's cabinet shall consist of the following members:
  - 1) Academic Affairs Commissioner (See Article V, Section 5(C))
  - 2) A.S. Attorney General (See Article VIII)

- 3) A.S. Controller (See Article IX)
- 4) A.S. Director of Alumni Affairs (See Article V ASUCSB Executive Office, Section 3N)
- 5) Committee on Committees (See Article X)
- 6) Chief Marketing Officer (Article XII Events and Media Units, Section 2D)
- 7) Chief Financial Officer (See Article VI, Section 12(G))
- 8) Chief Investment Officer (See Article VI, Section 18(D)(1))
- 9) Chief Technology Officer (See Article VI, Section 16(E))
- 10) Facilities Commissioner (See Article V, Section 4(C))
- 11) Chief Operations Officer (See Article V, Section 10)

## **ARTICLE VI – LEGISLATIVE BRANCH**

### **SENATE**

#### **SECTION 1. PUBLIC MEETING REQUIREMENTS**

- L) Any and all public held meetings under the legislative branch out to be conducted with details on the date, time, and location conveyed to member of the association and student body with ample advance notice.
- 1) Ample advance notice is defined as a minimum of 24 hours advance notice prior to the start of the regular meeting time.
  - 2) Publicly held meetings under the legislative branch shall be understood as: general Senate weekly meetings, BCU meetings, and other applicable legislative meetings.
- M) If one of the aforementioned meetings cannot be held for any reason, members of the association and the student body will be provided with reason for cancellation in advance and a suitable alternative for participation.
- 1) A suitable alternative for participation may be defined as a synchronous meeting that allows speakers the accessibility to public forum, either via physical or virtual presence at the meeting. Examples of suitable alternatives are teleconference meetings or other communicative software mediums. An email vote on its own is not a suitable alternative because obtaining a live public forum is not possible.
    - a) A meeting, whether considered standard or a suitable alternative, 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.
    - b) If an email vote is to be conducted, there shall be a concurrent option for public participation. This might be a comments section that opens the day before the email vote or an official forum posted on the Internal Vice President’s social media. These options are not exhaustive.
  - 2) Additionally, the meeting must display the outcome of the vote, including the number of members voting Aye, Nay, and abstention, to the public via physical or virtual means.
    - a) Such information must be presented to the public in an accessible and timely manner so the public may be informed of the recent motion.
- N) In the event of an unexpected emergency or academic conflicts, a meeting of the student legislature can be cancelled at any moment with probable cause, so long as the public is informed as adequate information is available.
- 1) Scheduling complications due to midterms and final examinations fall under the purview of “academic conflicts.”



- 2) In the event of an unexpected emergency, a meeting may also be postponed following the same rules as the aforementioned cancellation process. But, the public must be informed of the new date, time, and location with at least 24 hours notice.

SECTION 2. SENATE MEMBERS' DUTIES

Senate Members shall:

- A) Agree to the condition that Associated Students' responsibilities take precedence over any other extracurricular activity.
  - 1) In order to fully commit themselves to their duties, may not be staff-members in any executive office, and must limit their participation in AS entities to their duties as either Senate liaisons or general members.
- B) Attend all regularly scheduled Senate meetings.
- C) Agree to hold a minimum of three (3) regularly scheduled office hours per week:
  - 1) Attendees may ask representatives to host appointments every week in any of the following locations:
    - a) Associated Students Main Office
    - b) Arbor
    - c) Campbell Hall area
    - d) Chemistry Building Lawn
    - e) Student Resource Building (inside the building, or outside on the lawn)
    - f) UCen
    - g) AS Annex
    - h) Davidson Library (inside the library, or outside on the lawn)
    - i) HSSB Courtyard
    - j) Coral Tree Café
    - k) Buchanan Hall Courtyard
    - l) Storke Plaza
    - m) Music Library
    - n) Music Building Courtyard
    - o) Campus Point
    - p) Courtyard Café
    - q) Virtual Meeting
  - 2) Off-Campus Senators are required to hold office hours every week in any of the following locations if requested by attendees:
    - a) A.S Pardall Center
    - b) Isla Vista Community Center
    - c) Any Isla Vista Local Business
    - d) Any Goleta Local Business
    - e) Any Santa Barbara Local Business
    - f) Any Isla Vista Local Park
    - g) Any Isla Vista Local Beach
  - 2) On-Campus Senators are required to hold office hours every week in any of the following locations if requested by attendees:
    - a) San Nicolas, Santa Catalina, or De Anza RHA Office
    - b) Any Residence Hall Formal Lounge
    - c) Any Residence Hall Recreation Room
    - d) Any Residence Hall Lawn

- 3) The University Owned Housing Senators are required to hold office hours in Santa Ynez Jameson Center, or any suitable university-owned housing location with heavy pedestrian traffic every week if requested by attendees.
  - 4) Collegiate Senators, Transfer Senators, and International Senators are required to hold office hours in any of the aforementioned places every week if requested by attendees.
  - 5) Representatives should be guaranteed entry to aforementioned locations for the purpose of conducting office hours and accessibility consideration should be given to attendees.
- D) All Senators shall sit on one (1) Senate Standing Committee, one (1) Academic Senate or Administrative Advisory Committee, and do one (1) of the following:
- 1) Sit on a Senate Ad-Hoc Committee: Committee on Honoraria one (1) Senator, Investments Advisory Committee one (1) Senator, Elections Board two (2) Senators, Technology and Media Services Committees one (1) Senator, Committee on Committees one (1) Senator.
  - 2) Act as a liaison to one of the following groups:
    - a) Greek Councils: One (1) Senator for Inter-Fraternity Council, Collegiate Pan-Hellenic Council, Multicultural Greek Council, National Pan-Hellenic Council, and Professional Fraternity Council.
    - b) Residential Housing Association: one (1) On Campus Senator
    - c) Student Apartment Community Council: one (1) University-Owned Housing Senator
    - d) College of Engineering Student Council: one (1) Engineering Senator; Also serves as Chair.
    - e) College of Creative Studies Student Council: one (1) CCS Senator; Also serves as Chair.
    - f) Associated Students Boards and Commissions: nine (9) Senators
  - 3) Serve as the First Senate President Pro Tempore: one (1) Senator
  - 4) Serve as the Second Senate President Pro Tempore: one (1) Senator
  - 5) Chair a Senate Standing Committee: three (3)
  - 6) Each Senator has the responsibility within the first two (2) weeks of an academic quarter to obtain the information pertaining to their appointed 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.
  - 7) 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 groups of a Senator conflict with Article VI, Section 1, I-L of The By-Laws of the Associated Students of UCSB.
    - b) A valid academic reason that must be pre-approved by the Internal Vice President.
  - 8) Any excused absence from groups must be approved by the head of that board, Committee, or commission, as well as the Internal Vice President of Associated Students.
  - 9) 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 entities as well as Office of Student Life student groups are not eligible substitutes.

- E) Unit Adoption: Each ASUCSB Unit must be adopted by at least one (1) Senator, but not more than three (3) Senators. Senators must adopt at least two (2) Units.
- 1) The Internal Vice President shall inform all Senators whenever there is an un-adopted unit, and shall provide Senators with the corresponding unit director's contact information.
  - 2) Senators shall list at least three (3) units, one (1) un-adopted units and units that have fewer two (2) Senators, of interest to them and follow the procedures outlined below for each of these units.
  - 3) Internal Vice President shall collect all applications for a specific unit and submit them to the unit director.
  - 4) The unit director shall select from among the applications and/or conduct interviews from among the applicants at the discretion of the unit director.
  - 5) After the application process has concluded, the unit director shall select from among the applicants but have no more than three (3) Senators. The unit director shall notify the Internal Vice President of their decision.
  - 6) In the event an un-adopted unit remains, the Senate President Pro Tempore shall assign the unit to a Senator(s) which have not adopted two (2) units.
  - 7) The Internal Vice President shall ensure all units are adopted.
  - 8) Unit Tours: It is the responsibility of a given unit's adoptive senator(s) to schedule and organize tours for their unit.
    - a. An adoptive senator shall contact their unit's director and schedule a unit tour.
    - b. Upon confirmation of the tour the senator shall extend invitations to all voting members of the ASUCSB Senate as well as to the Executive Officers and Controller.
    - c. Each unit must be toured at least once per fiscal year.
    - d. The tour shall include, but is not limited to, an explanation of the units' daily and long-term operations, business practices, current deficiencies, and long-term goals.
  - 9) The adoptive Senator(s) shall serve as a resource in navigating ASUCSB for the Unit as well as introduce needed legislation on behalf of the Unit.
- F) Hold the position of Senate Liaison for the boards, commissions, and units that they are assigned to. Senators thus have the power and obligations to:
- i) Have the power of legislative initiative with the consent and cooperation of the Chair of the BCU.
  - 2) Report events and actions conducted by that BCU to the Senate during Senator Reports
  - 3) Attend at least 50% of the meetings held by these BCUs each quarter. (This excludes dead week and finals week). In these meetings, it is the Senator's duty to:
    - a) Report all legislation that Senate is either voting on, has passed, or is in committee.
    - b) Receive information from the BCU about important events and issues that pertain to the BCU.

- 4) Maintain regular contact with the Chair of said BCU once a week, regarding legislation in the Senate that affects the BCU and receive information from the Chair regarding important events that the BCU is conducting. Contact can be by means of:
  - a) Facebook
  - b) In person meeting
  - c) Texting or calling
  - d) Emailing
  
- G) Serve as an active member of Senate Temporary Committees as needed.
  
- H) Shall complete the following requirements:
  - 1) Attend the Safe Zone/Queer 101 Training by the end of Fall Quarter.
  - 2) Shall attend a sexual violence and sexual harassment prevention training by the third (3) week of Fall Quarter facilitated by a representative from the Office of Equal Opportunity, Sexual Harassment/Title IX Compliance.
  - 3) Shall attend an Interpersonal Violence Prevention Training by the third (3) week of Fall Quarter facilitated by a representative from the CARE office.
  - 4) Shall attend a training on understanding unconscious bias and the roots of anti-Semitism by the end of Fall Quarter facilitated by a representative from the Anti-Defamation League.
  - 5) Shall attend an Anti-Blackness Training hosted by a paid representative of the Black community by the third week of Fall Quarter.
  - 6) Shall attend an intercultural awareness and communication strategies training facilitated by a representative from the Office of International Students and Scholars.
  
- I) 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
      - 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.
  - 2) On-Campus Senators:
    - a) 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.
  
- J) 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 Dean
  - bb) Social Sciences Dean
  - cc) Mathematical and Life Science Dean
  - dd) Undergraduate Education Dean
- b) Shall sit on one of the following Academic Senate Committees:
  - aa) L&S Faculty Executive Committee
  - bb) Committee on Courses and General Education
  - cc) Faculty Legislature
  - dd) Committee on Admissions, Enrollment, and Relations with Other Schools (CAERS)
- 2) The College of Creative Studies (CCS) Senator:
  - a) Shall report to the CCS Faculty Executive Committee
  - b) Shall serve as the Chair of the CCS Student Council, assist in its maintenance, and delegate duties to Vice-Chairs. Will report to ASUCSB Senate as the Liaison of the CCS Student Council.
- 3) The College of Engineering (CoE) Senator:
  - a) Will report to ASUCSB Senate as the Liaison of the CoE Student Council.
- K) Transfer Senators shall attend meetings specific to their position.
  - 1) Transfer Senator:
    - a) Shall attend at least three SACC/RHA meetings within each quarter.
    - b) Shall attend all the Transfer Student Alliance Organization meetings.
- L) International Senators shall attend meetings specific to their position.
  - 1) International Senator:
    - a) Shall attend Global Gaicho Commission meetings, as the Senate Liaisons.
    - b) Shall attend at least one International Student Advisory Board meeting per quarter.
    - c) Shall attend at least three different cultural OSL group's meetings once per quarter.
- M) Undertake four (4) or five (5) Group Projects as an entire Senate 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 ASUCSB.
  - 3) Weekly reports shall be made to Senate on the group project's progress during Temporary Committee Reports.
  - 4) All group project temporary committees must be passed by the Senate through an organizational resolution. 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.
- N) 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.
  - O) Be present at 40% of Budget Hearings as outlined in Article IV, Section 4 of the Associated Students By-Laws.
  - P) 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.
  - Q) Be highly encouraged to participate in a community service event at least once a quarter.
  - R) 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(s).
    - 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.
  - S) Attend the mandatory A.S. Senate Training.
  - T) 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.).
  - U) 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.
  - V) All Senators shall collectively hold one (1) forum per quarter to be held in a location on campus, Isla Vista, or any other place accessible for UCSB Students.

- W) All senators 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 senator from two (2) office hours or from attending two (2) OSL events that quarter. Conferences held over the summer are applicable only towards the Fall Quarter.
- X) Submit by the start of Week 8 of each quarter an Accountability Form, detailing the completion of all Senate duties listed in Article V, Section 1, A through W with appropriate documentation to the Director of Accountability.
- Y) All representatives shall submit a brief weekly check-in to the Internal Vice President by Sunday at 11:59pm that encompasses:
- 1) Plans for upcoming week
  - 2) Questions and concerns

SECTION 3. 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 chair all Senate Ad Hoc Committees concerning internal affairs.
  - 2) Shall follow up on all Action Items passed by the A.S. Senate and ensure that business is properly completed.
  - 3) 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.
  - 4) Shall facilitate and review electronic individual senator assessments. The assessment shall be provided to senators at the last senate meeting of the quarter and must be completed by the first senate meeting of the following quarter.
  - 5) 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.
  - 6) 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.
  - 7) Shall be responsible for attending all meetings of the Office of the Internal Vice President.
  - 8) 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) Assist the First Pro-Tempore with the digital individual assessments as well as with their Pro-Tempore Responsibilities if they should request it.

- 3) Shall aid the Internal Vice President in reviewing the honoraria requests of Senate, Board, Committee, and Commission members.
- 4) Be responsible for formulating the budget package of the Senate and presenting it at the Finance and Business Committee budget allocation hearings.
- 5) 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.
- 6) 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.
- 7) Shall be responsible for attending all meetings of the Office of the Internal Vice President.
- 8) Shall assist the Internal Vice President in helping Senate members on their group projects, as seen fit by the IVP.

SECTION 4. SENATE TRAINING

- A) First-term Senators are required to attend all Senate Training Sessions as established by the Internal Vice President. These sessions shall include a mandatory training session prior to the end of the Spring Quarter, immediately following elections, to be facilitated by the outgoing Internal Vice-President and the incoming Internal Vice-President-elect. This session shall be focused on, but not limited to, Robert's Rules of Order 101, the Structure and Functions of ASUCSB, Senate Liaison positions for the BCU's, and ASUCSB History and Non-Profit Status. Upon completion of this training, Senators will have successfully completed their requirement for attending trainings on the aforementioned subjects. After elections, the Senator-elects are required to attend one weekly Senate meeting of the outgoing Senate class prior to the completion of the Spring Quarter.
- B) A second training session shall be conducted during the weekend of week 2 of Fall Quarter, conducted by the Internal Vice President, focused on:
  - 1) How to Write Legislation
  - 2) University Budget & Structure
  - 3) University Center & Other Student Fee Facilities
  - 4) ASUCSB Finances, Budget, & Financial Policies
  - 5) ASUCSB Constitution, By-Laws, Policies, and Procedures
  - 6) ASUCSB Enterprise Activities
- C) Senators who attend less than two-thirds of the Training Sessions shall be counted as missing three standing committee and Senate meetings for attendance purposes. Further, the Internal Vice President shall prominently post a list of Senators who have not attended at least two-thirds of the training sessions. Exceptions for not attending at least two-thirds of the training sessions shall be made for valid medical excuses, valid academic excuses, valid personal conflicts, and valid family emergencies, explaining the reason(s) for nonattendance, at the discretion of the Internal Vice President.
- D) All candidates running for office the preceding Spring Quarter shall be notified at the candidates' meeting about the required training dates for the upcoming Fall Quarter by the Elections Board Chair and Attorney General.
- E) The purpose of the Senate Training is to introduce new Senators to the structure and operation of ASUCSB, educate Senators on the communities affiliated to senators-elect through community workshops, provide senators with a workshop focusing on the University budget, provide senators with a workshop regarding sustainability, introduce Senators to the Constitution, By-Laws, and



Rules of Order, provide training on issues of diversity, and protect the institutional memory of ASUCSB. Therefore, it is incumbent upon the outgoing Senate class to contribute to the transitioning of the incoming Senate class by participating in the Senate Training and actively engaging with the subsequent and incoming ASUCSB student leaders.

SECTION 5. SENATE CONTINUITY

- A) All Senators are required to submit transitional reports to document their accomplishments for the past year. These transitional reports shall serve as supplementary tools to the Senate Leadership Network Training outlined in Article V Section 3.
- B) The incumbent Internal Vice President shall be responsible for compiling the project reports and making these documents accessible online to all newly elected Executive Officers and Senators prior to the start of Executive Officer Training Session, or by Memorial Day Holiday.
- C) Each Senator shall include an email address for contact purposes, a section providing general advice to senators, and a list of committees/liaison positions that the senator has held during their term.
- D) Each Senator shall be responsible for writing one report for every initiated project. Each report shall clearly indicate the name(s) of the author(s) of the report. In the case where multiple Senators are involved, only one report needs to be submitted per project.
- E) Information provided in project reports is recommended to include, but not be limited to, the following:
  - 1) Project Name
  - 2) Project Timeframe
  - 3) Type of Project (New or Old)
  - 4) Personnel Requirements
    - a) Names of Elected Officials Involved:
    - b) Number of Student Staff Involved:
    - c) Number of Participants:
    - d) Number of People-hours Spent Organizing:
    - e) Number of People-hours Spent Participating:
    - f) Key Administrators Involved:
      - aa) Name
      - bb) Position
      - cc) Contact Information (if available)
      - dd) Describe the collaboration
  - 5) General Description
  - 6) Purpose and Relationship to the Missions of the ASUCSB
  - 7) In conjunction with another Office/Student Organization?
  - 8) If so, please state:
  - 9) Costs
  - 10) Special Problems
  - 11) Overall Evaluation/Suggestions for Improvement
  - 12) Attachments
- F) Each Transitional Report is not to exceed TWO (2) pages per Senator.
- G) The Internal Vice President shall direct the Webmaster to make these documents available online, in a database format similar to that of Senate Bills.
- H) The following disclaimer shall be added to this Transitional Report before becoming a public document:

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- I) Maintain a strong connection with their constituency and attempt to respond to all formal inquires to their office in a timely manner.

#### SECTION 6. PARLIMENTARIAN

##### 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 Senators, 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 VI, Section 4 (I).
- 2) The Parliamentarian must be in continual regular undergraduate attendance at UCSB.
- 3) The Parliamentarian shall not concurrently hold an elected office in Associated Students.
- 4) The Parliamentarian 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) Shall be familiar with ASUCSB Legal Code.
- 4) Shall attend all Senate meetings for their full duration and be subjected to the attendance policy of the Senate under Article XI, Section 5.
- 5) In the case that the Attorney General is not present, shall read relevant excerpts from The Legal Code aloud when requested by a Senator or the Internal Vice President during Senate meeting without adhering to the speakers list.
- 6) Shall give direction when the Internal Vice President or Senators have any questions on the procedures of the Senate.
- 7) Shall give a presentation during the Fall Quarter Senate retreat regarding policies and procedures of the Senate.
- 8) Be as neutral as possible with regards to the pending business and discussions of the Senate during the Senate meetings and other public Associated Students forums.
- 9) Shall hold at least one (1) office hour per week, which shall be primarily devoted to assist Senators who have parliamentary questions or concerns.

### **LEGISLATIVE COMMITTEES**

#### SECTION 1. SENATE STANDING COMMITTEES

##### A) Senate Standing Committees shall be:

- 1) Finance and Business Committee
- 2) Internal Affairs Committee
- 3) External Affairs Committee

- 4) Basic Needs Committee
- B) Senate Standing Committees are the primary bodies charged with reviewing all Senate legislation.
- C) Senate Standing Committees shall also, from time to time, hear specialized reports regarding their purview.
- D) Senate Standing Committees shall be empowered to investigate all matters falling under their purview and draft necessary legislation.

SECTION 2. TEMPORARY COMMITTEES

- A) Temporary Committees may be established by a majority vote of the Senate through organizational resolutions. These Committees shall dissolve upon completion of their designated task and shall include a complete Senate membership list.
- B) Every two (2) unexcused temporary committee absences will count as one (1) standing committee absence. If a Senator is to belong to more than one (1) standing committee, then the absence will be recorded to the standing committee with the least number of absences.
- C) Executive Officers sitting on temporary committees will be removed from those committee(s) upon four (4) temporary committee absences.

SECTION 3. ADMINISTRATIVE COMMITTEES

- A) Senate Administrative Committees shall be:
  - 1) Committee on Honoraria
  - 2) Technology and Media Services Committee
  - 3) Investments Advisory Committee
  - 4) Elections Board
  - 5) Committee on Committees (See Article XI)
- B) Administrative Committees may be established by a vote of the Senate. These permanent committees shall meet regularly to provide oversight over a specific task or function of the association.
- C) Every two (2) unexcused Administrative Committee absences will count as one (1) standing committee absence.
- D) Each Administrative Committee shall have at least three (3) members, with the maximum number of members determined by the Senate.
- E) Executive Officers sitting on Administrative Committees will be removed from those committee(s) upon four (4) Administrative Committee absences.

SECTION 4. APPOINTMENT TO COMMITTEES

- A) The Internal Vice President shall nominate and the Senate shall confirm, by a two-thirds (2/3) vote of the entire Senate, the membership of all standing and administrative committees (excluding Student-at-Large Members), unless otherwise specified in the Constitution and/or By-Laws.
- B) The appointment of Senators to Standing Committees shall be for the duration of the academic year. Any two Senators may choose to switch seats on Standing Committees at the first meeting of the next quarter with two-thirds (2/3) consent of the Senate.
- C) Any Student at Large member of a Senate Committee can be removed by a two-thirds (2/3) Vote of the Senators duly chosen and sworn in.

- D) Any visiting Senator shall have the right of a non-voting ex-officio member on any standing committee.

SECTION 5. COMMITTEE MEETINGS

A) Regular Committee Meetings

- 1) Each Committee shall establish by unanimous consent, and announce for the minutes, a regular meeting time and place at its first meeting of a Senate Session. Subsequent changes must be reported to the Senate.

B) Special Committee Meetings

- 1) Special Committee meetings must be called at least forty-eight (48) hours before the meeting time (unless called during a Senate meeting); and must be called by two-thirds (2/3) of the voting membership of the Committee, unless otherwise provided for in these By-Laws or in the Constitution.
- 2) Special Committee meetings may be held during a Senate meeting at the call of the Chair of the Senate.
- 3) Notification of the time and place of a special meeting shall be posted at the Main Front desk, and each member notified by voice and by electronic mail.

- C) Committee meetings, whether standing or Administrative, cannot be conducted behind closed or locked doors.

D) Committee Meeting Procedures:

- 1) Unless otherwise noted in this article, Senate Standing and Administrative Committees shall be conducted according to the guidelines set forth for Senate Meetings, in Policy 5 of Policies and Procedures.

SECTION 6. STANDING COMMITTEE CHAIR AND VICE-CHAIR

- A) The Internal Vice President shall nominate the Chairs and Vice chairs for each committee through an application process facilitated by the Office of the Internal Vice President.

- B) The Committee Chair and Vice-Chair shall serve for the duration of the Session, unless removed from their positions by the election of a new Chair or Vice-Chair. These positions shall not rotate amongst the members of the Committee.

C) The Committee Chair shall be responsible for:

- 1) Presiding at Committee meetings;
- 2) Creating an agenda for the meetings;
- 3) Informing Committee members of the meeting times and places;
- 4) Reporting the Committee's activities, proposals, amendments, attendance, and recommendations to the Senate;
- 5) The effective functioning of the Committee;
- 6) Carrying out any other duties as set forth in the By-Laws and/or assigned by the Senate or the Committee.

D) The Vice-Chair shall be responsible for:

- 1) Assuming the duties of the Chair if the Chair is not present at the Senate or Committee meeting -- or is temporarily or permanently unable to perform their duties. In the event that neither the Chair nor the Vice-Chair is present at the Senate or Committee meeting, then the Committee may select a temporary Chair for that meeting.
  - 2) Tracking and reporting the actions taken on Bills and Resolutions, no later than twenty-four (24) hours after a meeting is adjourned.
- E) The Internal Vice President shall arrange, by unanimous consent of all Chairs and Vice-Chairs of each standing committee of the Senate, a special orientation session by the third Senate meeting of Fall Quarter. This orientation session shall instruct the Chairs and Vice-Chairs how to conduct a committee meeting properly. Attendance at this meeting is mandatory and will result in a committee absence for anyone not in attendance.

SECTION 7. STANDING COMMITTEE ATTENDANCE

- A) Attendance at a regular committee meeting shall be defined as presence for both of the attendance roll calls taken by the committee Chair during the meeting. Attendance roll calls shall be taken twenty (20) minutes after the regularly scheduled commencement of each meeting and immediately prior to the meeting's adjournment. A meeting will count for attendance purposes if one-third (1/3) of the voting members are present and the meeting did not take place during a Senate meeting. Absences for which a committee member can show to the Internal Vice President a valid Medical Excuse shall not count for purposes of this section.
- B) If any committee member is absent from five (5) regular committee meetings (of the same committee) in any given quarter, that committee member shall be removed from the Committee and the Senate.

SECTION 8. REFERRAL OF MAIN MOTIONS TO COMMITTEES

- A) When a Bill is referred to a committee, that Committee shall have until the third Regular Meeting thereafter to make amendments and recommendations concerning the Bill and report it out of Committee. After this time period a Committee may still hold a Bill in Committee; however, the Bill may come to the floor by a one-third (1/3) vote of the Senate.
- B) A Bill may not be reviewed by more than one committee at a time. If a Bill is referred to multiple committees, then the Internal Vice President determines the order in which the Bill travels through committees; however, Internal Affairs Committee always receives the Bill last.
- 1) If a Bill 'fails' in the first committee it is assigned to, the bill is still forwarded to the next committee with the committee's recommendation that the Bill fail.
- C) The Senate may, by a two-thirds (2/3) vote of the entire Senate, specify a shorter than normal response period of no less than one week.
- D) Late items referred to a Committee must be reported out of the Committee by the end of the meeting for which the items were submitted, unless otherwise specified by the Senate.
- E) Any Bill may be re-committed by the Senate for a specified period of time.
- F) All Bills are automatically reported out of Committee at the beginning of the last Regular Meeting of the Session.

SECTION 9. COMMITTEE AMENDMENTS

- A) Amendments to a Bill that are proposed by a Committee shall automatically be accepted by the Senate.
- B) Committee amendments shall be subject to reconsideration by a majority vote of the Senate.

SECTION 10. DEAD BILLS

- A) Committees have the right to 'fail' any Bill referred to it by the Senate, in which case the Bill shall not be reported out and may not be considered by the Senate.
- B) The Committee Chair must inform the Chair of the Senate and the Senate Aide(s) of Bills which have failed in Committee.
- C) Failed Bills may be considered on the Senate floor by a majority vote of the Senate.

SECTION 11. SENATE FINANCE AND BUSINESS COMMITTEE

- A) Charge of the Committee:

The Senate Finance and Business Committee is the financial arm of the association. It is responsible for all budget allocations of Associated Students monies. The Committee is further responsible for the implementation, education, revision, and enforcement of the Financial Policies and Procedures of Associated Students. In addition, Finance and Business Committee will be responsible for approving all travel and entertainment of all entities unless otherwise noted. Senate, via the approval of weekly budget bills must approve all motions made by this Standing Committee. This committee is also responsible for having oversight over the implementation of long-term plans for Units.

- B) Voting Membership:

- 1) Chair
- 2) Vice-Chair (1 Senator)
- 3) Seven (7) Senators
- 4) Minimum of Seven (7) Finance Officers
- 5) A.S. Chief Financial Officer
- 6) A.S. Internal Vice President (only in the case of a tie)

- C) Non-Voting Ex-Officio Membership:

- 1) President
- 2) Executive Director
- 3) Assistant Director for Budget and Finance (advisor)
- 4) Controller
- 5) Attorney General
- 6) Accounting Intern

- D) Selection and Term of Office:

- 1) The Chief Financial Officer and minimum of seven (7) Finance Officers shall be recommended by the Committee on Committees, then nominated by the President and approved by the Senate for a term of one (1) academic year. The outgoing CFO shall be closely involved in the process.
- 2) The Chair shall be appointed in collaboration with the current Finance and Business Chair and the newly elected Internal Vice President. The appointment will be approved upon a 2/3 vote by the Senate.
  - a) Candidates shall apply through the form created by the newly elected Internal Vice President. All applications will be reviewed and all candidates will be interviewed by both the current Finance and Business Chair and the newly elected Internal Vice President.

- i. Candidates for Finance and Business Chair shall not be required to be a Senator.
- ii. However, for a non-senator to apply, they must have a minimum of one (1) year experience with the Finance and Business Committee.

E) Attendance:

- 1) A Finance Officer who acquires two (2) unexcused absences in an academic quarter shall be subject to removal by the Finance and Business Committee Chair, and two-thirds (2/3) vote by Senate, pending review by Finance and Budget Committee of mitigating circumstances.
- 2) A Finance Officer is allowed an excused absence only if the Finance and Budget Committee Chair has received prior notification by twelve noon (12:00 PM) on the day of the Finance and Business Committee meeting.
- 3) When a voting member is to be represented by a proxy, the member must present this fact to the Finance and Business Committee Chair before twelve noon (12:00 PM) on the day of the Finance and Business Committee 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 and Powers of the Committee:

- 1) Oversee the yearly Association wide audit process through regular reports by Staff.
- 2) After budget hearings, draft a proposal budget for the President.
- 3) Allocate and oversee all funds as delegated by the Senate, Legal Code, and student referenda.
- 4) Approve all travel and entertainment in the association (with the exception of Executive Officer travel and provisions in Lobby Corps's by-laws).
- 5) Maintain a publicly-accessible archive of submitted Fee Proposal Forms, Annual Reports, and Rollover Requests.

G) Duties of the Chief Financial Officer:

- 1) Be responsible for implementing the budget hearings. In preparation, the Chief Financial Officer must advertise, schedule, prepare budget binders, and outline the budget process for Finance and Business Committee members. The CFO must contact:
  - a) Legislative Committees
  - b) Boards and Commissions
  - c) Executive Officers
  - d) Units
  - e) Office of Student Life groups
- 2) Hold at least five (5) office hours per week, excluding the committee meeting.
- 3) Attend five (5) Senate meetings per quarter to report on the state of the Budget and fiscal activity within the Association.
- 4) Act as liaison for all entities and be responsible for educating (conducting workshops) on the Financial Policies and Procedures.
- 5) Obtain an association electronic mail address and to check it daily.

- 6) Review all bills affecting the 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.
- 7) Be responsible for meeting with the newly appointed Chief Financial Officer and informing them of the duties of the position as well as any long-term project that needs to be continued.
- 8) The Chief Financial Officer shall have the power to impound funds and return them to the unallocated account from all student groups, as well as entities, they deem dormant, provided protections for these funds do not otherwise exist.
  - a) The Chief Financial Officer shall issue a report to Finance and Business Committee and Senate of all dormant groups and the amounts proposed to be impounded, two weeks prior to any action on these accounts.
  - b) The Finance and Business Committee 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.
  - c) Following Finance and Business Committee'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.
- 9) Shall work closely with the President, Controller, and Executive Office to maintain the financial well-being, transparency, and stability of Associated Students.
- 10) Assisting the Senate with their accounts.
- 11) Analyzing proposed capital expenditures.
- 12) Shall sit on the President's Cabinet.
- 13) Shall assist in the stewardship of the Associated Students Endowment.

H) Additional duties of the Chairperson:

- 1) 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 IV, Section 2(E) of the By-Laws.
- 2) Be responsible for assigning Finance and Business Committee members (including themselves) to student groups as liaisons and assisting them when needed, with the education (workshops) of the Financial Policies and Procedures to student groups. The Vice Chairperson will also not assign more than six (6) student groups to Senators.

I) Additional duties of the Vice Chairperson:

- 1) Assume the duties of the Chairperson when they are absent or as designated.
- 2) Maintain an accurate spreadsheet of all Finance and Business Committee member's email addresses, office hours, and student groups.
- 3) Be responsible for knowing, and reading aloud the amount of money remaining in the unallocated account after every appropriation has been passed through Finance and Business Committee.
- 4) Obtain an association email account and check it daily.



- 5) In the event that the Vice Chairperson cannot attend a regularly scheduled Finance and Business Committee meeting, a current member of the Associated Student's Finance and Business Committee by discretion of the chair may fulfill the position and its responsibilities.
- 6) Ensures that weekly minutes are open to the public on the Finance and Business website.

J) Duties of Finance Officers:

- 1) Review the Financial Policies and Procedures as needed.
- 2) Hold at least three (3) office hours per week excluding Finance and Business Committee 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 and Business Committee.
- 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 and Business Committee.
- 5) If needed, the Finance and Business Committee 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.
- 7) Be responsible for assisting student groups as a liaison as assigned by the Vice Chair.

K) Duties of Accounting Intern

- 1) Review the A.S. Finance and Business minutes after approved by Senate.
- 2) Update and email student groups on the outcome of their Funding Requests after minutes are al
- 3) Update the Financial Allocations of the Association that will be available to the public.
- 4) Work with the Finance and Business Advisor to develop marketing and publicity strategies for the Finance and Business Committee.
- 5) Appointed through the same process as the Financial Officers.
- 6) Other Responsibilities as assigned by Finance and Business Advisor and Chair.
- 7) Hold office hours (3) per week in AS Main and/or the Finance and Business Committee Office.
- 8) Is not required to attending meetings and are not given voting responsibilities.

L) Finance and Business Committee Meeting Procedures:

- 1) Unless otherwise noted in this section, Finance and Business Committee shall be conducted according to the guidelines set forth for Senate Meetings, in Policy 1 of the Policies and Procedures.
- 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 and Business Committee 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 and Business Committee 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 12. CAMPUS INTERNAL AFFAIRS COMMITTEE

A) Charge of the Committee:

Shall oversee all Associated Students activities regarding internal matters (Such as, Bills, Internal Resolutions, and Student Fees, Student Services & Student Facilities.) Furthermore, shall study and review the legal code and make recommendations on needed legislation, as well as review and give recommendations regarding Constitutional and By-Laws legislation proposed by the Senate. It will also oversee all matters regarding procedure in regards to appointments, selection processes, and discussion rules for legislation.

B) Voting Membership:

- 1) Chair (Senator)
- 2) Vice-Chair (Senator)
- 3) Six (6) Senators
- 4) Three (3) Students at Large
- 5) A.S. Internal Vice President (only in the case of a tie)

C) Non-Voting Membership:

- 1) Student Fee and Services Commissioner
- 2) Facilities Commissioner
- 3) A.S. Committee on Committees Chair
- 4) A.S. President
- 5) A.S. Executive Director
- 6) A.S. Assistant Director for Government Affairs
- 7) All Student Representatives on University Governance Boards

D) Duties and Powers of the Committee:

- 1) To review all main motions introduced in the Senate related to the following matters, to monitor the developments of these matters, and to propose main motions as necessary related to these matters:
  - a) Changes to the Constitution, Bylaws, or Policies of the Association.
  - b) The governance of the Association or any entities therefore of.
  - c) The Association's legal relationship with the University, including memorandum of understandings with the University and recognition of the Association as the official undergraduate student body.
  - d) Legislative oversight of the Elections Board and Elections process.

- e) Make formal recommendations on the A.S. President's participation on the Campus Planning Committee and Coordinating Committee on Budget Strategy.
- f) Review and hear reports from student representatives from University Governance Boards and draft necessary legislation in response.
- g) Collaborate and review policies with various administrative and A.S. related departments regarding procurement, new or old policy revisions regarding procurement authority, training and accessibility of Gateway and other integral components comprising changes to procurement authority.
- h) Collaborate with A.S. Finance and Business Committee and A.S. External Affairs Committee to select one (1) Senator and one (1) Student-at-Large from each standing committee (Internal, Finance and Business, and External) to attend A.S. Administration Meetings when discussing issues regarding procurement.
- i) It shall be the responsibility of each of the above selected senators and students-at-larges to create a bi-monthly report on the relevant information and updates discussed during A.S. Administration Meetings to distribute to all BCU chairs at least 24 hours before the following Senate meeting.
- j) If in the event procurement authority deviates from its original structure, it shall be the duty of both the Campus Internal Affairs Committee and A.S. Finance and Business Committee to work together, and advise administrative and A.S. related entities.
- k) When discussing issues related to procurement authority, the Non-voting Membership of the Committee shall be expanded to include:
  - 1) Director of Technical Assistance and Internal Operations
  - 2) Director of Procurement Services
  - 3) Chancellor of UC Santa Barbara
  - 4) Acting Assistant Chancellor for the Office of Budget and Planning
  - 5) Vice Chancellor of Student Affairs
  - 6) Chairs of any A.S. Boards, Commissions, and Units
  - 7) USSA Representative
  - 8) Attorney General
  - 9) Chief Financial Officer
- a) When discussing issues or policies related to procurement authority, the Voting Membership of the Committee shall be expanded to include:
  - aa) Finance and Business Chair
  - bb) Finance and Business Vice-Chair
  - cc) One (1) Senator
  - dd) Five (5) Finance and Business Financial Officers
- l) When discussing the implementation of new procurement policies and procedures, the authority of decision-making shall fall under the jurisdiction of the Finance and Business Committee.

SECTION 13. EXTERNAL AFFAIRS COMMITTEE

A) Charge of the Committee:

The purpose of the External Affairs Committee is to serve as the research and advocacy branch of the Associated Students' Senate. The External Affairs Committee shall oversee and advise the

association on all matters regarding policy, advocacy, and external functions. This includes but is not limited to International, Federal, Local, UC, and Campus affairs.

B) Voting Membership:

- 1) Chair (Senator)
- 2) Vice-Chair (Senator)
- 3) Six (6) Senators
- 4) One (1) Member-at-Large
- 5) Two (2) Federal Policy Analysts
- 6) One (1) State Policy Analyst
- 7) One (1) UC Policy Analyst
- 8) One (1) Media and Marketing Coordinator
- 9) A.S. Internal Vice President (only in the case of a tie)

C) Non-Voting Membership

- 1) External Vice President of Local Affairs
- 2) External Vice President of Statewide Affairs
- 3) A.S. President
- 4) A.S. Executive Director
- 5) A.S. Assistant Director for Government Affairs
- 6) Academic Affairs Commissioner
- 7) All Students Representatives to Academic Senate and Administrative Advisory Committees
- 8) University Shared Governance Coordinator
- 9) BCU External Chairs

D) Duties and Powers of the Committee:

- 1) To review all main motions introduced in the Senate related to the following matters, to monitor the developments of these matters, and to propose main motions as necessary related to these matters:
  - a) To consider and recommend positions to the Senate on all matters of a political nature.
  - b) To research and initiate action to improve University housing and academics.
  - c) Review and hear reports from student representatives to Academic Senate and Administrative Advisory Committees and draft necessary legislation in response.
  - d) Deal with all matters involving University actions and policies both academic and nonacademic.
  - e) Deal with all issues regarding Isla Vista, Santa Barbara County, UC System, State of California, and Federal Government.
  - f) Hear recommendations on position papers from the External Vice Presidents and A.S. Lobby Corps regarding UC Regent/UCOP Policy, legislation, and other government actions.
  - g) Hear reports from the External Vice President of Local Affairs regarding the state of the Isla Vista and Surrounding Community.
  - h) Hear reports from the External Vice President of Statewide Affairs regarding the state of the UC Students Association and United States Students Association.
  - i) If time permits, acts on legislation presented at UCSA Board of Directors meetings

- 2) To make a tri-weekly Associated Students email to the student body, which must include, but is not limited to:
  - a. Meeting Day and Time of Senate Meetings
    - i. One separate email is additionally required at the beginning of Fall, Winter, and Spring quarters, sent out by Week 2, which lists an updated general meeting time each quarter for the Executives Offices, Senate, Legislative Committees, Judicial Council, Attorney General, Office of the Controller, Committee on Committees, BCU's, and all other student groups in the Association.
  - b. Explain how to speak at Public Forum and encourage students to come voice their concerns.
  - c. Bills and Resolutions which are passed each week by the Senate, including the name of the Author, Second, and Student Sponsor(s).
  - d. Any relevant events for that week from BCU's that individual Senators liaison to, which must be submitted in a timely manner.
  - e. Any relevant events for that week from BCU's that individual Senators liaison to, which must be submitted in a timely manner.
  - f. Any relevant events for that week from any OSL group up to the discretion of Senators, which must be submitted in a timely manner.
  - g. Any relevant events for that week from any major department up to the discretion of Senators, which must be submitted in a timely manner.

E) Specific Duties of the External Affairs Committee Chair

- 1) In the event that the Office of the External Vice President for Local Affairs or the Office of External Vice President for Statewide Affairs becomes vacant; the chair shall serve as Acting External Vice President for Local Affairs or Acting External Vice President for Statewide Affairs until a new External Vice President for Local Affairs or External Vice President of Statewide affairs is duly elected.
  - i. They shall also be responsible for retaining the respective office staff and ensure the continuation of work from staff.

F) Duties and Responsibilities of the External Affairs Committee Policy Analysts

- 1) The Policy Analysts run the committee think tank for both global, federal, and state legislation research policy, and provides guidance around policy issues to the External Affairs Committee.
- 2) Remain thoroughly informed on all relevant proceedings, legislation, and policy related to the work of the External Affairs Committee. This includes but is not limited to:
  - a) Inter-Governmental Organizations and Global Affairs
  - b) United States Congress
  - c) California State Senate and Assembly
  - d) UC Regents
  - e) UC Office of the President
  - f) UCSB

- 3) Work in partnership with the committee and Senate to pass resolutions related to global, national, and statewide issues.
- 4) Be responsible for any assigned fellows, and conduct a weekly national and statewide policy of advising staff meeting.
- 5) Report to the committee chair and vice-chair a minimum of three (3) times per quarter.
- 6) Service two (2) office hours per week devoted to research and development of policy briefs.
- 7) Attend all External Affairs Committee meetings.
- 8) Serve a term of one (1) academic year.

G) Duties and Powers of the Media and Marketing Coordinator

- 1) Maintain the website, shoreline, social media groups, pages, and accounts and update them regularly with events the commission organizes and sponsors, with articles and news stories relevant to the External Affairs committee's charge.
- 2) Create flyers for the committee's projects, initiatives, and any information relevant to the committee's work.
- 3) Oversee the overall aesthetic of the committee and maintain a professional and clean image for the organization (this includes updating websites, graphics, logos, banners, etc. at any time when deemed necessary).
- 4) Work with the Committee Chair to public the minutes taken at every meeting, include those taken during Policy Analyst meetings, on the official A.S. External Affairs Committee website.
- 5) Serve a term of one (1) academic year.

H) Selection of Policy Analysts

- 1) Policy Analysts shall be selected via an application and interview processes as outlined below:
  - a) The Chair and Vice-Chair shall create an application in collaboration with the Committee on Committees.
    - i) The Chair and Vice-Chair can also elect to utilize other platforms in connection with Committee on Committees such as Handshake.
    - ii) Chairs must ensure the fair distribution of the positions and the application must be open for at least one (1) week.
  - b) The Committee as a whole shall review the applications jointly and elect which candidates to advance to the next stage of the selection process.
  - c) The Chairs of the Committee shall conduct interviews with the candidates and select the candidate to recommend to the A.S. President to be appointed.
    - iii) Chairs can also elect to delegate the duty of interviewing candidates to another Senator on the committee.
  - d) The appointed position shall then be confirmed by the A.S. Senate by a simple majority (50% +1) vote.

SECTION 14. A.S. BASIC NEEDS COMMITTEE

B) Charge of the Committee

- 1) The Basic Needs Senate Committee will focus on all basic needs related issues within Associated Students. They are tasked with staying aware of basic needs progress locally, in the district. The committee is also responsible to assist local basic needs organizations, build coalitions with other basic needs stakeholders, organize relevant projects, relay important information affecting basic needs security on both the UCSB campus and the UC system as a whole, and serving as advocates for basic needs efforts. Finally, the committee is also responsible for reviewing input from other basic needs organizations, collaborating and assisting with these organizations whenever necessary, and giving suggestions for ALL legislation within UCSB Associated Students concerning basic needs.

C) Voting Membership

- 1) Two (2) Chairs (2 Senators)
- 2) One (1) Basic Needs Campus Project Liaison
- 3) Three (3) Senators
- 4) One (1) Treasurer
- 5) One (1) Public Relations Officer

D) Non-Voting Ex-Officio Membership

- 1) President
- 2) Executive Director
- 3) Committee Advisor
- 4) Controller
- 5) Attorney General
- 6) External Vice President of Local Affairs
- 7) External Vice President of Statewide Affairs

E) Non-Voting Members

- 1) Lobby Corps Liaison
- 2) AS Food Bank Liaison
- 3) Miramar Pantry Liaison
- 4) Direct Services Liaison
- 5) Food Security Communication Liaison
- 6) Food for All Liaison
- 7) Food Security and Basic Needs Task Force Liaison
- 8) AS Basic Needs Resource Center Liaison

F) Selection and Term of Office

- 1) The two (2) Chairs and three (3) Senators will be assigned by the Internal Vice President and approved by the Senate for a term of one (1) academic year. The one (1) Campus Project Liaison and the one (1) Treasurer and the one (1) Public Relations Officer will be recommended by the Committee on Committees and/or a formal application made by the Co-Chairs, and approved by the Senate for a term of one (1) academic year. The outgoing Co-chairs, the Food Security Communication Team, and the Food for All Chair shall be closely involved in the process.

G) Attendance

- 1) The Chairs, Basic Needs Officers, and Secretary must have weekly committee meetings every other week at a time and date suitable to all voting members. Voting members of the committee who acquire two (2) unexcused absences in an academic quarter shall be

subject to removal by the committee chairs, and two-thirds (2/3) vote by Senate, pending review by committee for mitigating circumstances.

- 2) Voting members are allowed an excused absence only if the committee chairs have received prior notification at least 24 hours in advance before the start of the meetings.
- 3) When a voting member is to be represented by a proxy, the member must present reason to the committee chairs at least 24 hours in advance before the start of the meetings. A voting member may not represent another voting member by proxy, and a proxy does not necessarily mean that the absence was excused.

#### H) Duties and Powers of the Committee

- 1) Oversee basic needs efforts within the UCSB campus and the surrounding community by having collaborative public meetings with the relevant stakeholders within the basic needs committee.
  - a) By week three (3) of fall quarter, the chairs of this committee must organize a basic needs summit which brings together all of the listed entities which liaison to this committee to enumerate goals for that academic year, establish communication between organizations, and whatever else is necessary that the officers see fit.
  - b) Create streamlined forms to access those resources, such as a website, pamphlets, or any other form of publication, which instills transparency of the Basic Needs Committee and associated entities for the student body.
  - c) Collaborate and advise on basic needs efforts within the Association, the UC Basic Needs Program, and any other relevant entities.
- 2) Maintain legislative oversight over all main motions introduced in the Senate related to basic needs, to monitor the development of these matters, and to propose main motions as necessary related to those matters:
- 3) Have at least one member of the committee attend at least two (2) Food Security and Basic Needs Taskforce meetings per quarter, and keep track and stay up to date on any other meetings that occur. The entire committee needs to meet with the Basic Needs Task Force as early as possible in the term (Fall) to gain understanding of the basic needs community on campus.
- 4) Have at least one member of the committee attend at least one (1) UC Basic Needs Committee meetings and make formal recommendations on the UC Office of the President's participation on the Basic Needs budget, and use these recommendations to inform actions of the committee thereon.
- 5) Have at least one member of the committee attend relevant at least one (1) statewide summit, meeting, or conference that fosters opportunities for the exchanging of knowledge in regards to basic needs security work at other campuses and institutions, such as, but not limited to, the California Higher Education Basic Needs Summit.
- 6) The committee must partner with at least one (1) executive office on campus each term to bring a larger project to fruition and encourage collaboration in Associated Students.

#### I) Duties and Powers of Voting Members

- 1) All members, with the exception of the Treasurer and Public Relations Officers, must develop and continue a Basic Needs project within AS.
  - a) Progress on the project will be related to the Committee at the 3<sup>rd</sup> and 7<sup>th</sup> week of each quarter.



- b) A report summarizing the project, whether complete or not, will be written prior to the end of the Committee's term.
- 2) The Treasurer is responsible for the transparent and appropriate handling of the committee's budget.
- 3) The Public Relations Officer is responsible for the upkeep of Basic Needs Senate Committee social medias and developing a mission statement for the committee.
  - a) Will update Basic Needs Senate Committee on a quarterly basis on the status of the budget.
  - b) Handle requisition forms with AS to reimburse purchases.
  - c) Authorized Signer
  - d) Attends relevant statewide summit, meeting, or conference as listed in H6.
- 4) The Basic Needs Campus Project Liaison is in charge of keeping the committee informed of projects and activities being undertaken by other organizations on campus so as to avoid overlap and miscommunication.

SECTION 15. HONORARIA COMMITTEE

A) Charge of the Committee:

The Committee on Honoraria shall oversee the allocation of all 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. The Honoraria Committee holds discretion over all honoraria within the fall, winter, and spring quarters as well as the summer quarter where applicable.

B) Voting Membership:

- 1) Senate First Pro-Tempore (Vice Chair)
- 2) Senate Second Pro-Tempore
- 3) One (1) Senator
- 4) Three (3) Student Representatives at Large

C) Non-Voting Membership:

- 1) Internal Vice President (the Chair; votes only in the event of a tie)
- 2) Executive Director
- 3) Committee on Committees Internal Liaisons
- 4) Controller
- 5) Attorney General
- 6) Director of Accountability
- 7) President
- 8) The Office of the Internal Vice President Chief of Staff

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

- 1) The one (1) Senator will be appointed by the 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 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 fall, winter, and Spring quarter, and the last week of the academic summer session if applicable 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 levels of honoraria throughout the entire Association 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 to: 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) and the last week of the academic summer session of the summer quarter if applicable.
- 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 awarded honoraria.
- 8) Vote in the event of a tie.

G) Duties and Responsibilities of the Vice Chairperson:

- 1) Assume the duties of the Chairperson when they are 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 list-serves 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 Pro-Tempore.
- H) Duties of the Second 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 and Business Committee meetings per quarter.
  - 3) Attend at least one (1) meeting of each entity that qualifies for honoraria per quarter.
  - 4) Assist the Director of Accountability in the creation of the accountability report and the completion of their duties.
  - 5) Maintain active contact with the chairs (or equivalent) of all entities and student representatives in order to determine the extent to which all officers and representatives have fulfilled their job descriptions.

SECTION 16. A.S. TECHNOLOGY AND MEDIA SERVICES COMMITTEE

A) Charge of the Committee:

The Technology and Media Services Committee's (TSC) purpose is to (1) provide recommendations on legislation relating to the purchase of technology and network related requests; (2) have the responsibility and authority to recommend the allocation of computer and network equipment within ASUCSB as seen necessary; (3) initiate research methods to reduce costs and of computer purchases; (4) review and oversee ASUCSB entities' computer and network purchases; (5) setting and reviewing ASUCSB media policies and practices (6) oversee all expenditures of the A.S. Marketing budget.

B) Voting Membership:

- 1) A.S. Chief Technology Officer
- 2) A.S. Chief Marketing Officer
- 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
- 5) One (1) Senator
- 6) A.S. Internal Vice President

C) Non-Voting Membership:

- 1) A.S. Assistant Director for Technology
- 2) A.S. Webmaster
- 3) A.S. President
- 4) A.S. Attorney General
- 5) A.S. Controller

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

- 1) The Chief Technology Officer 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.
- 2) The AS Communications and Marketing Director shall be selected through the process outlined by the Internal Vice President's Office.

E) Duties and Powers of the Chief Technology Officer:

- 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 AS Assembly meetings.
- 6) Shall sit on the President's Cabinet.

F) 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 17. ELECTIONS BOARD

A) Charge of the Board:

Elections Board coordinates the mechanics of the Elections. The main functions of the Board are to run the Spring General Election, as well as any Special Election(s), and to regulate candidate activities during these elections.

B) Elections Board Composition:

- 1) The Elections Board shall consist of a composition of the following:
  - a) Voting Membership:
    - i. Seven (7) At-Large Representatives
      - a. One (1) Vice-Chairperson
      - b. Three (3) Advertising and Publicity Coordinators
      - c. Three (3) Elections Regulations Enforcers
  - b) Non-Voting Membership:
    - 1) Chairperson
    - 2) A.S. Advisor(s)
    - 3) A.S. Executive Director
    - 4) Two (2) A.S. Senate Members
    - 5) A.S. President
    - 6) A.S. Attorney General
    - 7) A.S. Assistant Director for Media and Technology
- 2) Selection and Term of Office of the Chairperson and Voting Members:
  - a) The Chairperson and the seven (7) At-Large Representatives shall be recommended by the Committee on Committees, then nominated by the 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 Board may be holding any other elected office.
  - c) Once a student has committed to being part of the Elections Board, 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 Board members and non-voting members must submit signed forms committing themselves to the Elections Board in order to attend closed Elections Board meetings.

C) Duties of the Chair:

- 1) Call and preside over meetings throughout the school year.
- 2) Report on the major activities of the Board to the Senate.
- 3) Responsible for being an authorized signature on the A.S. Elections Account.
- 4) Involved in the recruitment of Board members.
- 5) Represents the A.S. Elections Board 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 Elections Board member has been designated a specific duty and that the Elections Board as a whole is working toward upholding the Elections Code.

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 AS Assembly meetings.

D) General Duties of Elections Board Members:

1) Responsible for attending weekly Board meetings.

2) Determines processes for on-line voting in accordance with parameters defined by the contracted agency.

3) Preside over the assessment of on-line results.

4) Shall be responsible for the implementation and interpretation of the Elections Code.

5) Schedule, arrange, and moderate a Candidates' Forum and any other public activity to further aid the electorate in understanding ballot issues and Candidates' platforms.

6) Shall be the sole determiner of eligibility for those running for an elected position, and shall:

a. Enforce the Constitution and By-Laws in all aspects of eligibility for an elected 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) Specific Duties of Elections Board Members:

1) Duties of the Vice-Chairperson

a) Responsible for assisting the Chairperson with their duties.

b) Responsible for being an authorized signature on the A.S. Elections Account.

c) Involved in the recruitment of Board members.

d) Responsible for presiding over meetings in the absence of the Chairperson.

e) Serves and assists in all other positions (advertising/publicity coordinator and enforcer).

2) Advertising/Publicity Coordinators:

a) Shall arrange for all advertising to be in accordance with the Election Code.

b) Produce advertising campaigns to impartially promote all election events.

c) Responsible for meeting with the Elections Board Chair to request that the necessary funds for all advertising be included in the Elections Board overall budget.

3) The Election Regulations Enforcers:

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 the 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) In the event of an on campus election, there will be individuals appointed by the Elections Board to serve as the Elections Enforcement Officers. It will be up to the Board to appoint the people who they feel are the most unbiased individuals. Duties of Enforcement Officers are:
  - 1. To make daily rounds on campus and locate any illegally posted campaign signs.
  - 2. To remove these signs that are illegally posted.
  - 3. All removed signs are to be kept in the Elections Office until the end of elections.
  - 4. 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.
  - 5. Serve as witness(es) to the Attorney General for any cases brought before the Judicial Council concerning illegal posting.
- e) The Elections Regulations Enforcers shall be responsible for enforcing the Student Conduct Policy outlined in Article XVIII Section 5.D and Section 5.E.
  - 1. The Elections Regulations Enforcers shall be responsible for reporting a violation to the Elections Chair and Advisor for investigation.
  - 2. The Elections Regulations Enforcers shall serve as witnesses for any cases brought before the Elections Board or the Judicial Council concerning student conduct policy violations.

SECTION 18. 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) Structure:

- 1) The ASIAC shall consist of an Executive Board, various sub-committees, 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:

- i. A.S. Chief Investment Officer (only in case of a tie)
- ii. Vice Chairperson
- iii. Up to Nine (9) Portfolio Managers

- iv. Senator
- b) Ex-Officio Members (non-voting):
  - i. Economic Analyst
  - ii. Senior Analyst(s)
  - iii. Junior Analyst(s)
  - iv. A.S. Executive Director
  - v. A.S. Committee on Committees Chair
  - vi. A.S. Controller(s)
  - vii. A.S. Attorney General
  - viii. A.S. Internal Vice President
  - ix. A.S. President
  - x. 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 through a joint interview process with Committee on Committees and IAC executive board, with final discretion in the hands of IAC executive board, 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) All interviews shall consist of the Chief Investment Officer or Vice-Chairperson. The Committee on Committees chairperson (or designee) shall have the option to participate in interviews if they wish.
- 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 and Business Committee.
  - 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 AS Assembly meetings.
  - f) Shall serve at least three (3) regular posted office hours per week.



- g) Shall appoint the Chairpersons of each sub-committee.
  - h) Shall assign the sub-committee that each Portfolio Manager is responsible for.
  - i) Shall assign tasks to the sub-committee Chairs.
  - j) Shall sit on the President's Cabinet.
- 4) The Vice Chairperson:
- a) Fulfills the duties of the Chair if the Chair is unable to do so.
  - 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 their assigned sub-committees and gives feedback on their assignments regularly.
  - h) Reads all reports produced by the ASIAC sub-committees.
- 5) Portfolio Managers:
- a) Oversees certain sub-committees and helps make investment decisions.
  - b) Attends weekly Executive Board and Town Hall meetings.
  - c) Maintains communication with their assigned sub-committees and gives feedback on their assignments regularly.
  - d) Reads all reports produced by ASIAC sub-committees.
  - e) Shall serve at least one (1) regularly posted office hour per week.
- 6) 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 sub-committees 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.
- 7) Duties and Powers of all other ASIAC Officers:
- 2) Economic Analyst:
    - a) Shall chair the Macroeconomic sub-committee.
    - 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.
  - 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.
- 8) 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.
- 9) 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 Policy 4 of the ASUCSB Policies and Procedures.
    - 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.
- 10) Sub-committees:
- 1) There shall be nine (9) standing sub-committees of the ASIAC, one (1) Macroeconomic sub-Committee, and eight (8) sub-committees 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 sub-committees shall be the Consumer Staples and Discretionary, “Energy and Utilities,” “Commodities and Industrials,” “Financials,” “Healthcare,” “Fixed Income,” “Technology, Media, and Telecommunications,” “Special Situations,” and “Real Estate (REITS)” sub-committees. The sector sub-committees 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 sub-committees’ analysts 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 sub-committees as necessary.
- 11) 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.

## **ARTICLE VII - JUDICIAL BRANCH**

### **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. The Judicial Council may hear cases on Code of Conduct only as they pertain to a direct violation of Legal Code 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) Only individuals with an active affiliation to UCSB may bring a case to Judicial Council
  - a) Active affiliation is defined as anybody who is full or part-time student at, or faculty/staff member of, UCSB.
- 2) Anyone eligible to bring a case concerning an A.S. Constitutional, By-Law, or policy matter must submit to the Judicial Council Chair, through the Judicial Council website online form, a petition which must include:
  - a) Petitioner name, phone number, and who they are representing
  - b) Respondent name, phone number and who they are 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
- 3) Upon receipt of petition, Judicial Council will date and number it. At this point the petition becomes a public document.
- 4) Judicial Council will notify the respondent, Attorney General, and Executive Director of a case submitted within two (2) days of receiving petition.
- 5) Judicial Council is responsible for serving the Petitioner and the Respondent with the petition.
- 6) Judicial Council will consider the Legal Code at the time of the petition for hearing. Updates to Legal Code made before the Formal Hearing but after the petition for hearing will not be considered.

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 two (2) weeks 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 Wednesday of the Eighth (8<sup>th</sup>) week. Any petition received later than this date will only be heard at the insistence of two thirds (2/3) of the council, otherwise it will be addressed at the beginning of the following academic quarter.
- 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 of notice of scheduled hearing.
    - b) All hearing dates, times, and locations must be on the Judicial Council website and in the A.S. Main Office from as soon as it is available until the date of the hearing, with at least three (3) days of notice.
    - 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 the Judicial Council Chair, via email, a brief outlining their case no later than a deadline determined by the Judicial Council Chair. Briefs shall not exceed ten (10) pages in length without special approval from the Judicial Council.
    - a) The Judicial Council Chair shall serve both sides with written copies of briefs no later than one (1) full day prior to the scheduled hearing.
    - b) 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.
    - c) If all conditions are not met, the case will be put on hold pending further decision by the Judicial Council.
  - 2) 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.
  - 3) 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) Adjudication of outstanding motions
    - b) Opening Statements
    - c) Presentation of arguments, evidence, and cross-examination
    - d) Rebuttals and Refutation
    - e) Summation
    - f) 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:
  - e) Verbal abuse
  - f) Failure to appear when reasonably summoned
  - g) Deliberate lying during testimony
  - h) Lack of adherence to hearing procedures
  - i) Deliberate ignoring of correspondence so as to prolong or delay 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. Situations in which the deliberate ignoring of correspondence is under consideration, the Chairperson shall issue two (2) warnings, with at least twenty-four (24) hours separating them, before considering contempt of council.
- 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 three-quarters (3/4) majority vote.
    - i) 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.
    - ii) Suspensions may not be given for longer than ten (10) weeks.
    - iii) The duties and responsibilities of any positions for which an executive officer was suspended shall be transferred or delegated temporarily in accordance with the rules that would apply to that position in the event of a vacancy.
    - iv) 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. Executive Director (1)
    - d) A.S. President (1)
    - e) Campus Media (1)
    - f) A.S. Attorney General (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 Judicial Council member missing two (2) "unexcused" meetings per quarter shall be permanently dismissed from their 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.
  - 3) Sub-Judicial Council members missing two (2) "unexcused" meetings per quarter shall be permanently dismissed from their positions.
- I) The Judicial Council may adopt its own additional rules for the administration of cases not subject to Senate approval, provided they are published on the Judicial Council Website 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.
- B) The duties of the Chairperson of Judicial Council are as follows:
- 1) The handling of all the administrative duties of Judicial Council.
  - 2) The setting of the agenda during regular Judicial Council meetings.
  - 3) The setting of the date/time/location of regular Judicial Council meetings.
  - 4) The presiding of all Judicial Council meetings and hearings.



SECTION 5. APPOINTMENT AND DUTIES OF THE VICE-CHAIRPERSON

- A) The Judicial Council shall internally appoint a Vice-Chairperson subject to the approval of a two-thirds (2/3) approval vote of Senate.
- B) The duty of the Vice-Chairperson of Judicial Council is to assume the responsibilities of the Judicial Council Chairperson in their absence, such as a case of a recusal.

SECTION 6. APPOINTMENT PROCESS OF NEW JUDICIAL COUNCIL MEMBERS

- A) Judicial Council nominees shall be selected by the President, and submitted to the Internal Affairs committee with two (2) weeks notice.
  - 1) This two (2) weeks notice may be waived at the consent of all parties involved.
  - 2) Deadweek and finals week do not factor into the two weeks notice.
- B) The Internal Affairs committee will question the Judicial Council nominees, and vote on them as a committee. At the Senate meeting following this vote, the Internal Affairs committee Chair will relay their vote results and committee recommendations to the full Senate, who will then cast a binding vote on their appointment.
  - 1) The vote of full senate must meet a two-thirds (2/3) majority.

SECTION 7. 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, 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, 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.

- b) These office hours must be posted on the Judicial Council Website, and held in the Judicial Council Office.

F) Sub-Judicial Council Hearing Procedures:

- 1) All Sub-Judicial Council hearing procedures will be in accordance with Article VII, Section 3 of the A.S. Legal Code, unless otherwise provided for herein.

SECTION 8. 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.
    - a) In the case that only some parts of the case files are private, the Chairperson shall have the authority to redact sensitive information, and remove sensitive evidence from the case file in accordance with all proper laws.
  - 2) Should issues of storage space arise, the Chairperson will designate an appropriate means of storage with majority (50% + 1) vote of the Senate.

SECTION 9. APPEALS PROCESS

A) Guidelines for appeals regarding Election Board complaint rulings:

- 19) An appeal can be submitted to Judicial Council on any matter pertaining to the administration or adjudication of a complaint by Elections Board.
- 20) The appeal must be submitted no later than five (5) business days after the ruling is given by Election Board
- 21) The appeal will be reviewed by Judicial Council at their next regularly scheduled meeting, and a decision to accept or deny the appeal will be issued within one (1) business day after their meeting.
  - i. If the Council denies the appeal, the decision of the Election Board stands, and the case is considered closed.
  - ii. If it is deemed that a new hearing must be scheduled entirely, standard measures in accordance with the Legal Code must be adhered to and there will need to be a resubmission of case briefs, where revisions of evidence and witnesses will be allowed.

SECTION 10. JUDICIAL COUNCIL CLERKSHIP

- A) The Judicial Council Chairperson shall appoint, with a majority vote (50% +1) in approval by the regular Judicial Council membership, one (1) to three (3) individuals to serve as clerks within the Judicial Council.
  - 1) One (1) of these clerks shall be designated to assist the Chairperson in ensuring the efficacy of administrative goals of the Judicial Council.

- 2) Two (2) of these clerks shall be designated the responsibility of generally assisting the Judicial Council with legal code and meeting based matters, such as the recording of minutes.
  - 3) Clerks may be utilized on a quarterly basis by the Judicial Council as needed.
- B) The confirmation of the Judicial Council Clerks is subject to a majority vote (50% +1) of Senate.
  - C) The Judicial Council Clerks must sign a confidentiality agreement before being allowed to sit in any Judicial Council meetings or view any Judicial Council documents.
  - D) The removal of a Judicial Council Clerk is subject to a two-thirds (2/3) vote of Senate, or by dismissal of the Judicial Council.
  - E) For the purposes of Honoraria calculation, Judicial Council Clerks may receive Honoraria as outlined by Article XVI §4(C)1 of the A.S. By-Laws.

## **ARTICLE VIII– A.S. ATTORNEY GENERAL**

### **SECTION 1. CHARGE OF OFFICE**

The purpose of the Attorney General is to prosecute and conduct suits involving violations of the A.S. UCSB Legal Code and to give advice upon questions of the A.S. UCSB Legal Code when required by the President and Executive Officers, or when requested by any ASUCSB Appointed Officer. The Attorney General shall act as the investigator and prosecutor in those cases in which the Attorney General brings to Judicial Council and may also serve as an advisor to those who wish to bring a case themselves. The ultimate goal of the office is to ensure that the Association remains accountable to the students they represent by abiding by the constitution voted on by the student body as whole and all of its subsidiary documents.

### **SECTION 2. SELECTION AND 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. The Attorney General in its place must be a student in good standing (GPA of 2.0 or above).

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

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

### **SECTION 4. DUTIES AND POWERS**

- A) Be empowered to investigate and prosecute any potential violations of the ASUCSB Legal Code.
  - 1) The Attorney General and Solicitor General shall have the chief responsibility for litigation presented by the office.
- 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 and Commissions, Senate Committees, and Units.
- E) Attend all meetings of the Senate Standing Committee on Constitution and By-laws.

- F) Maintain a working knowledge of the Constitution and By-Laws.
- G) Maintain a strong knowledge of the A.S. Legal Code as well as the A.S. Financial Policies and Procedures.
- H) Work with all Associated Students groups or officials to prevent violations of the A.S. UCSB Legal Code.
- I) Represent the Associated Students in the prosecution of policy violations in which case the Attorney General will represent their office. This Clause, clause I, can only be changed by a three-fourths (3/4) vote of the Senate.
- J) Attend at least five (5) meetings per quarter of the Associated Students Senate.
- K) Attend at least three (3) meetings per quarter of the Senate Standing Committee on Finance and Business.
- L) Attend at least one (1) meeting per quarter of all other Associated Students regular meetings as time permits.
- M) Be knowledgeable on the actions of the A.S. Executives as well as their job duties as stated in the A.S. UCSB Legal Code.
- N) Meet regularly with the following entities:
  - 1) The Internal Vice President bi-monthly
  - 2) The President bi-quarterly
- O) Act as the Chief Legal Counsel to the A.S. Senate.
- P) Ensure there is proper implementation of all directives made by the A.S. Senate.

SECTION 5. THE OFFICE OF THE ATTORNEY GENERAL (OAG)

- A) The Attorney General shall be empowered to appoint and remove an officer within the following positions:
  - 1) Solicitor General
  - 2) OAG Caseworkers
  - 3) All members referred to above (Article IX, Section 5. A) shall:
    - a) Be required to attend the weekly staff meetings.
    - b) Contribute to office projects and casework.
    - c) Be empowered to investigate and prosecute any potential violations of the A.S. UCSB Legal Code at the discretion of the Attorney General.
    - d) Serve a term of office that shall be concurrent with that of the Attorney General.
- B) The Solicitor General is the chief litigation advisor to the Attorney General, and the OAG Chief of Staff, responsible for organizing and running the Attorney General's Office.
  - 1) The Solicitor General shall:
    - a) Maintain a strong knowledge of the A.S. UCSB Legal Code as well as the A.S. Financial Policies and Procedures.

- b) In the absence of the Attorney General, assume the duties and powers of the Attorney General.
    - i. If the Attorney General is temporarily absent for a quarter (i.e. studying abroad), the Solicitor General shall assume the duties and powers of the Attorney General until the Attorney General returns.
  - c) The Solicitor General shall be the primary spokesperson of the ASUCSB if it is a defendant in any case. Shall serve as the A.S. Public Defender.
  - d) Assist and advise the Attorney General with the prosecution of cases brought to Judicial Council.
  - e) Direct the OAG staff, under the guidance of the Attorney General, to work on cases involving violations of the A.S. UCSB Legal Code, including the assignment and follow-up of case-work.
  - f) Organize and co-facilitate weekly staff meetings.
  - g) Check in regularly with office staff to provide support in their work.
  - h) Assume or delegate the responsibilities of any vacant positions within the OAG until such position is filled.
  - i) Attend three (3) Senate meetings on behalf of, or in addition to, the Attorney General.
  - j) Hold a minimum of two (2) weekly office hours.
  - k) Attempt to attend at least one (1) meeting per quarter of all other Associated Students regular meetings as time permits.
  - l) Attend at least two (2) meetings per quarter of the Senate Standing Committee on Finance and Business.
  - m) Actively seek out violations of the elections code to be reported to the Elections Board.
- C) The OAG Caseworkers are responsible for doing research and managing cases for the OAG and supporting the Attorney General and Solicitor General in the completion of their responsibilities.
- 1) The OAG Caseworkers Shall:
    - a) Maintain a strong knowledge of the A.S. UCSB Legal Code and Financial Policies and Procedures.
    - b) Attend at least one (1) meeting of the Senate and A.S. Senate Standing Committee on Finance and Business per quarter, but shall be highly encouraged to attend more.
    - c) Shall attend at least two (2) meetings of assigned A.S. Entities.
    - d) Assist with casework as assigned.
    - e) Review the minutes of all A.S. Entities in order to ensure that all A.S. Entities are operating within the parameters provided in the A.S. UCSB Legal Code and the Financial Policies and Procedures.

- f) Fulfill other duties as assigned.
- D) The Office of the Attorney General shall be entitled to the same honoraria amounts as Boards, Commissions, and Units (BCUs). The Attorney General and Solicitor General shall be entitled to a maximum amount of \$350 per quarter and Caseworkers shall be entitled to a maximum of \$200 per quarter.

## **ARTICLE IX - A.S. OFFICE OF THE CONTROLLER**

### **SECTION 1. CHARGE**

The Office of the Controller will serve as an independent recommending body for all ASUCSB Units to the Senate, Executive Officers, and the A.S. Executive Director. In conjunction with the Business Managers, will make recommendations to the Senate Standing Committee on Finance and Budget 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 Office will seek proposals for other business enterprises or ventures and will serve as the recommending body to Senate for all proposals for future ASUCSB Units.

### **SECTION 2. SELECTION AND APPOINTMENT**

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

### **SECTION 3. A.S. OFFICE OF THE CONTROLLER**

- A) The Office of the Controller shall consist of:
  - 1) Controller
  - 2) Assistant Controller
  - 3) Three (3) Senior Business Analysts
  - 4) Six (6) Business Analysts
  - 5) One (1) Communications and Marketing Director
- B) The Office of the Controller shall:
  - 1) Conduct a yearly evaluation of all A.S. Units, Boards, and Commissions.
  - 2) Recommend and implement actions to increase the profitability, sustainability, and higher quality of service to students of A.S. Units.
  - 3) Implement new units across campus which meet the following criteria: sustainability, profitability, high quality of service to students.
  - 4) Serve as an independent fiscal authority within A.S. to ensure the fair, safe, ethical, and most efficient use of all student fees employed throughout the association.
  - 5) Serve as a formal recommending body to Senate for all business and fiscal affairs.
  - 6) Conduct oversight over all A.S. Business Units
  - 7) Create and manage actionable strategies for all A.S. Business Units aimed at increasing the profitability, sustainability, and quality of service to students.
  - 8) Improve and maintain networking between A.S. Business Units and the rest of the Associated Students.

C) The Controller:

- 1) Shall hold weekly meeting with the Office of the Controller.
- 2) Shall direct and manage all the work and projects done in the Office of the Controller.
- 3) Is an Ex-Officio Member of all A.S. Legislative bodies and Units.
- 4) Is authorized to request any information from any Board, Committee, Unit, Office, pertaining to the maintenance of sound business and fiscal practices. The Board, Committee, Unit, Office, shall submit the requested information within ten (10) days of the request.
- 5) Shall be in the Executive Office as the liaison to A.S. Units.
- 6) Shall hold at least three (3) weekly office hours
- 7) Shall meet once a quarter (at least) with all Business Manager 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) Be highly involved in the development of each Business Unit's long-term plan
- 10) Advise Senate on all policies of all A.S. Business Units
- 11) Assist the units in the formation of the annual budget
- 12) Shall sit on the President's Cabinet.

D) Assistant Controller:

- 1) Shall attend all Office of the Controller meetings.
- 2) Shall run staff meetings in the absence of the Controller.
- 3) Shall record all the work done in the Office in an organize manner, with the contribution of Business Analyst(s) of his/her choosing.
- 4) Shall provide guidance to the Senior Business Analysts and the Business Analysts regarding the direction of their work.
- 5) Shall give formal feedback to the Senior Business Analysts and the Business Analysts with regards to their performance.
- 6) Shall work with the Controller to determine and manage all assigned projects in the Office of the Controller.
- 7) Shall serve a term of one (1) academic year.

E) Senior Business Analysts:

- 1) Shall work on projects assigned to him/her by the Controller and Assistant Controller and complete them within the deadlines given.
- 2) Shall manage the projects in detail and guide up to two (2) Business Analysts for each project, as assigned by the Controller and Assistant Controller.

- 3) Shall maintain open communication with the Controller, Assistant Controller, and Business Analyst(s) regarding the assigned projects.
  - 4) Shall give regular feedback to the Business Analyst(s) regarding their work.
  - 5) With approval of the Controller, is authorized to request any information from any BCU pertaining to fiscal and business practices.
  - 6) Shall serve a term of one (1) academic year.
- F) Business Analysts:
- 1) Shall be responsible for completing the tasks assigned to them by the Senior Business Analyst, the Assistant Controller, and the Controller.
  - 2) Shall work in groups of up to 2 on the projects assigned to them by the Controller and Assistant Controller, and led by the Senior Business Analyst.
  - 3) With approval of the Controller, is authorized to request any information from any BCU pertaining to fiscal and business practices.
  - 4) Shall serve a term of one (1) academic year.
- G) Communications and Marketing Director:
- 1) Shall be responsible for marketing the services of A.S. Business Units to the appropriate target audience.
  - 2) Shall manage the Social Media accounts of all A.S. Business Units, as well as the Social Media accounts of the Office of the Controller.
  - 3) Shall coordinate marketing efforts with the Senior Business Analysts.
  - 4) Shall keep the A.S. Office of the Controller abreast of all news on campus that might be important for the A.S. Office of the Controller to know; this shall be done in the form of a weekly presentation.
  - 5) Shall serve a term of one (1) academic year.

## **ARTICLE X - COMMITTEE ON COMMITTEES**

### **SECTION 1. THE CHARGE OF THE COMMITTEE**

The A.S. Committee on Committees shall be primarily responsible for advertising Associated Students to the student body at large and maintaining a positive climate within the Association. The Committee shall actively recruit new students to Associated Students and shall be responsible for the placement of students to sit on the Associated Students, Academic Senate and Administrative Advisory Committees. The Committee shall also be responsible for training new appointees through AS Retreat and an AS Orientation Process. The Committee shall strive to promote collaboration and unity within the Association through Association wide social events and AS Assembly.

### **SECTION 2. THE MEMBERSHIP OF THE COMMITTEE**

- A) Voting



- 1) External Chair
  - 2) Internal Chair
  - 3) Vice Chair
  - 4) Two (2) Internal Liaisons
  - 5) University Shared Governance Coordinator
  - 6) Two (2) A.S. Outreach and Recruitment Coordinators
  - 7) One (1) Senator
  - 8) A.S. Internal Vice-President
  - 9) A.S. President
- B) Non-voting
- 1) A.S. Assistant Director for Government Affairs
  - 2) A.S. Executive Director
  - 3) A.S. Controller
  - 4) A.S. Attorney General
  - 5) Two (2) A.S. Internal Climate Coordinators

SECTION 3. SELECTION AND TERMS OF OFFICE

- A) The Internal and External Chairs shall be recommended by the Internal Vice President by week five (5) 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 Chair shall serve a term of office of one (1) academic year.
- B) The Vice Chairperson, Internal Liaisons, University Shared Governance Coordinator, Internal Climate Coordinators, and Outreach and Recruitment Coordinators shall be recommended by the Committee on Committees and the newly selected Chair by week (6) of the quarter, appointed by the President, and approved by a majority (50% + 1) vote of the Senate. The Vice Chairperson, Internal Liaisons, University Shared Governance Coordinator, Internal Climate Coordinators, and Outreach and Recruitment Coordinators shall serve a term of office of one (1) academic year.
- C) The incoming Committee on Committees officers appointed by week six (6) of Spring Quarter will help conduct the appointment process with the outgoing Committee on Committees officers during a transitional period until week eight (8).
- D) The Senator to the Committee on Committees shall be appointed by the Internal Vice President and approved by a majority (50% + 1) vote of the Senate.

SECTION 4. DUTIES AND RESPONSIBILITIES OF THE COMMITTEE

- A) Assist in the application and interview process for A.S. entities as needed and submit all appointments to the Internal Vice President to be approved by Senate.
- B) Design and implement programs, as necessary, to increase communication and collaboration among student representatives, and within A.S. and Senate.
- C) Serve as the primary liaison between undergraduate representatives to Academic Senate and Administrative Advisory Committees, as well as Associated Students.
- 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 their appointed Committee meetings.
- E) Hold quarterly recruitment drives in order to recruit students from all backgrounds and experiences.
- F) Coordinate and advertise events on behalf of the Association during UCSB Week of Welcome.

- G) Ensure that Boards, Commissions, Committees and Units 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) Coordinate and Facilitate meetings of the A.S. Assembly.
- I) Collaborate with Creative Media to publish an annual AS Brochure and quarterly AS Newsletters.
- J) Coordinate an AS Leadership Orientation for all students appointed to AS positions.
- K) Recruit for and maintain a Proxy Bank of students interested in proxying at Senate and Senate Standing Committee meetings.

SECTION 5. DUTIES OF THE COMMITTEE OFFICERS

- A) Duties and responsibilities of the Committee Internal Chair:
  - 1) Ensure that the responsibilities of the Vice Chair, Internal Liaisons, Shared Governance Coordinator, Internal Climate Coordinators and Outreach and Recruitment Coordinators are met.
  - 2) Report at three (3) Senate meetings each quarter including the Senate meeting immediately following a meeting of the A.S. Assembly.
  - 3) 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.
  - 4) Plan AS Assembly including but not limited to coordinating location, programming and advertising.
  - 5) Hold at least five (5) regular-posted office hours per week.
  - 6) Must work with the A.S. Internal Vice President to put Committee appointments on the A.S. Senate agenda for ratification and submit relevant contact information for new appointees to the AS List Serves.
  - 7) Report weekly to the Committee on Committees on which positions are open; track all resignations and removals from office.
  - 8) Work with the chairs of A.S. entities to ensure necessary membership is met.
  - 9) Ensure a positive climate is maintained in Associated Students through the direct oversight of internal climate projects and events that facilitate communication, teamwork, and leadership development.
  - 10) Chair all of the Committee on Committees meetings with the External Chair.
  - 11) Be an active member of the Office of the Internal Vice President.
  - 12) Be a non-voting, Ex-officio member of all other A.S. entities.
  - 13) Collaborates with the External chair to plan quarterly retreats for the Committee.
  - 14) Be responsible for the fiscal management of the Committee and in conjunction with the External Chair, shall prepare the Committee's budget for the following year.
  - 15) Works in conjunction with the Committee on Committees Internal Liaison a to run the AS Proxy Bank and conduct any necessary trainings.

B) Duties and Responsibilities of the Committee External Chair:

- 1) Ensure that the responsibilities of the Vice Chair, Internal Liaison, Shared Governance Coordinator, Internal Climate Coordinators and Outreach and Recruitment Coordinators are met.
- 2) Report at the three Senate meetings each quarter including—the Senate meeting immediately following a meeting of the A.S. Assembly.
- 3) 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.
- 4) Shall be responsible for coordinating an Association wide Week of Welcome recruitment effort and quarterly recruitment fairs.
- 5) Hold at least five (5) regular-posted office hours per week.
- 6) Shall plan and coordinate AS Leadership Orientation for all members of Associated Students.
- 7) Shall be responsible for the Committee's Social Media presence in collaboration with the Outreach and Recruitment Coordinators.
- 8) Works with the chairs of A.S. entities to ensure necessary membership is met.
- 9) Chair all of the Committee on Committees meetings with the External Chair.
- 10) Be an active member of the Office of the Internal Vice President.
- 11) Be a non-voting, Ex-officio member of all other A.S. entities.
- 12) Collaborate with the Internal Chair to plan quarterly retreats for the Committee.
- 13) Be responsible for the fiscal management of the Committee and in conjunction with the Internal Chair, shall prepare the Committee's budget for the following year.

C) Duties and responsibilities of the Committee Vice Chair:

- 1) Assume the duties of the Chairpeople when they are absent or as designated.
- 2) Assists the Chair with Committee oversight, including tracking office hours and meeting attendance for all committee members.
- 3) Keep an accurate and unbiased record of all meetings of the Committee on Committees, A.S. Assembly, and Candidate Deliberations.
- 4) Coordinate the scheduling of all interviews for the Committee on Committees.
- 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) Ensure that all Candidates are informed of their acceptance or rejection, and maintain a record of who accepts and who declines.
- 8) Follow up on all items proposed by the A.S. Assembly and ensure that business is properly completed.

- 9) Maintain an accurate list of vacant positions on the Committee on Committees website.
  - 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 all meetings of the Committee on Committees and A.S. Assembly.
  - 13) Fulfill other duties and responsibilities as assigned by the Chair.
  - 14) Ensure that all Committee members are adequately prepared for Candidate deliberations.
- D) Duties and Responsibilities of the University Shared Governance Coordinator:
- 1) Responsible for maintaining a list of all Advisory Committees and Academic Senate Committees in collaboration with the Office of the President and the A.S Standing Committee on University Affairs.
  - 2) Must work with the Office of the President and the A.S. Standing Committee on University Affairs to annually update all things in the A.S. Legal Code pertaining to the Advisory Committees and Academic Senate Committees.
  - 3) Acts as a liaison between A.S. and the Advisory Committees and Academic Senate Committees.
  - 4) Reports weekly to the Committee on Committees on which positions are open; tracks all resignations and removals of office.
  - 5) Compiles quarterly reports from all the Campus Advisory and Academic Senate Committee members to be given to the A.S. Senate Standing Committee on University Affairs and Executive Officers.
  - 6) Plans training for all representatives to Campus Advisory and Academic Senate Committees at the start of Fall Quarter.
  - 7) Maintains an email list server for all Student Advisory and Academic Senate Committee members.
  - 8) Attends Committees on Committees appointments to Advisory and Academic Senate Committees when possible.
  - 9) Hold at least three (3) regular-posted office hours per week.
  - 10) Shall sit on at least one (1) Advisory Committee or Academic Senate Committee.
  - 11) Attend all meetings of the Committee on Committees and the A.S. Assembly.
  - 12) Plan quarterly social events for the student representatives to Campus Advisory and Academic Senate Committees including at least (1) one event that is open to all students each year.
  - 13) Ensure each student representative tables (2) two hours a quarter to publicize their committee.
  - 14) Be a non-voting, Ex-officio member of the A.S Standing Committee on University Affairs and attend a minimum of three (3) meetings of the committee each quarter.
  - 15) Fulfill other duties and responsibilities as assigned by the Chair.

E) Duties and Responsibilities of the A.S. Internal Liaison:

- 1) Maintains active contact with the Boards and Committees Chairs and Vice Chairs to update them on any relevant information from the Committee on Committees. Contact Committee Chairs with information about appointments processes, recruitment events, and open positions.
- 2) Coordinates a quarterly meeting of all A.S. Chairs outside of A.S. Assembly.
- 3) Helps publicize A.S. Assembly to all A.S. entities.
- 4) Holds at least three (3) regular posted office hours per week.
- 5) Collects each A.S. Entities meeting time and location at the start of each quarter to be displayed online and in A.S. Main.
- 6) Attends all meetings of the Committee on Committees and A.S. Assembly
- 7) Creates an annual A.S. Brochure that includes all A.S. Entities.
- 8) Coordinates with Creative Media to publish a quarterly newsletter of accomplishments of A.S. Entities and the Association as a whole.
- 9) Board, Commission, Committee, and Unit meetings as necessary.
- 10) Serves as an active member of the Committee on Honoraria.
- 11) Develops curriculum for and coordinates AS Orientation for all Associated Students Officers.
- 12) Fulfill other duties and responsibilities as assigned by the Chair.

F) Duties and Responsibilities of the Outreach and Recruitment Director and Coordinators:

- 1) Be responsible for planning and organizing at least one (1) major recruitment fair per quarter. This recruitment fair shall be considered an A.S.-wide event.
- 2) Collaborates with the External Chair to coordinate Associated Students Week of Welcome events and tabling.
- 3) 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. entities and Administrative Advisory Committees or Academic Senate Committees.
- 4) Publicize Associated Students and Committee on Committees through social media.
- 5) Develop new and innovative ideas for targeted recruitment.
- 6) Hold a minimum of two (2) office hours per week.
- 7) Attend all meetings of the Committee on Committees.
- 8) Coordinate tabling for events at UCSB and in Isla Vista including but not limited to Week of Welcome, Pardall Carnival, Chilla Vista, OSL Organization Fairs and Spring Insight.
- 9) Publicize the AS Newsletter and AS Brochure developed by the Internal Liaisons.

- 10) The specific demographic designations of each Outreach and Recruitment Coordinator shall be as follows:
    - a) The On-campus Outreach and Recruitment Coordinator shall be responsible for creating innovative ways of recruiting students living in university owned facilities, specifically transfers and first year students.
    - b) The Off-Campus Outreach and Recruitment Coordinator, who shall be responsible for creating innovative ways of outreaching to the students who live off campus.
    - c) The Outreach and Recruitment Coordinators shall be responsible for creating innovative ways of outreaching to all students, especially 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.
    - d) Each Coordinator shall be responsible for coordinating at least one (1) outreach or recruitment event per quarter that targets their demographic.
  - 11) Fulfill other duties and responsibilities as assigned by the Chair.
- G) Duties and Responsibilities of the Internal Climate Coordinators:
- 1) The Internal Climate Coordinators 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. They 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 Coordinators 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.
  - 2) The Internal Climate Coordinators shall serve a term of office of one (1) academic year.
  - 3) The Internal Climate Coordinators 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 or have been affiliated with any political party.
  - 4) The Internal Climate Coordinators cannot run and/or hold an elected position, and they may also not hold an elected office concurrently.
  - 5) Attend three (3) non-consecutive Senate meetings per quarter and be familiar with the climate of the Senate.
  - 6) Work with the Committee on Committees to build community in Associated Students.
  - 7) Assist the IVP and Committee on Committees chairs in planning Senate and A.S. Wide retreats and AS Assembly.
  - 8) 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 (i.e., Resume workshop, Grant-writing workshop, Wellness presentation, etc.).
  - 9) Plan at least one (1) social program per quarter for Associated Students leaders to socialize and network with each other.
  - 10) Meet quarterly with Amy Van Meter, the Restorative Justice Intern, discuss the implementation of Restorative Justice as a practice at UCSB and within A.S. once in fall quarter and throughout the year as needed. Organize Restorative Justice/peacekeeping circles for Associated Students should the climate deem it necessary.

- 11) Conduct surveys and gather research regarding the climate of the Association and take into consideration the ideas and suggestions of students.
- 12) 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.
- 13) 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.
- 14) Arrange, schedule, and facilitate a Team Building Event/Retreat for all candidates to attend.
  - a) This retreat shall be geared towards creating positive internal relationships between candidates and parties to alleviate tensions during the Elections process.
  - b) Allow candidates the opportunity to meet each other as individuals, not as parties.
  - c) Facilitate team building and bonding activities for the duration of the retreat when the majority of candidates can attend.
  - d) This retreat shall be held after the Declaration of Candidacy meeting and before elections officially begin in Spring quarter.
- 15) Attend all regular meetings of the Committee on Committees.
- 16) Serve two (2) office hours per week.
- 17) Attend all Committee on Committees Deliberations to ensure appointments are as fair and unbiased as possible. Ensure Committee on Committees members do not vote in appointments where they have a conflict of interest.
- 18) Fulfill other duties as assigned by the Chair.

## **ARTICLE XI – BOARDS AND 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 Units will begin the seventh (7<sup>th</sup>) week of Winter quarter.
    - a) In order to insure full consideration for Spring appointments, applications shall be received by Monday of the fifth (5<sup>th</sup>) week of Spring quarter.
    - b) All Boards and Commissions, regardless of process, must comply with the determined advertisement.
  - 2) Interviews will begin the Wednesday of 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.
  - 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) 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 eighth (8<sup>th</sup>) week of Spring quarter for their consideration.
- C) Each Board or Commission may create its own interview structure, separate from the present Committee on Committees format, and its recommendations shall be forwarded to the A.S. President for ratification by Senate. Furthermore, each year during Spring quarter if a Board 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) If a Board or Commission chooses this option, the Director must have the A.S. President-Elect (or designee) and one (1) Senator-Elect present at their selection process for their Chair (or equivalent) position.
  - 2) The persons recommended for appointments must also complete the Committee on Committees appointment application, for the Executive Officers and Senate's own records.
  - 3) If a Board or Commission chooses to undergo an internal election, both the Chair(s) and the Advisor must count the votes.
  - 4) All information gathered during said interviews shall be compiled by the Committees Coordinator and forwarded to the President-Elect by Monday of the eighth (8<sup>th</sup>) week of Spring quarter for their consideration. There must be detailed notes taken during the deliberation process.
  - 5) Once a Board or Commission's process is completed, the outgoing leadership shall forward to the Committee on Committees and President-Elect the statement of intent from the newly selected chair(s) and all information gathered during interviews.
- D) All candidates for Chair(s) must complete a statement of intent before their interview or the internal process of a unit.
- E) Term of Office of Board or Commission membership members shall be one (1) academic year, unless otherwise specified.
- F) 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 Senate Finance and Business Committee 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) 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.
  - D) 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.
  - E) All BCU Chairs must fill out an evaluation sheet of their Senator Liaison at the end of each quarter.
  - F) All the Chairs of each BCU must read the minutes from each Senate meeting.

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 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. ROLES AND RESPONSIBILITIES

- A) All Boards and Commissions are responsible for ensuring the Senate and Executive Officers are adequately advised and informed on the issues facing their constituency.
- B) The direction, goals and agenda of each Board 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 5. A.S. BOOK BANK COMMISSION

- A) Charge of the A.S. Book Bank Commission

The charge of the A.S. Book Bank is a student-run service that is available to all UCSB students, both graduate and undergraduate. All donations received will be for loan purposes only and not up for resale. The book bank’s focus is to increase student success while also decreasing student debt/burden in attaining resources that will administer academic success. With commitment to promoting the retention and welfare of every student and UCSB by developing programs and services that directly address student needs. The Book Bank will be collection books from different campus locations throughout the end of each quarter in order to increase the amount of books that can be lent out to students as well as using A.S. funds to purchase books that are highly requested; high cost in order to resource all majors.

The Book Bank Fellowship is created with the intent of providing administrative and leadership experience to dedicated members regardless of work study eligibility as they serve the UCSB student community through the use of the Book Bank.

- B) Voting Membership

- 1) One (1) External Co-Chair
- 2) Two (2) Internal Co-Chairs
- 3) Two (2) Outreach Chairs
- 4) Three (3) Marketing Interns
- 5) One (1) Secretary
- 6) One (1) Treasurer
- 7) Any liaison from a UCSB student organization who, after attending three (3) consecutive meetings, demonstrates and 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 for Statewide Affairs
- 3) Letters and Science Collegiate Senators
- 4) A.S. Controller(s)
- 5) A.S. Committee on Committees Chairs
- 6) A.S. Executive Director
- 7) A.S. S.I.R.R.C. Liaison Representative

D) Selection and Term of Office

- 1) All Chairs shall be internally selected, recommended to Committee on Committees, nominated by the President, and approved by the A.S. Senate for a term of one (1) academic year.
- 2) Liaisons from the A.S. Book Bank Commission shall be selected by their respective organizations and approved by the A.S. Book Bank Commission.
- 3) The one (1) Senator shall be nominated by the Internal Vice President and approved by the Senate for a term of one (1) academic year.

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

- 1) Set up and pick up the donation pick up boxes.
- 2) Delegate tasks to volunteers in labeling, organizing, and cataloging for the Book Bank.
- 3) Recruit volunteers for the Book Bank to service in maintaining the functions of the Book Bank.

F) Duties and Powers of the External Co-Chair:

- 1) Coordinate the activities of the voting and non-voting members of the Book Bank.
- 2) Serve as official representatives and spokesperson of Book Bank and chair the weekly meetings.
- 3) Organize and chair general meetings.
- 4) Attend at least one (1) Senate meeting per quarter to report on the activity of the Book Bank.
- 5) Hold a minimum of four (4) office hours per week.
- 6) Act in the capacity of any office, coordinator, or liaison in the event of that person's absence.
- 7) Maintain good relations with faculty and staff when projects and events are in works.
- 8) Train successor Chairs.

G) Duties and Powers of the Outreach Chairs:

- 1) Either choose to manage and create a Book Bank project from when position begins or start a new campaign. Campaigns may include but are not limited to introducing the Book Bank source on campus, networking with other orgs in creating an increase of book donations for the Book Bank. Projects must focus on creating an atmosphere for students not only to donate but also use the Book Bank.
- 2) Create a detailed journal to keep track of campaigns/projects on a quarterly basis.
- 3) Follow general campaign strategy and reach out to advisor for guidance. Structure varies by quarter.
  1. Fall: Identify campaign goals, team, roles, potential allies/stakeholders, relevant resources,

create a detailed timeline, and begin outreach to important stakeholders.

2. Winter: Reflect on Fall Quarter with Advisor and Chairs and re-adjust timeline and goals. Collaborate with other organizations and allies.
3. Spring: Reflect and reformulate timeline and goals and determine status for the succeeding year and incoming leadership if an ongoing campaign.

- 4) Collaborate with relevant on- and off-campus organizations.
- 5) Involve non-voting and voting members in the chosen campaign.
- 6) If campaign to span more than elected year, train successors.

H) Duties and Responsibilities of Marketing Interns:

- 1) Serve as an official representative of the Book Bank during outreach and community events.
- 2) Organize and create media in order to best inform UCSB students and community members of Book Bank and other relevant textbook issues and events. Utilize campus, community, national, and online media outlets.
- 3) Coordinate with all other chairs regarding events and activities that need to be publicized.
- 4) Maintain all social media accounts affiliated with the Book Bank.
- 5) Participate in and develop social media campaigns, that focus on inclusive and diverse uses of the Book Bank or projects that are currently advocating in order to increase publicity to the student body at UCSB.
- 6) Up keep new website and update it with current Book Bank events, news, and media.
- 7) Develop, order, and maintain Publicity materials.

I) Duties and Responsibilities of all other Voting Members:

- 1) Attend weekly Officer meetings.
- 2) Hold a minimum of two (2) office hours per week.
- 3) Work with marketing and outreach chairs in order to engage in two (2) hours of outreach efforts per quarter.
- 4) Train successor officers.
- 5) Create and maintain an outline journal of any and all efforts, events, campaigns, and other experiences that occurred throughout the year.
- 6) Be mindful of existing textbook associated issues that could interfere with academic success.

J) Duties and Responsibilities of the Secretary:

- 1) Take minutes at the general body meeting and executive minutes and send them to be approved by Senate.
- 2) Respond to emails sent to and regarding the A.S. Book Bank.
- 3) Compile the list of suggested books to be ordered by the A.S. Book Bank in collaboration with the chairs.

K) Duties and Responsibilities of the Treasurer:

- 1) Process orders and payments for books for the A.S. Book Bank.
- 2) Create a detailed journal to keep track of all expenditures to report back to the committee.
- 3) Prepare the committee's budget request for the following year in conjunction with the Co-Chairs and present and Budget Hearing.
- 4) Prepare budget reports detailing all expenditures of the A.S. Book Bank.
- 5) Manage all requisition forms.

SECTION 6. A.S. COMMISSION ON DISABILITY EQUALITY

A) Charge of the Commission:

The Commission on Disability Equality (CODE) is dedicated to transforming the status of students with temporary or permanent disabilities on campus and in the community, by recognizing that ableism is not a single-issue concern an intersects with other forms of oppression. 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 and educating the campus community on the importance of institutional support for the diverse access needs of all people, by raising disability issues, interests, and awareness on a local, state, and national level.

B) Voting Membership:

- 1) Two (2) Commission Co-Chairs: External Affairs Officer and Internal Coordinator
- 2) One (1) Recording/Historian Officer
- 3) One (1) Disabled Students' Community Public Relations Officer
- 4) One (1) Programming and Marketing Director
- 5) Two (2) Outreach Coordinators: Gender and Sexual Equity Outreach Coordinator, Racial Justice Outreach Coordinator
- 6) One (1) DSP Liaison
- 7) One (1) Basic Needs Accessibility Liaison
- 8) One (1) Pearman Fellow
- 9) One (1) Senator
- 10) Any student who attends three (3) 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 Commissioners 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) One (1) Disabled Students' Community Public Relations Officer
  - c) One (1) Programming and Marketing Director
  - d) Two (2) Outreach Coordinators
- 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 Commission Co-Chairs (2)—the External Affairs Coordinator (1) and Internal Affairs Coordinator (1)—shall:
  - a) Serve as the official representatives and spokespersons of the Commission.
  - b) Facilitate and attend all weekly Commission meetings.
  - c) Have the primary responsibility for fiscal management.
  - d) Prepare the Commission's budget for the following year.
  - e) Present at least two (2) reports to the Senate per quarter regarding the activities of the Commission.
  - f) Hold a minimum of four (4) regularly scheduled office hours per week.
  - g) Meet at least once (1) a week outside of Commission meetings to plan weekly and quarterly agendas.
  - h) Shall meet with the Office of Student Life at least once (1) per quarter.
  - i) Work collaboratively with the MCC and other campus entities to promote disability justice awareness on campus.
- 2) The External Affairs Officer shall:
  - a) Attend all meetings of the A.S. Assembly and at least one (1) ASUCSB Workgroup.
  - b) Meet with the DSP Office at least twice (2) per quarter to discuss DSP budget developments and communicate student feedback.
  - c) Manage outreach outside of UCSB campus.
  - d) Plan weekly Commission agenda and facilitate administrative actions during weekly Commission meetings.
- 3) The Internal Coordinator shall:
  - a) Co-facilitating Commission campus-wide “public forum” program by collaborating with other commissioners at least once (1) a year.
  - b) Plan quarterly Commission campus engagement agenda.

- c) Organize the involvement of Commission members in the planning and facilitating all programs and activities.
  - d) Present a report of on-campus events and opportunities related to disability justice during Commission meetings and to public forum.
- 4) The Recording/Historian Officer shall:
- a) Record minutes of all meetings and distribute them to all members of the Commission and Senate within three days of the meeting.
  - b) Organize and keep an update contact list of Commission members and those interested in the Commission.
  - c) Update a public virtual archive (Google Drive) of CODE events, programs, etc.
  - d) Collaborate with Commissioners and general members to interdependently establish and maintain a community newsletter on CODE events.
- 5) The One (1) Disabled Students' Community Public Relations Officer shall:
- a) Act as a liaison to campus entities such as CAPS, Mental Health Peers, COSWB, etc.
  - b) Present a report of public relations developments bi-weekly to the Commission.
  - c) Hold office hours once a week.
  - d) Meet with Co-Chairs upon request to discuss public relations developments and budget concerns, and organize student advocacy efforts.
  - e) Update website and social media accounts for CODE.
  - f) Coordinate the creation of promotional materials.
- 6) The one (1) Programming and Marketing Director shall:
- a) Attend at least two (2) Commission events per quarter.
  - b) Collaborate with Gender and Sexuality Equality Outreach and Racial Justice Outreach to manage quarterly calendar.
  - c) Be responsible for arranging necessary accommodations for all Commission events and ensuring that events account for diverse support needs.
  - d) Maintain and update the A.S. CODE website, social media, and other publicity sources regularly.
  - e) Take pictures of events and meetings.
  - f) Organizes events and helps facilitate recurring community events.
- 7) The two (2) Outreach Coordinators—one (1) Gender and Sexual Equity Outreach Coordinator and (1) Racial Justice Outreach Coordinator shall:
- a) Work collaboratively to identify needs and collaboration opportunities, to create programs and activities that address disability equality.

- b) Be responsible for informing and educating the campus community through meetings, programs, and projects of the commission.
  - c) Meet with the Internal Affairs Coordinator upon request to organize a social and educational forum which promotes disability justice.
  - d) Attend at least two (2) Commission campus events per quarter.
- 8) Gender and Sexual Equity Outreach Coordinator shall:
- a) Serve as a liaison to Fem. Studies listservs, Women’s Center, A.S. Trans & Queer Commission, student orgs, etc. to publicize Commission programs.
  - b) Represent the Commission during relevant meetings and events to address accessibility concerns.
  - c) Works collaboratively with general members to organize and facilitate events or community spaces regarding the intersection of heterocissexism and ableism at least once (1) per quarter.
- 9) Racial Justice Outreach Coordinator shall:
- a) Serve as a liaison to EOP resource centers, A.S. SCORE, Black Women’s Health Collaborative, student orgs, etc. to publicize Commission programs.
  - b) Represent the Commission during relevant meetings and events to address accessibility concerns.
  - c) Works collaboratively with general members to organize and facilitate events or community spaces regarding the intersection of racism and ableism at least once (1) per quarter.
- 10) Basic Needs Accessibility Liaison shall:
- a) Provide consistent representation in AS Workgroup spaces, such as the “Menstrual Health and Equity Coalition” and the “UCSB Food Security and Basic Needs Task Force.”
  - b) Give consultation for accessibility inquiries from various campus entities.
  - c) Manage accessibility initiatives when it comes to distribution of basic needs.
- 11) DSP Liaison shall:
- a) Meet with administrators and students from the office of the Disabled Students Program at least three (3) times per quarter.
  - b) Establish and maintain a working relationship with DSP, and report DSP specialist feedback on student population to the Commission.
  - c) Provide direct feedback and collaboration with DSP peer mentor events.
  - d) Provide updates on CODE’s activities to DSP.
- 12) Senator Liaison(s) shall:
- a) Relays information to AS Senate and promotes events.



- b) Presents student concerns to Committee on Campus Planning, the Student Fee Advisory Committee, and any other relevant campus entities at least once (1) per year.

F) Duties and Responsibilities of the Commission:

- 1) Meet regularly once (1) per week.
- 2) Organize a campus-wide programs that promote disability justice.
- 3) Advocates with the disabled community to establish a disabled students' cultural space.
- 4) Act as a referral source for students on any matter concerning disability issues.
- 5) Advise the Senate on issues pertaining to disabled students.
- 6) Provide student representation for Associated Students on ad hoc administrative Committees concerning disabled students' interests.

SECTION 7. 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) Two (2) Chairs
  - b) One (1) Vice Chair
  - c) One (1) Internal Coordinator
  - d) One (1) Financial Coordinator
  - e) Two (2) Publicity Coordinators
  - f) One (1) Senate Members
  - g) Three (3) Fitness Coordinators
  - h) One (1) Outreach Coordinators
  - i) One (1) Mental Health Coordinator
  - j) One (1) External Coordinator
  - k) One (1) Nutrition Coordinator
  - l) One (1) Womxn's Health Coordinator
- 2) Voting Membership:
  - a) All mandatory membership.
  - b) Any student upon attending three (3) or more meetings in a year.

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

- 1) The two (2) Chairs 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 two (2) Chairs and all of the Coordinators requires a vote by all those considered in the category of "Voting Membership". The individuals pursuing those

forementioned 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. 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 (9th) week of Spring quarter, the. 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.
- 6) To provide funding for the Mental Health First Aid Training Program.

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) At least one (1) Chair shall attend the quarterly A.S Assembly.
- 8) 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.
- 9) Serve as an available aid to other Coordinators in their event planning.
- 10) Shall attend all meetings of the A.S. Assembly and at least one (1) of the hosted Workgroups.
- 11) Meet with COSWB advisor every 2 weeks to discuss progress, updates, and to work on ways to deal with issues that are related to mental or physical health locally and in the University of California system.

F) Duties of Vice- Chair:

- 1) Shall serve as proxy for the chair(s) if in any event they are unable to fulfill the duties of being a chair.
  - 2) Shall ensure that other members of the committee are fluffing their duties to the full extent of what is required of them.
  - 3) Give at least one (1) report to the Senate per quarter regarding the activities of the Commission.
  - 4) Organize one (1) COSWB officer retreat per quarter.
  - 5) Serve as an available aid to the chairs and other Coordinators in their event planning.
- G) Duties of the Internal Coordinator:
- 1) Record the minutes at each meeting.
  - 2) Be responsible for the distribution of minutes.
  - 3) Organize and keep track of supplies in the Pardall Center, including promotional items, event supplies, and fitness supplies.
  - 4) Report to COSWB advisor at least four (4) times a quarter to discuss progress and upcoming events..
  - 5) Serve as an available aid to other Coordinators in their event planning.
- H) Duties of the External Coordinator:
- 1) Serves as liaison between other Boards, Commissions and Units within Associated Students that are associated with Mental Health.
  - 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 the Commission at the meetings of other organizations.
  - 7) Attend at least six (6) outside meetings of a Boards, Commissions, and Units or student organization that are related to improving mental health on campus per quarter.
  - 8) Serve as an available aid to other Coordinators in their event planning.
- I) 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.

J) 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.

4) Maintain and update the e-mail subscriber list and send out weekly newsletters.

5) Send out two (2) university announcements of upcoming events per month.

6) Serve as an available aid to other Coordinators in their event planning.

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.

5) Serve as an available aid to other Coordinators in their event planning.

L) Duties of the Outreach Coordinator:

1) Organize at least two (2) 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.

4) Serve as an available aid to other Coordinators in their event planning.

M) Duties of the Mental Health Coordinator:

1) Shall plan, organize, and coordinate at least one (1) Mental Health First Aid Training per quarter.

2) Be responsible to lead the student panel advising Counseling And Psychological Services on their hiring of new counselors.

3) Shall plan two (2) mental health related events and/or educational workshops per quarter

4) Serve as an available aid to other Coordinators in their event planning.

- 5) To serve as a liaison between the board and the PMHC Mental Health First-Aid Training Program subcommittee.

N) 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.
- 4) Serve as an available aid to other Coordinators in their event planning.

O) Duties of the Nutrition Coordinator:

- 1) Organize at least two (2) events per quarter including one (1) collaboration with a nutrition-related organization.
- 2) Organize at least one (1) educational food demonstration.
- 3) Attend at least one (1) Commission event, and attend other Commission events to the best of their ability.
- 4) Serve as an available aid to other Coordinators in their event planning.

P) Duties of the Womxn's Health Coordinator

- 6) Shall plan, organize, and coordinate at least one Womxn's Health related event per quarter.
- K) Shall work to implement and oversee a sustainable, long-term program providing free menstrual products on campus while recognizing that menstrual health is not solely a womxn's related issue.
- L) Shall be open to working or collaborating on other womxn's health related projects as well.
- M) Shall serve as an available aid to other Coordinators in their event planning.
- N) One (1) collaboration with a womxn's health-related organization.

SECTION 7. A.S. ENVIRONMENTAL AFFAIRS BOARD

A) Charge of the Environmental Affairs Board:

The charge of the Environmental Affairs Board is to promote environmental, social, political, and economic sustainability. The Board serves UC Santa Barbara and the surrounding communities by coordinating with decision makers, local organizations, and student groups to advocate for improvements to environmental standards at the local, national and global level. The Board provides environmental education and encourages a culture of eco-friendly habits in order to shape students' lives at UCSB and beyond.

B) Voting Membership:

- 1) Two (2) Executive Chairs
- 2) Two (2) Publicity and Recordkeeping Chairs
- 3) Two (2) Earth Day Coordinators Chairs
- 4) Two (2) Social Chairs
- 5) One (1) Volunteer Chair
- 6) Four (4) Education Chairs

- 7) Four (4) Advocacy Chairs
- 8) Two (2) Environmental Justice Chairs

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) Any and All Interested Undergraduate Students
- 8) A.S. Environmental Programs Advisor

D) Selection and Term of Office:

- 1) Executive Chairs shall be selected by a vote from the previous year's core. All other voting members shall be selected by the incoming Executive Chairs along with the past Executive Chairs in the Spring Quarter of the preceding year and approved by the Senate for a term of one (1) academic year.
- 2) Executive Chairs should be returning voting members of EAB.
- 3) For all voting membership positions, the Environmental Affairs Board shall conduct a recruitment process and 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 advocacy campaigns 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,
  - e) Environmental justice and environmental racism issues.
  - f) Consumption and waste issues.
  - 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 trash clean ups through the Isla Vista Recreation and Parks Dept. Adopt-a-Block program. This participation is a year-round obligation with the exception of study weeks (Week 10), finals weeks, and summer.

F) Duties and Responsibilities of the EAB Executive Chairs:

- 1) Coordinate the activities of the voting and non-voting members of EAB.
- 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 biweekly meetings with each EAB core position.
- 5) Attend at least one (1) Senate meeting per quarter to report on the activity of the Board.
- 6) Hold a minimum of four (4) office hours per week.
- 7) Act in the capacity of any EAB Officer, EAB Coordinator or Liaison in the event of that person's absence.
- 8) Organize a leadership retreat for the beginning of the academic year, Winter quarter and Spring quarter.
- 9) Serve as main organizers for the first meeting of the year.
- 10) Train successor Executive Chairs.
- 11) Attend AS Assemblies and A.S. Chair meetings as required.

G) Duties and Responsibilities of All Other Voting Members:

- 1) Attend weekly core and general meetings.
- 2) Hold a minimum of two (2) office hours per week. Office hours should function in a way such that the EAB office is open Monday through Friday.
- 3) Coordinate snacks for at least one general meeting per quarter.
- 4) Attend biweekly meetings with EAB Executive Chairs and advisor.
- 5) Engage with general members and ensure opportunities for involvement.
- 6) Work with Publicity and Recordkeeping Chairs to engage in three (3) hours of outreach efforts per quarter.
- 7) Work with Chairs to help office organization efforts at least once per quarter, including vacuuming the office, organizing and labeling cabinets and maintaining a clean work environment.
- 8) Attend at least two (2) events hosted by EAB Chairs, in an effort to show support for these events (including hikes, bike rides to farmer's market, sign painting, etc.)
- 9) Train successor Chairs.
- 10) Create and maintain an outline journal of any and all efforts, events, campaigns, and other experiences that occurred throughout the year.

H) Duties and Responsibilities of EAB Publicity and Recordkeeping Chairs:

- 1) Create and upload weekly meeting posts by Tuesday afternoon.
- 2) Coordinate with other chairs to advertise all upcoming events and projects on social media.
- 3) Respond to any messages sent over social media.
- 4) Take live reels and post recaps of all EAB events.
- 5) Post general meeting information on Shoreline, and coordinate with all other chairs regarding events and other activities.
- 6) Create and submit DigiKnow ads for general meetings and major events.
- 7) Advertise events on relevant listserv.
- 8) Keep detailed, written records of EAB developments and activities from the year, including breakout sessions, general meetings, and events, and incorporate them into established EAB historical documents.
- 9) Develop the website and update it with current EAB events, news, and media.
- 10) Compile EAB photos and videos into a slideshow for the quarterly Week 10 meeting.
- 11) Ensure that the EAB contact list is up to date.

I) Duties and Responsibilities of the Earth Day Chairs:

- 1) Plan the IV Earth Day Festival.
- 2) Plan the Earth Week Scavenger Hunt
- 3) Plan the Earth Week Trivia Night.

J) Duties and Responsibilities of the Social Chairs:

- 1) Facilitate games/activities 15 minutes before general meeting begins.
- 2) Plan three (3) Wednesday, Friendsdays, an organized activity after general meeting, per quarter.
- 3) Game Night, Bob Ross Paint Night, Valentine's Card Making, etc.
- 4) Organize four (4) additional social events, such as hikes, museum trips, trips to the farmer's market, etc.

K) Duties and Responsibilities of the Education Chairs:

- 1) Plan an energy and/or transportation focused event in Fall Quarter.
- 2) Plan the annual Plastics Free Fair in Winter Quarter.
- 3) Plan a Green Chef event each quarter.
- 4) Host a pop up swag event (clothing, books, puzzles, etc.) each quarter, one of which should take place at IV Earth Day.



- 5) Encourage individual action and an environmentally forward lifestyle among general members through blank education. Organize weekly sign-ups within EAB core to acquire food for weekly meetings.
- 6) Plan and host five (5) quarterly general meeting breakout sessions.

L) Duties and Responsibilities of the Volunteer Chair:

- 1) Plan three (3) EABlock cleanups per quarter.
- 2) Arrange two (2) additional volunteer events through the quarter such as restoration events, tree planning, etc.

M) Duties and Responsibilities of the Environmental Justice Chairs:

- 1) Act as a liaison to social justice groups on campus, such as the Environmental Justice Alliance and Human Rights Board.
- 2) Plan two (2) events per quarter in coordination with other campus or community groups.
- 3) Plan and host two (2) quarterly general meeting breakout sessions centered on environmental justice or in collaboration with other campus or community groups.

N) Duties and Responsibilities of Advocacy Chairs:

- 1) Organize and facilitate all ECOalition meetings to encourage collaboration between environmental student organizations at UCSB.
- 2) Communicate and coordinate meetings and town halls with campus and local government officials.
- 3) Plan and lead action campaigns around relevant and timely issues such as the ExxonMobil trucking proposal, Cat Canyon oil development, UC fossil fuel divestment.
- 4) Plan and host five (5) quarterly general meeting breakout sessions.
- 5) Organize clean-up efforts for weekly meetings.
- 6) Seve as main liaisons between EAB and other food-oriented organizations, such as the Isla Vista Food Co-Op and A.S. Food Bank.
- 7) Organize one (1) quarterly cooking competition (“Green Chef”) to encourage members to cook with sustainable and local ingredients.
- 8) Plan one (1) quarterly cooking demonstration to raise awareness about the connections between food and the environment.
- 9) Choose, plan, and execute an educational or action driven project centered around agriculture, food justice, sustainable food systems, or another topic that connects food with social systems and the environment.
- 10) Hold two (2) working groups per quarter.

SECTION 8. A.S. ENVIRONMENTAL JUSTICE ALLIANCE

A) Charge of the Alliance for Environmental Justice

The charge of the Environmental Justice Alliance is to amplify the awareness of and action towards environmental justice. This Alliance shall serve UC Santa Barbara and local communities by maintaining respectful interactions, by collaborating with organizations and communities, and by raising attention towards local, national, and global environmental injustices. The Alliance encourages intersectional awareness and inclusion with the environmental movement and other related movements by prioritizing the safety, experiences, and viewpoints of Black, Indigenous, people color (BIPOC) and people of diverse gender and sexual identities in its decisions, events, and activities.

B) Voting Membership

- 1) Two (2) Co-Chairs
- 2) Two (2) Publicity Chairs
- 3) Four (4) Campaign Chairs
- 4) One (1) Student Affairs Chair
- 5) One (1) Community Affairs Chair
- 6) One (1) Administrative Coordinator
- 7) One (1) Treasurer
- 8) One (1) Environmental Affairs Board Liaison
- 9) One (1) Human Rights Board Liaison
- 10) Any liaison from a UCSB Student Organization who, after attending three (3) consecutive meetings, demonstrates an interest, and is eligible for appointment by the President to a voting position on the Board.

C) Non-Voting Membership

- 1) A.S. President
- 2) A.S. External Vice President for Local Affairs
- 3) A.S. Senate Liaison
- 4) A.S. Controller(s)
- 5) A.S. Committee on Committees Chair(s)
- 6) A.S. Executive Director
- 7) A.S. Attorney General
- 8) A.S. Environmental Programs Advisor

D) Selection and Term of Office

- 1) All Chairs shall be internally selected, recommended to Committee on Committees, nominated by the President and approved by the A.S. Senate for a term of one (1) academic year.
- 2) Liaisons from Environmental Affairs Board and Human Rights Board shall be selected by their respective organizations and approved by the Environmental Justice Alliance.
- 3) The one (1) Senator shall be nominated by the Internal Vice President and approved by the Senate for a term of one (1) academic year.

E) Duties and Powers of the Co-Chairs

- 1) Coordinate the activities of the voting and non-voting members of EJA.
- 2) Serve as official representatives and spokesperson of Environmental Justice Alliance and chair the weekly meetings.
- 3) Organize and chair general meetings.
- 4) Attend at least one (1) Senate meeting per quarter to report on the activity of the Alliance.
- 5) Hold a minimum of four (4) office hours per week.
- 6) Act in the capacity of any EJA Officer, EJA Coordinator or Liaison in the event of that person's absence.

- 7) Organize a leadership retreat for the beginning of the academic year, winter quarter, and spring quarter.
  - 8) Maintain good relations with the Environmental Studies Department Chair, as well as faculty and staff from other ethnic studies departments.
  - 9) Maintain active involvement with the Bren School's Environmental Justice Club, unless this task is designated to the Student Affairs Chair at the start of the year.
  - 10) Maintain relationships with University of California Office of the President's (UCOP) Diversity, Equity, and Inclusion (DEI) office and Sustainability office for environmental justice advocacy efforts.
  - 11) Work with Student Affairs Chair to connect and facilitate efforts throughout UC campuses.
  - 12) Work with Community Affairs Chair to connect and facilitate environmental justice related efforts throughout Isla Vista, Goleta, and Santa Barbara communities.
  - 13) Host quarterly safe space discussion forums for BIPOC students and queer and trans BIPOC students, unless this task is designated to the Student Affairs Chair or Campaign Coordinator Chair at the start of the year.
  - 14) Train successor Chairs.
  - 15) Attend all AS Assemblies.
- F) Duties and Responsibilities of all other Voting Members
- 1) Attend weekly Officer meetings.
  - 2) Attend a minimum of three (3) community events, teach-ins, or workshops related to environmental justice per quarter.
  - 3) Work with Publicity Chairs to engage in two (2) hours of outreach efforts per quarter.
  - 4) Engage with one Campaign, Student Affairs, or Community Affairs chair for two (2) hours per quarter to support their efforts (events, campaigns, and other experiences throughout the year).
  - 5) Train successor officers during an orientation that shall occur during week nine (9).
  - 6) Create and maintain quarterly journal of any and all efforts, events, campaigns, and other experiences that occurred throughout the year.
  - 7) Be mindful of existing environmental injustices.
  - 8) Attend an RCSGD education training during fall quarter of their term.
  - 9) Attend an anti-blackness/implicit bias training during fall quarter of their term, if one is available.
  - 10) Attend a minimum of three (3) group work sessions per quarter.
- G) Duties and Responsibilities of EJA Publicity Chairs
- 1) Serve as an official representative of EJA during outreach activities.

- 2) Inform UCSB students and community members of EJA activities and other relevant environmental justice issues and events. Utilize campus, community, national, and online media outlets.
- 3) Coordinate with all other chairs regarding events and activities that need to be publicized.
- 4) Maintain all social media accounts affiliated with EJA such as Facebook, Instagram, and Twitter.
- 5) Participate in or develop social media campaigns that focus on more inclusion and diversity in the environmental movements.
- 6) Share and distribute environmental justice related resources and news stories (local, national, or global).
- 7) Continue to develop the website and update it with current EJA events, news, and media.
- 8) Develop, order, and maintain Publicity materials, such as tabling materials (banner, stickers, flyers, brochures, zines, etc.)
- 9) Publicity Chairs shall split the duties amongst themselves at the beginning of Fall quarter.

#### H) Duties and Responsibilities of the Campaign Chairs

- 1) Either choose to manage an incumbent EJA campaign from when position begins or start a new campaign. Campaigns may include but are not limited to introducing more environmental justice curriculum on campus, hosting an environmental justice conference on campus, or the creation of an environmental justice website hub.
- 2) Create a detailed journal to keep track of campaign on a quarterly basis.
- 3) Follow a general campaign strategy and reach out to advisor for guidance. Structure varies by quarter:
  1. Fall: Identify campaign goals, team, roles, potential allies/stakeholders, relevant resources, create a detailed timeline, and begin outreach to important stakeholders.
  2. Winter: Reflect on Fall Quarter with Advisor and Chairs and re-adjust timeline and goals. Collaborate with other organizations and allies.
  3. Spring: Reflect and reformulate timeline and goals and determine status for the succeeding year and incoming leadership if an ongoing campaign.
- 4) Collaborate with relevant on- and off-campus organizations.
- 5) Involve non-voting and voting members in the chosen campaign.
- 6) If campaign is to span more than elected year, train successors.

#### I) Duties and Responsibilities of the Student Affairs Chair

- 1) Attend all campus coalition meetings, such as ECOalition meetings, as the representative of EJA.
- 2) Promote other Chairs' events, campaigns, etc. to other student organizations with similar missions.

- 3) Maintain strong connections with at least two (2) UCSB faculty or staff member who have an involvement or expertise in environmental justice. Update EJA on efforts from these parties and updates those parties on EJA's efforts.
- 4) Maintain strong connections with at least three (3) UCSB groups with similar missions. Update EJA on efforts from these groups and updates those groups on EJA's efforts.
- 5) Maintain strong connections with one (1) non-UCSB higher education organization or group with similar missions. Update EJA on efforts from these groups and updates those groups on EJA's efforts.

J) Duties and Responsibilities of the Community Affairs Chair

- 1) Outreach to five (5) off-campus organizations (including activist groups, local political representatives, etc.) as the representative of EJA and coordinate combined efforts to aid local causes throughout the term.
- 2) Outreach to the Chumash People at the beginning of the term and maintain a strong relationship throughout the term. Update EJA on efforts from this group and update this group on EJA's efforts.
- 3) Hold one (1) event in coordination with an off-campus organization a quarter or (1) event quarterly updating the non-voting members on community environmental justice efforts.
- 4) Maintain ties with the External Vice President for Local Affairs (EVPLA) office.
- 5) Maintain ties with at least two (2) local environmental justice organizations. Update EJA on efforts from this group and updates this group on EJA's efforts.
- 6) Collaborate with Co-Chairs to coordinate quarterly bonding activities for voting members.

K) Duties and Responsibilities of the Administrative Coordinator

- 1) Take minutes at every meeting unless an excused absence is obtained.
- 2) Attend an official A.S. Agenda & Minute Taking Template Workshop prior to starting position in the Fall, unless they previously held the position and already attended and completed the workshop.
- 3) Compose and send out an email reminder email before every meeting and weekly newsletter after every meeting.
- 4) Send weekly minutes in word document format to all necessary email accounts in order to obtain Senate approval.
- 5) Collaborate with Publicity Chairs to distribute environmental justice (EJ) related news stories and resources via social media, EJA's website, and EJA's email newsletter.
- 6) Facilitate all room reservations.

L) Duties and Responsibilities of the Treasurer

- 1) Oversee the fiscal management of the committee.
- 2) Prepare the committee's budget request for the following year in conjunction with the co-chairs and present at Budget Hearing.
- 3) Manage all requisition forms with support of A.S. Advisor.

- 4) Know the current standing of the Environmental Justice Alliance's budget and expenditures at all times.
- 5) Be available at the chairs' request to aid in any money-related inquiries.
- 6) Keep track of funding requests and check their eligibility with AS Funding Guidelines.
- 7) Provide monthly report on finances.

M) Duties and Responsibilities of the Student Organization Liaisons

- 1) Attend at least four (4) officer meetings for EJA per quarter.
- 2) Collaborate with at least one (1) chair per quarter pertaining to the chair's duties and responsibilities. This may be hosting an event together or becoming a partner on one of the chosen campaigns.
- 3) Provide updates and insight on their organizations' current events, projects, etc.

SECTION 9. GLOBAL GAUCHO COMMISSION

A) Mission Statement – Charge

The A.S. Global Gaucho Commission is a body funded by the UCSB undergraduates concerned with providing a positive and comfortable learning environment for international students. Its purpose is to confront and proactively resolve issues of international student-related concerns and create and promote programs to educate the student body on the international student experience and help integrate international students into the UCSB student community. This Commission shall implement and support rules and regulations that will help provide a more safe atmosphere for international students on this campus, and network with other groups, campus departments, or other universities to better represent international students at UCSB or other educational institutions. The Commission shall form sub-committees as deemed necessary.

B) Voting Membership

- 1) Two (2) Co-Chairs
- 2) One (1) Historian
- 3) Three (3) Special Projects Officers
- 4) One (1) Treasurer
- 5) One (1) Marketing and Publicity Director
- 6) One (1) Cultural Awareness Advocate
- 7) One (1) Mental Health Advocate
- 8) One (1) RHA Liaison
- 9) One (1) Creative Branding Director
- 10) Two (2) International Senator Senate Liaisons

C) Non-voting Membership

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

D) Duties and Powers of the Committee

- 1) Shall be responsible for representing the international student community at UCSB.

- 2) Shall serve as a hub reference point for all international students and student groups.
- 3) Shall provide international student groups with event and project funding.
- 4) Shall maintain a working relationship between EAP in order to collaboratively engage international student participation and awareness.

#### E) Duties and Powers of Co-Chair(s)

- 1) Schedule, prepare the agenda, and co-chair the weekly committee meetings at an announced time and location.
- 2) Hold a minimum of three (3) regularly scheduled office hours per week, to be held in the AS Main office, AS Annex, University Center, or a visible location in Isla Vista.
- 3) Attend at least one (1) non-consecutive Senate meetings per quarter to report on the Committee's actions each.
- 4) Make verbal or written recommendations from Global Gaucho Commission or ISAB to Senate on all Associated Students' bills relating to the UCSB and Isla Vista Community.
- 5) Schedule the GGC quarterly event and/or project in conjunction with the Special Projects Officers.
- 6) Shall conduct one-on-one once a quarter with all over GGC officers.
- 7) Shall schedule the quarterly retreat.
- 8) Promote GGC involvement through weekly recognition.
- 9) In conjunction with the Treasurer, shall prepare Committee's budget for the following year.
- 10) Attend at least one (1) International Student Advisory Board meeting and one (1) ISA (International Student Association) meeting, or any other inclusive international student OSU each.
- 11) Shall act as liaisons to OISS and shall be points of contact for any A.S. related matters.
- 12) As needed, meet with and advise the Associated Students President, and the Associated Students Senate on all matters pertaining to student life or issues pertaining to the international student community.
- 13) Work to nurture the relationship between UCSB and the international student community, which may entail the creation of public forums and/or special events/projects in Isla Vista.
- 14) Shall attend at least one (1) SCORE (Student Commission on Racial Equality) meeting per quarter.
- 15) Shall attend at least one (1) Public and Mental Health Commission meeting per quarter.
- 16) Shall attend at least one (1) Transfer Student Alliance meeting per quarter.

#### F) Duties of Historian

- 1) Record minutes of all meetings and distribute them to all members of the Commission and Senate.

- 2) Organize and keep and updated contact list of Commission members are those interested in the Commission.
- 3) Maintain records of GGC volunteer activities, events, and gatherings.
- 4) Take pictures of events and meetings.
- 5) Update webpage as seen necessary.
- 6) Keep detailed, written records of GGC developments from this year and incorporate into established GGC historical documents.

G) Duties of Special Projects Officers:

- 1) Special Project Officers will actively work on special projects that will benefit the status of international students at UCSB.
- 2) Create a strategy chart and give themselves a set of deadlines that will lead to completion of the project.
  - a) At the end of the quarter turn in a debrief of the progress made in the quarter and any changes the project may need.
- 3) Keep an updated list of current ongoing projects.
- 4) Shall keep an accurate record of attendance at all events to improve future planning efforts.
- 5) Shall actively seek advice/meet with the Co-Chairs to learn and develop new skills and to review project goals when projects progress or change.
- 6) Shall hold a minimum of two (2) office hours per week.
- 7) Shall serve as an available aid to the chairs and other commission members in their event and project planning.

H) Duties of Treasurer

- 1) Shall be responsible for fiscal management of the Global Gaucho Commission.
- 2) Shall oversee all financial expenditures of the Global Gaucho Commission.
- 3) Shall provide a weekly report to the committee on all expenditures, starting with week one (1).
  - a) Reports should include: unallocated funds, motions, expenditures, and any other financial matters that pertain to the Committee
- 4) In conjunction with the Internal and External Chairs, shall prepare the Commission budget for the following year.
- 5) Shall hold a minimum of two (2) office hours per week.
- 6) Shall serve as an available aid to the chairs and other commission members in their event and project planning.

I) Duties of Marketing and Publicity Director

- 1) Work with media outlets to publish timely commission information, such as press releases, flyers, brochures, and other materials.



- 2) Be responsible for organizing and releasing any university email announcements about GGC.
- 3) Shall oversee the advertising and marketing strategies for all events and the Commission in general in conjunction with the Creative Branding Director.
- 4) Work closely with the Media Relations Committee, OISS, and various UCSB academic departments to help promote events.
- 5) Maintain and monitor all commission social media accounts, including Facebook, Twitter, and Instagram.
- 6) Work with Special Projects Coordinators during planning of events to determine advertising and publicity needs, strategies, budgets, deadlines, etc.
- 7) Shall hold a minimum of two (2) office hours per week.
- 8) Shall serve as an available aid to the chairs and other commission members in their event and project planning.

#### J) Duties of Cultural Awareness Advocate

- 1) Shall promote the overall cultural visibility of international students within the UCSB student body.
- 2) Shall advocate for cultural understanding between different international student communities as well as other culturally based communities at UCSB.
- 3) Shall be responsible for maintaining GGC's relationships with the various international community organizations and their respective leaders.
- 4) Shall provide a weekly report to the commission on the activities of the various international community organizations.
- 5) Shall hold a minimum of two (2) office hours per week.
- 6) Shall serve as an available aid to the chairs and other commission members in their event and project planning.

#### K) Duties of Mental Health Advocate

- 1) Shall promote awareness of international student mental health issues locally, nationally, and in the University of California system.
- 2) Shall proactively advocate for and find ways to address mental health needs in the international student community.
- 3) Shall actively act as a liaison between the Global Gaucho Commission and CAPS is responsible for:
  - a) Helping to bring about cooperative efforts between the Global Gaucho Commission and CAPS.
  - b) Advocating for equal access of CAPS and other mental health resources for the international community to and within CAPS.
  - c) Keeping track of any changes within CAPS.

- 4) Shall provide a weekly report to the commission with current mental health concerns in the international student community and any ongoing updates and cooperative efforts from and with CAPS.
- 5) Shall hold a minimum of two (2) office hours per week.
- 6) Shall serve as an available aid to the chairs and other committee members in their event and project planning.

#### L) Duties of RHA Liaison

- 1) Shall serve as a liaison between the committee and the staff for the Residence Hall Association. The liaison is significant because of the capacity for learning that can ensure a stronger relationship between RHA and GGC.
- 2) Shall assist RHA in the creation of programs and events that may align in conjunction with many of GGC's projects, campaigns, and initiatives.
- 3) Shall attend at least two (2) RHA Coordinating Board meetings and five (5) residence hall council and/or hall council executive board meetings per quarter.
- 4) Shall provide a weekly report to the commission with international community concerns specific to the day-to-day life, community, and atmosphere in the on-campus residence halls and any ongoing updates and cooperative efforts from and within RHA.
- 5) Shall serve as an available aid to the chairs and other commission members in their event and project planning.

#### M) Duties of the Creative Branding Director

- 1) Be responsible for creating and organizing all promotional material for GGC.
- 2) Develop and enact at least one (1) campus-wide promotional or marketing campaigns per quarter.
- 3) Shall oversee the advertising and marketing strategies for all events and the Commission in general, in conjunction with the Creative Branding Director.
- 4) Work with Special Projects Officers during planning of events to determine advertising and publicity needs, strategies, budgets, deadlines, etc. in conjunction with the Creative Branding Director.
- 5) Shall hold a minimum of two (2) office hours per week.
- 6) Shall serve as an available aid to the chairs and other commission members in their event and project planning.

#### N) Duties and Powers of OISS Advisor

- 1) Shall be familiar with the A.S. By-Laws specifically in terms of budgeting, and any OISS legal or governing documents.
- 2) Shall provide the commission support and guidance surrounding international student issues.

#### O) Duties and Powers of International Senator Senate Liaisons

- 1) Shall serve as a liaison between the Commission and Senate.

- 2) Shall provide reports to the commission from the Senate meeting regarding specific legislations, changes, and reports that are in relation to and would potentially affect the commission and its activities.
- 3) Shall draft legislations that would adapt to the commission's needs (i.e. legal code changes) and present and represent them at Senate meetings.
- 4) Shall serve as an informational resource to the commission on procedures (financial, legislative, or otherwise) of Associated Students.
- 5) Shall represent the commission at the Associated Students Senate and, if necessary, provide the commission's quarterly reports.

SECTION 10. A.S. HUMAN RIGHTS BOARDS

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) Human Rights Week/Festival of Culture (HRW/FOC) Chair
- 4) One (1) Special Projects Chair/Pages for Individuals in Prison (PIP) Director
- 5) One (1) Publicity Chair
- 6) One (1) Treasurer
- 7) One (1) Senate Liaison
- 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 HRB Executive Board 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 HRB Executive Board to a voting position on the Board.
- 10) One (1) Students for Reproductive Justice (SRJ) Director
- 11) One (1) International Student Liaison
- 12) One (1) Environmental Justice Coordinator

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, Special Projects Chair/PIP Director, HRW/FOC Chair, International Student Liaison, Environmental Justice Coordinator, SRJ Director,

and Publicity Chair 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 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 attend one of the co-chairs office hours within the week of the missed meeting and/or immediately contact one of the two co-chairs .
- 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.
- 3) Removal of a voting member will be passed by 2/3 vote of the present voting members for reason, such as, but not limited to, missing five (5) consecutive meetings, failure to abide by their constitutional duties, if a student expresses values that go against the values of the human Rights Board mission statement.

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 attend all meetings of the A.S. Assembly
- 6) Shall hold and attend a minimum of three (3) office hours on-campus per week.

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) Maintain and grow the Affiliated Faculty list and report to the co-chairs by the 5<sup>th</sup> of every month during the academic year.

- I) Duties of the Human Rights Week/Festival of Culture Chair:
- 1) Shall be responsible for coordinating and collaborating with the Organization Liaisons for at least one Human Rights Week per academic year.
  - 2) Shall be responsible for coordinating and collaborating with the Organization Liaisons for at least one Festival of Culture per academic year.
  - 3) Shall be empowered to create a Committee or staff to assist them in that process.
  - 4) Shall assist the Publicity Chair in advertising for the events.
- J) Duties of the Publicity Chair:
- 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 lead a sub-committee consisting of, but not limited to, Social Media Coordinators, Advertising Coordinators, Graphic Design Coordinators,, and Website Coordinator.
- K) 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) Must complete requisition forms for any OSL that has been approved funding by the board within a week of the meeting in which it was approved.
- L) Duties of Special Projects Chair/Pages for Individuals in Prison Director
- 1) Shall prepare weekly updates on the special projects of the board
  - 2) Must host one (1) event per quarter pertaining to their individual projects.
    - a) Can be related to the PIP Subcommittee.
  - 3) Shall be the Director of the UCSB Pages for Individuals in Prison Subcommittee.
  - 4) Attend and facilitate all PIP Meetings.
  - 5) Report on the activities of PIP to the executive board.
- M) Duties of the Students for Reproductive Justice (SRJ) Director
- 1) Shall attend all Executive Board Meetings of the Human Rights Board.
  - 2) Shall attend and facilitate all meetings of AS HRB – SRJ.

- 3) Shall report to the Executive Board members about all projects and updates regarding HRB – SRJ.
- 4) Shall serve as a liaison between HRB Executive Board and HRB – SRJ.

N) Duties of the International Student Liaison

- 1) Shall attend all Executive Board Meetings of the Human Rights Board.
- 2) Shall advertise HRB events to international students through sites including but not limited to: WeChat, WhatsApp, Facebook, Instagram, and/or Twitter.
- 3) Shall provide translations as needed for HRB/HRB Subcommittee events.
- 4) Shall collaborate with a minimum of one (1) cultural organization per quarter included but not limited to organizations such as: CSSA, CSA, MSA, BSU, IASB, ISA, Indus, MENSA, PAN, etc.
- 5) Shall maintain contact with the ASUCSB Global Gaucho Commission and inform the HRB executive board on any opportunities for support and/or collaboration.

O) Duties of the Environmental Justice Coordinator

- 1) Shall attend all Executive Board Meetings of the Human Rights Board.
- 2) Shall attend all Environmental Justice Alliance (EJA) meetings.
- 3) Shall report to the Executive Board members about projects and updates regarding EJA.
- 4) Shall serve as a liaison between HRB Executive Board and EJA.
- 5) Shall coordinate the Environmental Justice Fair during Human Rights Week.
- 6) Shall maintain communication with AISA in planning Indigenous People’s Day
- 7) Shall complete one (1) additional project outside of the ones listed above.

P) Human Rights Board Internal By-Laws:

- 1) A.S. HRB 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 A.S. Human Rights Board.
- 4) The by-laws shall be drafted exclusively by the Board’s members and are subject to a two-thirds (2/3) majority vote of the Executive Board in order to take effect.
- 5) The A.S. HRB Senate Liaison shall be charged with updating and maintaining the internal by-laws.

SECTION 11. PUBLIC SAFETY COMMISSION

A) Charge of the Committee:

The A.S. Public Safety Commission 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. Public Safety Commission shall consist of:

a) Voting Members:

- i. One (1) Chairperson
- ii. One (1) Vice Chair
- iii. One (1) Senator
- iv. One (1) Law Enforcement Liaison
- v. One (1) University-Affiliated Safety Liaison
- vi. One (1) Social Media and Technology Outreach
- vii. External Vice President of Local Affairs or the EVPLA Community Safety Coordinator
- viii. One (1) UCIV Liaison

b) Ex-Officio Members (Non-Voting):

- i. A.S. President
- ii. A.S. Internal Vice President
- iii. A.S. Advisor
- iv. A.S. Isla Vista Community Relations Committee representative(s)
- v. A.S. Womxn's Commission representative(s)
- vi. A.S. Attorney General

C) Selection and Terms of Office:

- 1) The Co-Chairpersons and Vice Chair (not Senators) shall be recommended by the A.S. Committee on Committees in close consultation with the outgoing Co-Chairpersons, 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.
- 3) The Isla Vista Safety Liaison, University-Affiliated Safety Liaison, and Recruitment and Outreach Coordinator shall be recommended to the A.S. Committee on Committees by an internal process, as dictated by the incoming Co-Chairpersons, and subject to the approval of the A.S. Committee on Committees Chair, then nominated by the President for approval with a two-thirds (2/3) vote of the Senate.

D) Duties and Powers:

1) Co-Chairpersons:

- a) Presides over all Public Safety Commission meetings.
- b) Responsible for formulation of the agenda for each A.S. Public Safety Commission 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 two (2) office hours per week.
- f) Shall attend the quarterly A.S. Assembly.

- g) Shall attend two (2) meetings per quarter for the following BCUs: Queer Commission, Take Back the Night, Bike Committee, 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 Public Safety Commission 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 one (1) office hour per week.
  - d) Table six (6) hours per quarter.
  - e) Attend at least one (1) Isla Vista Community Network meeting per quarter.
  - f) Shall act as the Public Safety Commission Historian by maintaining a binder containing meeting minutes and project documents.
- 3) The Law Enforcement Liaison shall:
- a) Work with Public Safety Commission 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).
  - c) Table six (6) hours per quarter.
- 4) The University-Affiliated Public Safety Commission Liaison shall:
- a) Work with Public Safety Commission 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 Public Safety Commission 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.
- 5) The Social Media & Technology Outreach shall:
- a) Work to promote Public Safety Commission within the community through web presence (including, but not limited to, Facebook, Twitter, and Instagram), signage, peer outreach, and events.
  - b) Act to increase awareness of and involvement with Public Safety Commission in the UCSB and Isla Vista communities.
  - c) Table nine (9) hours per quarter.



- 6) UCIV Liaison:
  - a) Presides over UCIV Steering Committee meetings.
  - b) Responsible formulation of the agenda for UCIV Collaborative Board meeting.
  - c) Responsible for formulating report of the meeting to be forwarded to Safety Commission.
  - d) Acts as one of the head supervisors for UCIV.
  - e) Assists in formulating and maintaining the inventory of UCIV items.

SECTION 12. A.S. TRANS & QUEER COMMISSION

A) Charge of the Commission:

The A.S. Trans & Queer Commission shall serve as an educational and advocacy forum for Lesbian, Gay, Bisexual, and Transgender, Queer, Intersex, and Asexual (LGBTQIA) students' rights, with a commitment to representing and improving the status of LGBTQIA students on campus and in the community. The A.S. Trans & Queer Commission a diverse group of members that provides education, funding, and advocacy for 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) Two (2) Vice Co-Chairs
- c) One (1) Administrative Chair
- d) One (1) Internal Coordinator
- e) One (1) External Coordinator
- f) One (1) International Student Engagement Coordinator
- g) One (1) Trans and Gender Non-Conforming Advocacy Coordinator
- h) One (1) Queer & Trans People of Color (QTPOC) Engagement Coordinator
- i) One (1) Media & Marketing Commissioner
- j) Two (2) Special Projects Commissioner(s)
- k) One (1) Senate Liaison
- l) Two (2) Emerging Leader Commissioner(s)
- m) Two (2) Pride Commissioner(s)
- n) One (1) UndocuQT Advocacy Coordinator
- o) 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, two (2) Vice-Chairs, one (1) Administrative Chair, five (5) Coordinators, and five (5) commissioners (Media, Projects, Pride) 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 Liaison 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 Emerging Leader Commissioners. 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 Trans & Queer organizations. The voting membership will then use a blind selection process to elect two (2) Emerging Leader Commissioners through a simple majority to then recommend the interns them to the A.S. President for nomination and then sent to the Senate for approval of a term ending during Spring elections.
- 4) 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, and appointed by a majority vote. An application process similar to the process for commissioner positions will be used to select the vacant position where the voting membership will vote on approval. Anyone that ran for a position during the previous Spring elections and was not elected will then be contacted and invited to run for any vacant positions at the next meeting.
- 5) Attend all meetings.
- 6) Responsible for outreaching to find Co-Chairs and establish a Pride Committee in a timely manner if not elected during Spring Elections.

D) Duties and Powers of the Commission:

- 1) Be an advocacy group aimed at improving the status of trans & queer students both on campus and in the community.
- 2) Be aware of and work to support the projects of other trans & queer student organizations on campus and in the community.
- 3) Act as a referral source for students on any matter concerning LGBTQIA+ issues.
- 4) Work to educate the campus on issues pertaining to the LGBTQIA+ community.
- 5) Advise the Senate on issues pertaining to LGBTQIA+ students.
- 6) Provide student representation for Associated Students on ad hoc administrative Committees concerning LGBTQIA+ issues.
- 7) Work on advocating for the rights of all LGBTQIA+ students on campus.
- 8) 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. Trans & 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 that may arise.
- 5) Hold a minimum of three (3) regularly scheduled office hours per week.
- 6) Be responsible for the fiscal management of the Commission and for checking and maintaining the Trans & Queer Commission email in collaboration with the Administrative Chair.
- 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) AS Assembly each quarter.
- 10) Be available for reference with respect to questions and inquiries on past Commissions.
- 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 trans & 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) Meet with each Trans & Queer Commission officer at the beginning of each quarter (and follow up with an additional meeting if necessary) to keep officers accountable and aware of their position's responsibilities, expectations, and project(s).
- 14) Recruit Co-Chairs if not selected during Spring Elections.
- 15) Collect quarterly progress reports from each board member by Week 9 of every quarter.

F) Duties and Powers of the Vice Co-Chairs

- 1) Vice Co-Chairs will serve as the Co-Chairs of the Pride Steering Committee and be in charge of constructing and facilitating the Pride Steering Committee and plan UCSB/Isla Vista Pride.
- 2) Report progress of the Pride Steering Committee to the rest of the Associated Students Queer Commission Weekly.
- 3) Attend all meetings.
- 4) Begin a rough schedule and budget for Pride week and build a Pride Steering Committee by the end of Fall quarter. In addition to constructing the Pride Committee, they will assist other board members with their projects. By the start of Winter Quarter, they will begin actively organizing Pride. By the ninth week of Winter quarter complete all contracts and funding for Pride.
- 5) Responsible for outreaching to appoint Vice-Chairs by the end of Spring Quarter in a timely manner if not elected during Spring Elections.
- 6) Hold a minimum of three (3) regularly scheduled office hours per week.

- 7) Assume all duties and responsibilities in the absence of the Co-Chairs.
- G) 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, but not limited to: Queer and Trans Community, Friendly Undergraduate Queers in it Together (FUQIT), La Familia De Colores, Black Square, Queer Asian Pacific Islanders (QAPI), Keshet, Out in Science, Technology, Engineering, and Mathematics (oSTEM).
  - 3) The Internal Coordinator shall serve as the co-chair of the Queer Leadership Council Meetings alongside a representative of the Resource Center for Sexual and Gender Diversity. They will be involved with the planning and facilitation of Queer Leadership Council meetings meant to provide space for Queer and Trans organizations to come together and update each other on their events, projects, and allow them to have a unified voice.
  - 4) During weeks 1-3, the internal coordinator shall meet with the professional staff of the RCSGD to begin the planning for the Queer Leadership Council and Queer Town Hall.
  - 5) Work to outreach to the queer and trans community by gaining and building membership.
  - 6) Maintain maximum communication (i.e. weekly updates) with Trans & Queer (QT) organizations, specifically about UCSB Pride Week, to ensure maximum participation from all QT organizations on-campus.
  - 7) Hold a minimum of two (2) regularly scheduled office hours per week.
- H) Duties and Powers of the External Coordinator:
- 1) Stay abreast of the political environment and issues pertaining to the trans & queer community on a local, State-wide and National level and give a brief update to the commission at each meeting.
  - 2) Serve as a liaison and attend to state and union wide organizations such as University of California Student Association (UCSA), the Office of the External Vice President of Local Affairs, the Office of the External Vice President of State Affairs, and the University of California LGBTQIA+ Steering Committee (SCOM/UCQC) and to the greater University of California queer and trans community.
  - 3) Bring LGBTQIA+ visibility to the state-wide/national forefront by maintaining a working relationship with Lobby Corps.
  - 4) Hold a minimum of two (2) regularly scheduled office hours per week.
  - 5) Work on outreach to the surrounding Tri-County queer high school/youth, and/or alumni communities.
- I) Duties and Powers of the International Student Engagement Coordinator
- 1) International Coordinators are international students who are newly introduced to UCSB and the UCSB LGBTQIA+ community.
  - 2) Stay abreast of the political environment and issues pertaining to the Trans & Queer Community on an international level and give brief updates to the commission at each meeting.

- 3) Serve as a liaison & attend meetings to other campus organizations whose mission statement seeks to improve the status of students with queer sexualities and genders for international students and their allies, such as Queer Asian Pacific Islanders (QTAPI) and UndocuQueer and UndocuTrans.
- 4) Work with the Vice (Pride) Chairs to ensure at least one international outreach/advocacy event is planned for UCSB Pride Week.
- 5) Hold a minimum of two (2) regularly scheduled office hours per week.

J) Duties and Powers of the Media and Marketing Commissioner:

- 1) Maintain the website and social media groups, pages, and accounts and update them regularly with events the commission organizes and sponsors, with articles and news stories relevant to the queer and trans community at UCSB and beyond.
- 2) Create flyers for the commission's events, programming and board member projects.
- 3) Oversee the overall aesthetic of the commission and maintain a professional and clean image for the organization (this includes updating websites, graphics, logos, banners, etc. at any time when deemed necessary).
- 4) Actively be working on a project that 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 each quarter, turn in a progress report and indicate potential changes or improvements.
- 5) Work with the Administrative Chair to publish the minutes taken at every meeting, including those taken during Pride Committee meetings, on the official A.S. Trans and Queer Commission website.

K) Duties and Powers of the Administrative Chair:

- 1) Record and be responsible for distribution of minutes to members, officers, and Senate.
  - a) Distribute minutes to members upon request.
  - b) Keep a record of all meeting attendees and an updated list of all voting members.
- 2) Maintain an updated record of the budget that will be updated weekly and includes all expenditures of the commission and distribute to all officers on a regular basis.
- 3) Oversee an A.S. Queer Commission archive.
- 4) Be a member of the Pride Steering Committee and record and be responsible of Pride minutes.
  - a) Distribute Pride minutes to members in A.S. Trans and Queer Commission on a weekly basis.
- 5) Present tri-weekly reports on what funds remain in the budget for the quarter for Trans & Queer Commission.
- 6) Hold two (2) regularly scheduled office hours per week.
- 7) Maintain an updated record of the history of stipulations given by Queer Commission to organizations we have funded.

- 8) Work with Co-Chairs to address all emails in a timely fashion.
- 9) Outreach to community organizations (such as the RCSGD, Black Quare, La Familia de Colores, etc.) at the beginning of every quarter to ensure a bridge of communication is maintained to reassure Trans & Queer Commission's commitment to funding LGBTQIA+ events.

L) Duties and Powers of Queer & Trans People of Color (QTPOC) Engagement Coordinator:

- 1) Queer & Trans People of Color Engagement Coordinator is a dedicated leader within the UCSB LGBTQIA+ community. A non-QTPOC student who is an emerging leader in the UCSB LGBTQIA+ community can be appointed to this position with a two-thirds (2/3) majority approval by the voting membership.
- 2) Work with Co-Chairs to organize and execute all duties related to the annual QTPOCC conference.
- 3) Serve as a liaison to other campus organizations that are QTPOC oriented whose mission statement seeks to improve the status of students with queer sexualities and genders and their allies such as, but not limited to Black Quare, La Famlia de Colores, and Queer Asian Pacific Islanders.
- 4) Work with the RCSGD to plan at minimum one (1) event dedicated to the outreach/advocacy of QTPOC at UCSB per quarter.
- 5) Actively be working on a project that will bring positive change to the queer and trans 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 each quarter, turn in a progress report and indicate potential changes or improvements.
- 6) Attend all meetings.
- 7) Hold a minimum of two (2) regularly scheduled office hours per week.

M) Duties and Powers of the Senate Liaison:

- 1) Serve as liaison between the Commission and Senate.
  - a) Attend at least 5 meetings per quarter.
  - b) Maintain weekly communication via debrief on Senate meeting with the commission's executive board.
- 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 the Commission's section in the legal code to ensure it reflects goals/mission of the Commission.
- 4) Serve as an informational resource to the Commission on procedures (financial or otherwise) of Associated Students.
- 5) Provide visibility for the LGBTQIA+ community by speaking up during Senate meetings.
- 6) Maintain communication with the Commission on any special projects being worked on in the Senate in which the commission can be a part of, and create debrief reports to turn in to the commission accordingly.

N) Duties and Powers of Emerging Leader Commissioner:

- 1) Emerging Leader Commissioners are first-year and/or transfer students who are experiencing their first year with the UCSB LGBTQIA+ community. A non-first year student who is an emerging leader in the UCSB LGBTQIA+ 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 LGBTQIA+ community.
- 3) Assist with projects and events initiated by the commission (including, but not limited to, the Pride Committee events and projects).
- 4) Serve two (2) regularly scheduled office hour per week.
- 5) Work with the Trans & GNC Coordinator to plan and execute two (2) community dine-outs per academic year.
- 6) Be a member of the Pride Steering Committee.

O) Duties and Powers of Special Project Commissioners:

- 1) Special Projects Commissioners will actively work on special projects that will benefit the status of LGBTQIA+ 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.
- 3) Keep an updated list of current ongoing projects.
- 4) Attend all meetings.
- 5) Shall actively seek advice/meet with the Co-Chairs to learn and develop new skills and to review project goals when projects progress or change.
- 6) With the help of the Emerging Leaders Commissioners, plan and execute at least one (1) event per quarter promoting the Trans & Queer Commissions mission statement.
- 7) Hold two (2) regularly scheduled office hours per week.

P) Duties and Powers of Trans and Gender Non-Conforming Advocacy Coordinator

- 1) Serve as a liaison to the Trans Task Force and other trans-specific organizations on campus such as, Trans People of Color Coalition, the Society for Accessible and Safe Spaces (S.A.S.S.) and Transgender Social Group (TSG).
- 2) Serve as a liaison to Santa Barbara Transgender Advocacy Network (SBTAN).
- 3) Be aware of and advocate for the needs of trans and gender non-conforming students.
- 4) Hold an event during Pride Week with the intent of creating community spaces for trans and gender non-conforming students.
- 5) In Winter & Spring quarter, hold a focus group for trans students in collaboration with CAPS, Residential and Community Living, Student Health and the RCSGD.
- 6) Hold two (2) office hours per week.

- 7) Work with the emerging Leader Commissioners to plan and execute two (2) community dine-outs per academic year.

Q) Duties and Powers of Pride Commissioners:

- 1) Stay abreast of the political environment of the campus community.
- 2) Attend all meetings.
- 3) Begin a rough list of events for Pride week and assist the Vice Co-Chairs to build a Pride Steering Committee by the end of Fall quarter. In addition to helping construct the Pride Committee, they will assist other board members with their projects. By the start of Winter Quarter, they will begin actively organizing Pride. By the ninth week of Winter quarter complete all contracts and funding for Pride.
- 4) Hold two (2) regularly scheduled office hours.
- 5) Assist the Internal Coordinator in planning/executing QLC townhall meetings.
- 6) Attend all QLC meetings.

R) Duties and Powers of the UndocuQT Advocacy Coordinator:

- 1) Serve as a liaison to the Undocumented community on campus, specifically UndocuQueer and UndocuTrans services; including, but not limited to, the UCSB Undocumented Student Services (USS), Empowerment Circle at CAPS, the Monarch Lounge, Improving Dreams Equality Access and Success (IDEAS), and the UCSB UndocuQueer/UndocuTrans.
- 2) Be aware of and advocate for the needs of LGBTQIA+ Undocumented folk.
- 3) Plan and execute a minimum of one (1) event per quarter, with the intent of creating community spaces for UndocuQueer/UndocuTrans students on campus; whereas one of these events must be within PRIDE Week, working with PRIDE Committee during Spring Quarter.
- 4) Work with other organizations on campus that help provide visibility for UndocuQueer and UndocuTrans folk (conferences, events, programs, etc.)
- 5) Attend all meetings, including PRIDE Committee meetings.
- 6) Hold a minimum of two (2) regularly scheduled office hours per week.

SECTION 13. A.S. STUDENT COMMISSION ON RACIAL EQUITY

A) Charge of the Committee:

The A.S. Student Commission on Racial Equity (SCORE) 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., Latinx/Chicanx, Blacks, African-American, Asian American, Pacific Islander, South Asian, Southwest Asian/North African/Middle Eastern, First Nation, Native American, etc.). Its purpose is to confront and proactively resolve issues of ethnicity-related concerns and create and promote programs to educate the student body on issues concerning the campus and community that affect students of UCSB. This Commission shall implement and support rules and regulations that will help provide a safer 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) Conference Director
- 3) One (1) Administrative Coordinator
- 4) Two (2) Outreach Coordinators
- 5) One (1) Financial Director
- 6) One (1) Multimedia Director
- 7) Two (2) Education Coordinators
- 8) One (1) Senate Liaison
  - a) Conditional voting power based on the Liaison's attendance to executive board meetings.

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 through an internal election. 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) At least one (1) Co-Chair should be a returning SCORE Executive Board member.
- 3) The Senator(s) shall be appointed by the Internal Vice President and approved by the Senate for the term of one (1) academic year based off of recommendation from SCORE.
- 4) The Conference Director, Outreach Coordinators, Financial Director, Administrative Coordinator, Multimedia Director, and Education Coordinators shall be selected from the active group membership at the end of an academic year through an internal election.

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, white supremacy, antisemitism, anti-blackness, zionism, islamophobia and overall 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.
- 8) Create committees with numerous other organizations for the annual UCSA Student of Color Conference (SOCC) in order to create a delegation that will ultimately aim to represent all communities at UCSB.
- 9) Make it a requirement to collaborate with the AS Senate to approve and install cultural competency programming specifically for the senators. This is also to require that a training is allocated for senators since we are the elected/appointed student leaders that are mainly in charge with tackling student issues on our campus.

F) Duties and Powers of the Co-Chairs (2):

- 1) Responsible for ensuring that all Executive Board members fulfill their duties and responsibilities and will support the board in accomplishing these tasks.
  - a) Maintain a safe social space for the Executive Board.
- 2) Have ultimate responsibility for the fiscal management of the entire Commission.
- 3) Present once per quarter to the Senate concerning the financial and programming activities of the Commission.
- 4) 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.
- 5) Set a minimum of three (3) regularly scheduled office hours per week.
- 6) Shall plan one (1) office retreat per academic year.
- 7) Shall attend AS Assembly each quarter
- 8) Create a digital folder with all yearly documentation created through fulfilling these requirements.

G) Duties and Powers of the Conference Director (1):

- 1) Plans and oversees all conferences, while keeping complete transparency
- 2) Responsible for coordinating general body meetings.
- 3) Responsible for planning the logistics of UCSB's delegation to UCSA's Student of Color Conference, including but not limited to: creating an application for the general student body, choosing delegates, handling travel and lodging, and whether a UCSB delegation is created for the academic year.
- 4) Responsible for ensuring SCORE has full autonomy over the Students of Color Conference and no other office or entity may act on behalf of SCORE without prior approval.
- 5) Host a minimum of two (2) office hours per week.
- 6) Organize another large-scale conference besides the Students of Color Conference, historically being Facing Race or Day/Night of Cultural Resistance, chosen up to the discretion of the individual serving in the position that year.
- 7) Look to UCSB student delegations to additional conferences related to SCORE's mission statement.

- 8) Create a digital folder with all yearly documentation create through fulfilling these requirement.

H) Duties of the Administrative Coordinator (1):

- 1) Shall be responsible of recording and distributing weekly meeting minutes to the Internal Vice President and other interested or affected parties.
- 2) Follow up with organizations after funding requests to let them know the status of their request and make them aware of any stipulations that were added.
- 3) Responsible for coordinating with the Financial Director to ensure requisition forms are submitted for money approved and allocated.
- 4) Coordinate general body meeting preparations.
- 5) Hold at least two (2) office hours per week.
- 6) Create a digital folder with all yearly documentation created through fulfilling these requirements.

I) Duties of the Outreach Coordinators (2):

- 1) Responsible for planning and organizing events for the active members to build relationships amongst them.
- 2) Responsible for organizing and planning events with other campus organizations to build a sense of community and collaboration.
- 3) Host at least one event per quarter which aligns with the goals and values of the mission statement of this commission.
- 4) Attend meetings that the Co-Chairs are unable to attend and represent the Commission.
- 5) Hold two (2) regularly scheduled office hours per week.
- 6) Create a digital folder with all yearly documentation created through fulfilling these requirements.

J) Duties of the Finance Director (1):

- 1) Has responsibility for fiscal management of the Committee.
- 2) In conjunction with the Executive Board, shall prepare Committee's budget for the following year.
- 3) Give a weekly financial report to the Committee.
- 4) Create the funding request process for the given academic year based on previous years' models.
- 5) Send out status of funding requests between 1-3 business days of the organization's presentation.
- 6) Responsible for creating and submitting requisition forms, but not liable for following up on the relevant funding of the requisitions submitted.

- 7) Create a digital folder with all yearly documentation created through fulfilling these requirements.
- 8) Hold two (2) regularly scheduled office hours per week.

K) Duties of the Multimedia Director (1):

- 1) Create a yearly binder with information about the Commission including pictures, articles, fliers, minutes, and any other relevant material.
- 2) Handle public relations for the Commission, including publicizing programs and workshops to the campus community.
- 3) Maintain and update all social media outlets for official SCORE business.
- 4) Hold two (2) regularly scheduled office hours per week.

L) Duties of the Co-Education Coordinators (2):

- 1) Manage the scheduling of at least one diversity education workshop per quarter, with the option to collaborate with various organizations.
- 2) Maintain and update educational workshops to include relevant issues to students of color, and programming around those which are important to the campus climate.
- 3) Facilitate the education of introductory terminology and information related to racial equity that SCORE members and the general community should be aware of.
- 4) Hold a minimum of two (2) office hours per week.
- 5) Create a digital folder with all yearly documentation created through fulfilling these requirements.

M) Duties of the Senate Liaison(s):

- 1) Attends weekly SCORE general body and executive board meetings.
- 2) Serves as a liaison between the A.S. Senate and SCORE, both as an active legislator and on relevant issues presented in Senate.
- 3) Draft legislation pertinent to SCORE's mission statement on the request of the Commission.
- 4) Attends SCORE events to the best of their ability.
- 5) Provides resources and networks for SCORE to thrive.

N) Funding Requests for Student Organizations from SCORE

- 1) In order for funding requests to be submitted to SCORE, student organizations (OSLs) and boards/commissions/units (BCUs) must attend a minimum of three General Body Meetings throughout the quarter and attend the quarterly SCORE Symposium that deals with issues on campus and community.
- 2) Whether funding is given is up to the discretion of the SCORE Executive board.
- 3) Funding requests must be submitted after the general body meetings and during the Executive meetings shortly after.

- 4) Student organizations are highly expected to attend and participate in other SCORE events.
- 5) Student organizations that receive funding but fail to attend meetings afterwards detrimentally affect the integrity of their organization with future funding requests.

SECTION 14. 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 survivors and allies alike to make their voices heard, and creates an environment in which survivors of sexual violence can begin to heal.

B) Voting Membership:

- 1) One (1) External Chair
- 2) One (1) Internal Chair
- 3) One (1) Ourstorian
- 4) One (1) Senate Member
- 5) Any members having attended two (2) or more meetings a quarter.
- 6) One (1) Finance Coordinator
- 7) One (1) Publicity Coordinator
- 8) One (1) On-Campus Outreach Coordinator
- 9) One (1) Off-Campus Outreach Coordinator
- 10) One (1) Intersectionality Liaison Coordinator
- 11) One (1) Greek Liaison Coordinator

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.

E) Duties and Powers of the Committee:

- 1) To organize Take Back the Night events, annual Sexual Assault Awareness Month events, Halloween campaign (including organizing a safe space), 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 that address issues regarding safety, harassment or sexual violence.

F) Duties and Powers of the Co-Chairs:

- 1) At least one (1) chair shall attend at least one (1) Senate meeting a quarter and give a report on the current status of the Committee.
- 2) At least one (1) Take Back the Night Co-Chair shall attend AS Assembly each quarter.
- 3) Shall build coalitions to ensure statewide actions, campaigns, and projects are enacted on UC Santa Barbara campus.
- 4) Shall hold two (2) regularly scheduled office hours per week.

G) Duties and Powers of the External Chair:

- 1) Shall handle public relations for the committee and shall be the official spokesperson for the committee.
- 2) Shall facilitate collaboration between the committee, administrators and Office of Student Life (OSL) organizations.
- 3) Shall work with the Publicity Coordinator to advertise and publicize events and membership within the committee.

H) Duties and Powers of the Internal Chair:

- 1) Shall facilitate and chair all Take Back the Night meetings.
- 2) Shall have ultimate responsibility for the fiscal management of the entire committee.
- 3) Shall facilitate collaboration between the committee and other Associated Students organizations.

I) Duties and Powers of the Ourstorian:

- 1) Shall record meeting minutes and send to all relevant entities.
- 2) Shall delegate at least one (1) committee member to attend all Take Back the Night- funded programs and events, in order to evaluate them.
- 3) Shall be in charge of graphic design and all relevant tasks for the committee.
- 4) Shall hold two (2) regularly scheduled office hours per week.

J) 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 or be excused at the discretion of the committee.

K) Duties and Powers of the Finance Coordinator:

- 1) Shall maintain all fiscal management of the Committee in conjunction with the Internal Chair.
  - 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.
  - 5) Shall hold two (2) regularly scheduled office hours per week.
- L) 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.
  - 4) Shall hold two (2) regularly scheduled office hours per week.
- M) 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 one (1) Student Apartment Community Council 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.
  - 5) Shall hold two (2) regularly scheduled office hours per week.
- N) 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 coordinate with the Publicity Coordinator.
  - 3) Shall collaborate with the On-Campus Coordinator to organize an outreach effort at least once (1) a quarter.
  - 4) Shall hold two (2) regularly scheduled office hours per week.
- O) Duties and Powers of the Intersectionality Liaison Coordinator
- 1) Shall be the point person for organizations on campus focusing on various identities (such as SCORE, HRB, WomCom, and Queer Commission).
  - 2) Shall work with On-Campus Coordinator and Off-Campus Coordinator as well as Co-Chairs.
  - 3) Shall hold two (2) regularly scheduled office hours per week.

P) Duties and Power of the Greek Liaison Coordinator

- 1) Shall outreach to members of the Greek community and non-IV organizations.
- 2) Shall work with Off-Campus Coordinator to organize an outreach effort at least once (1) a quarter.
- 3) Shall hold two (2) regularly scheduled office hours per week.

SECTION 15. A.S. COMMISSION FOR MARGINALIZED GENDERS

A) Charge of the Commission:

The A.S. Commission for Marginalized Genders (also known as CMG) is an educator about and an advocate for women, non-binary, and trans\* rights, with a commitment to representing and improving the status of women, non-binary, and trans\* folks on campus and in the community. The A.S. Commission for Marginalized Genders is working toward becoming a diverse group of members reflecting the different voices of the campus and community.

The A.S. Commission for Marginalized Genders must constantly redefine itself if it is going to actively try to recognize how women's, non-binary, and trans\* issues function within the intersections of race, class, age, sexual orientation, religion, culture and physical and mental ability. Recognizing this means that we acknowledge that one group can never represent the voices of all women, non-binary, and trans\* across these intersections. Therefore, we must look beyond the Commission for Marginalized Genders and into the campus and community. Lastly, as a Board and as a Commission, to carry on the events of the Annual Womxn Unite Banquet.

B) Membership:

1) Voting Membership:

- a) Two (2) Co-Chairs
- b) One (1) Administrative Chair
- c) One (1) Treasurer
- d) One (1) Ourstorian
- e) One (1) Queer & Trans\* Coordinator
- f) One (1) Senate Liaison
- g) 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) Statewide Organizing Director
- g) A.S. President

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

- 1) The two (2) A.S. Commission for Marginalized Genders Co-Chairs shall first be recommended to the A.S. Committee on Committees by the Commission for Marginalized Genders, 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 Commission for Marginalized Genders, 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 through consultation with the 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, non-binary, and trans\* folks both on campus and in the community.
- 2) Be aware of and work to support the projects of other women, non-binary, and trans\* organizations on campus and in the community.
- 3) Act as a referral source for students on any matter concerning women, non-binary, and trans\*.
- 4) Work to educate the campus on issues pertaining to women, non-binary, and trans\* folks.
- 5) Advise the Senate on issues pertaining to women, non-binary, and trans\* folks.
- 6) Provide student representation for Associated Students on ad hoc committees concerning women, non-binary, and trans\* issues.
- 7) Attend meetings when relevant of cross-cultural and various other women, non-binary, and trans\* groups (e.g. MUJER, AKANKE, Take Back the Night) on campus to serve as a liaison between those groups and Associated Students. Additionally, Commission for Marginalized Genders shall provide financial support to these organizations when possible.
- 8) Shall be a liaison to the A.S. Human Rights Board.

E) Duties and Powers of the Co-Chairs:

- 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, including the preparation of the budget for the following year with the Treasurer.
- 5) Present at least two (2) reports to the Senate per quarter regarding the 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) Plan yearly retreat with new incoming Board.
- 8) Attempt to establish and maintain communication among women, non-binary, and trans\* organizations throughout the UC system.
- 9) Hold a minimum of three (3) regularly scheduled office hours per week.
- 10) Shall attend all meetings of the A.S. Senate and at least one (1) ASUCSB Workgroup.

- 11) Attend all commission meetings.
- F) Duties and Responsibilities of the Administrative Chair:
- 1) Record and be responsible for the distribution of minutes to members, officers, and Senate.
    - a) Distribute minutes to members upon request.
    - b) Keep a record of all meeting attendees and an update list of all voting members.
  - 2) Hold two (2) regularly scheduled office hours per week.
  - 3) Work with Co-Chairs to address all emails in a timely fashion.
  - 4) Attend all commission meetings.
- G) Duties and Responsibilities of the Treasurer:
- 1) Maintain an updated record of the budget that will be updated weekly and includes all expenditures of the commission and distribute to all officers on a regular basis.
  - 2) Present tri-weekly reports on what funds remain in the budget for the quarter for Commission for Marginalized Genders.
  - 3) Assist the Co-Chairs in preparation of the next year's budget.
  - 4) Attend Senate Finance and Business Committee budget hearings with co-chairs.
  - 5) Shall be responsible for preparing the requisition forms for the allocation of funding of groups and organizations that have been approved by the commission.
  - 6) Hold two (2) regularly schedule office hours per week.
  - 7) Attend all commission meetings.
- H) Duties of the Ourstorian:
- 1) Shall be responsible for the recruitment of Committee members of two to five (2-5) 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 Ourstory.
  - 4) Explore the controversial and complicated issues of identity anthologies, the politics of publication, and artistic/political expression.
  - 5) Shall hold at least two (2) regularly scheduled office hours each week.
  - 6) Attend all commission meetings.
- I) Duties and Responsibilities of the Queer & Trans\* Coordinator:
- 1) Shall maintain awareness of concerns and issues within the LGBTQIA+ community.
  - 2) Shall host at least one (1) event or program per quarter that aid the LGBTQIA+ community.

- 3) Shall maintain a strong connection to the LGBTQIA+ community on-campus and in the community. Shall serve as a liaison to the A.S. Trans & Queer Commission, RCSGD, and student organizations.
  - 4) Shall keep the rest of the committee up to date on concerns within the LGBTQIA+ community.
  - 5) Shall hold a minimum of two (2) office hours per week.
  - 6) Attend all commission meetings.
- J) Duties and Powers of the Senate Liaison:
- 1) Serve as liaison between the Commission and Senate.
    - a) Attend at least five (5) meetings per quarter.
    - b) Maintain weekly communication via debrief on Senate meetings with the commission's executive board.
  - 2) Maintain a critical lens of legislation/proposed projects/events brought before the Senate that would potentially affect the commission/queer community.
  - 3) Be responsible for updating the Commission's section in the legal code to ensure it reflects the goals/mission of the Commission.
  - 4) Serve as an informational resource to the Commission on procedures (financial or otherwise) of Associated Students.
  - 5) Provide visibility for marginalized genders by speaking up during Senate meetings.
  - 6) Maintain communication with the Commission on any special projects being worked on in the Senate in which the commission can be a part of, and create debrief reports to turn in to the commission accordingly.

SECTION 16. A.S. BLACK WOMEN'S HEALTH COLLABORATIVE

A) Charge of the Collaborative

The A.S. Black Women's Health Collaborative's directive is to aid the currently inadequate support of Black women and our ability to exist and live well and centralize leadership efforts for the betterment of Black women's holistic spiritual, mental, and physical health. The A.S. Black Women's Health Collaborative shall serve as an educational advocacy forum for Black women, women-Aligned, and Non-Binary community members. The purpose of Black Women's Health Collaborative is to ensure the fair, equal, and adequate distribution of financial resources for Black UCSB students, from a source that is both safe for us and accessible. We also hold that Black students' financial contributions to Associated Students. The A.S. Black Women's Health Collaborative shall act as an advocacy group aimed at improving the status of Black women's health globally, nationally, and locally both on campus and in the community. The A.S. Black Women's Health Collaborative will maintain a network of Black women for members of the campus community who would like to connect with national as well as international efforts for the advancement of Black women and people everywhere. The A.S. Black Women's Health Collaborative holds firmly with the doctrines of the Black Radical Imagination and Black Feminist Theory to establish the structure and values of our organization and its directives. The Black Women's Health Collaborative was envisioned by Zion Solomon and Suad Abdullahi.

B) Membership

1) Voting Membership:

- a) Two (2) Co-Chairs
- b) One (1) Administrative Director
- c) One (1) Finance Director
- d) One (1) Black Queer & Trans\* Director
- e) One (1) BCU Liaison
- f) One (1) Internal Needs Advocate
- g) One (1) External Needs Advocate
- h) One (1) Marketing and Social Media Director
- i) One (1) Sex Positive Health Director
- j) One (1) Retention Chair
- k) One (1) EASA Liaison
- l) One (1) NSBE Liaison
- m) One (1) BSU Liaison

2) Non-Voting Membership:

- a) Multi-Cultural Center Administrative Representative
- b) Counseling and Psychological Services Administrative Representative
- c) Office of Black Student Development Administrative Representative
- d) Peer Mentors of the African Diaspora Cultural Resource Center Representative
- e) Associated Students Executive Director
- f) Associated Students Attorney General

3) Conferred Voting Membership

- a) Any attending member can gain a voting membership upon the attendance of four (4) meetings in the same quarter followed by the approval of the Chair(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 follow year's two (2) Co-Chairs, one (1) Administrative Director, one (1) Finance Director, one (1) Black Queer & Trans\* Director, one (1) Marketing and Social Media Director, two (2) Advocates, one (1) Sex Positive Health Director, and one (1) BCU Liaison by the 7<sup>th</sup> week of Spring quarter. All of the collaborative's voting members during Spring Quarter are allowed to participate in this election. The internally elected Collaborative will then be recommended to the A.S. President for nomination and sent to the Senate for approval of a term lasting one (1) academic year.
- 2) 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 and appointed by a majority vote. An application process similar to the process for intern positions will be used to select the vacant position where the voting membership will vote on approval. Anyone that ran for a position during the previous Spring elections and was not elected will be contacted and invited to run for any vacant positions at the next meeting.
- 3) Attend all meetings except for excused absence approved by the Co-Chair.
- 4) Responsible for outreaching to find Co-Chairs and establish a Pride Committee in a timely manner if not elected during Spring Elections.

D) Sessions, Meetings & Quorum

- 1) Sessions: Each session of the Collaborative shall commence with the second week of the quarter.

- 2) Meetings: The Collaborative 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 Co-Chair(s), by petition of at least one-third (1/3) of the voting membership of the Collaborative, or by petition signed by two percent (2%) of the Associated Students’ membership.
- 3) Quorum: A quorum shall consist of a majority (50% +1) of the voting membership of the Senate.
- 4) Voting Matters: The voting margin for nonfinancial matters shall be a simple majority (50% +1). While all financial matters shall require a two-thirds majority (2/3rds)

E) Vacancy

- 1) An office shall be declared vacant upon formal announcement, during the Action Items portion of the Senate meetings, to the Senate of the removal, disqualification, or resignation of an officer.

F) Duties and Powers of the Collaborative

- 1) Be an advocacy group aimed at improving the status of Black women’s health globally, nationally, and locally both on campus and in the community.
- 2) Be aware of and work to support the projects of other Black student organizations on campus and in the community. Assist and support Black organizations, events, and conferences.
- 3) Work to create solidarity networks between organizations pursuing the health and wellbeing of Black women in the United States and globally.
- 4) Educate and recruit members of the campus community to our cause.
  - a) Be aware of and work to support the projects of other Black student organizations on campus and in the community.
  - b) Act as a referral source for students on any matter concerning.
  - c) Work to educate the campus on issues pertaining to Black women, women-aligned, and non-binary people.
- 5) Advise the Senate on issues pertaining to Black women, women-aligned, and non-binary people.
- 6) Provide student representation for Associated Students on ad hoc administrative committees concerning Black women, women-aligned, and non-binary people.
- 7) Work on advocating for the rights of all Black women, women-aligned, and non-binary students on campus.
- 8) Maintain a working relationship with the Multi-Cultural Center, Counseling and Psychological Services, and the Office of Black Student Development.

G) Duties and Powers of the Co-Chairs of the A.S. Black Women’s Health Collaborative

- 1) Stay abreast of the political environment in the community.
- 2) Facilitate all Collaborative’s meetings, or if unable, delegate said responsibility to another officer.

- 3) Handle public relations for the Collaborative and serve as the official spokesperson(s) for the Collaborative.
- 4) Coordinate the operations of all special projects and attempt to be of help in any problem or issue that may arise.
- 5) Hold a minimum of three (3) regularly scheduled office hours per week.
- 6) Be responsible for the fiscal management of the Collaborative and for checking and maintaining the Black Women's Health Collaborative email in collaboration with the Administrative Director.
- 7) Oversees the preparation of the Collaborative's budget by the Financial Director as ex-officio facilitators for the following year.
- 8) Present at least one (1) report to the Senate per quarter regarding the activities of the Collaborative.
- 9) Attend one (1) A.S. Assembly each quarter.
- 10) Be available for reference with respect to questions and inquiries on past Collaboratives.
- 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 Black Women's Health Collaborative community.
- 12) Coordinate a quarterly retreat for all of the Collaborative's membership in order to create strategy charts for the Collaborative's special projects, as well as create a schedule of deadlines and events for the quarter.
- 13) Meet with each collaborative officer at the beginning of each quarter (and follow up with additional meetings if necessary) to keep officers accountable and aware of their position's responsibilities, expectations, and project(s).
- 14) Recruit Co-Chairs if not selected during Spring Elections.
- 15) Collect quarterly progress reports from each board member by Week 9 of every quarter.
- 16) Attend all meetings; excused absence upon the approval of the Administrative Director or Present Co-Chair.

#### H) Duties and Powers of the Administrative Director

- 1) Record and be responsible for distribution of minutes to members, officers, and Senate.
  - a) Distribute minutes to members upon request.
  - b) Keep a record of all meeting attendees and an updated list of all voting members.
- 2) Assist the Finance Director's maintenance of the Collaborative's budget, by providing assistance in Finance Director required weekly update and oversee the accessibility of budget for the A.S. Black Women's Health office computer and or the distribution to all elected members.
- 3) Oversee the A.S. Black Women's Health Collaborative historic database; comprised of archived research and details regard the Black Women's Health.
- 4) Distribute weekly agenda/minutes to voting members and/or UCSB organizations which request weekly update (e.g. Black List Serve)

- a) The Black List Serve will include Black Student Union, East African Student Association, Black Quare, and BPRO, the Office of Black Student Development.
  - 5) Hold two (2) regularly scheduled office hours per week.
  - 6) Maintain and updated record of the history of stipulations given by Black Women's Health Collaborative to organizations we have funded.
  - 7) Work with Co-Chairs to address all emails in a timely fashion.
  - 8) Attend all meetings; excused absence upon the approval of the Chair(s).
- I) Duties and Powers of the Finance Director
- 1) Keep a record of funding requests, the budget, and keep an excel sheet with the Collaborative's budget to be updated weekly that will be kept on the A.S. Black Women's Health Collaborative office computer and/or distributed weekly to all of the elected members.
  - 2) Maintain an updated record of the budget and all expenditures of the Collaborative and distribute it to all officers on a regular basis.
  - 3) Work with Co-Chairs to address all financial emails in a timely fashion.
  - 4) Present tri-weekly reports on what funds remain in the quarter for the Black Women's Health Collaborative.
  - 5) Hold two (2) regularly scheduled office hours per week.
  - 6) Attend all meetings; excused absence upon the approval of the Chair(s).
- J) Duties and Responsibilities of the Black Queer and Trans\* Director
- 1) Black Queer and Trans\* Director is a dedicated leader within the UCSB LGBTQIA+ community. A non-QT student who is an emerging leader in the UCSB can be appointed to this position with a two-thirds (2/3) majority approval by the voting membership.
  - 2) Create a strategy chart and give themselves a set of deadlines that will lead to 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.
  - 3) Keep an update list of current on-going projects.
  - 4) Attend all meetings; excused absence upon the approval of the Chair(s).
  - 5) Shall actively seek advice/meet with the Co-Chairs to learn and develop new skills and to review project goals when projects progress or change.
  - 6) With the assistance of the Co-Chairs and Internal Needs Advocate, plan and execute at least one (1) event per quarter contending with the improvement of the conditions of Black Queer and Trans\* students.
  - 7) Hold two (2) regularly scheduled office hours per week.
  - 8) Shall be the lead Director in Programming the Collaboration's Black Women's (Health Care) Pride Week (Celebration), to highlight and bring awareness to the contribution made by Black Women of PRIDE in the Trans\* and Queer Communities.

- a) Shall address UCSB intrinsic need for further visibility.
- b) Shall have the ability to call upon BCU Liaison for assistance.
- c) Shall have the ability to propose the programming budget.
- d) Shall have the support of the entire Collaboration.

K) Duties and Responsibilities of the BCU Liaison

- 1) Observe the roles of BCU Liaison outlined in A.S. Legal Code.
- 2) Serve as liaison between the Collaborative and Senate by:
  - a) Attend at least 5 meetings per quarter.
  - b) Maintain weekly communication via debrief on Senate meetings with the collaborative executive board.
- 3) Maintain a critical lens of legislation/proposed projects/events brought before the Senate that would potentially affect the Collaborative/Black community.
- 4) Be responsible for updating the Collaborative section in the Legal Code to ensure it reflects the goals/mission of the Collaborative.
- 5) Serve as an informational resource to the Collaborative with procedures (financial or otherwise) of Associated Students.
- 6) Provide visibility for the Black community by speaking up during Senate meetings.
- 7) Maintain communication with the Senate on any special projects being worked on in the Black Women's Health Collaborative which the Senate can be a part of, and create debrief reports to turn in to the Senate accordingly.
- 8) The BCU Liaison must maintain a supportive role to the Collaborative's elected board and will attend Senate meetings on behalf of the Collaborative.
- 9) The BCU Liaison may be required by the Black Women's Queer & Trans\* Director to participate in the construction, and facilitation of Pride Week Programming.

L) Duties and Responsibilities of the Internal Needs Advocate

- 1) Stay abreast of the political environment in the campus community.
- 2) Serve as a liaison to other campus organizations whose mission statement seeks to improve the status of Black students.
- 3) The Internal Needs Advocate shall attend Black Leadership Council Meetings and provide monthly reports to the board.
- 4) Work to outreach to the Black community by gaining and building membership.
- 5) Maintain maximum communication (i.e. weekly updates) with Black organizations, specifically about any events to ensure maximum participation from all Black organizations on-campus.
- 6) Attend all meetings; excused absence upon the approval of the Chair(s).

M) Duties and Responsibilities of the External Needs Advocate

- 1) Stay abreast of the political environment of the local, national, and global diaspora.



- 2) Serve as a liaison to other campus organizations whose mission statement seeks to improve the status of Black students.
- 3) During weeks 1-4, the External Needs Advocate shall meet or attempt to establish a meeting with the professional staff of the Office of Black Student Development, Multi-Cultural Council, Counseling and Psychological Services, Women, Gender, and Sexual Equity, Resource for Gender and Sexual Diversity, and Undocumented Student Services to chart and further develop the relationships between the departments and the Collaborative.
- 4) During weeks 1-4, the External Needs Advocate shall meet with the Associated Students Lobby Corps to ensure the needs of the Black community are being advocated for.
- 5) Work to outreach to the local Black community through facilitating events and community building.
- 6) Advocate for the needs of system impacted, undocumented, queer and trans\*, disabled, and other marginalized communities.
- 7) Attend all meetings; excused absence upon the approval of the Chair(s).

N) Duties and Responsibilities of the Marketing and Social Media Director

- 1) Maintain the website and social media groups, pages, and accounts and update them regularly with events the Collaborative organizes and sponsors, with articles and news stories relevant to the Black community at UCSB and beyond.
- 2) Create flyers for the Collaborative's events, programming, and board member projects.
- 3) Oversee the overall aesthetic of the Collaborative and ensure the consistent updating of websites, graphics, logos, banners, etc.)
- 4) Actively be working on a project that will bring positive change to the Black 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 each quarter, turn in a progress report and indicate potential changes or improvement.
- 5) Work with the Administrative Chair to publish the minutes taken at every meeting, to be published on the official A.S. Black Women's Health Collaborative website.
- 6) Organize at least one event and/or social media campaign per quarter.
- 7) Attend all meetings; excused absence upon the approval of the Chair(s).

O) Duties and Responsibilities of the Sex Positive Health Director

- 1) The Sex Positive Health Director shall attempt to work in tandem with Student Health Services, Counseling and Psychological Services, and Campus Advocacy, Resource & Education in order to advocate for the needs for the Black Women, Women-Aligned, and Non-Binary students.
- 2) Shall maintain contact with Black organizations (e.g. Black Quare).
- 3) Shall serve as an aid to the other members of the Collaborative in the preparation and planning of their events.
- 4) Work with the Administrative Chair to publish the minutes taken at every meeting, to be published on the official A.S. Black Women's Health Collaborative website.

- 5) Organize at least one event and/or social media campaign per quarter.
- 6) 6) Attend all meetings; excused absence upon the approval of the Chair(s).

P) Duties and Responsibilities of the Retention Chair

- 1) The Retention Chair shall be responsible for the programming of at least one study jam event per quarter.
- 2) Shall work in conjunction with other Associated Students entities of which include retention of BIPOC and first-generation students in their mission statement.
- 3) Shall be responsible for updating the A.S. Black Women's Health Collaborative website with resources and scholarships for students.
- 4) Maintain communication with programs for Black first-years and transfer students. Build and maintain relationships with Admissions of ice representatives to reach out to incoming Black students.
- 5) Create summer programming for incoming Black women to integrate and equip them into UCSB.

Q) Duties and Responsibilities of the EASA Liaison

- 1) The EASA Liaison will be responsible for the coordination of collaborative programming between the Black Women's Health Collaborative and the East African Student Association in a manner that is mutually relevant to both organization's mission statements.
- 2) The EASA Liaison will be responsible for the outreach of the Black Women's Health Collaborative's resources to outside organizations that align with the Collaborative's mission statement.
- 3) The EASA Liaison shall serve as an aide to the other members of the Collaborative in the preparation and planning of their events.

R) Duties and Responsibilities of the NSBE Liaison

- 1) The NSBE Liaison will be responsible for the coordination of collaborative programming between the Black Women's Health Collaborative and the National Society of Black Engineers in a manner that is mutually relevant to both organization's mission statements.
- 2) The NSBE Liaison will be responsible for the outreach of the Black Women's Health Collaborative's resources to outside organizations that align with the Collaborative's mission statement.
- 3) The NSBE Liaison shall serve as an aid to the other members of the Collaborative in preparation and planning of their events.

S) Duties and Responsibilities of the BSU Liaison

- 1) The BSU Liaison will be responsible for the coordination of collaborative programming between the Black Women's Health Collaborative and the Black Student Union in a manner that is mutually relevant to both organization's mission statements.
- 2) The BSU Liaison will be responsible for the outreach of the Black Women's Health Collaborative's resources to outside organizations that align with the Collaborative's mission statement.

- 3) The BSU Liaison shall serve as an aid to the other member of the Collaborative in the preparation and planning of their events.

T) Removal Process

- 1) One (1) executive co-chair or Two (2) Executive Board Members or Four (4) Voting Members or the A.S. Advisor may propose the removal of any of the executive board members.
- 2) The executive board will discuss the proposal including any concerns the proposal was based off at the following executive board meeting.
- 3) It is required that the Committee must have unanimous vote in order to immediately remove the officer, with the vote excluding the member being considered for removal.
- 4) It is required that in order to move the removal to consideration given one (1) week, the Collaborative shall approve with a fifty percent plus one (50%+1) vote.
- 5) It is required that in order to remove the officer after hearing the considering the board's response, there must be a vote of 2/3 in consensus.

**ARTICLE XII – ASUCSB UNITS**

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

- A) The selection of Units 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 Units will begin the seventh (7<sup>th</sup>) week of Winter quarter.
    - a) In order to ensure full consideration for Spring appointments, applications shall be received by Monday of the fifth (5<sup>th</sup>) week of Spring quarter.
    - b) All Units, regardless of process, must comply with the determined advertisement.
  - 2) Interviews will begin the Wednesday of 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.
  - 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) 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 eighth (8<sup>th</sup>) week of Spring quarter for their consideration.
- C) Each Unit 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 ratification by Senate. Furthermore, each year during Spring quarter if a Unit 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) If a Unit chooses this option, the Director must have the A.S. President-Elect (or designee) and one (1) Senator-Elect present at their selection process for their Director (or equivalent) position.
  - 2) The persons recommended for appointments must also complete the Committee on Committees appointment application, for the Associated Students Administration Office's own records.
  - 3) If a unit chooses to undergo an internal election, both the Unit Director(s) and the Advisor must count the votes.
  - 4) All information gathered during said interviews shall be compiled by the Committee on Committees Chair and forwarded to the President-Elect by Monday of the eighth (8<sup>th</sup>) week of Spring quarter for their consideration. There must be detailed notes taken during the deliberation process.
  - 5) Once a Unit's process is completed, the outgoing leadership shall forward to the Committee on Committees and President-Elect the statement of intent from the newly selected director(s) and all information gathered during interviews.
- D) All candidates for Unit Directorships must complete a statement of intent before their interview or the internal process of a unit.
- E) Term of Office of Unit membership members shall be one (1) academic year, unless otherwise specified. Executive Officers and Senators' Board, Committee and Commissions' membership shall go from Week 8 of Spring Quarter until the following Week 8 of Spring Quarter.
- F) 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 Senate Finance and Business Committee shall be considered based on enthusiasm, dedication, and time commitment.

SECTION 2. AUTONOMY OF ASUCSB UNITS

- A) Recommendations for By-Law changes that may affect any Unit must have written or oral consultation with all parties involved.
- 1) All parties involved shall be determined by the following:
    - a) The Unit's leadership/chairperson.
    - b) The members or employees of that Unit.
    - c) The Senators who are liaisons to that Unit.
- B) All A.S. Units 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 Units targeted for suspension will be given a directive to comply with this policy via their Senators, and each Unit 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 Senate 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) Recommendations for By-Law changes/revisions for inactive or non-functional Units shall be allowed without any consultation, if there are no members/chairperson to do so otherwise.
- D) Any and all honoraria changes or revisions must have direct consultation with the respective Unit, before being forwarded to Senate for approval.

SECTION 3. DUTIES AND RESPONSIBILITIES OF ALL UNITS

- A) All student Unit Directors (or equivalent) must meet twice a quarter with the A.S. President (or designee), Internal Vice President, and A.S. Controller (or designee) to discuss financial standing, current programming and activities, and unit performance with the following exceptions:
  - 1) KCSB and The Bottom Line will not need to meet this requirement.
  - 2) Isla Vista Tenants Union shall meet with External Vice President of Local Affairs in place of the Internal Vice President.
  - 3) Lobby Corps shall meet with External Vice President of Local Affairs and External Vice President of Statewide Affairs in place of the Internal Vice President.
  - 4) The Student Advocate General shall only meet with the A.S. President.
  - 5) Coastal Fund shall meet with External Vice President of Local Affairs in place of the Internal Vice President.
  - 6) Isla Vista Community Relations Committee shall meet with External Vice President of Local Affairs in place of the Internal Vice President.
  - 7) Enterprise Units must meet at a rate of once a month to discuss current business plans, profitability, areas for potential growth, and any other relevant business-related topics.
- B) All Units shall work with the A.S. Business Controller (or designee) in the creation of their annual budget.
- C) All Unit Directors shall report to the A.S. Senate on their activities at least once per quarter by the fifth (5<sup>th</sup>) week.
- D) All Units are required to create a tri-annual long-term plan (the procedure for which is found in the Associated Students Policies and Procedures).

SECTION 4. TYPES OF ASUCSB UNITS AND DEFINITIONS

- A) Enterprise - An A.S. 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.
- B) Events and Media - There are several units within ASUCSB that inform and entertain the student population while simultaneously giving students experience within various forms of media.

- C) Advocacy - These units lobby on behalf of the student body on student issues at various levels of authority.
- D) Philanthropic - These units give back to the community through active volunteerism, donations, or a mix of both.

## **ENTERPRISE UNITS**

### SECTION 1 THE A.S. BIKE SHOP

- A) Charge of the Bike Shop:

### SECTION 2. A.S. CASHIER'S AND TICKET OFFICE

- A) Charge of the AS Cashier's and Ticket Office:

### SECTION 3. A.S. LEGAL RESOURCE CENTER

- A) Charge of the Unit:

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 Student Unit Director, who will determine the direction, outreach, financial wellbeing, and structure of this service.

- B) Selection and Term of Office:

- 1) The Student Unit Director 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.
- 2) The ASLRC Attorney shall be hired to facilitate this service. They will be hired as an independent contractor, and not a University employee, and shall be fully hireable and accountable to the student body, via the Senate. The 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 campus. The lawyer shall be contracted on a yearly basis.
  - a) The bidding process for the Legal Services contract will be overseen by a bidding Committee consisting of: the Student Unit Director of the Legal Resource Center, no more than two (2) A.S. Senators, the A.S. Controller, 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. The Committee will make a recommendation in the name of Associated Students as to who should receive a contract bid. The recommendation will be provided to the Associated Student's President and the Executive Director.

- C) Internship Program:

- 1) The ASLRC Attorney shall be responsible for the selection of interns and may delegate interviews of applicant interns to the Caseworker.
- 2) Duties and Powers of Interns:
  - a) Shall sign the LRC intern agreement.

- b) Shall perform client intake to extract critical information to better articulate the circumstances to the Attorney or Caseworker.
- c) Shall utilize and maintain the client intake database to identify growing trends and issues of concern to better serve future clients.
- d) Shall assist the Attorney or Caseworker in conducting legal research including case studies, law studies, case precedence, and different laws to further aid the clients.
- e) Shall perform secretarial tasks including, but not limited to: confirming appointments, responding to E-mails and phone calls, performing follow-up surveys.
- f) Shall work a minimum of 3 hours per week.

D) Duties and Power of the Student Unit Director:

- 1) Shall provide oversight and direction to the Legal Resource Center.
- 2) Shall promote awareness of the availability of the legal services offered by the Legal Resource Center.
- 3) Shall hold the main fiscal responsibility and monetary oversight of the Legal Resource Center.
- 4) Shall consult with the LRC advisory Board, comprised of the Attorney, Caseworker, and Interns, on an as-needed basis for decisions regarding the following:
  - a) Expenditures of the Legal Resource Funds in excess of \$250;
  - b) Co-sponsorship or collaborative event with another organization;
  - c) Appointment of subcommittee members; and
  - d) Changes to the Legal Resource Center Legal Code, execution of any contracts on behalf of the Legal Resource Center, or any other major changes to the service.
- 5) May serve as a member of the Isla Vista Tenants Union Board of Directors, unless a conflict of interest has been established.
- 6) Shall promote the awareness of the availability of the legal services offered by the Legal Resource Center.
- 7) Shall stay up-to-date with all issues concerning the operation of the Legal Resource Center.
- 8) Shall direct all Legal Resource Center publicity and outreach efforts, including website updates and maintenance.
- 9) Shall create, conduct, or be in the process of implementing at least one (1) specialized project each year relating to the Charge of the Unit.
- 10) Shall attend all meetings of the A.S. Assembly and at least one (1) ASUCSB Workgroup.
- 11) Shall act as the official liaison between the Legal Resource Center, other A.S. entities, and the Legal Resource Center Attorney and Caseworker.

SECTION 4. A.S. PUBLICATIONS AND NOTETAKING

A) Charge of the Unit:

SECTION 5. A.S. ZERO WASTE COMMITTEE

A) Charge of the A.S. Zero Waste Committee:

To aid UCSB in reaching its various Zero Waste goals through a variety of measures that both directly and indirectly involve the UCSB campus and its surrounding community. To implement projects on campus aimed at promoting on-campus recycling and composting efforts as a means of maximizing the University's waste reduction efforts. To educate the UCSB campus and the surrounding community about sustainable waste management practices. To promote the purchasing of compostable and recycled products on the UCSB campus and in the surrounding community. To promote reduction, reuse, recycling and composting of all materials used on the UCSB campus and 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 and on the UCSB campus and surrounding communities specifically. To promote a zero waste lifestyle through events and improve waste infrastructure through careful project planning. The Zero Waste Committee is responsible for working closely with Associated Students Recycling, and the Department of Public Worms.

B) Voting Membership:

- 1) ASZWC Co-Chair (2)
- 2) ASZWC Administrative Coordinator
- 3) ASZWC Public Outreach Coordinator (2)
- 4) ASZWC Treasurer
- 5) ASZWC Compost Coordinator (2)
- 6) ASZWC Activities Coordinator (2)
- 7) ASZWC Zero Waste Festival Coordinator (2)
- 8) ASZWC Zero Waste Athletics Coordinator (2)
- 9) Any student present at 3 (three) or more meetings

C) Non-Voting Membership

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

D) Selection and Term of Office:

- 1) A.S. Zero Waste Committee Co-Chairs (2), Public Outreach Coordinators, Administrative Coordinator, Zero Waste Festival Coordinators (2), Compost Coordinators (2), Activities Coordinators (2), Zero Waste Athletics Coordinators (2), and Treasurer 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.
- 2) Current officers intending to maintain or switch their positions for the following academic year must inform the Co-Chairs by the end of Spring Break. Vacant positions will then be reflected on an application due by the end of week 2. Up to week 4 of Spring quarter, current officers will interview candidates. During week 4, the committee votes on the candidates who met the requirements and completed the interview process. In the event of a tie, the following meeting should include a re-vote for that position. New officers begin meeting with current officers starting Week 8 to learn about the position.
- 3) The two (2) Senator(s) 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, composting, and reducing waste on and outside of campus.
- 2) To coordinate the education and execution of waste education projects in order to support recycling, composting, and other waste diversion practices and efforts on campus.
- 3) Develop and implement educational projects designed to raise awareness regarding recycling and compost related issues for the campus and surrounding communities.
- 4) Outreach to students, faculty and staff on waste reduction issues. Promote waste reduction, reuse, recycling, and composting by providing relevant information to all students, faculty and staff.
- 5) Collaborate and consult the AS Recycling and Department of Public Worms on how to better service the UCSB students and community regarding waste management and reduction.

F) Duties and Powers of the ASZWC Co-Chairs (2):

- 1) Plan, schedule and facilitate all ASZWC meetings.
- 2) Attend every meeting unless an excused absence is obtained. Maintain necessary communication with the committee regardless of attendance.
- 3) Coordinate the activities of the Committee members, subcommittees and volunteers.
- 4) Serve as the official representative and spokesperson of the ASZWC .
- 5) Attend at least one (1) Senate meeting per quarter to report on the activity of the Committee.
- 6) Office hours are made by appointment. Meet with all individuals twice per quarter, ideally once in the beginning and the other at the end.
- 7) Attend AS Assembly each quarter.
- 8) Attend AS Sustainability Coalition meetings and other relevant meetings as necessary.
- 9) Attend meetings with AS Staff Advisor as needed.
- 10) Provide training to Committee members on project planning and structure of Associated Students.
- 11) Communicate with the entities of Associated Students on a regular basis.
- 12) Act in the capacity of any officer position in the event of that person's absence.
- 13) Maintain records of progress for current and future ZWC members.

G) Duties and Powers of the ASZWC Treasurer:

- 1) Oversee the fiscal management of the committee.
- 2) Attend every meeting unless an excused absence is obtained. Maintain necessary communication with the committee regardless of attendance.
- 3) Prepare the committee's budget request for the following year in conjunction with the Co-Chairs and present at Budget Hearing.

- 4) Manage all requisition forms.
- 5) Know the current standing of the Zero Waste Committee's budget and expenditures at all times.
- 6) Available at the chairs' request to aid in any money-related matters.
- 7) Manage Zero Waste Committee's compostable products program including but not limited to tracking the invoices, revenue report, requisitions and updated stock inventory.
- 8) Track funding requests and check their eligibility with AS Funding Guidelines.
- 9) Provide financial reports on a monthly basis.
- 10) Attend A.S. Sustainability Coalition meetings and other relevant meetings as necessary.
- 11) Meet with Co-Chairs and Advisor at least twice per quarter.
- 12) Maintain records of progress for current and future ZWC members.

H) Duties and Powers of the ASZWC Administrative Coordinator:

- 1) Attend every meeting unless an excused absence is obtained.
- 2) Take minutes at every meeting unless an excused absence is obtained. Maintain necessary communication with the committee regardless of attendance.
- 3) Attend an official A.S. Agenda & Minute Taking Template Workshop prior to the first meeting.
- 4) Compose and send out the Zero Waste Committee's weekly newsletter after every meeting.
- 5) Send weekly minutes in Word document format to all necessary email accounts in order to obtain Senate approval.
- 6) Handle all room reservations for meetings.
- 7) Manage an active event calendar for the committee.
- 8) Manage and frequently update the Zero Waste Committee's website.
- 9) Meet with Co-Chairs and Advisor at least twice per quarter.
- 10) Maintain records of progress for current and future ZWC members.

I) Duties and Powers of the ASZWC Public Outreach Coordinators (2):

- 1) Serve as a liaison between the Zero Waste Committee and other campus organizations or other entities (both on and off campus) by giving a weekly report on other group activities and projects in addition to maintaining a list of contacts from other entities.
- 2) Attend every meeting unless an excused absence is obtained. Maintain necessary communication with the committee regardless of attendance.
- 3) Organize volunteers and participate at all relevant tabling opportunities.

- 4) Manage and frequently update the Shoreline Group, Facebook Page and Instagram Account.
  - 5) Attend all or ensure attendance at ECOalition meetings and report back to the committee.
  - 6) Create social media campaigns to publicize programs and increase engagement.
  - 7) Meet with Co-Chairs at least twice per quarter.
  - 8) Maintain records of progress for current and future ZWC members.
- J) Duties and Powers of the ASZWC Zero Waste Festival Coordinators (2):
- 1) Serve as a liaison between the Zero Waste Committee and other campus organizations or other entities (both on and off campus) for the Zero Waste Festival
  - 2) Attend every meeting unless an excused absence is obtained. Maintain necessary communication with the committee regardless of attendance.
  - 3) Organize a Zero Waste Festival Planning Team to help with tasks related to the Zero Waste Festival.
  - 4) Hold the Zero Waste Festival in Winter Quarter.
  - 5) Allocate funding for the expenses of the Zero Waste Festival.
  - 6) Meet with Co-Chairs and Advisor at least twice per quarter.
  - 7) Maintain records of progress for current and future ZWC members.
- K) Duties and Powers of the ASZWC Compost Coordinators (2):
- 1) Work with UCSB's Housing and Dining's Environmental & Energy Programs Manager to expand composting infrastructure in the residence halls
  - 2) Work with RHA Environmental Awareness Chairs to host educational workshops on composting
  - 3) Gather feedback from the campus community regarding compost infrastructure and projects
  - 4) Work with key campus stakeholders such as Facilities Management's Refuse, Recycling & Water Efficiency Manager and AS Recycling to expand/improve campus compost infrastructure
  - 5) Research and applying for grant opportunities to improve compost infrastructure and programs on campus
  - 6) Work with Public Outreach Coordinator to encourage composting on campus through multiple mediums.
  - 7) Attend every meeting unless an excused absence is obtain. Maintain necessary communication with the committee regardless of attendance.
  - 8) Meet with Co-Chairs and Advisor at least twice per quarter.
  - 9) Maintain records of progress for current and future ZWC members.

L) Duties and Powers of the ASZWC Activities Coordinators (2):

- 1) Organize at least 4 events each quarter, with each event being:
  - a) A mandatory leadership retreat (required for officers, optional for members), coordinated with Co-Chairs in the first 4 weeks.
  - b) Workshops promoting the reduction of waste.
  - c) Volunteer events that nurture the environment.
- 2) Work with officers to create events to promote a zero waste lifestyle.
- 3) Collaborate with other entities to put on activities.
- 4) Oversee social events for the internal committee.
- 5) Attend every meeting unless an excused absence is obtained. Maintain necessary communication with the committee regardless of attendance.
- 6) Meet with Co-Chairs at least twice per quarter.
- 7) Maintain records of progress for current and future ZWC members.

M) Duties and Powers of the ASZWC Zero Waste Athletics Coordinators (2):

- 1) Serve as a liaison between the Zero Waste Committee and other campus organizations or other entities (both on and off-campus)
- 2) Work closely with the Athletics Department and Student-Athlete Advisory Committee to organize zero-waste athletic programs.
- 3) Work with the Housing and Dining's Concessions Manager to develop sustainable food options for athletic events.
- 4) Work with Facilities Management's Refuse, Recycling, and Water Efficiency as well as A.S. Recycling to implement and improve waste disposal infrastructure for the athletic programs.
- 5) Attend every meeting unless an excused absence is obtained. Maintain necessary communication with the committee regardless of attendance.
- 6) Work with the Public Outreach Coordinator to encourage zero-waste athletic culture through multiple mediums.
- 7) Meet with Co-Chairs and Advisor at least twice per quarter.
- 8) Maintain records of progress for current and future ZWC members.

N) Voting:

- 1) A quorum of half plus one (50% +1) the number of officers in 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 ASZWC decisions.

- 3) A two-thirds (2/3) approval by voting members present is required for 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 6. A.S. FOOD BANK AND FOOD BANK ADVISORY COMMITTEE

A) Charge of the Unit:

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) Charge of the Advisory Committee:

C) Membership of the Advisory Committee:

1) Voting Membership:

- a) One (1) Chairperson
- b) Vice Chair
- c) Internal Affairs Coordinator (s)
- d) External Affairs 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/or events 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) A.S. Food Bank Unit Director

D) 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.
- E) 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.
- F) Duties and Powers of the Advisory 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.
- G) Duties of the Chairperson:
- 1) Hold a minimum of two (2) weekly office hours.
  - 2) Schedules and chairs weekly office 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 quarter 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 AS Assembly each quarter.
  - 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 AS Assembly each quarter.

H) Duties for Vice Chair:

1) Meet with each committee member individually at least once a quarter.

2) Organize and keep an updated contact list of the A.S. Food Bank's members, volunteers, and those interested in the cooperative.

3) Proactively recruit and retain volunteers.

4) Organize volunteers to participate in tabling, donation drives, presentations, and any other A.S. Food Bank activities.

5) Create or attend three (3) outreach event/activities a quarter such as tabling, socials, student organization events, residential hall events, etc.

6) Shall assume the duties of the Chair in their absence, or as designated.

7) 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.

8) Shall be responsible of answering the AS Food Bank emails and responding accordingly.

9) Shall help oversee the successful record keeping of the Committee reports from the representatives that sit on The Food Bank.

I) 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.

J) Duties for Internal Affairs Coordinator (s):

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.

K) 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 one (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.

L) 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.

M) Duties of Voting Members:

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

**SECTION 7: A.S. ALTERNATIVE TRANSPORTATION UNIT**

A) Charge of the Unit:

The Associated Students Alternative Transportation Unit is a service to provide a student-run, fiscally and environmentally sustainable transportation service to undergraduate students. The A.S. Alternative Transportation Unit shall create, facilitate, promote, and develop a plan for the implementation, and long-term management of transportation programs which will emphasize the reduction of car ownership at UC Santa Barbara. The A.S. Alternative Transportation Unit shall view access to all forms of sustainable alternative transportation options as a public utility.

B) Structure:

- 1) Voting Membership:
  - a) One (1) Student Director
  - b) Deputy Director
  - c) Internal Affairs Coordinator
  - d) External Affairs Coordinator
  - e) Treasurer
  - f) Publicity Coordinator



- g) A.S. Senator - CODE Liaison
- h) Undergraduate representative to the A.S. Business Services Committee
- i) Any students currently employed by the A.S. Alternative Transportation Unit.

2) Non-Voting Membership:

- a) Representative of the Disabled Students Program
- b) Representatives of Student Health
- c) Representative of Parking Services
- d) Associated Students Executive Director
- e) A.S. President
- f) A.S. Attorney General
- g) A.S. Controller(s)
- h) A.S. Chief Operating Officer

D) 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. Alternative Transportation Unit, 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.

E) 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.

F) Duties and Powers of the Unit:

- 1) Responsible for working with A.S. advisors to manage the operations of the Unit office.
- 2) Promote and expand the services of the A.S. Alternative Transportation Program.
- 3) Maintain relationships with on-campus partners, including the Office of the Vice Chancellor for Administrative Services, Disabled Students Program (DSP), Student Health, and Transportation and Parking Services.
- 4) Explore funding models, including a ballot initiative, and donations. Upon completion of a long-term program strategy, the Unit shall conduct a campaign for a petition or approval of a ballot measure.
- 5) Be aware of issues related to mobility issues, locally, nationally and in the University of California system.
- 6) Maintain a list of referrals from the Disabled Students Program, and communicate them the ride-share partner.
- 7) Create and maintain rideshare and pedicab pick-up and drop-off stations, and transit routes.
- 8) Create and maintain the Gaucho Ride program, a ride-share subsidy program to benefit students which lack accessible and consistent transportation service for academic

purposes.

G) Duties of the Student Director:

- 1) Hold a minimum of two (3) weekly office hours.
- 2) Schedules and chairs weekly office meetings of the AS Alternative Transportation Unit.
- 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 quarter to report on the Board's actions.
- 4) Prepare and manage the A.S. Alternative Transportation Unit lock-in proposal and subsequent annual budgets with the Treasurer and the advisor/staff, including the ATP fund from the Parking and Transportation lock-in recharge.
- 5) Be responsible for overseeing the coordination of all the cooperative's programs and activities of the members, Sub-Committees, workers and volunteers.
- 6) Serve as the official representative and spokesperson of the A.S. Alternative Transportation Unit.
- 7) Stay abreast to the conditions of mobility needs on campus and in the community.
- 8) Attend AS Assembly each quarter.
- 9) Maintain working relationships with Office of the Vice Chancellor for Administrative Services, Disabled Students Program (DSP), Student Health, and Transportation and Parking Services in order for all organizations to work towards a common goal of providing an alternative transportation program for students with mobility needs.
- 10) Meet with each Committees voting members individually at least once a quarter.

H) Duties for Deputy Student Director:

- 1) Hold a minimum of two (2) weekly office hours.
- 2) Schedule and lead general meetings in the absence of the Student Director.
- 3) Meet with each committee member individually at least once a quarter.
- 4) Organize and keep an updated contact list of the A.S. Alternative Transportation Unit's members, volunteers, and users.
- 5) Maintain a list of eligible users, as determined by the Disabled Students Program and the Student Health office.
- 6) Organize volunteers to participate in tabling, donation drives, presentations, and any other A.S. Alternative Transportation Unit activities.
- 7) Shall assume the duties of the Chair in their absence, or as designated.
- 8) Shall be responsible for minute taking during meetings and sending out the minutes via e-mail to A.S. Administration, Senate and the AS Alternative Transportation Listserv.
- 9) Shall be responsible of answering the AS Alternative Transportation Unit emails and responding accordingly.

- 10) Shall help oversee the successful record keeping of the Committee reports from the representatives that sit on the Unit.
- I) Duties of the Treasurer:
- 1) Hold a minimum of two (2) weekly office hours.
  - 2) Has responsibility for fiscal management of the Unit.
  - 3) In conjunction with the Chair, shall prepare the Committee's budget for the following year.
  - 4) Give a weekly report to the Committee.
  - 5) Shall be responsible for collecting all requisitions and returning them to the Chair.
  - 6) Maintain historical financial records of the Alternative Transportation Unit.
  - 7) Coordinate contracts with AS Administration and University Staff
  - 8) Take charge of all applications, follow-ups, and updates regarding ballot initiatives for the Alternative Transportation Unit.
  - 9) Sustain a fund for future capital improvements and emergency repairs.
- I) Duties for Internal Affairs Coordinator:
- 1) Hold a minimum of two (2) weekly office hours.
  - 2) Shall maintain a professional relationship with all business and on-campus partners, especially the Office of the Vice Chancellor for Administrative Services, Disabled Students Program (DSP), Student Health, and Transportation and Parking Services.
  - 3) Coordinate all communications with Associated Students Staff and Entities.
  - 4) Be informed of rules and regulations pertaining to the Unit at a campus-wide level. This includes, but not exclusively, policies regarding disability equality, parking and transportation, infrastructure, and campus construction.
  - 5) Attend on campus conferences and conventions.
  - 6) Maintain a list of eligible students, as determined by the Disabled Students Program and Student Health.
  - 7) Update and coordinate routes, drop-off points, and address any issues that may impede with the operation of the service.
- J) Duties for External Affairs Coordinator:
- 1) Hold a minimum of two (2) weekly office hours.
  - 2) Serve as the liaison to external agencies, including MTD, ride-share partners, government agencies, and other disability transportation services in the University of California System and at universities across the nation.
  - 3) Be aware of issues related to mobility needs need at a local, statewide, and national level external to the UCSB campus.
  - 4) Work with AS Alternative Transportation Unit Staff and assist with any external fundraising efforts.

K) Duties for Publicity Coordinator:

- 1) Hold a minimum of two (2) weekly office hours.
- 2) Be responsible for maintaining and updating the A.S. Alternative Transportation Unit website, social networking sites, and other publicity sources weekly.
- 3) Be responsible for emailing and outreaching the student body about upcoming events.
- 4) Take and compile the pictures, articles and other accomplishments of the Alternative Transportation Unit Media Archive.
- 5) Develop outreach materials such as flyers, posters, banners, email-blurbs, etc.
- 6) Report all A.S. Alternative Transportation Unit events and activities to the Daily Nexus, the Bottom Line, and any other media sources.
- 7) Collaborate with the external affairs coordinator to publicize through local media sources.

**EVENTS AND MEDIA UNITS**

SECTION 1. KCSB

A) Governance of KCSB Fm is delegated to the KCSB Executive Committee.

B) The Governing Board (EXCOMM OFFICE) of KCSB:

- 1) General Manager
- 2) Program Director
- 3) Assistant Program Director
- 4) Senior Associate News Director
- 5) Associate News Director
- 6) Sports Director
- 7) External Music Director
- 8) Internal Music Director
- 9) Music Librarian
- 10) KJUC Manager
- 11) KJUC Program Director
- 12) Promotions Director
- 13) Publications Coordinator
- 14) Production Coordinator
- 15) Digital Media Coordinator
- 16) Business Coordinator
- 17) Assistant Engineer

SECTION 2. THE BOTTOM LINE

A) Charge of The Bottom Line:

The Bottom Line (TBL) is a campus newspaper which publishes news, features, opinions, arts & entertainment, science & technology, and photojournalism, and video content. TBL shall serve UCSB and Isla Vista as an entirely student-run, free-thinking, principled press. TBL will provide a platform for writers, photographers and illustrators, and videographers with its online content and print newspaper. As an independent newspaper, TBL will also serve as a training ground for undergraduate students interested in pursuing journalism, marketing, and/or media as a career. TBL's editorial board shall hold complete, exclusive control over all content and branding decisions.

B) Voting Membership:

- 1) Editor-in-Chief

- 2) Managing Editor
- 3) Executive Content Editor
- 4) News Editors (2)
- 5) Features Editor
- 6) Science & Tech Editor
- 7) Arts & Entertainment Editor
- 8) Opinions Editor
- 9) Photo Editor
- 10) Art Director
- 11) Campus Beat Reporter
- 12) Isla Vista Beat Reporter
- 13) State/National Beat Reporter
- 14) Investigative Beat Reporter
- 15) Copy Editor (3)
- 16) Marketing Director
- 17) Advertising Director
- 18) Social Media Coordinator
- 19) Web Editors
- 20) Senior Layout Editor
- 21) Layout Editor (3)
- 22) Video Editors (2)

C) Non-voting membership:

- 1) Executive Director
- 2) Journalism Advisor

D) Selection and Term of Office:

- 1) 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.
- 2) Terms of voting membership shall be up to the discretion of The Bottom Line.

E) The Executive Board

- 1) The members of the Executive Board are: Editor-in-Chief, Managing Editor, and Executive Content Editor.
- 2) Duties and responsibilities of the Executive Board:
  - a) Edit and approve all content before publication.
  - b) Address any content errors and issue corrections and retractions as necessary.
  - c) Conduct interviews and appoint members to the editorial board, informing Committee on Committees of any changes to the board membership.
  - d) Prepare and present the annual The Bottom Line budget to Senate Finance and Business Committee.
  - e) Report weekly meeting minutes to Senate.
  - f) Report updates once per quarter at a Senate meeting.

F) Duties and Responsibilities of The Bottom Line:

- 1) Hold regularly scheduled private meetings with an agenda.
- 2) Produce regularly scheduled print newspapers as well as online content.

- 3) Encourage and foster free-thinking and principled press.
  - 4) Maximize the relevance of content to the surrounding UCSB and Isla Vista community.
  - 5) Strive to report information accurately to the student-body.
  - 6) Encourage student growth and development of new skills and expertise in the area of journalism, writing, art, and photography.
  - 7) Provide an informed, structured learning experience for students.
- G) Policies of The Bottom Line:
- 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 Executive Editors.
  - 2) A quorum shall consist of a majority (50%+1) of the voting membership of The Bottom Line.
  - 3) All financial expenditures must be approved by a majority (50%+1) of the voting membership of The Bottom Line.
  - 4) No group shall use the name of The Bottom Line for sponsorship or other purpose without the express approval of a majority (50%+1) of The Bottom Line.
  - 5) Payment of the editorial board shall be made at a minimum of once a quarter through independent contracting. Individual payments will be completed after approval by the Associated Students Executive Director.
  - 6) TBL's editorial board shall hold complete, exclusive control over all content and branding decisions.

SECTION 2. A.S. MEDIA CENTER AND CREATIVE MEDIA TEAM

A) Charge of the Units:

The Creative Media Unit is comprised of the A.S. Media Center, the Web Development Team, the Graphics Team, and the Student Marketing Committee. The Associated Students Media Center provides a variety of free or low-cost tools to students pertaining to the realm of media and communications. Such resources may include, but are not limited to, equipment rentals as well as informational and educational programming. UCSB TV strives to keep UCSB students and faculty informed about on campus events, sports, and news by providing weekly video updates. UCSB TV aims to promote Associated Students by keeping the campus fully informed throughout the year. The Creative Media Team serves to provide an opportunity for undergraduate students to hone and advance their multimedia skills, particularly pertaining to the fields of graphic and web design as well as videography. The mission of the Creative Media team is to market and promote the work of Associated Students as a whole on a campus-wide level.

B) Voting Membership:

- 1) A.S. Chief Marketing Officer
- 2) Two (2) Marketing Directors
- 3) One (1) Social Media Coordinator
- 4) One (1) Office of the Gaucho Photography
- 5) One (1) UCSB TV Producer
- 6) Any interested student is eligible after attending two (2) consecutive meetings

C) Non-voting Membership

- 1) A.S. Advisor
- 2) A.S. Graphic Designer
- 3) Graphic design student-intern
- 4) Photographer student-intern
- 5) Videographer student-intern
- 6) Web designer student-intern
- 7) A.S. President
- 8) A.S. Controller
- 9) A.S. Attorney General
- 10) A.S. Webmaster

D) Duties and Powers of the Chief Marketing Officer:

- 1) Hold a minimum of two (2) regularly scheduled office hours.
- 2) Presides over all media and marketing matters pertaining to the entire Association.
- 3) Serve as Chair of the Creative Media Unit.
- 4) As the Chair, attend one Senate meeting per quarter to report on activities of the unit.
- 5) Attend the quarterly A.S. Assembly.
- 6) Develop and oversee a marketing strategy for Associated Students and all of its entities.
- 7) Oversee the Operating and Honoraria budget for the Creative Media Unit.
- 8) Shall sit on the President's Cabinet.

E) Duties and Powers of the Two (2) Marketing Directors:

- 1) Hold a minimum of one (1) regularly scheduled office hour.
- 2) Work to develop and enact at least two (2) A.S. wide promotional or marketing campaigns for the academic year.
- 3) Serve as a resource to assist in the promotion of events or programs hosted by individual A.S. entities.
- 4) Responsible for taking minutes at weekly meetings.

F) Duties and Powers of the Social Media Coordinator:

- 1) Maintain and monitor all Associated Students social media accounts, including Facebook, Twitter, Snapchat, and Instagram.
- 2) Post on social media accounts on a weekly basis.
- 3) Run promotional and marketing social media campaigns.

G) Duties and Powers of Gaucho Photography Officer:

- 1) The officer shall attend the meetings of the marketing committee or send a delegate.
- 2) The officer will facilitate photography for at least two (2) A.S. events per quarter.
- 3) The officer will facilitate obtaining photo releases as requested.

H) Duties and Powers of the UCSB TV Producer:

- 1) Attend weekly creative media unit meetings and keep in contact with the chair.
- 2) Communicate with the annex to ensure equipment and space is reserved.
- 3) Publicize on social media accounts.
- 4) Determine Honoraria amount for each position per quarter.
- 5) Manage Facebook page, AS YouTube channel, and UCSB TV email account.
- 6) Hire and train new members.
- 7) Run and organize weekly meetings, dedicated to the recording and editing of weekly episodes.
- 8) Keep Senate updated about progress in each quarter.
- 9) Edit and manage scripts for each episode.
- 10) Present each weekly episode in a professional and upbeat manner.

I) Duties and Powers of the Two (2) UCSB TV Videographers:

- 1) Attend weekly meetings that are dedicated to the recording and editing of each episode.
- 2) Direct, manage, and record weekly episodes.
- 3) Assemble and disassemble equipment in a safe and efficient way.
- 4) Ensure the footage and sound is good quality.
- 5) Help with the editing of the weekly episodes.

J) Duties and Powers of the UCSB TV Graphic Editor:

- 1) Attend weekly meetings that are dedicated to the recording and editing of each episode.
- 2) Create and amend graphics to keep an original and unique look for each episode.
- 3) Create captions, labels, and pictures to be attached to videos.
- 4) Help with the editing of the weekly episodes.

K) Duties and Powers of the two (2) UCSB TV Events Journalists, the UCSB TV Sports Journalist, and the UCSB TV News Journalist

- 1) Attend weekly meetings that are dedicated to the recording and editing of each episode.
- 2) Present self in a professional manner for filming of episodes.
- 3) Write a weekly script on the weeks upcoming on campus event, sports, and news.



- 4) Send script to the Producer for edits twenty-four (24) hours prior to filming each episode.
- 5) Present script in a recorded episode.

SECTION 3. PROGRAM BOARD

A) Charge of the Board:

The Associated Students Program Board (ASPB) 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) Publicity Coordinator
- 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
- 19) Publicity Assistant

C) Non-voting membership:

- 1) Program Board Commissioner (except to break a tie)
- 2) Assistant Director for Student Programs, Events and Services
- 3) Executive Director
- 4) Program Board Advisor
- 5) Attorney General
- 6) Controller(s)
- 7) Local Affairs Organizing Director
- 8) A.S. President

D) Selection and Term of Office:

- 1) The Program Board Commissioner, the Deputy Commissioner, and each voting member shall be hired and recommended by a Committee of out-going Program Board members, nominated by the 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. The Program Board Commissioner has the ability to veto any nominations.

- 3) In consultation with the outgoing ASPB Commissioner and Assistant Director, the incoming ASPB Commissioner will select no more than 7 Program Board members to serve both during A and B Session on a summer Program Board. The summer Program Board will host a weekly film screening and a variety of small events for students enrolled in summer sessions. Both outgoing and incoming Program Board Coordinators are eligible to serve on Summer Program Board.

E) Duties and Responsibilities of Program Board:

- 1) Hold and attend regularly scheduled public meetings with public agenda approximately every week during periods of regular school instruction, excluding Study Week.
  - a) In the event that a Board member cannot attend meetings, they shall be required to send a qualified proxy in their place.
- 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.
- 9) Prepare and present to Senate Finance and Business Committee, in conjunction with the Commissioner, the annual Program Board budget.
- 10) Report weekly to Senate (by way of Program Board minutes and Senators), and twice per quarter by a report from the Commissioner.
- 11) Each Coordinator must hold at least five (5) regularly scheduled office hours per week in order to be available for agents, promoters, musicians/bands, lecturers, vendors, interested students, staff, etc. as appropriate.
- 12) Each assistant shall hold three (3) office hours per week.
- 13) Act as primary board of approval for all Program Board events and expenditures.
- 14) All Program Board Members, excluding Production and Event Staff, shall attend three (3) Tuesday night movies. Production and Event Staff shall be required to attend two (2) Tuesday night movies.
- 15) All Program Board members shall attend at least one (1) noontime show per quarter.
- 16) Each board member must attend at least half (50%) of all board events each quarter.
- 17) All Program Board members must write an in-depth report at the end of each quarter to describe the job-related experiences that they faced during that quarter to serve as a guide for future individuals holding the position.

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 their 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 association for the positions of Program Board Commissioner, Special Events Coordinator, and Concerts Coordinator.
- 6) Candidates with previous or present Program Board or other association experience, other Program Board Commissioner, Special Events Coordinator, and Concerts Coordinator, will not be given preference in the hiring process to ensure fairness and non-bias.
- 7) All financial expenditures must be approved by a majority (50%+1) of the voting membership of Program Board.
- 8) 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:

- 2) 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.
- 3) Facilitate all Program Board meetings.
- 4) Hold at least five (5) regularly scheduled office hours per week.
- 5) Be responsible for the fiscal management of the entire Board.
- 6) Prepare and present to Senate Finance and Business Committee, in conjunction with Program Board, the yearly Program Board budget.
- 7) Coordinate the operations of all Program Board Coordinators and assist in solving any programming problems or issues which may arise.
- 8) 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.
- 9) Attend, or send a designate to, at least two (2) Senate meeting per quarter to report on Program Board's activities.
- 10) Coordinate all Program Board office activities including, but not limited to, hiring and supervising of student office staff, and student staff supervision.
- 11) The Commissioner or their 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.

12) Shall meet with each Coordinator at least twice per quarter and shall meet with the Associate Director and the Deputy Commissioner regularly.

13) Shall attend A.S. Assembly each quarter.

a) In the event should the Commissioner be unable to attend A.S. Assembly, they shall be required to send another board member in their place.

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 Program Board 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 campus agencies and student groups.

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) 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) Have ultimate fiscal responsibility to Program Board for each event they produced.

2) Responsible for communicating and working with all relevant campus agencies, in conjunction with the Deputy Commissioner, before, during, and after any event.

3) Ensure that Program Board maintains a positive reputation within the entertainment community and with other college campuses.

4) Draft or maintain a training manual to be used in consequential years for training purposes.

J) Duties and Powers of the Program Board 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) Shall attend all campus Major Events Meetings.

5) Responsible for annual production and planning for annual Extravaganza.

- 6) Work closely with the Programming Assistant for upcoming events.
  - 7) Shall maintain an ongoing relationship with talent agents.
  - 8) Responsible for keeping up with current entertainment trends.
- K) Duties and Powers of the Program Board Concerts Coordinator:
- 1) Coordinate the planning and production of a variety of UCen and Campbell Hall events and concerts.
  - 2) Shall be required to serve as the Representative to UCen Governance Board.
  - 3) Work closely with the Programming Assistant for upcoming events.
  - 4) Shall maintain an ongoing relationship with talent agents.
  - 5) Responsible for keeping up with current entertainment trends.
- L) Duties and Powers of the Program Board Programming Assistant:
- 1) To assist Special Events or Concert Coordinators in any duties they feel necessary.
  - 2) Shall be required to attend concerts and special events.
  - 3) Shall coordinate Noon Storke Shows during Winter and Spring quarters.
  - 4) Shall coordinate annual Battle of the Bane and Battle of the DJs shows.
- M) Duties and Powers of the Program Board 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) Works closely with Programming Coordinators and the Graphics Coordinator during the planning of events to design and implement marketing timelines (including social media calendar), advertising plans, and publicity needs, strategies, budgets, deadlines, etc., delegating tasks as necessary.
  - 2) Coordinate and attend bi-weekly marketing meetings to develop and execute marketing strategies and innovate/reflect upon past strategies.
  - 3) Act as liaison for Program Board to campus and local media, including television, radio, and newspaper agencies, as well as on and off campus graphics and printing services.
  - 4) 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 KCSB, the Daily Nexus, and The Bottom Line.

- 6) Coordinate the research and writing of all public service announcements, press releases, and reviews for all upcoming Program Board events.
  - 7) Shall be responsible for selecting and overseeing the ASPB Hype Team in conjunction with the Volunteer Coordinator.
- O) Duties and Powers of the Program Board Publicity Assistant:
- 1) Responsible for publicizing smaller Program Board events including, but not limited to, Free Tuesday Films, Noon Storke Shows, BOTB, BOTDJs, Free Bagel Day, Holiday Photos.
  - 2) Shall be responsible for maintaining ASPB's sandwich boards and assisting in the coordination of flyer distribution and tabling.
  - 3) Shall assist Publicity and Volunteer Coordinators in organizing and maintaining ASPB Hype Team.
  - 4) Shall be required to attend bi-weekly marketing meetings.
  - 5) Shall assist the Publicity Coordinator in any duties they deem necessary.
- P) Duties and Powers of the Program Board Graphics Coordinator:
- 1) Shall work with the Publicity coordinator to coordinate the design and implementation of advertising and publicity for all Program Board events.
  - 2) Maintain a working relationship with KCSB, the Daily Nexus, and the Bottom Line.
  - 3) Shall create and/or commission all artwork necessary for ads, posters, flyers and other promotional material for Program Board events.
  - 4) Shall be required to attend bi-monthly marketing meetings.
- Q) Duties and Powers of the Program Board Graphics Assistant:
- 6) Shall assist the Graphics Coordinator to Coordinate the design and implementation of advertising and publicity for all Program Board events.
  - 7) Shall assist the Graphics Coordinator with the design and distribution of the Program Board Thursday Slide, Free Tuesday Film, and Noon Storke Show posters.
  - 8) 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.
  - 9) Shall be required to attend bi-weekly marketing meetings.
- R) Duties and Powers of the Program Board Film Coordinator:
- 1) Responsible for organizing annual Lagoon Lawn Movie Showing during welcome week.
  - 2) Shall maintain a working relationship with the staff at IV Theater and Campbell Hall.
  - 3) Shall be responsible for the regular screening of IV Theater movies.
  - 4) Shall be responsible for maintaining relationships with theatrical distributors.
  - 5) Coordinate special screening, including but not limited to, pre-screenings, Lagoon Lawn screenings, and sneak peeks.
- S) Duties and Powers of the Program Board 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 scheduling of all production employees and submitting to the Program Advisor.
- 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.

T) Duties and Powers of the Program Board Production Assistant (s):

- 1) Shall assist the Production Coordinator in any duties they deem necessary.
- 2) Shall be required to be available for pre-and post-show meetings in the absence of the Production Coordinator.
- 3) Shall assist in the scheduling and managing of production crew at events.
- 4) Shall be required to attend concerts and special events including, but not limited to, Welcome Back, Delirium, The Warm Up, and Extravaganza.

U) Duties and Powers of the Program Board Event Safety Coordinator:

- 1) Assemble, train, and supervise a paid event staff crew to perform ushering duties for all Program Board events.
- 2) Shall be responsible for schedule preparing payroll of all security employees and submitting to the Program Advisor.
- 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.
- 1) 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.

V) Duties and Powers of the Program Board Event Safety Assistant:

- 1) Shall assist the Event Safety Coordinator in any duties they deem necessary.
  - 2) Shall assist in scheduling and managing staff at events.
  - 3) Shall be required to attend pre- and post-show meetings in the absence of the Event Safety Coordinator.
  - 4) Shall be required to attend concerts and special events, including, but not limited to, Welcome Back, Delirium, The Warm Up, and Extravaganza.
- a. Duties and Powers of the Program Board 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 volunteers to work at Program Board events, including ticket takers, line monitors, hospitality, etc.
- 3) Work with RHA to increase the Program Board's outreach to incoming freshman.
- 4) Maintain an online newsletter for the volunteers to brief them on upcoming events.
- 5) Work closely with the Publicity Coordinator to develop a publicity plan for weekly volunteer flyering of Isla Vista, in front of the UCen, and the Arbor.
- 6) Shall be responsible for selecting and overseeing the ASPB Hype Team in conjunction with the Publicity Coordinator.

W) Duties and Powers of the Digital Media Coordinator:

- 1) Shall assemble and maintain Program Board's internet presence throughout the academic school year.
- 2) Shall be required to create custom website for UCen events and for Extravaganza.
- 3) Shall be required to create and maintain a Program Board mailing list to promote Program Board events and to survey students' needs.
- 4) Shall be required to attend bi-weekly monthly marketing meetings.
- 5) Shall work closely with the Publicity Coordinators and the Graphics Coordinator during planning of events to determine marketing, advertising and publicity needs, strategies, budgets, deadlines, etc.
- 6) Shall assist Publicity Coordinator in creating a database of pictures and videos from all Program Board events.

X) Duties and Powers of the Program Board 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 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, Commissioner, and Publicity Coordinator for press, 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) Shall be responsible for ordering, distribution, and tracking of parking passes for Board.

Y) Duties and Powers of the Program Board Senator Liaisons:

- 1) Attend all Program Board meetings as a voting member, or send a proxy.



- 2) Work closely with all Program Board Coordinators and Assistants to assist in any duties they feel 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.
- Z) Program Board Complimentary Ticket Policy: tickets for "In House" events:
- 1) An "In House" event is defined as an event in which Program Board assumes all financial responsibility.
  - 2) KCSB shall receive three (3) complimentary tickets for each Program Board concert.
  - 3) Distribution of Tickets:
    - a) Distribution will follow a first-come, first-served process, and will be overseen by the Ticket Coordinator and Commissioner. One (1) complimentary ticket per person.
      - aa) Graduated alumni will be allowed one (1) plus one, if available.
    - b) Only Designates may use the complimentary tickets. No complimentary ticket may be exchanged or sold. One (1) complimentary ticket per person.
  - 4) Supplementary Tickets:
    - a) The Program Board, at its discretion, may make available additional tickets at the time of, or before, the show.
    - b) These tickets shall be for non-sold-out events only.
    - c) The Programmer shall not discriminate between members when issuing additional tickets.
    - d) Members shall sign off for the ticket when it is received.
      - aa) Associated Student Staff members may request up to one complimentary ticket, to be considered on an event-by-event basis.
  - 5) Cash on Delivery (C.O.D.) 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.
  - 6) Complimentary Tickets for Program Board Members:
    - a) The Assistant Director for Student Programs, Events and Services, Program Advisor, 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 Assistant Director for Student Programs, Events and Services, Program Advisor, Commissioner, Deputy Commissioner, 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 4. A.S. RALLY COMMITTEE

A) Charge of the Unit:

The Associated Students Rally Committee is a student-funded, student-run campus organization dedicated to supporting UCSB's athletic community. The Committee will work to increase Gaucho pride and foster an increased sense of community throughout the UC Santa Barbara student population. The Committee will work to honor the achievements of organizations and teams across the University.

B) Voting Membership:

- 1) Vice Chairperson
- 2) Recruitment Coordinator
- 3) Spirit Coordinator
- 4) Two (2) Publicity Coordinators
- 5) Gaucho 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) All staff 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 the Senate.
- 2) Internal elections shall be held during the last three (3) weeks of Spring Quarter or the first three (3) weeks of Fall Quarter of the following year.
- 3) 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 Senate Finance and Business Committee, 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, system-wide, local, state, and federal matters, unless otherwise provided herein; shall be the official spokesperson for the board.
- 2) Facilitate all Rally Committee meetings.
- 3) Hold at least three (3) regularly scheduled office hours per week.
- 4) Be responsible for the fiscal management of the entire board.
- 5) Prepare and present to Senate Finance and Business Committee, 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 AS Assembly each quarter. 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.
  - 5) Coordinate with Athletics when needed for events.
- 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 they feel 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.

## **PHILANTHROPY UNITS**

### **SECTION 1. 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) Social 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) Hunger Houseless Coordinators
- 13) One (1) Senior Citizen Coordinator
- 14) One (1) Environmental Coordinator
- 15) One (1) Animal Coordinator
- 16) One (1) Secretary
- 17) Two (2) Senators

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, Social Coordinator, Historian, Childcare Coordinator, Youth Outreach Coordinator, Special Projects Coordinator, Alternative Break Coordinator, Hunger Houseless Coordinator, Senior Citizen Coordinator, Environmental Coordinator, Animal Coordinator, Human Rights 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) Two (2) Senators shall be nominated by the Internal Vice President and approved by the Senate for the term of one (1) year.

E) Duties of all voting members:

- 1) Participate in two (2) or more volunteer activities each quarter.
- 2) Table a minimum of two (2) hours per quarter.
- 3) Attend weekly CAB General and Leader meetings.
- 4) Keep an updated hard copy binder as a means of keeping records organized for future leaders in this position.
- 5) Log all volunteer hours, both personal and general member hours at CAB events.

6) Outgoing members shall be required to write a transition report.

F) Duties and Powers of the 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) Work with the Secretary to finalize and send out the minutes from the CAB meeting, Leader meeting and Care-Mail.
- 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 AS Assembly each quarter.
- 12) Hold at least two (2) quarterly meetings with each coordinator to oversee and support volunteer projects and ideas. Two (2) one-on-one personal check-ins.
- 13) Actively assist and facilitate the organizing process for CAB's annual Volunteer Week as well as participate in the week's events.

G) Duties of the 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. Whereas 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.
- 12) Actively participate in the planning process for CAB's annual Volunteer Week and provide assistance during the week's events.

H) Duties of the 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. Whereas 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. Hold a minimum of two (2) office hours per week, exclusive to CAB and CAB Foundation related meetings, CAB Foundation office hours, and fieldwork.
- 4) Coordinate and execute the Care-Expo event.
- 5) Organize at least one tabling event per month at the UCEN, Annex, or Arbor for recruiting CAB members and volunteers for projects and events.
- 6) Actively participate in the planning process for CAB's annual Volunteer Week and provide assistance during the week's events.

I) Duties of the Family Literacy Program Coordinators:

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 at least 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:

- 1) Promote the Family Literacy Program through advertisements, flyers, phone calls, radio spots, and any other means possible to recruit new tutors and families.
- 2) Coordinate the application and matching process with the UCSB students and children in the community.
- 3) Keep in contact with the families participating to ensure that the program is meeting their needs.
- 4) 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) Provide a minimum of two (2) activities per quarter in which the tutors can interact with their children outside of the home environment.
- 6) Maintain an adequate inventory of books, games puzzles, markers, stickers, etc. for the tutors to use with their children.
- 7) Hold three (3) office hours per week, each, exclusive to the CAB related meetings and fieldwork.
- 8) Actively participate in the planning process for CAB's annual Volunteer Week and provide assistance during the week's events.

J) Duties of the Social Coordinator:

- 1) In charge of coordinating a minimum of three (3) events per quarter that will help build community amongst CAB Leaders. Plan events such as, but not limited to, barbecues, social gatherings, and outings.
- 2) In charge of coordinating a minimum of two (2) events per quarter 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. (i.e.: "Let's 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 (3) office hours per week, exclusive to CAB related meetings and fieldwork.
- 5) Help coordinate icebreakers, activities and mini-volunteer projects for weekly CAB meetings.
- 6) Actively participate in the planning process for CAB's annual Volunteer Week and provide assistance during the week's events.

K) Duties of the Treasurer:

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

- 1) Prepare the board's budget for the following year in conjunction with the Co-Chairs.

- 2) Responsible for collecting and returning all requisitions.
- 3) Maintain historical financial records of the CAB.
- 4) Shall contact funding request liaisons within two (2) days after the Leader meeting to inform them of the board's decision.
- 5) Attend one (1) A.S. Senate Finance and Business Committee meeting per year.
- 6) Hold three (3) office hours per week, 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).
- 8) Actively participate in the planning process for CAB's annual Volunteer Week and provide assistance during the week's events.

L) Duties of the 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 two (2) office hours per week, exclusive to CAB related meetings and fieldwork.
- 5) Actively participate in the planning process for CAB's annual Volunteer Week and provide assistance during the week's events.

M) Duties of the 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 (3) events per quarter benefitting youth-
- 6) Actively participate in the planning process for CAB's annual Volunteer Week and provide assistance during the week's events.

N) Duties of the 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, exclusive to CAB related meetings and fieldwork.
- 4) Responsible for looking for strategies and creating and/or finding tools that CAB can use to reach its mission with greater ease and efficiency.
- 5) Actively participate in the planning process for CAB's annual Volunteer Week in collaboration with all other leaders.

O) Duties of the Alternative Break Coordinators:

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.
- 2) Make sure that all forms, funding, liabilities etc. are complete for each trip.
- 3) Recruit volunteers for the trips.
- 4) Maintain a relationship and connection with other Alternative Break organizations.
- 5) Attend and lead the trips, or if unable, inform and prepare a substitution.
- 6) 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.
- 7) Hold at least two (2) office hours per week, exclusive to CAB related meetings and fieldwork.
- 8) Actively participate in the planning process for CAB's annual Volunteer Week and provide assistance during the week's events.

P) Duties of the Hunger/Houseless Coordinators:

Plan and implement programs that will have a sustainable impact on the houseless community in Isla Vista.

- 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) Hold two (2) office hours per week, exclusive to CAB related meetings and fieldwork.
- 4) Organize and lead at least one meal a week serving the houseless (i.e.: Breakfast Club).
- 5) Look for more substantial ways to help solve the issue of houseless or hunger.
- 6) Responsible for selecting one (1) speaker who can talk about the issue of houseless/hunger per quarter for the weekly meetings.
- 7) Actively participate in the planning process for CAB's annual Volunteer Week and provide assistance during the week's events.

Q) Duties of the Senior Citizen Coordinator:

- 1) Act as a liaison between the CAB and senior citizen population in and around Isla Vista.
- 2) Coordinate at least three (3) events per quarter benefiting the senior citizen community.
- 3) Continue and improve the Adopt a Grandparent program (with Friendship Manor) and the Community Friends program (with Devereux).
- 4) Responsible for selecting one (1) speaker who can share the needs of senior-citizens per quarter for the weekly meetings.
- 5) Hold two (2) office hours per week, exclusive to CAB related meetings and fieldwork.
- 6) Actively participate in the planning process for CAB's annual Volunteer Week and provide assistance during the week's events.

R) Duties of the Environmental Coordinator:

- 1) Act as a liaison between the CAB and other UCSB environmental organizations.
- 2) Coordinate at least three (3) events per quarter benefiting the environment.
- 3) Responsible for selecting one (1) environmental speaker per quarter for the weekly meetings.
- 4) Hold two (2) office hours per week, exclusive to CAB related meetings and fieldwork.
- 5) Act as a liaison between CAB and the Environmental Affairs Board (EAB).
- 6) Inform the community about environmental opportunities and related events.
- 7) Actively participate in the planning process for CAB's annual Volunteer Week and provide assistance during the week's events.

S) Duties of the Animal Coordinator:

- 1) Inform the student population about volunteer opportunities at the local animal shelters.
- 2) Coordinate carpool transportation when there is an orientation at the shelters, and if any interested student needs a ride to the events.
- 3) Inform the public about any important animal related events, and participate in them.
- 4) Hold two (2) office hours per week, exclusive to CAB related meetings and fieldwork.
- 5) Coordinate at least three (3) events each quarter benefiting animals.
- 6) Responsible for selecting one (1) animal speaker per quarter for the weekly meetings.
- 7) Connect with local organizations who share a similar mission to serve the animals in our community.
- 8) Actively participate in the planning process for CAB's annual Volunteer Week and provide assistance during the week's events.

T) Duties of the Secretary:

The Secretary will work closely with the Co-Chairs to manage all technological aspects of CAB including Care-Mail, the CAB Website and meeting minutes.

- 1) Create and maintain Care-Mail, preparing it to be sent by the day of the General meeting.
- 2) Work with Co-Chairs on finalizing and sending out the minutes from the CAB meeting, Leader meeting and Care-Mail.
- 3) Update, manage and maintain the CAB Website.
- 4) Act as minute-taker at both Leader and General meetings.
- 5) Hold two (2) office hours a week, exclusive to CAB related meetings and fieldwork.

U) Charge of the Childcare Director:

- 1) Collaborate with the CAB Youth Outreach Coordinator.
- 2) Hold three (3) office hours per week, exclusive to CAB related meetings and fieldwork.
- 3) Hold a bi-quarterly free babysitting event for undergraduate parents (Parent's Night Out Event).
- 4) Develop programs/projects and events for undergraduate students with dependent children.
- 5) Actively participate in the planning process for CAB's annual Volunteer Week and provide assistance during the week's events.
- 6) 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.
- 7) Granting Committee Membership:
  - a) Childcare Director
  - b) Director of Women's Center or liaison
  - c) Community Volunteer Coordinator
- 8) 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.

SECTION 2. A.S. COMMUNITY VOLUNTEER FOUNDATION (COVO FOUNDATION)

A) Charge of the CoVo Foundation:

CoVo 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.

Voting Membership:

- 1) One (1) Chair
- 2) One (1) Treasurer
- 3) One (1) Secretary
- 4) One (1) Community Affairs Board Community Outreach Coordinator
- 5) Five (5) At-Large Undergraduate Students

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

- 1) 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.

- 2) Board member Candidates for Chairperson may nominate himself/herself or be nominated by another board member upon their agreement. Selection 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.

- 3) 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 they are no longer a registered undergraduate student at UCSB, resigns, or is removed.
- 4) The CAB Community Outreach Coordinator is ineligible to be selected for an additional position on the CoVo Foundation Board. Application and selection of Community Outreach Coordinator position is the responsibility of A.S. CAB.
- 5) A maximum of two (2) additional voting members of A.S. CAB can be selected for positions on the CoVo Foundation Board.

C) General Duties of All Board Members:

It shall be the duty of all members to:

- 1) Perform any and all duties imposed on them collectively or individually by the Mission Statement and/or these bylaws.

- 2) Review project applications to consider funding of those found consistent with the Mission Statement.
- 3) Supervise grant recipients to assure that their activities and spending are performed properly, legally, and ethically.
- 4) Attend all CoVo Foundation meetings.
- 5) 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.

D) Specific Duties of Chair:

- 1) Act as mediator and facilitator during the Board meetings and be responsible for holding meetings to the agenda in a timely fashion.
- 2) Meet regularly with AS staff to discuss concerns and important issues.
- 3) Foster the growth of the Foundation through leadership on new ideas, projects, and programs.
- 4) When possible, attend outreach events with the AS CAB Community Outreach Coordinator.
- 5) Hold three (3) office hours per week.
- 6) Oversee the creation of the annual report.
- 7) Maintain records of CoVo Foundation.

E) Specific Duties of the AS CAB Community Outreach Coordinator:

- 1) Advertise grant cycles to the student body and the general population through frequently viewed mediums.
- 2) 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.
- 3) Hold one (1) CoVo Foundation office hour per week, excluding AS CAB office hours.

F) Specific Duties of the At-Large Undergraduate Students:

- 1) Serve in a support role to the Chair of the Foundation. This includes, but is not limited to:
  - a) Research and interview applicants as well as make sure their proposed finances are in order.
  - b) Follow up with grant recipients to check on their progress and adherence to Foundation guidelines.
  - c) Take an active role in preparing meetings and presentations.
  - d) Create and provide a list of possible alternative grant opportunities for applicants denied full funding.

G) Specific Duties of the Treasurer:



- 1) Perform all At-Large Undergraduate Student duties.
- 2) Hold three (3) Foundation office hours per week.
- 3) Manage the finances of the Foundation, which entails keeping a detailed and accurate assessment of funds given out and remaining.
- 4) Create a quarterly and annual report under the supervision of the Chair.

H) Specific Duties of the Secretary:

- 1) Perform all At-Large Undergraduate Student duties.
- 2) Hold one (1) office hour per week.
- 3) Take minutes at meetings.
- 4) Manage changes to the CoVo application.
- 5) Update and maintain the website, including an advertising section for funded events.
- 6) Correspond with past funding recipients regarding publication of their photos/ general follow-up.

SECTION 3. A.S. COASTAL FUND

A) Charge of the Coastal Fund:

The Coastal Fund shall provide funds to conserve, 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 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.
- 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 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 (hereafter “the Board.”). The Board shall consist of the following:

- 1) Department-wide Graduate Student Representative (2)
- 2) Department-wide Undergraduate Student Representative (5)

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
- 6) Environmental Affairs Board Representative (Graduate of Undergraduate)
- 7) Isla Vista Surfrider Representative (Graduate of Undergraduate)

D) Non-Voting Membership (Coastal Fund Staff)

- 1) A.S. Environmental Programs Advisor
- 2) Up to two (2) Student Administrative/Coastal Service Program Assistants
- 3) Up to three (3) student Education and Outreach Coordinators

E) Selection and Term of Office:

- 1) Applicants to the Board shall be interviewed by a subcommittee with members from Coastal Fund's staff and Board. The nominated Board members will be approved by a majority vote by the Board, then recommended to the A.S. Committee on Committees, and nominated by the A.S. President, with final approval by the Senate for a term of, but not limited to, one (1) academic year.
- 2) Environmental Affairs Board and Isla Vista Surfrider may choose, if they wish, to nominate one representative each to attend Coastal Fund meetings and facilitate dialogue amongst the groups.
- 3) The A.S. Senate liaison shall be appointed by the Internal Vice President, approved by the Senate with final approval by the Board, for a term of one (1) academic year.
- 4) The Chair and Vice Chair shall be elected by the Board during the last meeting of each academic year for the following year. 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) consecutive academic years.
- 5) Any officer may be removed, by majority vote of the Board, with final approval by the Senate. Any officer may resign at any time by giving written notice to the Board and Environmental Programs Advisor. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein.

F) Attendance:

- 1) In the event a member of the Board cannot attend a regularly scheduled meeting, that member may appoint a proxy. A proxy must be approved by the Board through majority vote. The proxy shall be given temporary authority of a board member for the duration of that meeting. Appointment of a proxy does not constitute a board member's attendance at a meeting.
- 2) Any member of the Board forfeits fifty dollars (\$50.00) of honoraria for each unexcused missed (regularly schedule) meeting. If a member of the Board has an unexcused absence for two (2) meetings in a quarter (regardless of proxy), no honoraria shall be awarded and a re-evaluation of that director by the Board 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) Shall attend all regularly scheduled meetings.
- 2) Shall review project applications and consider funding of the projects that are found to be consistent with the Charge of Coastal Fund.
- 3) Shall attend at least one (1) regularly scheduled office hour per week.
- 4) Shall serve as project liaison to previously funded projects as assigned.
- 5) Shall help fill board member and student staff vacancies as soon as positions become available.
- 6) Shall attend quarterly retreat.

H) Duties and Responsibilities of the Coastal Fund Chair:

- 1) Shall fulfill all duties and responsibilities of the board members.
- 2) Shall preside at all meetings of the Board.
- 3) Shall coordinate and approve meeting agendas with the A.S. Environmental Programs Advisor and Administrative Assistant.
- 4) Shall act as mediator and facilitator during the Board meetings, and is responsible for holding meetings to the agenda in a timely fashion.
- 5) Shall hold two (2) regularly scheduled office hours per week.
- 6) Shall be the sole representative and the primary communicator with the media and community unless the Chairperson delegates to another board member.
- 7) Shall be responsible with the Vice Chair for the accountability of the board members.
- 8) Shall attend A.S. Assembly each quarter.
- 9) Shall report one (1) time per quarter to the A.S. Senate about Coastal Fund's progress.
- 10) Shall create agenda for, and preside over, the quarterly Coastal Fund retreat.
- 11) Shall keep record of Board task list after every scheduled meeting with reminders and preparation for next meeting.

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

- 1) Shall fulfill all duties and responsibilities of board members.
- 2) 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 also assist the Chair in their responsibilities when needed.
- 4) Shall hold two (2) regularly scheduled office hours per week.
- 5) Shall be responsible with the Chair for the accountability of the board members.
- 6) Shall attend all Assemblies with the Chair, or proxy for the chair if they are unable to attend.

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

- 1) Shall attend the majority of Coastal Fund meetings through the administrative portion of the agenda.
- 2) Shall present a detailed report to the Senate concerning the activities of Coastal Fund when appropriate. They shall have access to all Coastal Fund records and documents needed to develop their report.

SECTION 4. A.S. COMMUNITY FINANCIAL FUND

A) Charge of the Unit:

The Associated Students Community Financial Fund is responsible for expanding Financial Literacy, assisting students by providing more access to grants, and helping supplement the current Associated Students emergency loans via the Financial Literacy Grant. This Unit shall hold regular financial literacy workshops, and help students learn about financial resources and services available on the UCSB campus and within Santa Barbara County.

B) Voting Members:

- 1) One (1) Student Unit Director Chair
- 2) One (1) Internal Vice Chair
- 3) One (1) External Vice Chair
- 4) One (1) Creative Director
- 5) One (1) Information Officer
- 6) One (1) Data Analytics Officer
- 7) One (1) Finance Officer
- 8) One (1) Networking Officer
- 9) One (1) Print Media Officer
- 10) One (1) Digital Media Officer

C) Non-Voting Members:

- 1) One (1) Senate Appointed Liaisons
- 2) One (1) Community Financial Fund Coordinator
- 3) A minimum of two (2) and a maximum of three (3) Peer Advisors

D) Selection:

- 1) The Chair of the Community Financial Fund shall be appointed by the presiding Community Financial Fund Coordinator and the presiding Chair. In the event that there is no presiding Chair, Committee on Committees may conduct a search to appoint one.
- 2) CFF Board Members shall be selected by the prior CFF Board, and submitted to AS UCSB Senate for final approval.
- 3) The Peer Advisors, a minimum of two (2) and a maximum of three (3), shall be appointed by the Board on a need basis.

E) Term of Office:

- 1) The Student Unit Director Chair shall serve a term of one (1) year and may serve no more than two (2) terms if elected consecutively.
- 2) The three (3) Peer Advisors and eight (8) Board Members shall each serve an unrestricted number of one (1) year terms, and may be considered for other positions at the end of their term.

F) Duties and Responsibilities of Community Financial Fund Coordinator:

- 1) Attend all meetings.
- 2) Review grant applications.
- 3) Communicate closely with the CFF Student Unit Director.
- 4) Communicate and collaborate with Financial Aid Office.
- 5) Assist Board Members Facilitate Quarterly Financial Literacy Workshops.
- 6) Oversee the opening and closing of the grant application.
- 7) Collaborate with educator and/or personally instruct any Special Topics Course.
- 8) Manage and coordinate partnerships with other A.S. entities in the distribution of grants.
- 9) Assist other A.S. entities through the distribution of grants.

G) Duties and Responsibilities of the Community Financial Fund Chair:

- 1) Shall attend all meetings.
- 2) Review grant applications.
- 3) Communicate closely with the CFF Coordinator.
- 4) Oversee the Unit and work closely with peers to make sure that they are well trained.
- 5) Facilitate quarterly financial literacy workshops.
- 6) Update grant essay prompt every two quarters.

H) Duties and Responsibilities of all Community Financial Fund Board Members:

- 1) Assist with Financial Literacy Events and workshop requests from other organizations.
- 2) Facilitate quarterly financial literacy workshops and review grant applications. The number of workshops needed for full Honoraria consideration will be based on the discretion of the CFF Coordinator and Chair.
- 3) Facilitate Spring Speaker Series and act as a liaison between CFF and the speaker.
- 4) Shall have weekly Office Hours availability and serve in a Peer Advisor capacity if needed.
- 5) Communicate closely with the CFF Coordinator.
- 6) Shall be responsible for creating the content corresponding with their positions.
- 7) The Community Financial Fund Board shall consist of: One (1) Chair, One (1) Internal Vice Chair, One (1) External Vice Chair, One (1) Creative Director, One (1) Information Officer, One (1) Data Analytics Officer, One (1) Finance Officer, One (1) Networking Officer, One (1) Print Media Officer, One (1) Digital Media Officer.

I) Duties and Responsibilities of the External Vice Chair:

- 1) Serve as a point of contact between CFF and entities outside of AS.

- 2) Works with the Networking officer to book special events.
- 3) Collaborate with other Executive Board members to produce the annual Onboarding Presentation for new and returning Board members.
- 4) Attend an authorized signer's workshop in the Fall.
- 5) Assist the Chair to set up the special topics classes, work on curriculum, recruit speakers, coordinate scheduling, and organize the Spring speaker series.
- 6) Coordinate with the Financial Aid office to keep track of grants, review grant applications and essays.
- 7) Manage and coordinate partnership with other A.S. entities in the distribution of grants.

J) Duties and Responsibilities of the Internal Vice Chair:

- 1) Serve as a point of contact between Senate Liaisons, A.S. Administration, Senate, and the Business Services Chair.
  - a) Update the A.S. Senate of CFF's activities on a quarterly basis.
  - b) Attend A.S. Finance and Business Committee meetings when needed.
  - c) Notify the Senate of the incoming Board in the Spring Quarter.
  - d) Communicate with A.S. Entities regarding Honoraria.
  - e) Send meeting minutes to A.S. for approval on a weekly basis.
- 2) Collaborate with Senate Liaisons and attend Senate meetings in regards to changes to the Legal Code and Senate updates.
- 3) Collaborate with other Executive Board members to produce the annual Onboarding Presentation for new and returning Board members.
- 4) Attend an authorized signer's workshop in the Fall.
- 5) Schedule room and time of weekly meetings.
- 6) Coordinate with CFF Coordinator to book quarterly financial literacy workshop rooms and times.
- 7) Sends weekly CFF meeting minutes for Senate approval.
- 8) Coordinate date and time for grant application review.
- 9) Leads the Recruitment Committee during the Spring Quarter.
- 10) Book room and time for interviewing new board member applicants in the Spring Quarter.

K) Duties and Responsibilities of the Creative Director

- 1) Lead and approve all marketing materials and graphic designs for events and workshops to ensure consistent branding.

- 2) Lead and approve all financial literacy-related content that is to be posted on the CFF website, associated platforms, and social media accounts.
- 3) Collaborate with other Executive Board members to produce the annual Onboarding Presentation for new and returning Board members.
- 4) Attend an authorized signer's workshop in the Fall.
- 5) Reviews the Grant Workshops and other CFF PowerPoint for graphic design purposes.
- 6) Oversees the creation of the CFF Newsletter. Coordinates with the External Vice-Chair to distribute the CFF Newsletter to UCSB undergraduate students.
- 7) Coordinates with the Digital Media Officer to update and revise the CFF website when needed.

L) Duties and Responsibilities of the Networking Officer:

- 1) Oversee and plan events or projects.
- 2) Coordinate with External Vice Chair to recruit speakers for Spring series.
- 3) Handle all email blasts.
- 4) Work with Information Officer to create and distribute marketing materials.
- 5) Responsible for tabling with the Information Officer at Meet the Programs in the Fall Quarter.

M) The Duties and Responsibilities of the Data Analytics Officer:

- 1) Shall compile and interpret the program's data from surveys in order to further the CFF mission.
- 2) Sorts through the Grant Workshop registration form and organizes the Grant Workshop attendance form.
- 3) Produces a quarterly data report with the CFF Coordinator in order to assess the Fund's efficiency and predict future needs.
- 4) In charge of making and overseeing quarterly anonymous Board evaluations.
- 5) In charge of making and overseeing quarterly anonymous Board evaluations.
- 6) In charge of making and overseeing quarterly workshop evaluations.

N) Duties and Responsibilities of the Information Officer:

- 1) Work closely with the CFF Coordinator in selecting, managing and sourcing information resources, both hard copy and electronic, to meet the committee's' requirements and manage communications.
- 2) Compile a record book of list of events that committee have done usually using special computer applications, for easy access and retrieval.
- 3) Responsible for keeping and updating minutes for weekly meeting for the committee.

- 4) Responsible for tabling with the Network Officer at Open House and Special Programs.
  - 5) Update grant workshop's presentation Financial Literacy Basics every quarter.
    - a) Review Financial Literacy Quiz questions based on student responses.
    - b) Update particular slides with new information when applicable.
    - c) Review poll questions associated.
    - d) Review interactive activities associated with the presentation.
- O) Duties and Responsibilities of the Finance Officer:
- 1) Work to keep the financial records of the organization up to date through frequent reviews and updates of the CFF budget.
  - 2) Attend an authorized signer's workshop in the Fall.
  - 3) Keep track of funds for special events, grants, and other things the Board decides to partake in.
  - 4) Work closely with the CFF Coordinator to obtain more grants for the organization to give out to applicants.
  - 5) Present the CFF budget during A.S. budget hearings in Winter quarter.
- P) Duties and Responsibilities of the Print Media Officer:
- 1) Create and print out promotional and print materials for quarterly workshops.
  - 2) Create promotional and print materials for Spring Speaker Series: flyers, additional handouts for speakers, etc.
  - 3) Create organization promotional materials and flyers for tabling for social media accounts, tabling, and advertisement.
- Q) Duties and Responsibilities for the Digital Media Officer:
- 1) Manage and keep the CFF website, associated platforms, and social media accounts up to date.
    - a) Post sign-up link for Quarterly Grant Workshops and manage the flow of applicants.
    - b) Post promotional materials for Workshop, Spring Speaker Series, recruitment efforts, and other events and items on Instagram, Twitter, Facebook, Shoreline, and Reddit.
    - c) Promptly remove information from the website that is no longer relevant.
  - 2) Create a database of financial resources available to students.
- R) Duties and Responsibilities for Peer Advisors
- 1) Facilitate financial advising session for UCSB undergraduates. Create summary meeting notes for each session.



- 2) Possess an understanding of various financial literacy topics, including but not limited to budgeting and saving, investing, credit scores, taxes, and retirement accounts.

S) Application Criteria for The Community Financial Fund Grant:

- 1) Sign up for a workshop online and are accepted to attend a workshop. Must be an undergraduate student and have not already received the grant during the current academic year.
- 2) Attend one (1) CFF Financial Literacy Workshop.
- 3) Complete the Financial Literacy Quiz with a passing grade of 70% or better.
- 4) Submit an original one-page essay (single spaced, 12-point font with one-inch margins) following a given prompt and adhering to the UCSB policies on Academic Integrity.
- 5) 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 conflict of interest waiver during the first official CFF meeting of the Fall Quarter.
- 6) Complete the CFF checklist provided at the workshop.
- 7) Application materials must be submitted via UCSB Fluxx portal before the given deadline. No extensions will be granted.

T) Grant Distribution:

- 1) Grants are distributed at the A.S. Ticket Office and through the A.S. Community Financial Fund Coordinator.
- 2) The CFF workgroup headed by the CFF Coordinator will update the CFF guidelines and criteria according to the needs of the program.

SECTION 5. ISLA VISTA COMMUNITY RELATIONS COMMITTEE

A) Charge of the Committee:

Isla Vista Community Relations Committee is responsible for the education of the UCSB and Isla Vista 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. The committee shall serve as a funding and planning source for projects promoting community in Isla Vista. 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
  - 1. One (1) IVCRC Internal Chair
  - 2. One (1) IVCRC External Chair
- c) Vice Chair
- d) Treasurer
- e) One (1) Events Coordinator
- f) One (1) Community Outreach Coordinator
- g) One (1) Greek Liaison
- h) Two (2) Publicity Coordinators
- i) One (1) Recruitment Coordinator
- j) One (1) Special Projects Coordinator
- k) One (1) Historian
- l) One (1) Arts & Culture Commissioner
  
- m) One (1) Graphic Design Coordinator
- n) Any Senate Liaison for IVCRC
- o) One (1) Isla Vista Tenants Union member
- p) Any student at large or resident of Isla Vista who has attended a minimum of three (3) consecutive IVCRC meetings during the current academic quarter, or consecutive academic quarters, or held a position within the past two academic quarters.

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 and Vice Chair, shall be nominated to the A.S. President by means of an election of all IVCRC voting members.
- 2) The one (1) Senate Liaison 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 Treasurer, Community Outreach Coordinator, Special Projects Coordinator, Greek Liaison, Publicity Coordinator, Recruitment Coordinator, Events Coordinator, Historian, and Arts & Culture Commissioner shall be appointed by Committee on Committees internally by the outgoing and incoming chairs and nominated to the A.S. President 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 Youth Projects

- f) Goleta Water District
  - g) St. George Youth Center
  - h) 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.
  - 7) Attendance:
    - a) Attendance shall be recorded in the minutes.
    - b) Quorum shall constitute the presence of (50%+1) of nominated committee members that can vote.
    - c) Absence and late arrival can be excused only if the External Chair or Internal Chair accept it and are notified before the meeting. Any unexcused absences will result in a possible deduction in honoraria.
    - d) Required to attend all IVCRC events and event planning meetings, including but not limited to Pardall Carnival and Chilla Vista.

E) Duties and Powers of the Internal Chairperson:

- 1) Schedule, prepare the agenda, and co-chair the weekly committee meetings at an announced time and location.
- 2) Hold a minimum of three (3) regularly scheduled office hours per week, to be held in the AS Main office, AS Annex, University Center, or a visible location in Isla Vista.
- 3) Attend at least two (2) non-consecutive Senate meetings per quarter to report on the Committee's actions with the External Chair.
- 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 conduct one-on-one once a quarter with all other IVCRC officers.
- 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.

- 2) As needed, meet with and 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-large.
- 3) Shall hold a minimum of three (3) regularly scheduled office hours per week: two (2) to be held in the AS Main Office, AS Annex, or University Center, and one (1) in Isla Vista
- 4) 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 in collaboration with the Office of the External Vice-President of Local Affairs and 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 Community Services District.
- 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.
- 12) Attend at least two (2) non-consecutive Senate meetings per quarter to report on the committee's action, with the Internal Chair.

G) Duties and Powers of the Vice Chair:

- 1) Shall assume the responsibilities of the Internal Chair in their absence.
- 2) Assist the Chairs 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 to be held in the AS Main Office, AS Annex, University Center or a visible location in Isla Vista.
- 5) Shall record minutes at meetings and send out to A.S. Administration, IVCRC, and Senate via email.
- 6) Shall update the IVCRC calendar and website with funding information, IVCRC meeting times, sponsored projects and events, office hours, and other relevant matters.
- 7) Assists Internal Chair in planning quarterly retreats and end of the year banquet.
- 8) Shall record and ensure completion of duties and responsibilities allocated during meetings.

H) Duties of the Treasurer:

- 1) Shall be ultimately responsible 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 of the current balance.

- 4) Populate the Funding Request Overview weekly after funding requests have been approved.
  - 5) Check agenda before meetings, research past allocations, and have information ready for the upcoming meeting.
  - 6) Shall be responsible for collecting all requisitions, submitting them for processing and creating electronic copies.
  - 7) Shall contact funding requestors within two (2) days after the meeting to inform them of the Committee's decision.
- I) Duties of the Events Coordinator:
- 1) Shall plan Pardall Carnival and Chilla Vista under the oversight of the External Chair, including, this includes but is not limited to:
    - a) Securing permits;
    - b) Contacting relevant local agencies;
    - c) Alerting AS Entities;
    - d) Meeting with IVFP, the Fire Department, and UCPD;
    - e) Ordering ride/sound equipment.
  - 2) Shall plan or assist with any other events IVCRC decides to implement or take part in.
  - 3) Hold two (2) office hours per week to be held in the AS Main Office, AS Annex, University Center or a visible location in Isla Vista.
- J) Duties of the Community Outreach Coordinator:
- 1) Shall act as a liaison between IVCRC and underrepresented communities, including, but not limited to those with: sexual orientation, race/ethnicity, socio-economic status, ideology, religion, physical/mental ability.
  - 2) Shall assist any community group in developing a funding source with the university or with IVCRC projects/initiatives.
  - 3) Shall ensure the Committee's participation in all events in Isla Vista.
  - 4) Shall act as a liaison to the St. George Youth Center and Isla Vista Youth Projects.
  - 5) Shall coordinate tabling at events where IVCRC has committed to make a presence.
  - 6) Ensure that at least one (1) member of the committee attends every event funded by IVCRC.
- K) 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 work with Recruitment Coordinator to ensure Greek participation in all IVCRC events.
  - 4) Inform IVCRC of major Greek affairs.

- 5) Shall provide IVCRC with weekly updates and information for the Greek Office.
- 6) Shall attend at least one (1) meeting per quarter of the Pan- Hellenic Council and other relevant entities.

L) Duties of the Publicity Coordinator:

- 1) Shall advertise for any event hosted or sponsored by IVCRC, including, but not limited to: ordering posters, creating DigiKnows, contacting the press, writing bulk emails, and maintaining the IVCRC Newsletter.
- 2) Responsible for updating social media accounts (Facebook, Instagram, etc.) frequently about any events, recruitment, outreach opportunities, tabling, etc.
- 3) Shall survey and assess the effectiveness of publicity initiatives on behalf of both IVCRC and organizations IVCRC has funded. Report back to IVCRC.
- 4) Shall coordinate recruitment and information distribution efforts for IVCRC.
- 5) Shall be in charge of ordering and maintaining promotional items for the committee.
- 6) Shall meet with IVCRC event planners to discuss program details and determine publicity strategy.

M) Duties of the Recruitment Coordinator:

- 1) Recruit new members at all IVCRC events, recruitment fairs and all events at which IVCRC is tabling.
- 2) Be in contact with the Residence Halls Association and the Committee on Committees to find out about their recruitment fairs.
- 3) Create and maintain a list of potential members and contact them with information about the Committee.

N) Duties of the Special Projects Coordinator:

- 1) Shall coordinate special projects and activities for the Isla Vista community.
- 2) Shall organize and maintain the Native Talent page, in accordance with the posting guidelines found on the page, to ensure a professional image.
- 3) Shall fix any arising issues due to app updates in a prompt manner so as to maintain a professional image.
- 4) Shall market Native Talent by:
  - a) Posting as Native Talent twice a month on the page itself, including posting winners' names and pictures at the beginning of the month, publicly.
  - b) Marketing Native Talent through means other than on the page itself at least twice a quarter. This includes but is not limited to putting up posters/stickers and tabling.
  - c) Ensuring a presence for Native Talent at Pardall Carnival and Chilla Vista.
- 5) Shall acquire and distribute gift cards for Native Talent winners within the first half of the month or as soon as possible after contacting winners, should complications arise.

6) Shall assist with Chilla Vista and Pardall Carnival.

O) Duties of the Historian:

- 1) Shall be responsible for ensuring the documentation of all IVCRC events through photographs and written evaluations.
- 2) Shall compile, organize and electronically file historic archives, documents, meeting minutes, agendas, newspaper articles, etc., with the Vice Chair.
- 3) Shall be responsible for assigning an IVCRC member to attend every IVCRC-funded event and ensure completion of an Event Evaluation Form.
- 4) Check agenda before meetings, gather past Event Evaluation Forms from events previously funded, and have information ready for the upcoming meeting.

P) Duties of the Arts & Culture Commissioner:

- 1) Promote Isla Vista culture and inform community members of Isla Vista history.
- 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 all IVCRC sponsored events/projects.
- 4) Implement beautification projects in Isla Vista.

Q) Duties of the Graphic Design Coordinator:

- 1) Responsible for creating any graphic designs needed by IVCRC for events, recruitment, publicity, etc.
- 2) Stay in contact with AS Publications and Creative Media Unit.

SECTION 6. 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/ Co-Executive Chairs

- b) Two (2) Retention Co-Chairs
- c) One (1) Retention Workshop Coordinator
- d) Two (2) Outreach/Recruitment Co-Chairs
- e) One (1) Outreach Workshop Coordinator
- f) One (1) Treasurer
- g) One (1) Community Builder
- h) One (1) Secretary
- i) Two (2) Public Relations Co-Chairs
- j) Two (2) Book Bank Directors
- k) Two (2) Senate Liaisons

2) Voting Members:

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

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

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

- i. Congreso
- ii. MUJER
- iii. Black Student Union
- iv. Hermanos Unidos
- v. Hermanas Unidas
- vi. Kapatirang Pilipino
- vii. American Indian Student Association

4) Ex-Officio 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 Senate Finance and Business Committee
- 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 four (4) weeks (Week 0 through Week 3) 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. Any voting member may nominate someone for a position.
- 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. Only official voting members can vote in the Committee elections.
- h. 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.
- i. The Senate Liaisons shall be nominated by the A.S. Internal Vice President in consultation with SIRRC and appointed by the IVP, following approval from the Senate

#### 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 once at the end of every quarter 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 initiate the GUIDES Transfer Summer Orientation Program (GTSO) which is an introductory program that will ease the transition for incoming transfer students by providing supplementary resources designed to better prepare them for their first year at UC Santa Barbara. GUIDES Transfer Summer Orientation (GTSO) will help offer a pathway to success for its participants by promoting academic achievement, leadership involvement, and community service.
  - 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.
  - c) The committee shall also run a separate GUIDES Transfer Mentorship program specifically for incoming transfer students.
- 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.

12) Elected Committee members must attend one outreach event as well as CAMP.

13) Elected Committee members must attend at least half of the retention events.

E) Duties and Powers of the Two (2) Executive Co-Chairs:

- 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 two (2) office hours per week in a regularly scheduled location.
  - a) one (1) office hour shall be held with both executive co-chairs
- 8) Shall schedule, attend, and facilitate all weekly officer meetings to discuss updates, concerns, and current or future projects. Officer meetings will be held each week except study and finals week.

F) Duties and Power of Two (2) Retention Co-Chairs:

- 1) Create and develop educational materials about retention programs including Guiding Undergraduates in Developing Educational Success (G.U.I.D.E.S.) program.
- 2) Work to develop student initiated retention programs.
- 3) Serve as partners to organizations doing student initiated retention programs.
- 4) Develop and sustain relationships with community organizations and local school retention programs.
- 5) Are required to be able to be physically present during the planning process of summer programs in order to carry our said responsibilities if deemed necessary.
- 6) Provide recruitment ideas and programs for the Committee to carry on with.
- 7) Host P.A.G.E+. (Pursuing a Graduate Education and Beyond)
- 8) Work with Retention Workshop Coordinator on workshops for P.A.G.E+.
- 9) Attend all Committee meetings or send a proxy.
- 10) Set a minimum of two (2) office hours per week.

G) Duties and Power of One (1) Retention Workshop Coordinator

- 6) Work with Retention Co-Chairs on workshops for P.A.G.E+ Workshop Series.

- 7) Create at least two workshops per quarter towards P.A.G.E+ Workshop Series.
  - 8) Take the role of Workshop Coordinator during the Summer for GSO and GTSO, working with Retention Co-Chairs, scheduling workshops and contacting presenters.
  - 9) Present and host SIRRC-specific workshops during GSO and GTSO.
  - 10) Attend all Committee meetings or send a proxy.
  - 11) Maintain contacts with campus resources and organizations to create collaboration workshops for SIRRC.
  - 12) Attend one (1) meeting or contact by email the mother organizations to create collaboration workshops for SIRRC.
  - 13) Attend one (1) meeting or contact by email the mother organizations and give updates about SIRRC and invite them to attend meetings.
  - 14) Set a minimum of two (2) office hours per week.
- H) Duties and Power of Two (2) Outreach/Recruitment Co-Chairs:
- 1) Work to improve and expand the GUIDES (Guiding Underrepresented Individuals in Developing Educational Success) Mentorship Program.
  - 2) Plan and host CAMP (College Advising and Mentorship Program) and annual college trip.
  - 3) Serve as a resource to organizations doing student initiated recruitment programs.
  - 4) Develop and sustain relationships with local community recruitment programs.
  - 5) Provide recruitment ideas and programs for the Committee to execute.
  - 6) Attend all Committee meetings or send a proxy.
  - 7) Set a minimum of two (2) office hours per week.
  - 8) Shall commit to contributing two (2) hours of each week towards current outreach programs and initiatives.
  - 9) Shall participate in at least half of outreach activities/events.
- I) Duties and Power of One (1) Outreach Workshop Coordinator
- 15) Plan and holds two (2) workshops at SMHS and two (2) workshops at LCCHS per quarter.
  - 16) Collaborate with Outreach Co-chairs on said workshops.
  - 17) Attend all Committee meetings or send a proxy.
  - 18) Set a minimum of two (2) office hours per week.
  - 19) Shall commit to contributing to two (2) hours of each week towards current outreach programs and initiatives.
  - 20) Shall participate in at least half of outreach activities/events.
- J) Duties and Power of One (1) 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.
  - a) Shall manage treasurer report through an excel sheet
- 4) Assist the Co-Chairs in evaluating the financial allocations of the committee
- 5) Attend all Committee meetings or send a proxy.
- 6) Set a minimum of two (2) office hours per week.

K) Duties and Power of One (1) 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.
- 4) Plan two (2) study jams every quarter with the Secretary.
- 5) Plan one (1) social for general membership and one (1) social in collaboration with another executive member.

L) Duties and Powers of One (1) 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 listserv, the A.S. mailer, and the S.I.R.R.C. (Student Initiated Recruitment and Retention Committee) community listserv.
- 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, organizing, and sending out the weekly agenda for general S.I.R.R.C. (Student Initiated Recruitment and Retention Committee) meetings.
- 7) Work with community builder to plan activities such as study-jams.
- 8) Create new files every year for general body and officers which should only be shared with the executive co-chairs.

M) Duties and Powers of Two (2) Marketing Co-Chairs:

- c) 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.
- d) Be available as historical reference with respect to questions on the Committee's past.
- e) Attempt to communicate with previous year's Media/Publicity/Ourstorian Coordinators.

- f) Provide advertisement for all events put on by the Committee.
  - g) Be responsible for all media & publicity related actions.
  - h) Set a minimum of two (2) office hours per week.
  - i) Design apparel for AS SIRRC.
  - j) Digitize all past scrapbooks to the website including the current year.
- N) Duties and Powers of the two (2) Book Bank Directors
- 1) Manage and maintain the AS SIRRC Book Bank.
    - a) Catalog any and all books obtained.
    - b) If possible, purchase new textbooks.
    - c) Supervise book check in and check out according to protocol.
    - d) Upload and update book inventory on online book bank library and catalog
  - 2) Hold a book drive by Week 9 of every quarter.
  - 3) Hold a Book Bank training for AS SIRRC officers and volunteers.
  - 4) Attend all AS SIRRC committee meetings or send a proxy.
  - 5) Hold a minimum of two (2) office hours per week.
  - 6) Must commit several hours the first week of fall quarter to maintaining the book bank until an adequate number of volunteers from the executive board or general membership can assist with maintenance.
- O) 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.
- P) 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.
- Q) 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 SIRRC.
  - 4) Provide the Committee with quarterly updates on recruitment and retention programs.
- R) 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.
    - i. 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.
- S) Duties and Powers of A.S. Senate Finance and Business Committee 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 Senate Finance and Business Committee concerning Student Initiated Recruitment and Retention Projects.
- T) 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.
  - 2) Attend all of the Committee's weekly general meetings, and, if necessary, attend all of the Committee's weekly officer meetings.
- U) 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.
- 3) Maintain office hours for consultation, and provide this information to the Committee.

V) Removal of Officers

- 1) One (1) executive co-chair or Two (2) Executive Board Members or Four (4) Voting Members or the A.S. Advisor may propose the removal of any of the executive board members.
- 2) The executive board will discuss the proposal and any of concerns the proposal was based off at the following executive board meeting.
- 3) It is required that the Committee must have unanimous vote in order to immediately remove the officer, with the vote excluding the member being considered for removal.
- 4) It is required that in order to move the removal to consideration given one (1) week, the Committee shall approve with a fifty percent plus one (50%+1) vote.
- 5) It is required that in order to remove the officer after hearing the considering the board's response, there must be a vote of 2/3 in consensus.
- 6) It is required that in order to fill the missing position(s) the committee must prompt a special elections process as follows;
- 7) The internal elections process shall proceed as follows:
  1. The individual running can be either nominated by another individual or self-nominate.
  2. The person nominating an individual for a position must be a voting member.
  3. 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.
  4. 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.
  5. In order for a person to be nominated and to run for a position they must be an official voting member.
  6. Only official voting members can vote in the Committee elections.

W) Meetings:



- 1) General meetings shall be held weekly during the academic year.
- 2) 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.
- 3) All meetings shall be open to all interested students, staff, and faculty members.
- 4) Officer meetings will be held weekly. Officer meetings are to discuss Committee updates, officer updates, any questions, concerns, issues, and current or future projects.

X) 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) Approval of money allocations and decisions regarding the committee shall be approved with a fifty percent plus one (50%+1) vote of the voting membership.
- 3) To hold a closed session meeting, a two-thirds (2/3) majority vote of members present is required in accordance with the Brown Act.
- 4) 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 7. A.S. AMERICA READS

A) Charge of the Unit:

SECTION 8. A.S. BIKE COMMITTEE (ASBC)

A) Charge of the Committee:

The A.S. Bike Committee 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. The Board of Directors of AS Bike Committee shall consist of the following: Chair, Vice Chair, Project Manager, Finance Manager, Administrative Coordinator, Media Coordinator, and Associate Officer(s).

B) Voting Membership:

- 1) Chair
- 2) Vice Chair
- 3) Project Manager
- 4) Administrative Coordinator
- 5) Outreach Coordinator
- 6) Associated Students Senator
- 7) Graduate Students Association Representative

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 Transportation Services
- 5) Associated Students Executive Director

- 6) Associated Students President
- 7) Associated Students Attorney General
- 8) Associated Students Controller(s)
- 9) UCPD Bike Patrol Coordinator
- 10) CSO Bike Assistant Coordinator

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

- 1) The Associated Students Senator shall be nominated by the A.S. Internal Vice President and approved by a majority (50%+1) vote of the Senate.
- 2) The Chair, Vice Chair, Finance Manager, Administrative Coordinator, Project Manager, and Media Coordinator, who can be either an undergraduate or graduate student, shall be nominated to the Committee on Committees by an internal application process overseen by the current Associated Students Bike Committee voting members and Associated Students staff advisors by week seven (7) of Spring Quarter.
- 3) The Bike Committee members shall serve a one year term and have no limit to the number of one year terms they can serve consecutively in the same or different position.

E) Duties of Voting Members:

- 1) Attend A.S. Bike Committee meetings, and are permitted excused absences within reason.
- 2) Train incoming replacement officers by week eight (8) of Spring quarter.

F) Duties of the Chair (1):

- 1) Organize and chair meetings.
- 2) Hold a minimum of (1) weekly office hour in the Bike Committee office.
- 3) Manage committee members by assigning tasks to appropriate officers.
- 4) Schedule meetings and events.
- 5) Oversee all Bike Committee projects, events, and activities.
- 6) Lead discussions with all organizations affiliated with Bike Committee.
- 7) Create the annual budget.
- 8) Oversee Honoraria each quarter for committee members.
- 9) Provide help, support, and advice to other officers when needed.
- 10) Attend AS Assembly each quarter.
- 11) Check and respond to emails frequently, throughout every weekday during weeks in which Bike Committee holds a meeting.

G) Duties of the Vice Chair (1):

- 1) Hold a minimum of one (1) weekly office hour in the Bike Committee office.
- 2) Maintain the history of Bike Committee 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 Bike Committee.
- 4) Assume the duties of the Chair when the Chair is absent or unable.
- 5) Directly assist the Chair in all decision-making.
- 6) Complete tasks allocated by the Chair.
- 7) Assist the Senate in writing legislation pertaining to Bike Committee.
- 8) Speak on behalf of The Bike Committee in communications with the press.
- 9) Recruit new membership and assist in the training of newly hired members for the positions.
- 10) Check and respond to emails frequently, throughout every weekday during weeks in which Bike Committee holds a meeting.

H) Duties of the Administrative Coordinator (1):

- 1) Hold a minimum of one (1) weekly office hour in the Bike Committee office.
- 2) Sends and receives committee emails.
- 3) Responds to general bike committee requests.
- 4) Creates the agenda for each meeting.
- 5) Writes minutes for each meeting.
- 6) Makes bike system surveys for Bike Safety Week.
- 7) Collects data from surveys.
- 8) Corresponds with the Senate, sends minutes each week.
- 9) Compiles all Bike Committee documents for fast and convenient sharing.
- 10) Completes tasks to assist the Chair positions.
- 11) Check and respond to emails frequently, throughout every weekday during weeks in which the Bike Committee holds a meeting.

I) Duties of the Project Manager (1):

- 1) Hold a minimum of one (1) weekly office hour in the Bike Committee office.
- 2) Maintain a list of currently active projects, including location, proposed project, estimated budget and key University and vendor contacts on the project.
- 3) Ensure that current projects stay on schedule and are completed during the scheduled University breaks.
- 4) Photograph each project before and after completion.
- 5) Upon project completion, coordinate the final budget, project specs, and time to completion to be placed in the historical project costs.
- 6) Conducts general field work:

- a) Rack counts
  - b) Air pump inspection
  - 7) Works with CSOs on bike abatement and quarterly bike sales.
  - 8) Conducts product research and maintains historical project costs.
  - 9) Check and respond to emails frequently, throughout every weekday during weeks in which Bike Committee holds a meeting
- J) Duties of Outreach Coordinator (1):
- 1) Hold a minimum of one (1) weekly office hour in the Bike Committee office.
  - 2) Administers social media accounts.
  - 3) Creates flyers and posters.
  - 4) Sends university announcements / campus-wide emails.
  - 5) Manages the Bike Committee website.
  - 6) Create at least two education bike safety advertisements per quarter and educate incoming freshmen on proper bike practices such as signaling, passing, maintenance, locking, etc.
  - 7) Check and respond to emails frequently, throughout every weekday during weeks in which the Bike Committee holds a meeting.
- K) Frequency of meetings:
- 1) The A.S. Bike Committee shall meet at least six (6) 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 A.S. Bike Committee voting members.
  - 2) The first meeting shall be held prior to the fourth (4<sup>th</sup>) week of each quarter.
  - 3) The Associated Students Bike Committee may choose to hold General Meetings (with all voting and non-voting members) and Officer Meetings (with all officers and any undergraduate or graduate students) alternatively throughout the quarter.
- L) Authorized Expenditure of Associated Students Bicycle System Improvement Funds:
- 1) Public awareness activities (including but not limited to, advertising, event planning, lobbying, and promotions, retreats, and office supplies) shall be limited to no more than \$10,000.00 per year.
  - 2) All funds, excluding public awareness activities 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) At the end of the year, non-appropriated funds shall transfer into the Capital Improvement Account.

M) University matching funds:

- 1) The university shall allocate to the Committee an amount equal to or greater than the annual revenue of the Associate Students and Graduate Students Association Bicycle lock-in fees.

SECTION 9. A.S. LIVING HISTORY PROJECT

A) Charge of the Unit:

The Associated Students Living History Project is a project dedicated to archiving previous and current student activism on campus, engaging UCSB students in current and historical student activism, and documenting change in our local community. The Project is also designed to uncover and recognize the power of previous student leaders at UCSB, and to pay homage to the work they did to better our community. Uncovering previous organizers and their work is essential, as their work provides a blueprint for how to be an activist for all current and future student leaders on campus. The Project provides opportunities for archival and research experience, which are beneficial to students who wish to expand their skill sets while supporting student activism on campus and in their surrounding community.

B) Voting Membership

- 1) Living History Project Chair
- 2) Living History Project Vice Chair
- 3) Living History Project Social Media Marketing Coordinator
- 4) Living History Project Internal Student Coordinator
- 5) Living History Project External Student Coordinator

C) Non-Voting (Ex-Officio Membership)

- 1) Two (2) Living History Project Senate Liaisons
- 2) Living History Project Intern
- 3) (2) Researchers
- 4) Living History Project Advisor

D) Selection and Term of Office

- 1) The Living History Project Chair, Living History Project Vice Chair, Living History Project Social Media Marketing Coordinator, Living History Project Internal Student Coordinator, and Living History Project External Student Coordinator shall be recommended by the A.S. Committee on Committees, then nominated by the A.S. President, and approved by Senate for a term of one (1) academic year.
- 2) The Living History Project Intern, and all researchers shall be recommended by the Living History Project Chair, the nominated by the A.S. President, and approved by the Senate for a term of one (1) academic year.
- 3) The Living History Project Chair may ask for specific Senate Liaisons, but the ultimate decision and appointment is at the discretion of the Internal Vice President, and up for approval by the Senate. The Senate Liaisons shall serve for a term of one (1) academic year.

E) Duties and Powers of the Committee

- 1) Research historical activism on campus.
- 2) Archive current activism on campus.

- 3) Write articles incorporating research for the Living History Project website and social media.
  - 4) Engage students with the Living History Project through social media.
- F) Duties of All Voting Members
- 1) Review all funding requests submitted to the Board.
  - 2) Hold at least one (1) weekly office hour.
  - 3) Conduct at least one (1) research assignment per quarter.
- G) Duties of the Living History Project Chair
- 1) Take notes at all Living History Project meetings.
  - 2) Meet with researchers to discuss their assignments and approve their topics.
  - 3) Approve social media campaigns.
  - 4) Manage the budget of the Project.
  - 5) Obtain general member contact information, including name, email address, and telephone number.
- H) Duties of the Living History Project Vice Chair
- 1) Take over the duties of the Chair when the Chair position is vacant.
  - 2) Assist the Chair in all Board meetings.
  - 3) Approve researchers assignments and topic ideas.
  - 4) Hold researchers accountable to deadlines for their research assignments.
  - 5) Assign duties to voting and non-voting members.
- I) Duties of the Living History Project Social Media Marketing Coordinator
- 1) Create social media posts to the Living History Project official pages.
  - 2) Create a schedule for when posts will be made.
  - 3) Train general members on how to do research online and on social media.
  - 4) Present campaigns during Board meetings.
  - 5) Run marketing campaigns.
- J) Duties of the Living History Project Internal Student Coordinator
- 1) Train general members on how to conduct research.
  - 2) Create research submission schedule for general members.
  - 3) Hold researchers accountable to deadlines for their research assignments.

- 4) Organize general members' research topics, assignments, and work.
  - 5) Copy, edit, and post articles to the Living History Project website.
- K) Duties of the Living History Project External Student Coordinator
- 1) Conduct outreach with other student organizations.
  - 2) Archive current student activism.
  - 3) Organize general members' content.
- L) Duties of the Living History Project Senate Liaisons
- 1) Assist in how to request funds or support from Associated Students.
  - 2) Attend at least two general member meetings per quarter.
  - 3) Update the Board on issues relating to the project.
- M) Duties of the Living History Project Intern
- 1) Assist the Chair and Board members with projects.
  - 2) Assist the Board with administrative duties.
  - 3) Attend all general member meetings. Absences will be excused for valid family, medical, academic, and personal conflicts at the discretion of the Chair.
  - 4) Shadow the Chair to one Board meeting, to gain knowledge and insight to the administrative aspects of the Living History Project.
- N) Duties of the Researchers
- 1) Conduct one (1) research assignment per quarter.
  - 2) Attend all general member meetings. Absences will be excused for valid family, medical, academic, and personal conflicts at the discretion of the Chair.
  - 3) Adhere to the established research article deadlines.
  - 4) Coordinate projects with general members.

SECTION 10. A.S. ISLA VISTA ARTS BOARD

A) Charge of the Unit:

It is the mission and goal of the Isla Vista Arts Board to oversee the expenditures of A.S. student fees in a way that best serves the Isla Vista community. Additionally, the board provides guidance on the viability and relevancy of IV Arts programming paid for with A.S. funding. The main goal of this program is to promote art and culture in Isla Vista. IV Arts provides weekly free and low-cost entertainment to college students and community members alike. Core programs of IV Arts include I.V. Live, Magic Lantern Films, WORD Magazine, the BOX, and Nuestra Voz.

B) Voting Membership:

- 1) One (1) Isla Vista Arts Board Chair
- 2) One (1) Isla Vista Arts Board Vice Chair
- 3) Two (2) Senate Liaisons
- 4) One (1) WORD Isla Vista Arts and Culture Magazine Representative
- 5) One (1) IV Live Representative
- 6) One (1) Magic Lantern Films Representative

C) Non-Voting (Ex-Officio) Membership:

- 1) Advisor (Director of Isla Vista Arts)
- 2) A.S. President
- 3) A.S. External Vice President for Local Affairs
- 4) A.S. Internal Vice President
- 5) A.S. Attorney General
- 6) Student Assistant to Isla Vista Arts
- 7) Director of Artistic and Cultural Affairs from the A.S. Office of the President

D) Selection and Term of Office:

- 1) All prospective voting members shall apply through an official application created by the outgoing Isla Vista Arts Board voting members.
  - i. Incumbent voting members are subject to this same application.
- 2) The Isla Vista Arts Board must start advertising open positions at least 2 weeks before an election.
- 3) The Isla Vista Arts Board voting members will require prospective and incumbent candidates for the voting membership to make a personal statement and be open for questions from the sitting board during a determined election date.
- 4) WORD magazine, IV Live, and Magic Lantern films will all nominate at least one (1) candidate for representative positions. The IV Arts Board will verify with the director of Isla Vista Arts that all candidates for these three positions have been nominated by the organization they seek to represent.
- 5) All candidates who have been approved by a majority vote of the board 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.

E) Duties and Powers of the Committee:

- 1) Allocate Isla Vista Arts funds to Magic Lantern Films, IV Live, Word: Isla Vista Arts and Culture Magazine, and The BOX.
- 2) Review and approve the expenditures of organizations granted line item funding in Isla Vista Arts Board's budget.
- 3) Aid in the advertisement of any arts or culture event in Isla Vista that fits within the Isla Vista Arts Mission.
- 4) Allocate funds to other arts and culture events in Isla Vista that fit within the mission and charge of Isla Vista Arts if there is adequate funding available.
- 5) Meet a minimum of one time per academic quarter, with the exception of Summer. The meeting will ensure that any old business is tended to and will provide members with an opportunity to bring the Board's attention to any new business.



F) Duties of All Voting Members:

- 1) Review funding requests submitted to the Board for Isla Vista arts and culture programs.
- 2) Hold a minimum of one (1) Isla Vista Arts Board office hour per week.
- 3) Attend a minimum of three (3) Isla Vista Arts events per quarter, including but not limited to, Magic Lantern Film viewings, Improvability Shows, Shakespeare in the Park, editorial meetings of Word Magazine, or the BOX opening receptions.
- 4) Attend all Isla Vista Arts Board meetings.
- 5) Work as an ambassador to the board by advertising events, programs, and job opportunities provided by the board, as well as reaching out to other entities for collaboration opportunities.

G) Duties of the Isla Vista Arts Board Chair:

- 1) Act as a mediator and facilitator during the Board meetings.
- 2) Meet regularly with AS staff to discuss concerns and important issues.
- 3) Foster the growth of the Board through leadership on new ideas, projects, and programs.
- 4) Come to a Senate meeting at least once per quarter to give an Isla Vista Arts Board report, detailing events, programs, projects, and ideas that the Board has been working on.
- 5) Meet at least twice per quarter with Advisors.

H) Duties of the Isla Vista Arts Board Vice Chair:

- 1) In the event that the Chair is absent from a meeting, temporarily take over the duties and powers of Isla Vista Arts Board Chair for the meeting.
- 2) In the event that the chair position becomes permanently vacant, assume the role of the Chair of Isla Vista Arts Board.
- 3) Assist the Chair in mediating and facilitating Board meetings.
- 4) Meet regularly with A.S. staff to discuss concerns and important issues.
- 5) Foster the growth of the Board through leadership on new ideas, projects, and programs.
- 6) Take minutes of each Isla Vista Arts Board meeting.
- 7) Submit all meeting minutes to the Internal Vice President for Senatorial approval.

I) Duties of the Magic Lantern Films, IV Live, and WORD: Isla Vista Arts and Culture Magazine Representatives:

- 1) Attend all events related to their respective programs.
- 2) Provide at least one (1) detailed report on their program's use of Isla Vista Arts funding per quarter.

J) Duties of the Senators:

- 1) Attend all Isla Vista Arts Board meetings.
- 2) Provide one (1) detailed report to the Isla Vista Arts Board per quarter, detailing their work as an A.S. Senator and liaison to Isla Vista Arts.
- 3) Report any and all relevant Isla Vista Arts information to the A.S. Senate.
- 4) Draft any legislation pertaining to Isla Vista Arts and its legal Code as the Board determines.

**SECTION 11. A.S. COMMISSION FOR STUDENTS AGAINST SEXUAL ASSAULT**

A) Charge of the Commission

The name of this unincorporated association is Students Against Sexual Assault, hereinafter referred to as "SASA." Members of SASA aim to create sustainable and effective resources for survivors of sexual violence. We are dedicated to the study and exposure of sexual assault and harassment while also recognizing the systemic flaws in the institutions which do not effectively address the needs of survivors. SASA is committed to accomplishing these goals through meticulous and practical planning, community organizing, coalition building, and lobbying with the purpose of eliciting change in our fight against factors associated with sexual assault on our community members. SASA is founded upon and will, with every project and action, defend and uphold the principles of ethnic, gender, racial, and social equality— recognizing the intersectionality of persons affected by sexual violence.

B) Voting Membership

- 1) Co-Chairs (2)
- 2) Vice Chair (1)
- 3) Policy Analyst (1)
- 4) Secretary (1)
- 5) Treasurer (1)
- 6) Publicity Coordinator (1)
- 7) Education Coordinator (1)
- 8) Senate Liaison (2)

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 of the Elected Membership:

- 1) The current Co-Chair will appoint (1) Co-Chair by Week 6 of Spring Quarter and then work alongside them to appoint the rest of the board by Week 8.
- 2) Two (2) outgoing members of the elected membership who are not running for reelection will facilitate an election process for the following year's two (2) Co-Chairs, one (1) Vice Chair, one (1) Policy Analyst, one (1) Secretary, one (1) Treasurer, one (1) Publicity Coordinator, one (1) Education Coordinator. 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 the Senate for approval of a term lasting one (1) academic year.

- 3) The Senator Liaison shall be first recommended by the Commission, then selected and nominated by the A.S. Internal Vice President, with consideration to prior experience working with or demonstrating interest in working with SASA or other SVSH advocacy organizations and projects/work. Final approval will be given by the Senate for a term of one (1) year.
- 4) 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, and appointed by a majority vote. Anyone that ran for a position during the previous Spring elections and was not elected will be contacted and invited to run for any vacant positions at the next meeting. In the event that a position stays vacant after these processes have been conducted, another election process must be initiated.
- 5) Attend all meetings.

E) Duties and Powers of the Commission:

- 1) Be an advocacy group aimed at improving the status of student survivors both on campus and in the community.
- 2) Be aware of and work to support the projects of other sexual violence advocacy student organizations on campus and in the community.
- 3) Act as a referral source for students on any matter concerning student survivor issues.
- 4) Work to educate the campus on issues pertaining to the student survivor community.
- 5) Advise the Senate on issues pertaining to the student survivor community.
- 6) Provide student representation for Associated Students on ad hoc administrative Committees concerning student survivor issues.
- 7) Work on advocating for the rights of all student survivors on campus.
- 8) Maintain a working relationship with the Office of Student Life, Student Engagement and Leadership, the Chancellor's Office, the Judicial Affairs Office, CARE, the Title IX Office, and any other relevant entities.

F) Duties and Powers of the Co-Chairs (2):

- 1) The Co-Chairs shall be the chief executive officers of SASA and shall have general supervision, direction, and control of the activities, officers, agents, employees, and property of the Commission.
- 2) The Co-Chairs shall have the power to sign papers and instruments on behalf of SASA.

G) Duties and Powers of the Vice Director (1):

- 1) The Vice Chair shall serve as the presiding officer of SASA when both the offices of the Co-Chairs become vacant. They shall coordinate with all survivors' rights focused organizations. When necessary, the Vice Chair shall join the Co-Chairs in executing papers and instruments on behalf of the Commission.

H) Duties and Powers of the Policy Analyst (1):

- 1) The Policy Analyst shall research all administrative, local, state, and federal policies and laws which pertain to the SASA mission statement.

- 2) The Policy Analyst shall coordinate all lobbying efforts and create all material which pertain to policy information, research findings, and bill proposals.

I) Duties and Powers of the Secretary (1):

- 1) The Secretary shall keep the minutes of all meetings and related matters of the board of SASA.
- 2) The Secretary shall be responsible for scheduling SASA regular and executive board meetings.
- 3) The Secretary shall maintain the books and records of the Commission, and its properties and transactions.

J) Duties and Powers of the Treasurer (1):

- 1) The Treasurer shall keep and maintain all financial records and related matters of the board of SASA.
- 2) The Treasurer shall assist the Co-Chairs in updating the budget as necessary.
- 3) The Treasurer shall be responsible for determining and writing grant proposals as necessary.
- 4) The Treasurer shall be responsible for notifying the Executive Board of any funding requests by outside organizations, coordinating a time for those organizations to present to the Executive Board and notifying the outside organizations requesting funds if their funding request has been approved.

K) Duties and Powers of the Publicity Coordinator (1):

- 1) The Publicity Coordinator shall create and distribute flyers and all other advertisement materials.
- 2) The Publicity Coordinator shall be responsible for up-keeping all social media platforms and for promoting SASA events.
- 3) The Publicity Coordinator shall hold recruitment events on an as-needed basis.

L) Duties and Powers of the Education Coordinator (1):

- 1) The Education Coordinator shall organize and execute programs on campus to promote the SASA mission statement.
- 2) The Education Coordinator shall serve as a liaison between SASA and other organizations on the UCSB campus dealing with SVSH education.

M) Duties and Powers of the Senate Liaisons (2):

- 1) Attends weekly SASA general body and executive board meetings.
- 2) Serves as a liaison between the A.S. Senate and SASA, both as an active legislator and on relevant issues presented in Senate.
- 3) Draft legislation pertinent to SASA's mission statement on the request of the Commission.
- 4) Attends SASA events to the best of their ability.
- 5) Provides resources and networks for SASA to thrive

N) Funding Requests for Students to SASA:

- 1) In order for funding requests to be submitted, student organizations (OSLs) and boards/commissions/units (BCUs) must attend an Executive Board meeting to present.
- 2) Whether funding is given is up to the discretion of the Executive board.
- 3) Funding requests must be submitted before the Executive Board meeting that they are presenting at.
- 4) Student organizations are highly expected to attend and participate in other SASA events.
- 5) Student organizations that receive funding but fail to attend meetings afterwards detrimentally affect the integrity of their organization with future funding requests.

**ADVOCACY UNITS**

SECTION 1. ISLA VISTA TENANTS UNION AND ADVISORY BOARD

A) Charge of the Unit:

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 and residents 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. We reach out to property managers, the University, elected officials, local groups and individuals to realize our vision and address pressing tenant issues. In providing service to tenants in Isla Vista, we hope to build a sense of community of Isla Vista; one that is educated, proactive and united.

B) IVTU Advisory Board (financial voting power):

- 1) IVTU Chair
- 2) IVTU Vice Chair
- 3) Eight (8) Directors of the IVTU
  - a) Outreach Director
  - b) Legal Director
  - c) Finance Director
  - d) Marketing Director
  - e) Human Resources Director
  - f) Community Resident Director
  - g) SBCC Relations Director
  - h) Technology Director
- 4) The A.S. External Vice President for Local Affairs or the EVPLA Resident and Housing Coordinator
- 5) One (1) A.S. Senator

C) IVTU Membership (no financial voting power):

- 1) A.S. Advisor(s)
- 2) A.S. Executive Director
- 3) A.S. President
- 4) A.S. Attorney General
- 5) A.S. Controller(s)
- 6) A.S. Legal Resource Center Student Unit Director or LRC representative
- 7) A.S. Isla Vista Community Relations Committee member or representative

- 8) Santa Barbara Housing Cooperative Representative
- 9) Community Housing Office Representative
- 10) General Members

D) Selection and Term of Office:

- 1) The IVTU Chair and Vice-Chair 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 eight (8) IVTU Directors 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) EVPLA Resident and Housing Coordinator voting member shall be nominated by the EVPLA with the approval of the IVTU Chair and the IVTU voting members, 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) Any member of the Isla Vista Community or any UCSB student can become a General Member of IVTU if approved by a majority of voting members of the board after attending three IVTU meetings in one quarter. They will continue to be a voting member for the remainder of the academic year. Voting privileges shall be revoked at the discretion of the Chair after a general member obtains two unexcused absences.
- 5) In the event that the IVTU does not have the membership required to elect next year's members, the selection procedures shall revert to the selection process as prescribed in A.S. Legal Code.

E) Attendance:

- 1) Attendance shall be recorded in the minutes.
- 2) Quorum shall constitute the presence of (50% + 1) of members of the IVTU Advisory Board.
- 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, or for a duration determined by the Board.
- 4) Absence & late arrival can be excused only if the Chair or Vice Chair is notified before the meeting.

F) Duties of the IVTU Chair:

- 1) Attends, facilitates, and sets the agenda for weekly IVTU meetings. Distributes minutes to the appropriate entities following meeting.
- 2) Attends IVTU-sponsored events to the best of their ability.
- 3) Spends a minimum of three (3) regularly scheduled hours per week at the IVTU office working on IVTU-related business or casework.
- 4) Work on at least two (2) IVTU projects per quarter.
- 5) Table at least one (1) hour per quarter.

- 6) Ensures that IVTU projects progress efficiently and successfully.
- 7) Assists in the completion of the budget package for the following year.
- 8) Facilitates the nomination, election, and transition of the officers for the following year.
- 9) Ensures that University and Associated Students policies and procedures are followed.
- 10) Determines, with guidance from the IVTU advisor, the eligibility of IVTU officers applying for honoraria.
- 11) Serve as a liaison between IVTU and other organizations and act as the official representative and face of the Tenants' Union.

G) Duties of the IVTU Vice Chair:

- 1) Records the minutes at weekly IVTU meetings.
- 2) Attends 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 or casework.
- 4) Work on at least two (2) IVTU projects per quarter.
- 5) Table at least one (1) hour per quarter.
- 6) Assumes the Chair's responsibilities in meetings and all other IVTU business affairs in the Chair's absence.
- 7) Assists in the completion of the budget packet for the following year.
- 8) Supervise the IVTU caseworking program.
- 9) Assists the IVTU Chair as directed.
- 10) Serve as a liaison between IVTU and other organizations.

H) Duties of the IVTU Outreach Director:

- 1) Attends weekly IVTU meetings.
- 2) Attends IVTU-sponsored events to the best of their ability.
- 3) Spends a minimum of three (3) regularly scheduled hours per week at the IVTU office working on IVTU-related business or casework.
- 4) Works on at least two (2) IVTU projects per quarter, one of which should be outreach based.
- 5) Table at least one (1) hour per week. Coordinates IVTU tabling efforts.
- 6) Coordinates, advertises, and plans a minimum of two (2) outreach presentations per quarter to promote IVTU within the University and local community.
- 7) Maintains contacts with the student and non-student community, including the Spanish-speaking and Mandarin-speaking communities, and acts as a source or information for IVTU's activities.

- 8) Coordinates local outreach efforts of the IVTU.
  - 9) Takes interviews with local media outlets on behalf of IVTU, with groups such as the Daily Nexus, the Bottom Line, the Santa Barbara Independent, and others.
  - 10) Represents IVTU at least three (3) community meetings such as IV Community Network, IVCSA, Isla Vista Elementary school PTA meetings, and others.
- I) Duties of the IVTU Legal Director:
- 1) Attend weekly IVTU meetings.
  - 2) Attends IVTU-sponsored events to the best of their ability.
  - 3) Spends a minimum of three (3) regularly scheduled hours per week at the IVTU office working on IVTU-related business or casework.
  - 4) Work on at least two (2) IVTU projects per quarter.
  - 5) Act as a liaison and maintain a highly productive relationship with A.S. Legal Resource Center, A.S. Lobby Corps, and the EVPSA Office. Establish and maintain relationships with the IVCSA and county representatives.
  - 6) Oversee the legal matters of IVTU business, review legal documents, and advise the IVTU Board.
  - 7) Assist the IVTU Board in the development and implementation of legislation, with guidance from the LRC and A.S. Advisors.
  - 8) Oversee all IVTU legal education efforts.
- J) Duties of the IVTU Finance Director:
- 1) Attend weekly IVTU meetings.
  - 2) Attends IVTU-sponsored events to the best of their ability.
  - 3) Spends a minimum of three (3) regularly scheduled hours per week at the IVTU office working on IVTU-related business or casework.
  - 4) Work on at least two (2) IVTU projects per quarter.
  - 5) Table at least one (1) hour per quarter.
  - 6) Analyze and present financial reports in an accurate and timely manner; oversee all financial, project/program and sponsorship accounting. Maintain a current balance on IVTU budget line items.
  - 7) Coordinates the completion of the budget package for the following year.
  - 8) Regularly assess all IVTU's financial plans, contracts, sponsorships, and potential investments; monitor progress and keep the Board informed of the organization's financial status. Keep an active accounting of IVTU funds and budgets.
  - 9) Advise on and execute the Boards' financial decisions and advise the board on A.S. Financial policies. Update and implement all necessary business policies and accounting practices.



- 10) Improve the finance department's overall policy and procedures in the IVTU Manual.
- 11) Create and maintain a strong relationship with A.S. Assistant Director for Finance and Budgets. Assist other Board members with completion of financial transactions.
- 12) Report the current balances of IVTU accounts during weekly IVTU Board meetings.

K) Duties of the IVTU Marketing Director:

- 1) Attend weekly IVTU meetings.
- 2) Attends IVTU-sponsored events to the best of their ability.
- 3) Spends a minimum of three (3) regularly scheduled hours per week at the IVTU office working on IVTU-related business or casework.
- 4) Work on at least two (2) IVTU project per quarter.
- 5) Table at least one (1) hour per quarter.
- 6) Work with media outlets and social media platforms (Facebook, Instagram, Reddit, etc.) to publish timely company information, such as infographics, Facebook events, press releases, brochures, and other materials.
- 7) Develop and execute the advertising, marketing, and promotion plans of the TU.
- 8) Publish IVTU educational materials for public distribution online and in print.
- 9) Regularly evaluate the marketing inventory and make recommendations to the Board. Purchase new marketing materials.
- 10) Maintain and continuously update a file containing all marketing materials.
- 11) Manage all IVTU social media, including but not limited to Facebook, Twitter, and Instagram.
- 12) Manage and update the IVTU mailing list. Create and send out monthly newsletters to tenants.

L) Duties of the IVTU Human Resources Director

- 1) Attend weekly IVTU meetings.
- 2) Attends IVTU-sponsored events to the best of their ability.
- 3) Spends a minimum of three (3) regularly scheduled hours per week at the IVTU office working on IVTU-related business or casework.
- 4) Work on at least two (2) IVTU project per quarter.
- 5) Table at least one (1) hour per quarter.
- 6) Review and make recommendations to the Board for improvement of the Manual's policies, procedures, and practices and IVTU Legal Code.
- 7) Coordinate event staffing for IVTU events and regularly update the IVTU and A.S. event calendars.

- 8) Organize and participate in board and staff development for the TU through retreats, training, travel, and educational opportunities.
- 9) Community outreach to find volunteers as well as provide training and orientation for volunteers.
- 10) Lead efforts to fill open board positions and recruitment for future years.
- 11) Conduct quarterly in-person check-ins with each board member to follow project progress and personal well-being.

M) Duties of the IVTU Community Resident Director

- 1) Attend weekly IVTU meetings.
- 2) Attends IVTU-sponsored events to the best of their ability.
- 3) Spends a minimum of three (3) regularly scheduled hours per week at the IVTU office working on IVTU-related business or casework.
- 4) Work on at least two (2) IVTU project per quarter.
- 5) Table at least one (1) hour per quarter.
- 6) Identify issues faced by long-term community members and non-student residents of Isla Vista and create solutions to address the problems.
- 7) Ensure that the broader IV community, including the Houseless population, is represented in IVTU decision making. Create and maintain strong working relationships with community members.
- 8) Make sure that all IVTU events are all inclusive—making sure that translation services are available.

N) Director of IVTU SBCC Relations Director:

- 1) Attend weekly IVTU meetings.
- 2) Attends IVTU-sponsored events to the best of their ability.
- 3) Spends a minimum of three (3) regularly scheduled hours per week at the IVTU office working on IVTU-related business or casework.
- 4) Work on at least two (2) IVTU project per quarter.
- 5) Table at least one (1) hour per quarter
- 6) Serve as a liaison between SBCC Associated Students Government and IVTU.
- 7) Serve as a point of contact between IVTU & the Associate Dean for Educational Programs & Student Affairs, or other designated SBCC administrator(s) related to student affairs.
- 8) Execute projects that relate to SBCC students in Isla Vista & coordinate outreach to SBCC students about IVTU & housing resources.

O) Duties of IVTU Technology Director

- 1) Attends weekly IVTU meetings.

- 2) Attends IVTU-sponsored events to the best of their ability.
  - 3) Spends a minimum of three (3) regularly scheduled hours per week at the IVTU office working on IVTU-related business or casework.
  - 4) Work on at least two (2) IVTU project per quarter.
  - 5) Table at least one (1) hour per quarter
  - 6) Manage and update the IVTU website regularly, as well as any other sites managed by IVTU, including but not limited to “Rate my IV Rental.”
  - 7) Facilitate and moderate the “Rate my IV Rental” website.
  - 8) Actively work to improve and adapt the websites, and supplement the services offered on the websites to make them more efficient and user-friendly.
- P) Duties of the A.S. External Vice President of Local Affairs or the EVPLA Resident & Housing Coordinator
- 1) Attends weekly IVTU meetings.
  - 2) Attends IVTU events to the best of their ability.
  - 3) Holds a minimum of two (2) office hours in the IVTU office.
  - 4) Serves as a liaison between the IVCRC and IVTU.
  - 5) Informs IVTU on relevant issues being presented to A.S. and the EVPLA office.
  - 6) Fosters relationship between A.S. Executives, the EVPLA Office, and IVTU.
  - 7) Coordinates at least one (1) event per quarter in collaboration with IVTU and EVPLA.
  - 8) Works on at least one (1) IVTU project per quarter.
- Q) Duties of the A.S. Senate Off-Campus Representative:
- 1) Attends weekly IVTU 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. Officers, and A.S. Senate, other organizations and IVTU.
- R) Duties of General Members
- 1) Attend weekly IVTU meetings.
  - 2) Work on selected IVTU projects.
- S) Operating Procedures of the IVTU:

- 1) IV Tenants Union Meetings will be held weekly and will be announced and publicized to the community.
- 2) All official decisions concerning IV Tenants Union actions, decisions, Manual, and agendas shall be made with the approval of the majority (50% + 1) of the IVTU voting members.
- 3) All operating procedures not outlined in Legal Code or other A.S. Policy are controlled by the IVTU Manual. The IVTU Manual shall serve as an additional source of code for the Tenants Union.

SECTION 2. A.S. LOBBY CORPS

A) Charge of the Board:

Associated Students Lobby Corps is an organization that strives to unite activism, professionalism, and strategic action planning to advocate for student needs while implementing local, state-wide, and national campaigns. We strive to represent student interests in political institutions by fighting for student rights, people-powered democracy, and affordable, accessible, and quality higher education for all. Lobby Corps seeks to mirror the unique, diverse, and forward thinking nature of the UCSB community, and advocate for student needs – be it in Washington D.C., or Isla Vista. To this end, Lobby Corps will collaborate with other student organizations in order to educate, assist, and train student leaders so they can advocate for issues affecting all students especially those of underrepresented communities. As a means to promote this goal, we will seek to empower any AS or OSL group that wishes to participate in a lobby training workshop so they can more effectively advocate for general student interests. Lobby Corps is an ASUCSB unit that researches and analyzes pending local, state, and Federal legislation, programs, and policy. The goal of Lobby Corps is to influence legislators and decision-makers in order to shape public policy that reflects our diverse student community's needs and priorities as well as to give students the opportunity to gain real-world political, legislative, and organizing experience.

B) Membership:

1) Voting:

- a) Co-Director for State and National Affairs
- b) Co-Director for Local Affairs
- c) Internal Director
- d) External Director
- e) Field Director
- f) Labor Director
- g) Communications Director
- h) Legislative Director
- i) Scheduling Director
- j) Any general member who attends three consecutive meetings shall also be allowed voting privileges.
- k) These privileges shall be revoked if the general member misses the three meetings consecutively.
- l) One (1) Senator

2) Non-Voting:

- a) A.S. Advisor
- b) A.S. Executive Director
- c) External Vice President for Statewide Affairs
- d) External Vice President of Local Affairs
- e) A.S. President
- f) A.S. Attorney General
- g) Committee on Committees Chair
- h) A.S. Controller(s)

C) Selection Process and Term of Office:

- 1) Internal Director, External Director, Assistant External Director, Field Director, Labor Director, Communications Director, and Legislative Director 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 Co-Directors shall be recommended to the A.S. Committee on Committees by the External Vice Presidents through an A.S. Committee on Committee interview process that includes the respective outgoing Co-Director of A.S.U.C.S.B Lobby Corps, the respective EVP, and the member(s) of the Committee on Committees, then forwarded to the A.S. President. It should 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 Co-Directors shall have the authority to recommend the appointment, approval, and removal of all AS Lobby Corps officers to the A.S. Committee on Committees.
- 4) The (1) A.S. Senator shall be appointed by the Internal Vice President, approved by Lobby Corps voting members, with final approval by the Senate for a term of one (1) academic year.

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) Meetings will be facilitated by the Co-Directors.
  - d) All meetings must include updates from each appointed position with Lobby Corps.
- 2) Lobby Corps Internal Director must take minutes at every official meeting. Senate must then approve these minutes, even if Lobby Corps did not allocate funds during its meeting.
- 3) The Co-Directors have the authority 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 Lobby Corps officers.

- 5) Lobby Corps may only lobby after the Associated Students Senate approves an official stance on behalf of the Associated Students regarding any issue. Lobby Corps should actively draft and introduce position papers to the AS Senate for approval.

E) Duties and Powers of the Co-Director for State and National Affairs

- 1) Shall serve as the representatives of A.S. Lobby Corps in all Statewide and National affairs.
- 2) Shall oversee all operations, projects, campaigns and activities of Lobby Corps members and affiliates pertaining to statewide and national affairs.
- 3) Must work closely with OSL registered student organizations who currently work on political and/or education issues on a statewide or national level.
- 4) Shall work on recruiting students to attend statewide and national conferences and activities.
- 5) Shall be responsible for attending at least two (2) non-consecutive Senate meetings per quarter to report on the unit's actions.
- 6) 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.
- 7) Shall play an active role in voter registration and voter turnout campaigns on campus and in UC Santa Barbara community.
- 8) Shall be responsible for attending all staff meetings of the Office of the External Vice President for Statewide Affairs.
- 9) Shall serve a term of one (1) academic year.
- 10) Shall serve at least four (4) office hours per week, at least one (1) in each office.
- 11) Shall attend all UCSA Board of Directors meetings as an ex-officio member of the Board, as funds permit.
- 12) Shall attend all AS Assembly Meetings.
- 13) Shall plan all Lobby Corps meetings and quarterly retreats.
- 14) Shall work in coordination with the Senators to formulate resolutions in response to all state and national legislation.

F) Duties and Powers of the Co-Director for Local Affairs:

- 1) Shall attend all Lobby Corps meetings and serve as the representative of A.S. Lobby Corps in all local affairs.
- 2) Shall oversee all operations, projects, campaigns and activities of Lobby Corps members and affiliates pertaining to local affairs.
- 3) Must work closely with OSL registered student organizations who currently work on political and/or education issues on a local level.
- 4) Shall serve as County Director for the External Vice President of Local Affairs and be responsible for informing the members of Lobby Corps, the EVPLA, and the AS Senate 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 Lobby Corps 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 all local legislation.
- 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) Shall attend all AS Assembly Meetings.
- 12) Shall plan all Lobby Corps meetings and quarterly retreats.

G) Duties and Powers of the Internal Director:

- 1) Shall take minutes of the Lobby Corps meetings and distribute to the proper list serves.
- 2) Shall create a weekly officer report and distribute it to the rest of Lobby Corps.
- 3) Give a weekly financial report to the Committee.
- 4) Shall be responsible for the assisting in the completion of the budget package for the following year.
- 5) Attend all Lobby Corps meetings and quarterly retreats.
- 6) Hold two (2) regularly scheduled office hours per week.
- 7) Shall attend all Lobby Corps meetings and quarterly retreats.

H) Duties and Powers of the External Director:

- 1) Shall serve as a liaison to advocacy-oriented boards, commissions, and units within Associated Students.
- 2) Shall serve as a liaison to candidates, campaigns, and elected or appointed public officials.
- 3) Shall manage and coordinate all outreach, member recruitment, and advocacy campaigns.
- 4) Shall maintain a database of contacts with elected representatives and their supporting staff.
- 5) Hold two (2) regularly scheduled office hours per week.
- 6) Shall attend all Lobby Corps meetings and quarterly retreats.

I) Duties of the Labor Director:

- 1) Shall be responsible for informing the members of Lobby Corps, the EVPSA, the EVPLA, and AS Senate 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 Lobby Corps 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.
  - 9) Shall attend all Lobby Corps meetings and quarterly retreats.
- J) Duties of the Communications Director:
- 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 Lobby Corps.
  - 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 prepare and distribute all media press releases and media advisories as designated by the Co-Directors.
  - 5) Shall maintain the social media and online presence of the Lobby Corps.
  - 6) Shall plan and organize the annual Legislator of the Year award as suggested by the Co-Directors.
  - 7) Shall hold a minimum of two (2) office hours per week.
  - 8) Shall attend all Lobby Corps meetings and quarterly retreats.
- K) Duties of the Lobby Trainer:
- 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 be responsible for training any interested student group in grassroots organizing.
- 5) Shall serve two (2) office hours per week.
- 6) Shall attend all Lobby Corps meetings and quarterly retreats.

L) Duties of the Legislative Director:

- 1) Shall be responsible for preparing and presenting a weekly written report regarding the status of pending legislation, and policy/political developments.
- 2) Shall work in conjunction with any entity that may provide assistance or information that will better the understanding of issues for Lobby Corps.
- 3) Remain thoroughly informed on all relevant proceedings, legislation, and policy related to the work of the Lobby Corps. This includes but is not limited to:
  - a) United States Congress
  - b) California State Senate and Assembly
  - c) UC Regents
  - d) UC Office of the President
  - e) County of Santa Barbara
  - f) Isla Vista Community Services District
  - g) Isla Vista Recreation and Park District
  - h) Goleta City Council
  - i) Santa Barbara City Council
- 4) Be responsible for producing a weekly policy update to the EVPSA and EVPLA office staff in the form of both press clips as well as a brief.
- 5) Work in partnership with the AS Senate and Lobby Corp's adoptive senator to pass resolutions related to local, state, and national issues.
- 6) Attend all Lobby Corps meetings and quarterly retreats.
- 7) Hold three (3) regularly scheduled office hours per week.
- 8) Shall present all relevant Position Papers passed by Senate to the Lobby Corps within two (2) weeks of the Position Papers passage.

M) General Member:

- 1) Shall come to at least three (3) consecutive meetings before general member status is given.
- 2) Shall be removed at the end of the Academic Year and if three (3) meetings are missed without prior notification of either of the Co-Directors or of the Internal Director.

N) Duties of the Senator:

- 1) Give weekly reports on the Senate to Lobby Corps.
- 2) Provide Senate with a weekly report of Lobby Corps.
- 3) Attend weekly Lobby Corps meetings, if there are no conflicts in schedule.

- 4) Serve as an informational resource to Lobby Corps members on procedures (financial or otherwise) of Associated Students.
- 5) Assist Lobby Corps with any necessary resolution or bill writing that is needed to ensure it reflects the goals/mission of Lobby Corps.

SECTION 3. A.S. PUBLIC AND MENTAL HEALTH COMMISSION

A) Mission Statement - Charge of the Committee

The A.S. Public and Mental Health Commission is a body concerned with the healthcare and mental health of UCSB undergraduate students. The commission aims to address relevant public health issues and works through student-run projects in coordination with Student Health, CAPS, and other relevant entities. The commission will advocate and serve as a point of reference for other health and mental health entities on campus, collaborating with them to lessen the burden of students through informative and preventative actions. Its purpose is to promote the awareness of student health and mental health concerns in our community, while taking direct action to address and combat these issues accordingly.

B) Membership

1) Voting Membership

- a) Two (2) Co-Chairs
- b) One (1) Financial Coordinator
- c) One (1) Event and Program Director
- d) One (1) Marketing and Outreach Director
- e) Two (2) Conference Coordinators
- f) One (1) Secretary
- g) One (1) Senate Liaison
- h) One (1) International Student Liaison
- i) One (1) Mental Health Special Projects Coordinator
- j) One (1) Public Health Special Projects Coordinator
- k) One (1) Non-Traditional + First Generation Student Representative
- l) One (1) QTPOC Representative

2) Non-Voting Membership

- a) AS Office of the President Mental Health Coordinators
- b) EVPSA Office Mental Health Coordinator
- c) UCOP Title IX Student Representative
- d) At-Large Student Representative to the Student Health Advisory Committee
- e) At-Large Student Representative to the UC SHIP Advisory Committee
- f) One (1) Representative from UCSB Active Minds
- g) One (1) Representative from UCSB Health & Wellness

3) Voting Membership:

- a) All mandatory membership.
- b) Any student upon attending two (2) or more meetings per quarter.

C) Selection and Term of Office of the Mandatory Membership

- 1) The two (2) Chairs 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.
  - 1) The recommendation process of the Public and Mental Health Commission for the two (2) Chairs 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 Committee and then selected and nominated by the 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 Committee in the ninth (9th) week of Spring quarter, the Internal Vice President can appoint a Senator without any recommendation by the Committee.

#### D) Attendance

- 1) Board members must attend all meetings. In the case that a voting member must miss a meeting, they must keep in communication with the co-chairs and let them know at least 8 hours in advance of the scheduled meetings.
- 2) Removal of a voting member will be passed by 2/3 vote of the present voting members for reason, such as, but not limited to, missing five (5) consecutive meetings, failure to communicate with the co-chairs, failure to abide by their constitutional duties, any conduct constituting a violation of misbehavior, or if a student expresses values that go against the values of the A.S. Public and Mental Health mission statement.

#### E) Duties and Powers of the Commission

- 1) Shall act as a reference point for student social services related to public and mental health at UCSB.
- 2) Shall maintain a proactive student voice and address Public Health and Mental Health concerns on campus and in Isla Vista.
- 3) Shall work to educate the campus on issues pertaining to student public health and mental health.
- 4) Shall create viable and effective communication between UCSB students and various campus departments focused on Healthcare, Public Health, and Mental Health at UCSB and in the UC system.
- 5) Shall take direct action to expand and improve mental health services at UCSB and in the UC system.
- 6) Shall take direct action to expand and improve healthcare availability at UCSB and in the UC system.
- 7) Shall coordinate speakers, lectures, panels, and other events to educate and make UCSB or the community aware of issues.
- 8) The commission shall be in charge of the planning and funding of the annual UCSB Mental Health Conference.
- 9) The commission shall host the monthly Student Health Advisory Committee meetings.

#### F) Duties and powers of Co-Chairs

- 1) Shall schedule and facilitate bi-weekly meetings of the Commission.
- 2) Shall maintain awareness of issues related to mental or physical health locally, nationally, and in the University of California system.
- 3) Shall handle public relations for the Commission and be the official spokesperson for the Commission.

- 4) Shall give at least one (1) report to the Senate per quarter regarding the activities of the Commission.
- 5) Shall meet with PMH Commission advisor every 2 weeks to discuss progress, updates, and to work on projects to address issues related to mental or physical health locally and in the University of California system.
- 6) Shall prepare the Commission's budget for the following year in collaboration with the Financial Coordinator of the Commission.
- 7) Shall attend the quarterly A.S Assembly.
- 8) In collaboration with the secretary, shall organize one (1) PMH Commission officer retreat per quarter.
- 9) Shall facilitate, contact, and coordinate the Student Mental Health Task Force as a way to create a solid base of communication for all mental health organizations and departments on campus. Co-chairs shall host bi-weekly meetings with members and contact any interested parties by Week 3 of Fall Quarter.
  - a) Some members include but are not limited to Lean On Me, Health & Wellness, Intersectional Feminists, A.S. Executive Offices, the Mental Health Peers, and COSWB.
- 10) Shall hold a minimum of three (3) office hours per week.

G) Duties of the Financial Coordinator

- 1) Shall be responsible for fiscal management of the Public and Mental Health Commission.
- 2) Shall oversee all financial expenditures and receive any funding requests of the Public and Mental Health Commission.
- 3) Shall provide a weekly report to the committee on all expenditures, starting with week one (1).
  - a) Reports include: unallocated funds, motions, expenditures, and any other financial matters that pertain to the Committee.
- 4) In conjunction with the Chairs, shall prepare the Commission budget for the following year.
- 5) Shall hold a minimum of two (2) office hours per week.
- 6) Shall inform the groups who are requesting funding of the final amount decided by the commission and aid them throughout the funding process.

H) Duties of the Events and Programs Director

- 1) Shall maintain awareness of public and mental Health issues within the On-Campus UCSB community.
- 2) Shall facilitate discussion with other UCSB students by organizing events on campus and monitoring programs that the commission is hosting.
- 3) Shall actively be working on a project which will address public health or mental health concerns within the on-campus UCSB community.

- a) 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.
    - b) At the end of the quarter turn in a debrief of the progress made in the quarter and any changes the project may need to the secretary.
  - 4) Shall attend a minimum of 4 RHA and/or SACC meetings per quarter.
  - 5) Shall host at least one (1) informative workshop per quarter regarding either public or mental health concerns.
  - 6) Shall host at least one (1) town hall on campus by Spring to gain student input on Public and Mental Health issues.
  - 7) Shall update the commission on current projects, programs, and initiatives of other health related organizations.
  - 8) Shall hold a minimum of two (2) office hours per week.
- I) Duties of the Marketing and Outreach Director
- 1) Work to develop and enact at least one (1) campus-wide promotional or marketing campaigns per quarter.
  - 2) Shall oversee the advertising and marketing strategies for all events and the Commission in general.
  - 3) Shall be responsible for facilitating outreach efforts for the public and mental health Commission.
  - 4) Shall keep an accurate record of attendance at all events to improve future planning efforts.
  - 5) Maintain and monitor all commission social media accounts, including Facebook, Twitter, and Instagram by publishing articles, videos, and photography.
  - 6) Shall be required to attend at least three (3) OSL or AS organizations a quarter to spread awareness about the Public and Mental Health Commission and its goals.
    - a) The organizations must be in line with the Public and Mental Health Commission's mission statement.
  - 7) Develop, in conjunction with the Board, the advertising, marketing, and promotion plans.
  - 8) In collaboration with the secretary, shall be in charge of the email for the Public and Mental Health Commission.
  - 9) Shall coordinate a Marketing Committee that will assist in the promotion of PMH Commission and work on any individual marketing projects. The Marketing and Outreach Coordinator shall reach out to any members by Week 3 of Fall quarter with meeting times.
  - 10) Shall hold a minimum of two (2) office hours per week.
- J) Duties of the Conference Coordinators
- 1) Shall put together a team in the summer to recruit members that will coordinate the Mental Health Conference.
  - 2) Shall keep senate updated on the conference and any PMH business, with permission to make quarterly BCU report to senate.

- 3) Shall plan and oversee the conference by effectively managing the team and meeting with them accordingly.
- 4) Shall make reports and act as a liaison to the executive board about the progress of the team and any information about the conference.
- 5) Shall be responsible for sharing the knowledge obtained at the conferences with the rest of the commission and the UCSB student body who were unable to participate by providing a report about their conference experience to the ASUCSB Senate and incorporating this new knowledge into at least one (1) future event or program.
- 6) Shall hold a minimum of two (2) office hours per week.

K) Duties of the Secretary

- 1) Shall be responsible for carrying out the administrative tasks of the Public and Mental Health Commission.
- 2) In collaboration with the outreach coordinator, shall be in charge of the email for the Public and Mental Health Commission.
- 3) Shall be responsible for collecting and compiling documentation about the commission's projects and events.
- 4) Shall be responsible for recording minutes of all meetings and distributing them to all members of the Commission and Senate.
- 5) Shall be responsible for keeping the website up to date for the Public and Mental Health Commission.
- 6) In collaboration with the co-chairs, shall organize one (1) PMH Commission officer retreat per quarter.
- 7) Shall submit bi-weekly (every other week) status reports to the operating committee on the actions, decisions, motions, and overall functioning of the commission.
- 8) Shall hold a minimum of two (2) office hours per week.

L) Duties of the Senate Liaison

- 1) Shall give weekly reports on the Senate to the Commission.
- 2) Shall provide Senate with a weekly report of the Commission.
- 3) Shall attend at least one (1) PMH Commission event per quarter, and attend other PMH Commission events to the best of their ability.

M) Duties of the Public Health Special Projects Coordinator

- 1) Shall maintain awareness of public health issues locally, nationally, and in the University of California system.
- 2) Shall host at least one (1) event or program per quarter related to public health issues.
- 3) Shall actively be working on a project which will address public health concerns within the UCSB community.
  - a) 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.

- b) At the end of the quarter turn in a debrief of the progress made in the quarter and any changes the project may need to the secretary.
- 4) Shall provide a weekly report to the Committee with project updates and current Public Health Concerns in the community.
- 5) Shall attend a minimum of (3) UCSB Health & Wellness meetings per quarter and provide them with updates regarding the work and projects of the Public and Mental Health Commission.
- 6) Shall hold a minimum of two (2) office hours per week.

N) Duties of the Mental Health Special Projects Coordinator

- 1) Shall maintain awareness of mental health issues locally, nationally, and in the University of California system.
- 2) Shall host at least (1) event or program per quarter related to mental health issues.
- 3) Shall actively be working on a project which will address mental health concerns within the UCSB community.
  - a) 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.
  - b) At the end of the quarter turn in a debrief of the progress made in the quarter and any changes the project may need to the secretary.
- 4) Shall provide a weekly report to the commission with project updates and current mental health concerns in the community.
- 5) Shall attend a minimum of (3) UCSB Active Minds meetings per quarter and provide them with updates regarding the work and projects of the Public and Mental Health Commission.
- 6) Shall hold a minimum of two (2) office hours per week.
- 7) Shall be responsible for running the MHFA program, including by not limited to the following duties:
  - a) Provide funding to the MHFA program
  - b) Supervise the MHFA subcommittee
  - c) Sit on the advisory board to consult the supervision of the MHFA Program Coordinator
  - d) Attend regular meetings with stakeholders of the program
  - e) Coordinate communications between stakeholders of the program.

O) Duties of the Non-Traditional and First-Generation Student Representative:

- 1) Shall maintain awareness of public health and mental health concerns within the Non-traditional and First-Generation Student community.
- 2) Shall host at least two (2) events or programs per quarter that are directed towards the non-traditional and first-generation student community.

- 3) Shall attend at least 3 Non-traditional and First-Generation Student community meetings per quarter and facilitate discussion on pertinent public health and mental health concerns.
- 4) Shall keep the rest of the committee up to date on public health and mental health concerns within the Non-traditional and First-Generation Student community.
- 5) Shall provide a weekly report to the Commission with project updates and current public health and mental health concerns within the community.
- 6) Shall hold a minimum of two (2) office hours per week.

P) Duties of the QTPOC Representative:

- 1) Shall maintain awareness of public health and mental health concerns within the LGBTQ community.
- 2) Shall host at least two (2) events or programs per quarter that aid the LGBTQIA community.
- 3) Shall attend at least 3 LGBTQIA community meetings per quarter and facilitate discussion on pertinent public health and mental health concerns.
- 4) Shall keep the rest of the committee up to date on public health and mental health concerns within the LGBTQIA community.
- 5) Shall provide a weekly report to the Commission with project updates and current public health and mental health concerns within the community.
- 6) Shall hold a minimum of two (2) office hours per week.

Q) Peer Group Director

- 1) Shall maintain awareness of issues related to the mental or physical health of participants.
- 2) Is responsible for overseeing the peer group program for Undergraduate students in the Fall, Winter, and Spring Quarter.
- 3) Shall be responsible for preparing the mentor training in the Summer and hosting those trainings in the Fall with the peer mentor director.
- 4) Shall release mentor applications in the Spring and participant applications Week 1 of Fall, Winter, and Spring quarter.
- 5) Shall hold (2) meetings per week: one (1) meeting for the peer group facilitators and one (1) meeting for a general body meeting per month.
- 6) Shall meet with the Peer Mentor Director regularly to discuss logistics, issues, and oversight from both ends.
- 7) Shall make weekly updates to the Executive Board about the peer group program.
- 8) Shall hold two (2) office hours per week.

R) Peer Mentor Director

- 1) Shall maintain awareness of issues related to mental or physical health of participants.



- 2) Is responsible for overseeing the one-on-one peer mentoring program for incoming students and current undergraduates in the Fall, Winter, and Spring quarter.
- 3) Shall be responsible for preparing the mentor training in the Summer and hosting those trainings in the Fall with the peer group director.
- 4) Shall release mentor applications with the peer group director in the Spring and mentee applications by early August.
- 5) Shall hold one (1) peer mentor meeting per week and one (1) general body meeting per month.
- 6) Is responsible for mediating any issue between mentors and mentees, while helping mentors report any serious matter.
- 7) Shall meet with the Peer Group Director regularly to discuss logistics, issues, and oversight for both ends.
- 8) Shall make weekly updates to the Executive Board about the one-on-one mentoring program.
- 9) Shall hold two (2) office hours per week.

S) Duties of the International Student Liaison

- 1) Shall be concerned with international students' mental and public health and consistently keep themselves update on the current issues of international students.
- 2) Shall attend at least one (1) Global Gaucho Commission meeting per quarter.
- 3) Shall maintain good relations with other international student organizations on campus such as CSSA and attend at least two (2) meetings of any of those organizations on campus in total.
- 4) Shall contact the office of International Students & Scholars in their event or project planning.
- 5) Shall coordinate at least two (2) events or programs per quarter that appeal to the international student community.
- 6) Shall provide a weekly report to the commission with project updates and current international student concerns in the community.
- 7) Shall advocate for diversity and the inclusivity of international students to the board and UCSB.
- 8) Shall hold a minimum of two (2) office hours.

T) Funding Requests for Student Organizations from Public and Mental Health Commission

- 1) In order for funding requests to be submitted to PMH Commission, student organizations (OSLs) and boards/commissions/units (BCUs) must attend a minimum of one (1) Public and Mental Health Commission event or meeting throughout the quarter.
- 2) Whether funding is given is up to the discretion of the PMH Commission Executive board.
- 3) Funding requests must be submitted 48 hours before the general body meetings.

- 4) Student organizations are highly expected to attend and participate in other PMH Commission events.

SECTION 4. TRANSFER STUDENT ALLIANCE

A) Charge of the Unit:

To promote the social, academic and future career success of Transfer Students at UCSB. The Transfer Student Alliance will accomplish this goal by amplifying the need for transfer resources and promoting community events, participating in state and national conferences to better understanding of transfer student needs, and keep in constant communication with California Community Colleges. The Transfer Student Alliance will help to facilitate and implement a smooth transition for transfer students and giving visibility to the Transfer Student community, promoting inclusivity, and providing a platform for transfer student innovation and success. The reach of the Transfer Student Alliance shall go beyond the UCSB campus and should try to work with other campuses Transfer Alliances and/or Transfer Student Resources.

B) Voting Memberships:

- 1) Two (2) Co-Chairs
- 2) One (1) Internal Director
- 3) One (1) Treasurer
- 4) One (1) External Director
- 5) One (1) Communication Director
- 6) One (1) Diversity Director
- 7) One (1) Health & Wellness Director
- 8) One (1) Secretary/Historian
- 9) One (1) Events Coordinator
- 10) Five (5) Transfer Interns
- 11) Two (2) Senators
  - a) One (1) Transfer Senator
  - b) One (1) Senator chosen by the A.S. Internal Vice President. Chosen senator should be a transfer student themselves. In the case there are no other senators that are a transfer in the senate, then the senator chosen can be any other senator.
- 12) General voting member
- 13) One (1) Transfer Graduation Committee Liaison

C) Non-Voting Members

- 1) A.S. Executive Director
- 2) A.S. EVPSA
- 3) A.S. EVPLA
- 4) A.S. Student Advocate General
- 5) A.S. Attorney General
- 6) A.S. President
- 7) A.S. Controller
- 8) SACC Liaison
- 9) Transfer Student Center Liaison
- 10) Education Opportunity Program Liaison
- 11) Orientation Program Liaison
- 12) Admissions Liaison

D) 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 they shall be appointed by the President, and approved by Senate for one (1) academic year
- 2) Internal elections shall be held at the start of week 2 in spring quarter. By week 8 of Spring Quarter there must be a new board elected for the next year. If not, recommendations will

be made by Committee on Committees and sent to the A.S. President who will send appointments to senate for approval.

- 3) The internal elections proceed as follows:
  - a) The individual running must send in an application to the board before week 2 of spring quarter.
  - b) The individual running can be either nominated by another individual or have turned in an application
  - c) Current officers holding a position can nominate someone for a position.
  - d) A hiring committee will be established made up of three (3) board members to interview the candidates. Hiring committee will include the Co-chairs and one (1) other executive board member to determine qualifications of candidates (chosen by the Co-chair(s)). Hiring committee does not have final say on appointments, they will instead assess and filter candidates pending board approval. Appointments will be made via board approval through a majority voting process which is open only to voting members.

E) Attendance:

- 1) Board members are expected to attend all meetings. In the case a voting member must miss a meeting, they must attend the chair's or co-chair's office hours within the week of the missed meeting and/or immediately contact one of the two.
- 2) If a voting member misses three (3) consecutive meetings and fails to appoint a proxy, the member forfeits all voting privileges.
  - i) Once privileges are lost, the member must restart the process to become a voting member.
- 3) Removal of a voting member will be passed by 2/3 vote of the present voting members for reason, such as, but not limited to, missing three (3) consecutive meetings, failure to abide by their constitutional duties, if a student expresses values that go against the values of the Transfer Student Alliance mission statement.

F) Duties and Powers of Committee:

- 1) Increase visibility of Transfer Students
- 2) Help foster a presence on campus recognized by the majority of the student body
- 3) Work to remove the stigma associated with being a transfer student
- 4) Hold events to promote and engage the transfer community
- 5) Provide a community for transfer students to help maintain and improve their health & wellness
- 6) Advocate CAPS resources for incoming students
- 7) Hold Awareness Events/Panels for Transfer Students
- 8) Enhance preparedness of entering UCSB Transfer Students
- 9) Work with Transfer Student Center to advocate for academic resources for incoming transfer students

- 10) Prioritize on-campus housing opportunities for transfers.
  - 11) Increase collaboration between AS and the university to improve the transfer student experience.
  - 12) Peer-to-Peer support and mentoring from fellow transfer students.
  - 13) Exist as a faculty-student liaison to talk about academic issues transfer students face.
  - 14) Work with Transfers from other UC's to advocate for Statewide Transfer Student Rights through the UC Transfer Student Coalition.
  - 15) Keep in contact and collaborate with Santa Barbara City College to assist transfer planning to transfer to UCSB.
  - 16) Work with the UCSB Orientation Program to collaborate on Transfer Orientation Programs.
  - 17) Work with Admissions Program to assist and accompany them during Community College Outreach.
  - 18) Plan, coordinate, and hold the annual Transfer Student Graduation through the Transfer Graduation Committee.
  - 19) Each board member is required to plan and coordinate (3) events per quarter with the exception of the Transfer Intern which is only required to hold (0) events per quarter. A comprehensive plan for each event is due to be submitted to the Co-Chairs two (2) weeks before the event date.
  - 20) Serve as a bridge between Associated Students University of California, Santa Barbara and Santa Barbara City College Student Government in order to collaborate with one another.
  - 21) Govern the subcommittee (Transfer Graduation) to host the annual transfer graduation ceremony.
  - 22) Govern the subcommittee (Social Media Team) to increase visibility to the transfer community.
- G) Duties and powers of Co-Chair(s):
- 1) Schedule, attend and oversee all weekly meetings of the Committee, or send a proxy when unable to attend.
  - 2) Be the official spokesperson for the committee
  - 3) Have ultimate responsibility for the fiscal management of the entire committee
  - 4) Present quarterly reports to the Senate
  - 5) 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.
  - 6) Oversee/conduct meetings, ensure board members are completing each of their tasks, take on any projects/events/workshops that need assistance, make sure updates are made on the agenda in a timely manner, update the Transfer Student Alliance Facebook page, respond to emails in a timely manner, update Shoreline, keep in contact with our partners/faculty/advisor/staff.

- 7) Set a minimum of three (3) office hours per week in a regularly scheduled location.
- 8) Shall each plan and coordinate 2 events per quarter.

H) Duties and powers of Internal Director:

- 1) The principal responsibilities of the Internal Director are to monitor the status of and facilitate the board's direction and oversight of policies and procedures related to the board.
- 2) They must maintain communication with faculty, advisors, and other professionals that work closely with the boards or that could contribute to our mission and purpose.
- 3) The Internal Director should monitor the effectiveness of the board's procedures and members and voice any changes that could be beneficial to making the board more efficient.
- 4) Ensure that all board members successfully implement their (3) required yearly events.
- 5) Hold (2) office hours in a regularly scheduled location.
- 6) Vice-chair all sub committees.

I) Duties and powers of External Director:

- 1) The External Director's primary responsibility is to create an outreach event for incoming/admitted transfer students from the local community colleges of the Santa Barbara/Ventura County.
- 2) In doing so, they must market out the outreach event to both UCSB transfer students and admitted transfer students from the CCs for the outreach event.
- 3) They must establish an external affairs committee who will help them create the outreach event agenda, a budget, and ensure that they receive funding from the Student Initiated Outreach Program (SIOP).
- 4) There will be instances where they'll need to present their transfer outreach program to different committees and groups throughout school.
- 5) Shall assist Internal/Accountability Director and Events Coordinator in event planning and coordinating.
- 6) Shall carry out all other matters as prescribed by TSA board.
- 7) Shall stay in communication with other campuses, both Community Colleges and 4 year institutions, Transfer Student Alliances and/or Transfer Student Resource Centers.
- 8) Shall reach out to Non-Voting Member Entities to ensure they have a liaison representative present at TSA meetings and to open communication for potential collaboration.
- 9) Serve as a liaison between Associated Students UCSB Transfer Student Alliance and Santa Barbara City College Student Government.
- 10) Hold (2) office hours in a regularly scheduled location.
- 11) Shall plan and coordinate (3) events per year.

J) Duties and powers of the Treasurer:

- 1) Shall have charge and custody of all funds of this chapter and will deposit the funds as required by the TSA board, keep and maintain adequate and correct accounts of the properties and business transactions, and render reports and accountings to the TSA board.
- 2) Shall assume the duties of the Co-Chairs in the absence of any of the Co-Chairs.
- 3) Shall co-sign, with the Chair and Co-Chair, the financial statements for TSA board.
- 4) Shall prepare and submit request for funding to various funding sources at the direction of the Chair.
- 5) Create and submit a budget report for the budget process for the next fiscal year and present to Finance and Business.
- 6) Hold (2) office hours in a regularly scheduled location.
- 7) Shall plan and coordinate (3) events per year.

K) Duties of the Communication Director:

- 1) Be able to execute other board members ideas through eye-catching graphics.
- 2) Shall design promotional items, artwork, and marketing for TSA, TSA website administration, and communications/social media campaigns for TSA.
- 3) Manage TSA Social Media accounts and promote engagement among our social media subscribers.
  - a) Website Team: Update all outdated tabs on Website (Welcome page, Board Member page, Events page) and include all upcoming and current projects. Post photos taken from events. Update Google Calendar weekly to include board members office hours, general meetings and upcoming events.
  - b) Instagram Team: Shall make daily effort on Instagram to communicate with the public and enhance the image of TSA. Post questions or engaging material on Insta story. Reply to all inquiries through direct messenger. Post event flyers on the feed and life pictures/videos/boomerangs on Insta story.
  - c) Facebook Team: Create all upcoming events on Facebook with a unique heading picture. Add co-hosts to the event. Invite all board members, other organizations and friends to the event. Encourage other board members to share the event with others to maximize visibility.
- 4) Shall carry out all other matters as recommended by the TSA Board.
- 5) Print out flyers for tabling and other distribution at A.S. publishing.
- 6) Work with the Event Coordinator, Internal Director, and External Director for Event advertisement and planning.
- 7) Shall fulfill all needs related to public relations for TSA.
- 8) Shall take photos at events and share on all social media.
- 9) Shall plan and coordinate (3) events per year.

10) Hold (2) Office Hours.

11) Shall recruit and manage a communication subcommittee to oversee and provide assistance on communication needs and goals.

L) Duties of the Diversity Director:

1) Report to the Co-Chairs and committee as to what are the set goals and objectives. This should be reported at least once a school quarter. Preferably at the beginning of each quarter.

2) Coordinate with Internal and External Directors to plan events that promote diversity for the transfer community.

3) Focus on diversity among Transfer students in the aspects of all races, ethnicities, creeds, and sexual orientation.

4) Advocate for diversity inclusion during board meetings and board goals.

5) Serve as a liaison with campus organizations and campus resource centers, who serve specific diverse backgrounds, and mutually promote events through social platforms. Work together with these campus organizations and resource centers to plan events together to promote diverse identities within the transfer community.

6) Plan a transfer diversity panel with willing campus organizations and campus resource centers to promote diverse experiences faced by the transfer community. This panel will also promote an open discussion on these issues, as well as how the community can work together to minimize these issues.

7) Seek out possible sponsors and advocates of transfer diversity within the local community. Possible Scholarship award opportunities for transfer students of diverse backgrounds. This will also increase public awareness of the transfer community.

8) Highlight diverse transfer student role models.

9) Promote and participate if possible in volunteer programs that help members of minority backgrounds.

10) Hold (2) office hours in a regularly scheduled location.

11) Shall plan and coordinate (3) events per year.

M) Duties of the Health and Wellness Director:

1) Responsible for relaying information regarding health and wellness to the TSA board and its members.

2) Responsible keeping up with all board members and checking in with them.

3) Responsible opening dialogue with CAPS and other student health services, to inform them about issues facing transfer students specifically.

4) Shall implement social icebreakers during meetings to make meetings more sociable.

5) Hold (2) office hours in a regularly scheduled location.

6) Shall plan and coordinate (3) events per year.

N) Duties of Secretary/Historian

- 1) Shall keep the corporate seal and apply it to legal documents.
  - 2) Shall take roll count votes and keeps control of the organizations administrative records resolutions and documents.
  - 3) Shall post meeting agenda 72 hours prior to meetings
  - 4) Shall assist Vice-Chairs with facilitation of meetings
  - 5) Shall carry out all other matters as prescribed by the TSA board.
  - 6) Shall take notes of every meeting and post them at least 3 days after said meeting.
  - 7) Shall assist Vice-Chairs with any announcements or assignments.
  - 8) Understands the rules of Parli-Pro and ensures that proper Parli-Pro is followed during the meetings.
  - 9) Oversee the TIPS program mentors and serve as a liaison for the program.
  - 10) Hold (2) office hours in a regularly scheduled location.
  - 11) Shall plan and coordinate (3) events per year.
- O) Duties of the Events Coordinator
- 1) Shall assist board members in planning their required quarterly events.
  - 2) Shall work closely with the Internal/Accountability Director and the External Director in event planning and coordination.
  - 3) Shall be one of the (3) leading TSA board members for the Transfer Graduation Committee.
  - 4) Hold (2) office hours in a regularly scheduled location.
  - 5) Shall plan and coordinate (3) events per year.
- P) Duties of Transfer Intern
- 1) Shall be appointed to a minimum of two-subcommittees.
  - 2) Shall carry out all matters as prescribed by the TSA Board.
  - 3) Shall provide suggestions to the board on how to make meetings a more social and safe space for transfers.
  - 4) Hold two (2) office hours in a regularly scheduled location.
  - 5) Shall plan and coordinate three (3) events per year.
- Q) General Voting Member
- 1) Must attend 3 consecutive meetings to vote
- R) Operating Procedures of the TSA
- 1) TSA Meetings will be held weekly



- 2) Will be announced and publicized to the community via social media.
- 3) All official decisions concerning the TSA actions, decisions, Manual and agendas shall be made with the approval of the majority (50% + 1) of the TSA voting members.
- 4) In the event that the TSA does not have the memberships required to elect the next year's members, the selection procedure shall revert to the selections process as prescribed in the A.S. Legal Code.
- 5) Shall compose the Transfer Graduation every year.
  - a) The committee will become active at the beginning of Winter Quarter until the end of Spring Quarter.
  - b) Shall be led by (3) Transfer Student Alliance Board Members.
  - c) The Transfer Intern will also join the Committee.
  - d) The committee will be open to all students to join and participate in.
  - e) The committee will publicize for recruitment purposes.
  - f) The committee will publicize their ongoing work through public notes.

S) Duties of the Transfer Graduation Liaison

- 1) Chair the Transfer Graduation subcommittee.
- 2) Attend TSA's weekly meetings.
- 3) Shall plan and coordinate three (3) events per year.
- 4) Oversee the annual transfer graduation ceremony.
- 5) Hold two (2) office hours in a regularly scheduled location.
- 6) Shall recruit and manage a subcommittee to assist the Transfer Graduation Liaison in their needs and duties.

**ARTICLE XIII – A.S. ASSEMBLY**

**SECTION 1. PURPOSE**

**SECTION 2. THE MEMBERSHIP OF THE A.S. ASSEMBLY**

A) Membership

- 1) A.S. President
- 2) Internal Vice President
- 3) External Vice President of Local Affairs
- 4) External Vice President Statewide Affairs
- 5) Student Advocate General
- 6) All Boards and Commissions Chairs
- 7) All Administrative Committee Chairs
- 8) All Executive Office Staff

- 9) All Unit Directors
- 10) All Senators
- 11) All appointed officers of the Associated Students.
- 12) A.S. Executive Director
- 13) A.S. Attorney General
- 14) A.S. Controller
- 15) All A.S. Career Staff

SECTION 3. FREQUENCY OF MEETINGS

- A) There shall be one A.S. Assembly per quarter no later than the fifth (5<sup>th</sup>) week.

SECTION 4. LOGISTICS OF THE A.S. ASSEMBLY

- A) All of Associated Students must be contacted for input for agenda items that shall be due before the Committee on Committees meeting preceding the A.S. Assembly.
- B) The Associated Students President and Executive Director shall be the facilitators of the A.S. Assembly.

SECTION 5. DUTIES AND POWERS OF THE ASSEMBLY

- A) Discuss topics and issues that affect the entire Association and university through collaboration and actions on such issues as the council sees fit.
- B) Act as a forum for communication among the Association.
- C) Increase collaboration in Associated Students between the various entities.
- D) The first A.S. Assembly of each Academic Year shall act as an A.S.-Wide Retreat and shall consist of:
  - 1) Vision setting for the entire Association for the year.
  - 2) Setting of Association community agreements.

SECTION 6. WORKGROUPS

- A) Leading up to A.S. Assembly, the following Workgroups shall be facilitated by the respective officer:
  - 1) Campus Affairs – A.S. President
  - 2) Internal Affairs – Internal Vice President
  - 3) Local Affairs – External Vice President of Local Affairs
  - 4) State and National Affairs - External Vice President of Statewide Affairs
  - 5) Business Affairs – A.S. Controller
- B) Workgroups are considered to be collaborative spaces for all ASUCSB participants and other students or community members can partake in.
- C) It is recommended the facilitator briefly goes over the major current issues relating to the workgroup at the beginning of the session.
- D) Workgroups are encouraged to meet more than once a quarter if so desired.
- E) Workgroup meetings must be widely advertised in order to yield a diverse participatory base.
- F) Facilitators shall take note of the major topics discussed to report during the A.S. Assembly.

## **ARTICLE XIV – AS PEARMAN FELLOWSHIP PROGRAM**

### **SECTION 1. PURPOSE OF ASSOCIATED STUDENTS PEARMAN FELLOWSHIP PROGRAM**

The Associated Students at the University of California, Santa Barbara commits to supporting and advocating for student interests on the Santa Barbara campus, in Isla Vista, the State of California and nationwide. Through this extensive fellowship program, we expose fellows to a plethora of issues as well as teach them a variety of ways to address these issues. The A.S. Fellowship Program is designed to allow interested and highly motivated UCSB students a well-organized and efficient introduction to the association, its structure, administrative staff as well as any other pertinent information surrounding Associated Students and the UCSB community. The A.S. Fellowship Program develops students' leadership skills through tangible projects that showcase their hard work and achievements. In many cases these skills do not result from a typical academic classroom experience and resources to cultivate these skills are often not readily accessible. It also serves as an excellent preparation for students who want to continue working in Associated Students. The A.S. Fellowship Program places fellows in an office that reflects their passions (as determined through their application). From there, they will work with the Chiefs of Staff and committee members of that office to create and execute projects that reflect the goals of the office and of the association.

### **SECTION 2. ASSOCIATED STUDENTS PEARMAN FELLOWSHIP PROGRAM COORDINATING COMMITTEE**

- A) The A.S. Pearman Fellowship Program Coordinating Committee shall consist of the following voting membership:
  - 1) Office of the President Deputy Chief of Staff (Co-Chair)
  - 2) Office of the Internal Vice President Deputy Chief of Staff (Co-Chair)
- B) The A.S. Fellowship Program Coordinating Committee Co-Chairs shall have the ability to recruit any other members and provide them with voting privileges as they deem necessary.
- C) The current Deputy Chief of Staff to the Internal Vice President must meet with the succeeding Deputy Chief of Staff and debrief and instruct them on the fellowship program.
- D) The A.S. Fellowship Program Coordinating Committee must be decided by the end of Spring Quarter in which the newly appointed Deputy Chief of Staff is in office.
  - 1) Positions of the committee shall include (but are not limited to):
    - a) Outreach and Media Chair
    - b) Transfer and International Outreach Chair
    - c) Event Planning Chair
    - d) Finance/Treasurer Chair
    - e) All Deputy Chiefs of Staff
  - 2) The committee shall start meeting by Summer Session B.
    - a) The program session dates shall be scheduled during the very first committee meeting.
    - b) Program session must:
      - i. Take place over the weekend.
      - ii. Must not exceed 3 hours.
      - iii. Include a minimum of two sessions.
      - iv. Be scheduled before the interviewing process.

- v. Include arranging availabilities of all interested AS entity presenters and asked preferred session date and time.
- vi. Provide presenters with ample time to impart their respective duties and responsibilities to the fellows.

E) Duties of the A.S. Fellowship Program Coordinating Committee include, but are not limited to:

- 1) Constructing an A.S. fellowship program guide by the end of the spring quarter in which the committee members were appointed. It must include, but is not limited to:
  - a) A flyer summarizing each Associated Students executive office that is to be written by the executive officer,
  - b) A visual breakdown of the Associated Students structure.
  - c) A copy of the Associated Students long-range vision.
  - d) A checklist of all of the requirements needed in order to be eligible for an A.S. fellowship appointment.
- 2) Reserving a recurring location for the A.S. fellowship program before the quarter in which it is being held begins.
- 3) A full faith effort to publicize the A.S. fellowship prior to Week 2 of the quarter in which it is being held, through:
  - a) Freshmen Summer Start Program (FSSP)
  - b) University Announcements
  - c) Social media
  - d) Digi-Knows
  - e) A.S. Tours
  - f) OSL groups list-serve
  - g) The Flush (RHA)
  - h) Freshman Orientation
  - i) Week of Welcome
  - j) Freshmen welcome packets
- 4) The current Deputy Chief of Staff must coordinate marketing within the following areas during the Fall Quarter so that it is set up for next year's program:
  - a) Freshman and Transfer Orientations
    - i. Folders, hand-outs, A.S. tours
  - b) Week of Welcome
    - i. Freshmen welcome packets, flyers, hand-outs.
  - c) Freshman Summer Start Program (FSSP)
    - i. Hall meetings, flyers, handouts, list-servs.
- 5) Creating and distributing the A.S. fellowship program application in all aforementioned publications that shall be made available no later than the of week one (1).
  - a) They must include the days and times of all of the sessions held throughout the quarter in which the A.S. fellowship program takes place and also the deadline to submit the application.
  - b) A confirmation email must be sent to each applicant after they submit their application.

- c) All applications must be accessible to the Deputy Chief of Staff by the application start date.
- d) Applications must be available no later than a week after the last program session.
- 6) Creating networking opportunities for fellows after each A.S. fellowship program session.
  - a) At least one (1) A.S. fellowship social must be with their respective session presenters.
  - b) At least one (1) A.S. fellowship social must be for the fellows alone.
- 7) Instructing entities that are taking a fellow to plan weekly debriefs with their fellows.
  - a) It is up to the entity to divide how they want to debrief and delegate weekly with their fellow.
- 8) Coordinating and affirming the requirements of the fellows as they near the A.S. fellowship appointment process.
- 9) Emailing out an application for all interested A.S. entities that would like to take part of the A.S. fellowship program selection committee no later than one (1) week before the last fellowship program session takes place.
- 10) Organizing interviews:
  - a) The A.S. Fellowship Program Coordinating Committee must email a detailed description of the appointed A.S. fellowship position within each A.S. entity that is interested in taking in fellows, as provided by each respective A.S. office, that is to be readily available to the fellows no later than a week before interviews take place.
- 11) Create a fellow request form for interested A.S. entities to submit their preferences.
- 12) Notify the fellows of their placement no later than the beginning of week 7 of that same quarter.
- 13) Email out a follow-up survey by the end of week 9 to all of the A.S. appointed fellows in order to get an idea of both the A.S. fellowship program's effectiveness as well as of the progress of the individual fellows.

**SECTION 3. REQUIRMENTS OF THE A.S. FELLOWSHIP PROGRAM**

- A) The A.S. Fellowship Coordinating Committee in conjunction with the office of the Internal Vice President shall:
  - 1) Consist of one (1) Representative from each A.S. entity that is accepting fellows.
  - 2) Review both the rankings of the various A.S. entities by each fellow as well as the preferences given by each A.S. entity towards each fellow they interviewed.
  - 3) Select the amount of fellows they wish to welcome into their respective A.S. entity.
- B) The Fellowship Coordinating Committee along with the Internal Vice President's office must vote to pass the official placement of the fellows with a two-thirds (2/3rds) majority.
- C) The official Placement of the fellows must be approved by the Associated Students Senate by a vote of fifty percent plus one (50%+1).

**SECTION 4. FELLOWSHIP PROGRAM CURRICULUM**

- A) There shall be a fall quarter fellowship program as well as a winter quarter fellowship program.

- 1) Both A.S. fellowship programs shall follow the same schedule and framework as determined by the A.S. fellowship program coordinating committee.
- B) There shall be a minimum of two (2) sessions each quarter that the A.S. fellowship program is being held.
- C) The sessions shall begin no later than week two (2) and conclude no later than week four (4) of each Fall quarter that the A.S. fellowship program is being held.
- D) The A.S. Fellowship Program curriculum shall contain, but is not limited to, the following subjects:
  - 1) Description of all ASUCSB Executive Offices
  - 2) Description of the ASUCSB Senate.
  - 3) Description of all ASUCSB Boards, Commissions and Units.
  - 4) Description of the ASUCSB long-range vision
  - 5) Description of the requirements of the A.S. fellowship appointment.
- E) At the discretion of the A.S. Fellowship Coordinating Committee, only excused absences are allowed for missing sessions and make-ups shall waive any absences so long as fellows:
  - 1) Attend the respective officer meetings of the A.S. entities that presented during the missed session and take note of the functions of that A.S. entity.
  - 2) Meet with at least one member of the A.S. entity that presented in their absence during their office hours and acquire a signed form indicating the meeting took place.

SECTION 5. PROCEEDURES OF THE A.S. FELLOWSHIP APPOINTMENT

- A) Detailed descriptions of each A.S. fellowship appointed position become visible no later than Week 4 of the quarter in which the A.S. fellowship program is taking place.
- B) Applications for the A.S. Fellowship appointed positions shall be made readily available no later than two (2) days after the last fellowship program session in which fellows will have the opportunity to rank their top choices based on the aforementioned descriptions and interview for their top three A.S. entities by the end of week 6 so long as they submit their application no later than the end of Week 7 5 of Fall the quarter in which they are applying.
- C) A.S. Fellowship Appointment Interviews:
  - 1) Interviews should be conducted between Weeks 4 and 5 of the quarter for which the A.S. fellowship program is taking place.
  - 2) Interviews will be conducted by the A.S. Fellowship Coordinating Committee, and any A.S. entity that is taking a fellow can also sit in on interviews if desired.
  - 3) Each interview must be transcribed with an indication of the fellows projects for the A.S. entity as well as for the A.S. long-range vision plan.
  - 4) Each A.S. entity will have the option of creating their own interview questions as well as the option of hosting each interview through their office or allowing the A.S. Fellowship Program Coordinating Committee to interview on their behalf with the entities predetermined questions,
  - 5) Each interested A.S. entity must submit their preferences for fellowship appointments to the A.S. Fellowship Coordinating Committee no later than a few days after the last interview.
    - a) The A.S. Fellowship Selection Committee shall determine the final fellowship appointments no later than Week 6 of the quarter for which the fellowship is taking

place and then proceeding to send it to the Internal Vice President for Senate to approve by Week 7.

- b) Week 7-9: Following Senate approval, fellows would be officially part of an A.S. entity.

SECTION 6. REQUIREMENTS OF THE A.S. FELLOWSHIP APPOINTMENT

- A) Must have attended three (3) fellowship program sessions no later than Week 4 of the quarter for which they completed the A.S. fellowship program.
  - 1) Make-ups are permitted when accurate documentation is given to clear any absence.
- B) Must have attended a minimum of one (1) A.S. Fellowship no later than Week 4 of the quarter for which they completed the A.S. fellowship program.
- C) Must have attended a minimum of one (1) executive office staff meeting no later than Week 4 of the quarter for which they completed the A.S. fellowship program.
- D) Must have attended a minimum of one (1) Board, Commission or Unit general meeting no later than Week 4 of the quarter for which they completed the A.S. fellowship program.
- E) Must have attended a minimum of one (1) Office Hour with a member of the A.S. Fellowship Coordinating Committee in order to understand the long-range vision of the association no later than Week 4 of the quarter for which they completed the A.S. fellowship program.
- F) Must have attended a minimum of one (1) Senate no later than Week 4 of the quarter for which they completed the A.S. fellowship program.
- G) Must have submitted their application for the Fellowship appointed positions no later than week- 4 of the quarter for which they completed the A.S. fellowship program.
- H) Must have at least a two point zero (2.0) grade point average going into the quarter of appointment and shall be in good standing with the University for as long as they remain in the A.S. Fellowship.
- I) After the official appointment into an A.S. Entity, each fellow must:
  - 5) Attend at least one (1) officer meeting as part of the office by the end of Week 8 of the quarter for which they completed the A.S. fellowship program.
  - 6) Attend at least one (1) of the Office Hours of one of the officers by the end of Week 8 of the quarter for which they completed the A.S. fellowship program.
  - 7) If appointed to a Board, Commission or Unit, the fellow will be considered an officer of that A.S. entity in order to distinguish between general membership but will also act as liaison for other campus organizations as a means of fostering collaboration. Similarly, each fellow will have the choice of working on a long-range vision project that can better the Board, Commission or Unit.

SECTION 7. SENATE MENTORSHIP PROGRAM

- A) The Associated Students Pearman Fellowship Program shall establish an internal program entitled the Senate Mentorship Program, hereafter referred to as "SMP".
- B) Each year the Associated Students Senate can request eligible and willing fellows to enter the SMP.
- C) The SMP shall function in a similar manner to other Associated Students Executive Offices that accept fellows.
  - 1) A Senate Mentor and their fellow(s) can be referred to as the respective Senator's Office.
- D) At least one of the fellowship program sessions meetings shall consist of a presentation by all willing and able Senators. The presentation shall have one slide from each Senator participating, containing the following:
  - 1) Name & Position
  - 2) Goals for their term
  - 3) Current and/or future projects
- E) Each participating Senator shall be allotted a maximum of two minutes speaking time to present their slide during the Associated Students Fellowship Program meeting concerning the SMP.
- F) Once the Associated Students Fellowship Program presentations from each office are completed, fellows shall have the option to select the SMP as one of their choices for offices to serve their fellowship.
- G) The SMP shall exist as a mutual selection process, meaning that if both the Associated Students Senate is accepting fellows through the SMP and a fellow selects the SMP, both parties shall be paired.
- H) If a fellow is paired to the SMP, they shall then have the option through a second mutual selection process to choose a current Associated Students Senator, who has opted into the program, to be their mentor for the term of the fellowship.
  - 1) The information that was presented in subsection D) during the SMP meeting shall be presented at the time of the mutual selection process.
- I) The Senator-fellow pairings shall be determined by the Deputy Chief of Staff of the Internal Vice President, hereafter referred to as "DCS".
- J) The Senate Mentor, or Senator who opts into the program and receives fellow(s), shall be held accountable by the DCS.
  - 1) The DCS shall request a brief, quarterly report concerning the fellow(s) involvement in their projects, bills, resolutions, or general senatorial duties.



- K) Entrance into the SMP shall be completely optional for both fellows and Senators.
- L) Senators can opt out of the SMP, therefore not accepting fellows for the given Associated Students Fellowship term.

## **ARTICLE XV- ACADEMIC SENATE AND ADMINISTRATIVE ADVISORY COMMITTEES**

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

8) One (1) Student or Senator shall be appointed to each active Academic Senate or Administrative Advisory 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.

9) Advertisement for applications to the Committees will begin the first (1<sup>st</sup>) week of Spring quarter.

10) 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.

11) 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.

12) Preference shall be given to students at large except where otherwise designated in Appendix A or Article 18, Section 2 of the ASUCSB Legal Code.

13) 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.

14) The Shared Governance Coordinator shall send notification of placement by the ninth (9<sup>th</sup>) week of Spring Quarter.

15) By week nine (9) of Spring Quarter, the Shared Governance Coordinator shall organize an orientation meeting between in-coming and out-going Committee members.

16) 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.

17) Duties of each undergraduate representative:

18) Report a minimum of once per quarter to the Senate Campus Affairs Committee regarding the actions of the Academic Senate or Administrative Advisory Committee.

19) Maintain a record of the Academic Senate or Administrative Advisory meetings and actions by submitting regular online reports, which shall be codified by the Shared Governance Coordinator and University Affairs Committee Chair and be passed on to the subsequent representatives.

20) All students that sit on Academic Senate or Administrative Advisory Committees shall submit a report to the Shared Governance Coordinator and University Affairs Committee after every Committee meeting.

21) All students that sit on Academic Senate or Administrative Advisory Committees shall hold one (1) office hour during Week 4 of each quarter. These office hours shall be widely publicized to the campus community.

22) All students that sit on Academic Senate or Administrative Advisory Committees shall attend a Shared Governance Banquet during Winter Quarter to outreach with the campus community and to present briefly on their committee's activities.

## SECTION 2. APPOINTMENTS TO SPECIFIC COMMITTEES

23) Any appointment to a committee not recommended in this section shall be filled with a general student representative through the Committee on Committees appointment process.

24) The recommended representative appointments to Academic Senate Standing Committees follow:

25) The Chief Financial Officer shall fill one (1) Council on Planning and Budget position.

26) The AS President, two (2) AS Vice Presidents, and one (1) College of Letters & Sciences Senator shall fill four (4) Faculty Legislature positions.

27) A College of Letters & Sciences Senator shall fill one (1) College of Letters & Sciences Executive Committee position.

28) The College of Creative Studies Senator shall fill one (1) College of Creative Studies Executive Committee position.

29) The College of Engineering Senator shall fill one (1) College of Engineering Executive Committee position.

30) The Academic Affairs Commissioner shall fill one (1) Undergraduate Council position.

31) A College of Letters & Sciences Senator shall fill one (1) Committee on Admissions, Enrollment, and Relations with Schools position.

32) A College of Letters & Sciences Senator shall fill one (1) Committee on Courses and General Education position.

33) The recommended representative appointments to Administrative Advisory Committees follow:

- 1) An Off-Campus Senator and the External Vice President for Local Affairs shall fill two (2) Alcohol and Other Drug Work Group positions.

- 2) A Senator shall fill one (1) Academic Program Review Panel position.
- 3) The Commission on Disability Equality Co-Chairs shall fill two (2) Advisory Committee to Campus Access positions.
- 4) The AS President shall fill one (1) Alumni Association position.
- 5) Two (2) Senators and one (1) general student representative shall fill three (3) Arts and Lectures Student Advisory Committee positions.
- 6) A Senator shall fill one (1) Calendar Committee position.

34) The Internal Vice President, a Senator, and the Elections Board Chair shall fill three (3) Campus Elections Board positions.

35) The AS President shall fill one (1) Campus Planning Committee position.

36) A Senator shall fill one (1) Chancellor's Advisory Committee on Undergrad Student Housing position.

37) The Student Initiated Recruitment and Retention Chair shall fill one (1) Chancellor's Outreach Advisory Board position.

38) The Womxn's Commission Chair shall fill one (1) Chancellor's Advisory Committee on the Status of Women position.

39) The Student Commission on Racial Equality Chair shall fill one (1) Chancellor's Committee on Campus Climate, Culture, and Inclusion position.

40) The AS President shall fill one (1) Chancellor's Coordinating Committee on Budget and Strategy position.

41) The Environmental Affairs Board Chair shall fill one (1) Chancellor's Sustainability Committee position.

42) The AS Chief Technology Officer shall fill one (1) Collaborate Advisory Committee position.

43) The Director of Alumni Affairs shall fill one (1) Commencement Committee position.

44) The Community Affairs Board Childcare Coordinator and a Senator shall fill two (2) Campus Childcare Advisory Committee positions.

45) The Commission on Student Well-Being Chair and a Senator shall fill two (2) Counseling Services Advisory Committee positions.

46) A Senator shall fill one (1) Career Services Advisory Committee position.

47) Two (2) Senators and two (2) general student representatives shall fill four (4) Financial Aid Advisory Committee positions.

48) The AS President shall fill one (1) Getman and Villa Awards Committee position.

49) The AS Chief Technology Officer shall fill one (1) Information Technologies Board position.

50) A Senator and the AS President shall fill two (2) Intercollegiate Athletics Policy Board positions.

51) The External Vice President for Local Affairs and the AS President shall fill two (2) Major Events Committee positions.

25) A Senator shall fill one (1) Multicultural Center Governance Board position.

26) The Costal Fund Chair shall fill one (1) Natural Reserve System Committee position.

27) The Goodspeed Intern shall fill one (1) Ombuds Advisory Committee position.

28) The Internal Vice President shall fill one (1) Parking Ratepayers Board position.

29) A Senator shall fill one (1) Press Council position.

30) The Environmental Affairs Board Chair shall fill one (1) Renewable Energy Initiative Governance Board position.

31) The Student Advocate General shall fill one (1) Restorative Justice Advisory Committee position.

32) The Chief of Staff to the Internal Vice President shall fill one (1) Student Email Governance Committee position.

33) All the AS Executive Officers shall serve as advisors to the Student Fee Advisory Committee.

34) The Commission on Student Well-Being Chair, a Senator, and a general student representative shall fill three (3) Student Health Advisory Committee positions.

35) A Senator shall fill one (1) Student-Initiated Outreach Application Review Committee position.

36) The Zero Waste Committee Chair shall fill one (1) The Green Initiative Fund position.

37) The Internal Vice President shall fill one (1) Transportation Alternative Board position.

38) A Senator shall fill one (1) Gaucho Health Insurance Advisory Committee position.

39) The AS President shall fill one (1) UCSB Foundation position.

52) The recommended representative appointments to Building Governance Boards follow:

1) The AS President and the Internal Vice President, and four (4) general student representatives shall fill six (6) University Center Governance Board positions.

53) Two (2) Senators and four (4) general student representatives shall fill six (6) Recreation Center Governance Board positions.

~~54)~~ The AS President and the AS Program Board Special Projects Coordinator shall fill two (2) Events Center Governance Board positions.

## **ARTICLE XVI – STIPENDS & HONORARIA**

### **SECTION 1. DEFINING STIPENDS**

55) Appointed Official Student Activities (Title Code 4329)

Appointed Officials, Student Activities, exercise administrative authority in carrying out the duties of the positions for which they are selected. They are accountable to the appointing authority for the successful operation of the function assigned. Assignments may be short term or intermittent in nature or operational for the academic years. Incumbents must be a registered student and possess knowledge and abilities essential to the successful performance of the duties assigned to the position.

56) Each entity within Associated Students that utilizes stipend positions will be allocated a pool of money every budget cycle for stipends. These funds are requested during the annual budget cycle.

57) Each position paid via a stipend shall be supervised by a career staff member and a student leader.

58) Each position will follow normal HR procedures and do a student staff orientation, have a written job description on file, and be set up in the University payroll system as a “By agreement” (BYA) employee; using the title code assigned by the University (4329).

59) Each supervisor in consultation with the student leadership in that area, will approve the dollar amount of stipend for that quarter. A total amount allocated (and not individual stipends) will be noted in the minutes of the entity approving stipends.

60) The amount approved by the supervisor and student leadership will be ratified by the Senate to coincide with the bi-weekly payroll cycle no later than their last meeting of the quarter.

### **SECTION 2. DEFINING HONORARIA**

61) Every appointed and elected member of Associated Students shall be honoraria earning so long as they meet the following criteria:

62) Are not directly supervised by and do not directly report to a staff member;

63) Manage and control their own time and resources;

64) Payment for work is not based on hourly compensation, unlike student employees; and

1) Must be in good standing akin to the AS eligibility and membership requirements.

65) All appointed and elected members of Associated Students who do not meet these criteria are subject to evaluation from both student and staff oversight.

SECTION 3. EXECUTIVE OFFICERS OFFICER'S HONORARIA

- 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. These capped values listed below will be reassessed when deemed necessary by the Senate and any modifications require a 3/4<sup>th</sup> vote of Senators duly chosen and sworn.
- B) Executive officers must receive an additional one-thousand (\$1,000) towards their university-assessed undergraduate fees, excluding non-resident tuition and health insurance for each Summer session.

SECTION 4. APPOINTED AND ELECTED OFFICERS' HONORARIA

- A) Each Board, Commission, Unit, Senate, Senate's Standing Committee, offices within the Executive Branch, and Judicial Council will be allocated a pool of money every budget cycle for honoraria for each of the fall, winter, and spring quarters, as well as the Summer quarter if applicable.
- B) The highest ranking official(s) of each Board, Commission, Unit, Senate, Senate's Standing Committee's, offices within the Executive Branch, and Judicial Council, will submit a recommendation for honoraria based on their honoraria line item to Honoraria Committee by week 7 of the fall, winter, and spring quarters and the second to last senate meeting of the summer quarter if applicable on behalf of that respective entity.
  - 1) Such highest-ranking official(s) of each Board, Commission, Unit, Senate, Senate's Standing Committee's, offices within the Executive Branch, and Judicial Council, will submit a report on behalf of the entity detailing the individual work completed by each entity's members by week 7 of the fall, winter, and spring quarters and the second to last senate meeting of the summer quarter if applicable.
- C) Appointed and Elected Officers honoraria shall be capped at the following amounts listed below, however, this does not imply that every recipient is entitled to the capped amount. Any requested honoraria or recommendations that exceed the amounts listed below will not be awarded by the Honoraria Committee or approved by the Senate. These capped values listed below will be reassessed when deemed necessary by the Senate and any modifications require a 3/4<sup>th</sup> vote of Senators duly chosen and sworn.
  - 1) General appointed officials shall not receive honoraria or a recommendation higher than \$300 per quarter.
  - 2) Appointed officials who act in the capacity of a chair or vice-chair, or their respective counterparts, of any Board, Commission, Unit, office within the Executive Branch, and Judicial Council, shall not receive honoraria or recommendation higher than \$450 per quarter.
    - a) Executive Office's Chief of Staffs shall not receive honoraria or recommendation higher than \$450 per quarter.
    - b) Deputy Chief of Staff shall not receive honoraria or recommendation higher than \$450 per quarter.
    - c) The remaining executive appointed positions shall not receive honoraria or recommendation higher than \$300 per quarter.

- 3) Senators shall not receive honoraria or recommendation higher than \$600 per quarter.
  - a) Senators not serving as Senate standing-committee chairs, vice-chairs, or Senate pro-tempore's shall not receive honoraria or recommendation higher than \$500 per quarter.
  - b) Senators serving as First and Second Pro-Tempore(s) and Senate standing-committee chairs shall be eligible for up to an additional \$100 per quarter (a maximum of \$600 per quarter).
  - c) Senators serving as Senate standing-committee vice chairs shall be eligible for up to an additional \$50 per quarter (a maximum of \$550 per quarter).
  
- D) The Honoraria Committee will meet to assess the recommendations and make final recommendations to the Senate.
  
- E) The Senate will approve the final recommendation for honoraria by the eighth (8) week with a (50% +1) majority.

SECTION 5. 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 Constitution, By-Laws, and any specific assignments made by the Senate. Appointed and Elected 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) Ten percent (10%) of honoraria for that quarter for holding sufficient office hours, as designated in the By-Laws.
    - a) It will be the responsibility of the Internal Vice President and/or First senator Pro-Tempore to record and follow the amount of office hours held.
  - 3) Twenty-five percent (25%) of honoraria for that quarter for involvement and attendance at each member's respective meetings.
  - 4) Ten percent (10%) of honoraria for that quarter for participating in one of the Senate's group projects.
  - 5) Twenty-five percent (25%) of honoraria for that quarter for conducting the remaining duties and responsibilities as delineated in the Constitution or A.S. By-Laws.
  - 6) Ten percent (10%) or honoraria for that quarter for the authoring of legislation and being active members of the Senate and association.

- 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 Constitution or By-Laws to a satisfactory degree.
- D) All requests for honoraria need to be submitted via a form created by the Internal Vice President by the end of week (7). Chairs or co-chairs shall also submit to the Internal Vice President their percentage of required office hours attended as designated in the By-Laws. They shall also submit their duties and responsibilities as delineated in the Constitution or By-Laws that have been completed and not completed.
- E) The chair or co-chairs of the respective entity shall review amounts requested and then submit their detailed recommendations, including the requested information below, to the Honoraria Committee by the end of week eight (8). Failure to submit recommendations to the Honoraria Committee will result in 20% deduction of the cap listed in section 4.C. 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.
- 1) Chairs or co-chairs shall include in their recommendations of officers the percentage of required office hours attended as designated in the By-Laws.
  - 2) Chairs or co-chairs shall include in their recommendations of officers the duties and responsibilities as delineated in the Constitution or By-Laws that have been completed and not completed.
- F) The career staff advisor of each respective entity shall fill out a recommendation form, as deemed appropriate by the Internal Vice President, for all appointed officers they directly advise as deemed.
- 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 a final amount per individual by Tuesday of week nine (9).
- 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 the Honoraria Committee to approve or deny honoraria based 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 recommendation 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 and First Senator Pro Tempore must sign an honoraria requisition in order to authorize all honoraria.



SECTION 6. PAYMENT OF HONORARIA

- A) Honoraria shall cover the period from Wednesday of week eight (8) of each quarter until 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 Wednesday of week eight (8) of Fall quarter until Friday of week seven (7) of Winter quarter. The final payment period will be from Wednesday of week eight (8) of Winter quarter until Friday of week seven (7) of Spring quarter.
  - 1) In the case of extenuating circumstances, a portion of 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) In the case of an officer leaving office after week five (5) of the quarter, the officer shall be eligible for a 50% pro-rated amount of their quarterly honorarium for the time in office.

SECTION 7. REQUEST OF HONORARIA DENIAL

- 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 President and Internal Vice President .
- 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 Honoraria Committee have announced their decision and Administration has been notified.

SECTION 8. APPEAL OF HONORARIA DENIAL

- A) Any officer whose honorarium has been denied by the Senate or the Honoraria Committee, , with the exception of 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 the minutes of Senate when the respective honoraria was approved in order to investigate violations of Legal Code in regards to the awarding of honoraria.

SECTION 9. RETROACTIVE HONORARIA

- A) In order to request retroactive honoraria, the individual must a form created by the Internal Vice President. After the Honoraria Committee receives the form, the committee will follow the guidelines, however not the timeline, within Section 4. of this Article.

**SECTION 10. DONATION TO THE ASSOCIATED STUDENTS' INNOVATION FUND**

- A) After receiving honoraria, students may choose to donate to the Innovation Fund by submitting a donation # to the Assistant Director of Finance and Budget.
- B) This shall be explained at the bottom of all honoraria forms and include a brief explanation of the Innovation Fund.

**ARTICLE XVII – ASSOCIATED STUDENTS IN ISLA VISTA SPACE GOVERNANCE**

**SECTION 1. NAME**

- A) The name of this organization shall be the Associated Students of UCSB in Isla Vista Governance Board, hereafter known as the AS in IV Governance Board.

**SECTION 2. CHARGE**

- A) The AS in IV Governance Board shall include, but not be limited to, operations decisions, space allocations, budget, personnel, programming, satellite operations, investments, purpose and image, facilities, services, programs, activities, etc. It shall oversee the operations and development of the any Association space in Isla Vista with respect to any matters involving policy, including short and long-term planning for the financial viability of said spaces.
- B) The Board shall be involved in all aspects of the budget process and shall approve the annual AS in IV Governance Board budget. The Board shall not be involved in daily management practices nor impair management's ability to implement timely decisions which are consonant with the fiduciary responsibilities outlined in this charge and reflected in the AS in IV Governance Board budget.
- C) The AS in IV Governance Board shall also manage the distribution and approval of all current and anticipated spending of the Maintaining AS's Isla Vista Presence lock-in fee. It shall review and have full financial authority regarding the allocation of any Maintaining AS's Isla Vista Presence lock-in funding for all Isla Vista Space related project proposals made to the board.
  - a. The Lock-In Fee will be classified as "AS in IV" in the AS Budget sheet.
  - b. Approximately \$207,900 a year is allocated through the \$3.45 lock in fee.
- D) The purpose of the AS in IV Governance Board is to represent the needs and interests of all students in the Isla Vista community while working to advance the Association goals listed in A.S. space survey, A.S. Strategic Plan and A.S. in IV Strategic Plan. The Associated Students of UCSB staff shall be responsible for the implementation of all decisions and allocations made by the board. The role of the Associated Students of UCSB staff shall include, but not be limited to, ensuring that the decisions of the AS in IV Governance Board comply with "The Legal Code of the Associated Students."
- E) Serve as a council to consolidate efforts of AS entities for the improvement of the Isla Vista Community through projects, collaborations, and funding of groups actively working on similar missions.

**SECTION 3. THE ASSOCIATED STUDENTS IN ISLA VISTA GOVERNANCE BOARD**

- A) The name of this governance board shall be the AS in IV Governance Board.

- B) The board shall consist of permanent voting members, non-permanent voting members, and ex officio members.
- C) Permanent voting members shall serve the length of a one-year, shall reflect diverse community interests, and shall consist of:
- 1) Co-Chairs (2)
  - 2) One (1) Treasurer
  - 3) Off-Campus Senator Liaison(s)
  - 4) A.S. Bike Committee (A.S. Bike Comm) Representative
  - 5) Lobby Corps Representative
  - 6) A.S. Coastal Fund (CF) Representative
  - 7) Isla Vista Community Relations Committee Representative
  - 8) Community Affairs Board (CAB) Representative
  - 9) Environmental Affairs Board Representative
  - 10) AS Food Bank Representative
  - 11) Isla Vista Tenants Union (IVTU) Representative
  - 12) A.S. Legal Resource Center (LRC) Representative
  - 13) Pardall Center Representative
  - 14) A.S. Public Safety Commission Representative
  - 15) SASA Representative
  - 16) Trans and Queer Commission Representative
  - 17) IV Arts Representative
  - 18) A.S. Recycle Representative
- D) Ex-Officio Members shall be non-voting members invited to all Board meetings and shall remain on the mailing list. These members shall inform the University and greater community of AS in IV Governance efforts and functions. Ex-Officio members shall consist of:
- 1) The Associated Students External Vice President of Local Affairs
  - 2) The Associated Students Internal Vice President
  - 3) Any non-liaison Off-Campus Senators
  - 4) The Associated Students Executive Director
  - 5) The Associated Students Isla Vista Community Advisor
  - 6) The Associated Students Assistant Director for Community Affairs, Civic Engagement, and Advocacy
- E) At the end of Spring Quarter, the current chairs will oversee the selection of one Co-Chair (1) and the administrative chair for the following academic year through an application process approved through majority (50% +1) vote of the current year's Board members, to be approved by Associated Students Senate by week eight (8) of Spring Quarter. It is preferred that the appointed Co-Chair has served at least one previous year on the Board as a representative or other position. The remaining Co-Chair seat shall be filled by the appointed IV Community Liaison from the incoming EVPLA office membership.
- F) Representatives from each entity shall be selected by those respective entities. Representatives need not be formally appointed by the Senate.
- G) The Internal Vice President shall select at least one (1) Off-Campus Senator liaison to the board. Acting as a liaison to the AS in IV Governance Board shall be the equivalent of adopting a unit.

SECTION 4. DUTIES AND RESPONSIBILITIES OF THE AS IN IV GOVERNANCE BOARD MEMBERS

- F) Duties and powers of the Co-Chairs (2)

- 1) The AS in IV Governance Board shall have co-chairs to convene a meeting that shall consist of all sub-governance boards of Associated Students in Isla Vista.
- 2) Meetings shall be once a month for each quarter during the academic year.
- 3) The co-chairs shall actively oversee the expansion of Associated Students into other spaces in Isla Vista.
- 4) The co-chairs shall apply through Committee on Committees and be elected through a vote by all members of all sub-governance boards by week seven (7) of Spring quarter.
- 5) Shall attend and convene meetings pertaining to community space.
- 6) Shall hold one (1) office hour per week.
- 7) Shall work with the Chair and career staff of the Pardall Center Governance Board to determine any remaining monies from the Associated Students in Isla Vista lock-in fee that would apply to exploring options to purchase or lease properties in Isla Vista for use by Associated Students.

G) Duties and Powers of the Administrative Chair

- 1) Record and be responsible for the distribution of minutes to members, officers, and Senate.
- 2) Distribute minutes to members upon request.
- 3) Keep a record of all meeting attendees and an updated list of all voting members.
- 4) Maintain an updated record of the AS in IV lock-in fee budget alongside the treasurer of the Pardall Center Governance Board that will be updated weekly and includes all expenditures of the commission and distributed to all officers on a regular basis.
- 5) Oversee an A.S. in IV archive.
- 6) Present reports on what funds remain in the budget.
- 7) Hold three (3) regularly scheduled office hours per week.
- 8) Maintain an updated record of the history of stipulations given by the governance board to organizations we have funded.
- 9) Work with co-chairs to address all emails in a timely fashion.
- 10) Outreach to ASUCSB BCUs who actively work in Isla Vista (including but not limited to those found in membership list) at the beginning of every quarter to ensure a bridge of communication and attendance to the Governance Board is maintained.

H) Duties and Powers of the BCU Representatives

- 1) Serve as a liaison between the AS in IV Governance Board and their respective ASUCSB BCU.
  - a) Attend at least 3 meetings per quarter.
  - b) Maintain communication on their BCU's events and/or projects that may involve AS in IV, the campus community, and the local area.

- 2) Serve as an informational resource to their BCU on the discussions of the AS in IV Governance Board.
- 3) Provide visibility for Associated Students in the local community.

SECTION 5. POLICY AND PROCEDURE OF THE AS IN IV GOVERNANCE BOARD

- C) The Co-Chairs or the Administrative Chair shall call, with a minimum of twenty-four (24) hours advance notice, official meetings. Five voting members of the Board may call a meeting, by written request to the Chairperson. All permanent, non-permanent, and ex-officio voting members shall be notified of meetings.
- D) The AS in IV Governance Board shall hold at least one standing meeting per month for each quarter during the academic year and shall make arrangements to meet as needed during the summer months.
- E) For the purpose of conducting business, approving policies, and formulating recommendations or decisions, a quorum of the AS in IV Governance Board shall consist of a majority (50% +1) of the permanent voting members. Quorum may be met via Conference Call.
- F) The Board is required to approve new projects and allocations of the board's funds with a majority (50% +1) vote.
- G) If a Board member is unable to serve the duration of their term, or is removed by two-thirds (2/3) vote of quorum of the board, the member shall be replaced with due speed by the process under which they were selected to serve. Failure to meet the member expectations shall constitute grounds for removal from the board.
- H) It is preferred that the BCU representative who attends the AS in IV Governance Board meeting is consistent throughout the year, but BCUs are allowed to send a different representative from their entity if needed.
- I) Proxy voting on the Board will only be granted for officers and BCU representatives who have presented a request to the Chair before the beginning of the meeting. The note must give the name of the proxy and by delegating a proxy; the representative will take responsibility for the proxy's vote on any item. Other members of the Board cannot act as a proxy. It is the responsibility of the non-present Board member to update their proxy with the current discussion topics of the Board.
- J) Conflict of Interest
  - 1) In individual situations that pose conflict of interest to a particular Board member, the member is expected to recuse himself/herself from the vote. If the member does not volunteer to recuse himself/herself, the Board may move to do so with a two-thirds (2/3) vote.
  - 2) Conflict of interest shall be defined as pertaining to personal financial gain or financial gain of associates (friends and/or family members).

SECTION 6. HONORARIA

- A) Permanent officers of the Board, excluding the Off-Campus Senate Liaison and BCU representatives serving the entirety of a quarter, shall be eligible to receive honoraria. Denial of an honorarium can occur as stipulated in Legal Code. Just cause for denial must be shown specific to the stated duties and expectations of voting members.

SECTION 7. MEMBERSHIP OF THE PARDALL CENTER GOVERNANCE BOARD

- A) The name of this governance board shall be the Pardall Center Governance Board.

- B) The board shall consist of permanent voting members, non-permanent voting members, and ex-officio members.
- C) Permanent voting members shall serve the length of a one-year, shall reflect diverse community interests, and shall consist of:
  - 1) One (1) Chairperson
  - 2) One (1) Vice-chairperson
  - 3) One (1) ASUCSB Off-Campus Senator Liaison
  - 4) Two (2) Students Representatives-at-Large
  - 5) One (1) External Vice President for Local Affairs Representative
  - 6) One (1) Representative from each leasing tenant entity
  - 7) One (1) Isla Vista Community Relations Committee Representative
  - 8) One (1) Student Staff Representative
  - 9) One (1) Treasurer
- D) Non-permanent voting membership will be given to any student or community member who attends a meeting three consecutive times. Failure to attend three out of five consecutive meetings after granted voting powers results in a loss of said powers. Non-permanent voting members are not permitted to vote on any financial matter or allocation.
- E) Ex-Officio members shall be non-voting members invited to all Board meetings and shall remain on the mailing list. These members shall inform the University and greater community of AS in IV Governance efforts and functions. Ex-Officio members shall consist of:
  - 1) The Associated Students President
  - 2) The Associated Students Internal Vice President
  - 3) The Associated Students Executive Director
  - 4) The Associated Students Isla Vista Community Advisor
  - 5) The Associated Students Assistant Director for Community Affairs, Civic Engagement, and Advocacy
- F) At the end of Spring Quarter, the new Board will select a Chair and Vice-Chair for the following academic year through a majority (50%+1) vote of the Board members, to be approved by Associated Students Senate by week eight (8) of Spring Quarter. It is preferred that the Chairperson has served at least one previous year on the Board.
- G) Committee on Committees shall review all applications submitted for the positions of Student Reps-at-Large. Committee on Committees will present its recommendations before Senate by week eight (8) of Spring Quarter.
- H) Representatives from each entity shall be selected by those respective entities.
- I) The Internal Vice President shall select the Off-Campus Senator liaison. Acting as a liaison to the Pardall Center Governance Board shall be the equivalent of adopting a unit.

**SECTION 8. DUTIES AND RESPONSIBILITIES OF THE PARDALL CENTER GOVERNANCE BOARD**

- A) Chairperson
  - 1) Shall serve as the chief officer of the Pardall Center Governance Board.
  - 2) Shall be responsible for calling and conducting meetings of the Board.
  - 3) Shall set agendas for the Board meetings with the assistance of the Administrative Coordinator.
  - 4) Shall serve as the primary spokesperson for the Board.

- 5) Shall submit Pardall Center Governance Board minutes weekly to the Internal Vice President, to be approved by the Associated Student Senate.
- 6) Shall build and maintain effective communications with staff and students within the Isla Vista and University community.
- 7) Hold a minimum of one (1) regularly scheduled office hours per week.
- 8) Shall work with the Representatives-at-Large on organizing events at the Pardall Center.
- 9) Shall have full voting rights in all governance board matters.
- 10) Shall conduct one-on-one meetings with permanent voting members once a month to provide feedback on performance and assess progress.
- 11) Shall lead the completion of the budget package for the Associated Students in Isla Vista lock-in for the following year with ex-officio career staff. The Chair shall ensure that adequate money is set aside to meet the mandate of the lock-in fee.
- 12) If the Chair is unable to serve the duration of their term, or is removed by two-thirds (2/3) vote of the full Board, the Vice-Chairperson shall replace them.
- 13) The Chair shall only vote in the case of a tie-vote.

B) Vice Chairperson

- 1) Shall serve as the chief officer of the Pardall Center Governance Board when Chairperson is absent.
- 2) Shall be responsible for minute taking during meetings of the Board or designate a voting member as a replacement in the absence of the chair.
- 3) Hold a minimum of one (1) regularly scheduled office hours per week.
- 4) Shall have full voting rights in all governance board matters.
- 5) Shall provide feedback on the performance of voting members as appropriate.
- 6) If the Vice-Chair is unable to serve the duration of their term, or is removed by two-thirds (2/3) vote of the full Board, the Board shall replace them with two-thirds (2/3) vote.

C) Student Representatives at Large

- 1) Shall serve a one-year term and are eligible for re-appointment through their respective nominating agencies.
- 2) Shall attend Board meetings and maintain regular attendance at committee meetings and be prepared for discussions.
- 3) Shall promote the Pardall Center Governance Board's function and efforts to the campus community.
- 4) Conduct their own programs and events at the Pardall Center in order to draw people to enter the center
- 5) Hold a minimum of one (1) regularly scheduled office hours per week.

D) The aforementioned board members shall be subject to removal from the Board should they fail to fulfill the obligations listed above. A voting member may miss only two Board meetings in any given

academic quarter unless the acting member has obtained an excused absence from the Chair/Vice-Chair. Failure to be in attendance at all but two meetings in a quarter shall constitute failure to fulfill Board membership requirements.

E) ASUCSB Off-Campus Senator Liaison

- 1) Serve as a liaison between the Pardall Center Governance Board and Senate.
  - a) Attend at least 3 meetings per quarter.
  - b) Maintain communications via debrief on Senate meetings with the board.
- 2) Maintain critical lens of legislation/proposed projects/events brought before the Senate that would potentially affect the Pardall Center.
- 3) Be responsible for updating the Governance Board's section in the legal code to ensure it reflects goals/missions of the Board.
- 4) Serve as an informational resource to the Board of procedures (financial or otherwise) of Associated Students.
- 5) Provide visibility for the Pardall Center in Associated Students.

F) EVPLA Representative

- 1) Serve as liaison between the Pardall Center Governance Board and the office of the External Vice President of Local Affairs.
  - a) Attend at least 3 meetings per quarter.
  - b) Maintain communication on events and/or projects that may involve the Pardall Center and the local area.
- 2) Ensure that the office of the EVPLA hosts at least one event with the Pardall Center per quarter.
- 3) Serve as an informational resource to the Board of the local area and entities in collaboration with the EVPLA office.
- 4) Provide visibility for the Pardall Center in the local community.

G) Isla Vista Community Relations Committee Representative

- 1) Serve as liaison between the Pardall Center Governance Board and the Isla Vista Community Relations Committee.
- 2) Shall educate the Board regarding issues within the Isla Vista Community as a whole and Santa Barbara County.
- 3) Work to conduct programming in the Pardall Center promoting community in Isla Vista.
- 4) Stay informed on such issues that may include but are not limited to: safety, housing, infrastructure, and relations between campus and local agencies.

H) Student Staff Representative

- 1) Serve as the voice of the Student Staff of the Pardall Center to the Board.
- 2) Update the Board on the procedures, functions, and duties of the staff.



- 3) Provide suggestions for improvements to the space and/or functions of the Center.
  - 4) Work to ensure adequate understanding of the everyday environment of the Pardall Center is clear to the rest of the Governance Board.
  - 5) Inform the rest of the student staff on events, projects, and other subjects relevant to them and the center.
  - 6) Oversee the Pardall Center's social media account(s).
- I) 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 the Pardall Center Governance Board.
  - 2) Shall prepare the Board's budget for the following year in conjunction with the Chair and Vice-Chair.
  - 3) Shall give a weekly fiscal report to the Board.
  - 4) Shall be responsible for collecting all requisitions and returning them to the Chairs.
  - 5) Must complete requisition forms for any OSL that has been approved funding by the board within a week of the meeting in which it was approved.
  - 6) Attend one A.S. Finance and Business Committee meeting per quarter.
  - 7) Hold one (1) office hour per week at the Pardall Center.

SECTION 9. POLICY AND PROCEDURE OF THE PARDALL CENTER SUB-GOVERNANCE BOARD

- A) The Chairperson or by the Vice Chairperson shall call, with a minimum of twenty-four (24) hours advance notice, official meetings. Five voting members of the Board may call a meeting, by written request to the Chairperson. All permanent, non-permanent, and ex-officio voting members shall be notified of meetings.
- B) The Pardall Center Governance Board shall hold at least two standing meeting per month for each quarter during the academic year and shall make arrangements to meet as needed during the summer months.
- C) For the purpose of conducting business, approving policies, and formulating recommendations or decisions, a quorum of the Pardall Center Governance Board shall consist of a majority (50%+1) of the permanent voting members. Quorum may be met via Conference Call.
- D) The Pardall Center Governance Board is required to approve new projects and allocations of the board's funds with a majority (50% +1) vote.
- E) If a Board member is unable to serve the duration of their term, or is removed by two-thirds (2/3) vote of quorum of the board, the member shall be replaced with due speed by the process under which they were selected to serve. Failure to meet the member expectations shall constitute ground for removal from the board.
- F) Proxy voting on the Board will only be granted for Board members who have presented a request to the Chair before the beginning of the meeting. The note must give the name of the proxy and by delegating a proxy; the representative will take responsibility for the proxy's vote on any item. Other

members of the Board cannot act as a proxy. It is the responsibility of the non-present Board member to update their proxy with the current discussion topics of the Board.

G) Conflict of interest

- 1) In individual situations that pose conflict of interest to a particular Board member, the member is expected to recuse himself/herself from the vote. If the member does not volunteer to recuse himself/herself, the Board may move to do so with a two-thirds (2/3) vote.
- 2) Conflict of interest shall be defined as pertaining to personal financial gain or financial gain of associates (friends and/or family members).

SECTION 10. HONORARIA

- A) Permanent voting members of the Boards, excluding the Off-Campus Senate Liaison, shall be eligible to receive honoraria. Denial of an honorarium can occur as stipulated in Legal Code. Just cause for denial must be shown specific to the stated duties and expectations of voting members.

SECTION 11. RENTING TENANTS OF ASSOCIATED STUDENTS IN ISLA VISTA SPACES

- A) Renting tenants shall have autonomy over decisions relating to the usage, hours of operation, and all other administrative functions for their space during the term of their lease.
- 1) These decisions shall be in accordance with the guidelines outlined in the standing policies and procedures of the space that the tenant occupies.

ARTICLE XVIII - ELECTIONS REGULATIONS

SECTION 1. ELECTIONS CODE

- I) Unless otherwise specified in the Legal Code, the Elections Board will have all jurisdiction in regards to election rules, policies, enforcement, and promotion at all times during the academic year.
- J) In the case of unique circumstances not explicitly covered by the Elections Code, the Elections Board Senator Liaison is responsible for adjusting the code in order to maintain consistency in terms of Elections Board governance.
- K) These Bylaws are intended to adhere to a viewpoint neutral perspective and ensure an educational experience for all participants.
- L) The Election Code shall be published by the Elections Board and approved by a two-thirds (2/3) vote of the Senate no later than the fifth (5th) week of Winter quarter. Once passed, the Election Code shall not be changed until the conclusion of the following Spring general election. The Election Code shall include, but is not limited to:
- i. Article X of the Constitution
  - ii. Article XI of the Constitution
  - iii. Article III, Section 1 of the By-Laws
  - iv. Article VI, Section 17 of the By-Laws
  - v. Article XVII of the By-Laws

SECTION 2. CANDIDATES

- A) General Requirements:

- 1) For the purpose of this Election Code, the term "candidate" shall be defined as any member of the association who is eligible for candidacy if they meet the following requirements at the Declaration of Candidacy deadline:
    - a) Is a registered undergraduate student during Winter and Spring quarters;
    - b) Acknowledgement that they, the candidate, has or will have at least a two point zero (2.0) cumulative grade point average by the end of Winter Quarter; and
    - c) Is enrolled in at least six (6) units during Winter and Spring quarters.
    - d) All candidates must fulfill the eligibility requirements found in Article III Section 1.
  - 2) No member of the Association shall run for an elected position that they are ineligible to hold for its full term.
  - 3) No person shall be a candidate for more than one office.
- B) Candidates for an elected office in the Spring election are required to file a signed Declaration of Candidacy form. The Declarations of Candidacy, may be submitted no later than eleven-fifty-nine pm (11:59pm) – Wednesday, the ninth (9<sup>th</sup>) week of Winter Quarter, and are public documents upon presentation to the Elections Board, shall include but not be limited to:
- 1) Names of the Candidates, which must include preferred name, with nicknames given in quotes, Perm Numbers, Local Living Addresses, Mailing Addresses and Phone Numbers. All A.S. Candidates shall use their preferred name(s) as it appears on student records for the ballot.
    - a) Candidates who filed a petition and are found eligible will be able to decide upon the exact appearance of their name as it will be displayed on the ballot. The name chosen by the candidate for the ballot, as specified on the Application for Candidacy, is final upon approval of the ballot.
    - b) The final appearance of all names on the ballot shall be approved by the Elections Board, including the position for which the candidate is running.
  - 2) The number of quarter units the candidate is currently carrying [six (6) units minimum] for Winter and Spring quarter of that academic year.
  - 3) Acknowledgement that the candidate has or will have at least a two point zero (2.0) cumulative grade point average by the end of Winter Quarter of that academic year.
    - 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.
  - 4) The signature of each Candidate, acknowledging:
    - a) The submission of the petition.
    - b) Knowledge of the dates, locations, and times of the Mandatory Candidate Orientation Meeting.

- c) Knowledge of the fact that a photograph for a campus media supplement will be taken during the Mandatory Candidate Orientation Meeting
  - d) Knowledge of the fact that if the Candidate or their representative does not attend the Mandatory Candidate Meeting, their name will not appear on the ballot.
  - e) Knowledge of the fact that each Candidate must sign a promissory agreement.
    - i. A promissory agreement permits the Elections Board to charge a candidate's BARC account in the event of campaign violation(s) resulting in a fine.
  - f) Knowledge of the fact that each Candidate must sign a statement reaffirming the following:
    - i. "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 Election Code, as interpreted and implemented by the Elections Board and the Elections Board 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 Board."
  - g) Knowledge of the requirement to attend a meeting in its entirety for the respective position for which they are running before the commencement of active campaigning:
    - i. Executive Officer Candidates shall attend one (1) staff meeting of their respective Executive office in its entirety.
    - ii. Senatorial Candidates are required to attend a Senate meeting in its entirety.
    - iii. The candidacy of any Candidates unable to fulfill this requirement due to extenuating circumstances shall be subject to the approval of the Elections Board.
    - iv. Knowledge of the requirement to attend mandatory Senate Training Spring and Fall Quarters if elected.
    - v. If the photo is missed during the Mandatory Candidates meeting, the Candidate will have one (1) week to take a photo at a time to be specified by the Elections Board.
    - vi. The Elections Board will be responsible for choosing the backdrop of election pictures.
- 5) Independent Candidates:
- a) Are non-partisan.
    - i. This means a candidate cannot be affiliated, in any way, with any party that has officially registered with the ASUCSB Elections Board.
  - b) Students who register as independent candidates must renounce all former ties to any party that has ever officially registered with the ASUCSB Elections Board.
  - c) Cannot be endorsed by any other Candidates or Parties, who are currently running in the election.

- d) Cannot be endorsed by anyone on a party's support/member roster.
  - e) Can be endorsed by current elected Associated Students members who are not running for a position in the election.
  - f) Cannot accept any donations or gifts funded by registered parties.
- 6) Write-In's:
- a) Definition: A write-in is an individual whose name does not appear on the ballot, but for whom voters may vote for by writing in the person's name.
  - b) All Write-In candidates shall be considered independent candidates.
  - c) Write-in candidates shall be counted. If any write-in receives sufficient votes in a General Election, they shall be elected.
    - i. A write-in may only be considered for one office.
    - ii. The one office that each write-in receives the greatest percentage of votes for will be considered the office for which that candidate is running, and only those votes will be officially counted. Votes for that write-in for other offices will be disregarded.
    - iii. For the votes of a write-in to be counted, they must meet all requirements for eligibility for candidacy for the office that they receive votes, except the requirement to submit a petition for candidacy.
  - d) Write-in's shall inform the Elections Board 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 by eight (8) pm on the first (1st) day of Campaigning. Failure to do so will mean that the write-in cannot be elected.
  - e) The Elections Board shall be responsible for compiling a summary of Associated Students and Office of Student Life regulations and giving it to all write-in's. Elections Board shall be responsible for providing this document to any student upon request.
  - f) All write-in's shall adhere to the Election Code.

SECTION 3. CANDIDATE ORIENTATION MEETING

- A) All Candidates (or a sufficient proxy) are required to attend the Mandatory Candidate Orientation 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.
- B) A member of Elections Board will provide one hard copy of the Elections Code to or direction to an electronic copy of the Elections Code to:
  - 1) Each independent candidate
  - 2) Each party chair/liaison
- C) A "sign-in" roster will verify attendance. Candidates are responsible for any and all information disseminated at the Candidate 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 their proxy during the Candidate Orientation meeting.

- 2) Candidates will not be allowed to change what position they are running for once the Candidate Orientation Meeting has concluded.
  - a. If a candidate desires to withdraw from the election, they must provide written communication or an email to the Elections Board, which explicitly states their desire to be removed from the election along with their signature. Any candidate who has withdrawn from the competition may not allow another individual to take their place on the ballot.
  
- D) One (1) proxy will be allowed per one (1) Candidate.
  
- E) A proxy will only be accepted for class conflicts, severe illness, or extenuating circumstances subject to the approval of the Board.
  
- F) 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.
  - 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 the Elections Board may investigate this case to determine the nature of the infraction. The Elections Board 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 Board, and when necessary, the Judicial Council.
  
- G) 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 Board & 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 Board due to the individual and unique nature of each case. Disqualification shall be used as the last and most severe punishment.
  - 4) The decision to recommend disqualification must pass with a majority vote of the voting membership of the Elections Board.
    - a) The Candidate in question shall be notified within twenty-four (24) hours of the Elections Board's decision.
    - b) If the Elections Board decides to disqualify a Candidate, the process for removing the Candidate from the election shall be determined by the Elections Board.
    - c) The decision of the Elections Board may be appealed to Judicial Council.
  
- H) Candidates may be required to attend training session(s) on ethics and/or conflict management, at the discretion of the Elections Board. The training sessions must be completed before a deadline set by the Elections Board and are considered mandatory in order to run in the election.

SECTION 4. ENDORSEMENTS

- A) An Endorsement is defined as the explicit declaration of preference or favor for a particular candidate or party. Endorsements include, but are not limited to:
- 1) Social media posts; and
  - 2) Written or verbal statements.
- B) Office of Student Life Groups:
- 1) Each Candidate or Party seeking to use endorsements from OSL groups are required to contact prospect groups and request the Elections Consent Form online. The OSL group will then decide among themselves the process of consenting to endorse, and fill out and submit the Elections Consent Form. The form will be provided online on the Elections website and must be signed by the executive board of the student group.
- C) ASUCSB Entities:
- 1) All Entities will refrain from endorsing candidates and/or parties.
  - 2) All Entities will advertise general voting dates in order to promote overall voter turnout.
  - 3) A member of the association cannot use AS resources including material resources as well as means of access to students provided by their position in the association to endorse a Candidate or party.
    - i) Any campaign material may not be worn, shown, or in any other way visible in all Associated Students spaces.
  - 4) Candidates running for office may use past positions within AS, elected or appointed, as references for their past experience and/or to endorse themselves and/or endorse others for positions they have held in the past.
    - a) With the exceptions outlined in Article XVIII, Section 2.B.6.
  - 5) Any students holding positions within the association that are in violation will be penalized according to Article XVIII Section 14K. Any Entity, Senator or Executive officer within the association caught in violation of endorsement policy will be subject to the penalties outlined below:
    - a) First (1<sup>st</sup>) Offense: Warning
    - b) Second (2<sup>nd</sup>) Offense: Ineligibility for honoraria and/or any tuition provided for the relevant quarter.
  - 6) Executive Officers of A.S. in violation will be penalized according to Article XVIII Section 14K. Any Entity, Senator or Executive officer within the association caught in violation of endorsement policy will be subject to the penalties outlined below:
    - a) First (1<sup>st</sup>) Offense: Warning
    - b) Second (2<sup>nd</sup>) Offense: Ineligibility for honoraria and/or any tuition provided for the relevant quarter.
  - 7) 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 endorsed Candidate ran with.
- D) Fee Initiatives Endorsement

- 1) No use of A.S. spaces
- 2) No use of A.S. Monies

E) Social Media

- 1) Engagement with any social media post is not considered an endorsement unless specific wording is used to indicate an endorsement, these include but are not limited to: liking, sharing, retweeting, reposting, commenting, etc.

SECTION 5. PARTY STATUS

A) For the purpose of this Elections Code, a party is any group of two (2) or more candidates that have officially registered with the Elections Board. No candidate can register with more than one party.

B) 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) A 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 support/membership roster, with full names of all supporters/members.
  - i. Supporters/members shall be defined by any person(s) who are working/consulting with the party for the election.
- d) A Party Liaison, who may or may not be a Candidate, is responsible for the following:
  - i. Making sure that the Mission Statement of the Party is turned in by the date set by the Elections Board, along with Party members' signature.
  - ii. Coordinating with Elections Board and the Party members the Liaison is representing dealing with fines and penalties charged to Candidates.
  - iii. Must sign promissory agreement along with all members of the Party.
  - iv. Meeting regularly with assigned Elections Liaison.
  - v. Acting as the sole person on behalf of the Party to communicate with the Elections Board.
  - vi. Crafting a Support List, which will also be amended and updated to reflect the true of nature of Party supporters.
    1. Party supporters are students who have invested effort to their respective party or Candidate's cause. This effort can include but is not limited to, consistent meeting attendance, consistent distribution of party/Candidate campaign material, etc.
    2. Parties will be held accountable for any inappropriate campaign engagement done by supporters.



- 2) Declaration of Party Form must be turned in by the Friday of week five (5) of Winter Quarter at four o'clock pm (4:00pm). The Form will be found online at the elections website.
- 3) The Party Slate Form must be turned in Thursday of week nine (9) of Winter Quarter at 4 four o'clock pm (4:00pm). The Form will be found online at the elections website.
  - a. The Party Slate may only contain one candidate per executive position.

C) Financial Statements:

- 1) All Executive Candidates and Candidates of the Senate must file a Financial Statement to be submitted no later than four o'clock pm (4:00pm) the day of the Declaration of Candidacy (See section 7.A.1), and are public documents upon presentation to the Elections Board for their review, shall include:
  - a) Party affiliation, if any.
  - b) Name of campaign Treasurer.
  - c) Money already spent.
  - d) Money projected to be spent:
    - i. This must include a breakdown of party dues per person, if any.
  - e) Projected Apparel/Clothing company to be used for campaign.
    - i. Contact information of the company must be provided.

D) Student Conduct Policy

- 1) Party leadership shall, to the best of their ability, make certain that members comply with all applicable local, state and federal laws, University of California and University of California, Santa Barbara policies and regulations while participating in the election process.
  - a) Any violations of these policies shall be reported to the Elections Board.
  - b) The Elections Board shall be responsible for finding out if violations were individual or systemic incidents.
  - c) If the Elections Board finds that systemic violations have been committed by a party or by individual party members, then that party shall be ineligible to run in the election of that year.
  - d) Individual party members who feel that they have not been responsible for the actions of the party may appeal to the Judicial Council and be allowed to continue running independently by a two-thirds majority vote of the Council. Party leadership shall ensure, to the best of their ability, that all party members are conducting themselves in a manner compatible with the educational function of the university and its code of conduct.
- 2) Party leadership shall ensure, to the best of their ability, that all party members are abiding by regulations. This can be either on official forms or to University officials, Associated Students staff, The Attorney-General, and members of the Judicial Council acting in the performance of their duties.

- 3) Party leadership shall ensure, to the best of their ability, that party members are giving accurate information to the Attorney General, Judicial Council, and The Elections Board. This can be either on official forms or to University officials, Associated Students staff, The Attorney-General, The Elections Board, and members of the Judicial Council acting in the performance of their duties.
  - 4) Party leadership shall ensure, to the best of their ability, that party members are not participating in any form of theft, damage, or destruction of university or private property.
- E) Student Conduct Policy Enforcement:
- 1) The Elections Board shall be responsible for educating and informing all party members of the Elections Regulations.
  - 2) Elections Board shall be responsible for enforcing all student conduct regulations within the Association.
  - 3) The department of Judicial Affairs shall be responsible for adjudicating any violations of campus code of conduct as opposed to the Associated Students code of conduct as it pertains to the election.
  - 4) All violations of student conduct shall be reported to the Elections Board.
  - 5) Specifically, in regards to the election, the Elections Board shall have the responsibility to decide whether the violation was an individual act or a systemic act.
    - a) If the Elections Board finds that the violation was an individual violation, then the individual or individuals responsible shall be reprimanded appropriately under the regulations outlined in XVII.5.E.5.
    - b) If the Elections Board finds that the violation was a systemic violation, then the party as well as the individual or individuals responsible shall be reprimanded appropriately under the regulations outlined in XVII.5.E.6.
    - c) For the purposes of the election, a systemic violation of the elections code shall be defined as a violation committed by two or more individuals. This shall include but not be limited to: hazing, coerced work hours, and incurring and disregard of physical, mental, and emotional stress.
    - d) These violations shall be investigated through the standard complaint procedure of the Elections Board and require the adequate evidence necessary in a standard complaint procedure.
    - e) Elections Boards shall maintain the right to refer any complaints to the most appropriate entity, such as but not limited to, Judicial Council, Judicial Affairs, or RHA.
  - 6) Individuals found guilty of violating the student conduct policies within the elections code shall be disqualified from running in the spring election of that year.
- F) The Elections Board has the right to ban the individual from participating in any future Associated Students elections.
- G) The Elections Board has the right to enforce limited disciplinary measures on party members at large aimed at prevention and determent.
- 1) The Elections Board may enforce measures including, but not limited to: workshops on physical, sexual, emotional, verbal, and/or mental abuse and staff-mediations between participants;

- H) The Elections Board is responsible for reporting any violations of the campus code of conduct or of any local, state, and federal laws to the appropriate authorities.
  - 1) Parties found guilty of violating the student conduct policies within the elections code shall be disqualified from running in the spring election of that year.
- I) Any candidate(s) involved in violations that may have led to party disqualification will be disqualified. Remaining candidates shall run as independent.
- J) Candidates who believe that they have been wrongly accused of actions they did not commit shall have the opportunity to appeal their candidacy to the Judicial Council.
  - 1) The Judicial Council has the right to accept or deny the appeals of any candidate.
  - 2) The Judicial Council must reply to the candidate within 48 hours of an appeals request.
  - 3) The Judicial Council must grant the candidate a hearing within one (1) week of an appeals request.
  - 4) The Judicial Council may grant the candidate's appeal solely if there is no evidence to corroborate the individual candidate to the violations committed by the party at large.
  - 5) If the Judicial Council chose to grant a candidate's appeal, then that candidate is permitted to run in the spring election of that year as an independent.
- K) The Elections Board shall reserve the right to ban any party members from participating in any future elections.
- L) The Elections Board shall not have the right to ban parties as a whole from participating in future elections besides the upcoming spring election.
- M) The Elections Board shall be responsible for publishing a statement regarding their decision available to the public.
- N) The Elections Board shall be responsible for sending this decision to at least one (1) form of campus media.
- O) Members of a disqualified party cannot register a new party with the Elections Board in the same year that their party was disqualified.
  - 4) The Elections Board shall ensure that a representative from the Office of the Ombuds is able to present at an individual party meeting for each party running and at an individual campaign meeting for each independent running.
- P) The representative from the Office of the Ombuds shall be present to educate party members about the campus and student code of conduct, and what the possible resources are in the event of a violation.
- Q) The A.S. Executive Director shall be responsible for creating a relationship between the Association and the Office of the Ombuds prior to the spring election.

SECTION 6. BALLOT MEASURES

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

- 2) No A.S. funds, revenues, spaces, staff, or resources may be used to endorse or oppose reaffirmations, unless it is educational.

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) In order for a Fee initiative or Referendum to be included on the Ballot, the process found in Article V Section 2 of the Constitution must be followed.
  - a) Signatures may be collected starting the sixth (6<sup>th</sup>) week of Winter Quarter and must be submitted by the eighth (8<sup>th</sup>) week of Winter Quarter.
- 3) Intent to put Initiative, Referendum, or Petitions on Ballot is due by Friday at four o'clock pm (4:00 p.m.) Week one (1) of Winter quarter.
- 4) Following the 9<sup>th</sup> week of Winter Quarter, the Senate will no longer be able to add Initiatives to the Ballot.
- 5) No A.S. funds, revenues, spaces, staff, or resources may be used to endorse or oppose Initiatives, Referendum, and Petitions, unless it is educational.
- 6) All Initiative and Referendum voting formulas can be found in Article II Section 3.
  - a) Voting requirements can be found in Article II Section 3C.
- 7) Any Fee Initiative, Referendum, or Petition that is not passed during the Spring or any Special Election may not be placed on the ballot for a period of two (2) school years.
  - a) The period of Spring one year to the Spring of the next year will be considered one (1) school year.
  - b) Any Fee Initiative, Referendum, or Petition that provides benefit to the same board, commission, or unit as a past Fee Initiative, Referendum, or Petition will be considered as the latter and not allowed on the ballot until the two (2) school years have passed.
- 8) In order for a board, commission, or unit put a Fee Initiative that will provide benefit to themselves on the ballot, they must provide two (2) years of proof of their establishment and that they were meeting all of their duties stated in the Constitution and By-Laws.
  - a) The board, commission, or unit must also provide proof that they have used three quarters (3/4) of their budget from Finance & Business for the past two (2) years.

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.

D) Bonds:

- 1) A bond is a check made out to Associated Students on behalf of opponents or proponents of any ballot measure.

- 2) 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 (4:00PM) on Monday of the ninth (9<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.

SECTION 7. CAMPAIGN PROCEDURES

A) Dates:

- 1) Submission of Declaration of Candidacy forms 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 Wednesday of the ninth (9<sup>th</sup>) week.
- 2) The first (1st) day of campaigning shall begin at eight o'clock pm (8pm) the Sunday before the Monday of week 3 of Spring Quarter.
  - a) The first three (3) days of campaigning, the Sunday before the Monday of week three (3) of Spring quarter at eight o'clock pm (8:00pm) to the Tuesday of week three (3) of Spring quarter at eight o'clock pm (8:00pm), shall be considered the Soft Campaigning period. Soft Campaigning shall be limited in the following ways:
    - i) All parties and candidates are restricted to:
      - a. Online campaigning, such as through social media and campus news outlets
      - b. Endorsement interviews and/or presentations for student groups and UCSB media outlets
- 3) The first day after Soft Campaigning shall be considered the first day of the period of Active Campaigning. Active Campaigning by means of the criteria defined in section 14.E.5 is prohibited until the Tuesday of week three (3) of Spring quarter at eight pm (8:00pm), with the exception of Elections Board sponsored events (i.e. Candidate Forums).
- 4) The days of the General Election shall be conducted during week four (4) of Spring quarter, starting on Monday and continuing until Thursday. The exact dates and times must be submitted by the Elections Board to the Senate no later than the fifth (5<sup>th</sup>) week of Winter quarter.
- 5) The Elections Board will prepare a calendar of all deadlines to be included on the official website by week one (1) of Winter Quarter.
- 6) Recruitment Events shall begin the Sunday of Week six (6) of Winter Quarter at 8 o'clock pm (8:00pm) and conclude the Sunday of week nine (9) of Winter Quarter by 8 o'clock pm (8:00pm).
  - a) Advertisement for recruitment events may begin week four (4) of Winter quarter and is limited to social media and verbal forms of publicity.
    - i. Advertisement for recruitment events must be removed by the Sunday of week nine (9) of Winter Quarter by 8 o'clock (8:00pm)
      1. This includes, but is not limited to: social media profile photos, online recruitment forms, etc.
  - b) Recruitment Events will be defined as the following:

- a. Events in which parties and student groups inform the general student body of their decision to participate in the elections; and
- b. Meetings in which the party decides on the final party slate.
- c) Recruitment plans, materials, and agendas must be submitted to the Elections Board by the Friday of the fifth (5<sup>th</sup>) week of Winter Quarter.

7) Board Placement Selection

- a. On the first Friday of week one (1) of Spring Quarter at four o'clock pm (4pm), board positions will be selected in a linear drafting order with independent candidates and parties acting as the picking members. Candidates/parties participate in each round of the draft by taking turns selecting positions until the end of the first round. After the end of the first round, the draft order will be reversed in the next round (i.e., 1-10, 10-1, 1-10, etc.). Each candidate/party drafts one position per round until all necessary spaces are acquired. After the end of the first round, independent candidates will drop out and parties will continue in the same linear draft fashion. The board positions up for selection will be predetermined and posted by the elections board. Any board placed not in an approved position by the elections board is subject to the regulations outlined in XVIII.14.E.
- b. Campaign boards shall not be placed before the start of active campaigning.

8) Endorsements

- a) Endorsements begin Sunday of week three (3) of Spring Quarter at eight o'clock pm (8:00pm).
- b) Endorsement shall be published on the Wednesday of week three (3) of Spring Quarter, the exact time will be at the discretion of the Elections Board.
- c) The purpose of Endorsements are to allow student organizations and media outlets to publicly express a preference in candidates and/or parties. Endorsements are not limited to this night; endorsements can be released after at the discretion of the endorsing entity.
- d) Representatives from student orgs will sign the Elections website content form at their discretion. All endorsements will be posted on the Elections website within a business day of submission.

B) Publicity:

- 1) Announcements of sign-ups shall appear in a campus publication at the discretion of the Elections Board.
- 2) An Elections Supplement shall come out by the third (3<sup>rd</sup>) Monday of Spring Quarter before the General Election. The Elections Board 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 Board shall take all pictures for this supplement. The Candidates cannot submit their own photo unless voted on and approved by the Elections Board.
- 4) The Candidates' statements shall appear in campus media in a randomized order to be determined by the Board. Statements from Write-In's who have signed a promissory note shall appear in the order that their statements were submitted to the Elections Board.

- 5) The Elections Board may only give guidelines for copy procedures for the supplement statements. They may not do any editing.
- 6) Elections Board publications and/or posting advertisements shall be designed to include the following:
  - a) How to access online voting.
  - b) The hours and the dates of the Election.
  - c) The statement addressing the failure to vote, as required and stated within Article XVII, Section 12E "Interpretation of Election Results."
- 7) At least one (1) Candidate Forum shall be sponsored and mandatory for all A.S. Candidates by the Elections Board during the election campaign. At least three (3) reporters from the campus student media (including but not limited to the Daily Nexus, The Bottom Line and KCSB) will be invited to question the Candidates. The various media outlets shall determine internally which reporters to send.
  - a) This forum must occur within the first three (3) days of campaigning, at the discretion of the Elections Board.
  - b) Student organizations are to be encouraged by the Elections Board to send representatives to the forum to evaluate the candidates and can decide to endorse any candidate.
  - c) The Candidate Forum shall be mandatory except for class conflicts, severe illness, or extenuating circumstances subject to the approval of the Board.
- 8) At least one (1) event shall be sponsored by the Elections Board the week before the first day of voting encouraging students to vote in each one of the three main residential areas of campus.
  - a) One (1) event shall be held the week before the first day of voting to encourage students living in Anacapa, Santa Cruz, Santa Rosa, San Nicolas, and San Miguel to vote in the upcoming election.
  - b) One (1) event shall be held the week before the first day of voting to encourage students living Manzanita Village and San Rafael to vote in the upcoming election.
  - c) One (1) event shall be held the week before the first day of voting to encourage students living in the Santa Catalina residence halls to vote in the upcoming election.
  - d) These events can include but are not limited to: Tabling, hosting informationals, etc.
  - e) These events must be in close proximity to the areas they are targeting.
- 9) At least (1) event shall be sponsored by the Elections Board the week before the first day of voting to encourage off-campus residents of Isla Vista to vote in the upcoming election.
  - a) This event shall be held in a location accessibly to all students residing in Isla Vista.
- 10) Elections Board shall determine the number, and form the parameters of all Forums and Debates including: chairs, microphones, informing Candidates of time and place, cleaning up, etc.

- 11) Outside of the periods of active recruitment and active campaigning, students, student groups, candidates and parties are strictly banned from publicly announcing any intention to slate a specific member for any particular office.
  - a) Parties, students, and student groups are permitted to express a general interest in running in the overall spring elections, but are banned from publicly declaring which elected positions they intend to slate individuals for.
    - i. Publicly, for instance, will be defined as the following:
      1. Announcements through social media outlets; and
      2. Through conversation with students; and
      3. Making broad announcements at the beginning of a lecture; and,
      4. Any and all forms of campaign literature and material listed in section 7.C.2
    - b) Parties and independents alike are strictly banned from spending any money on active campaigning-related materials outside of the periods of active campaigning.

C) Campaign Literature and Materials:

- 1) All campaigning material must bear the name of the group or candidate responsible for said material. Materials not bearing this information may be seized by the Elections Board and held in the Elections Board and held in the Elections Board 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 Board.
  - 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. The 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, including both physical and/or online classrooms.
  - 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. Signs shall not be placed vertically around any of the campus - designated roundabouts so that they do not impede bike path visibility, and therefore, safety.
  - 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 Board.
  - m) Additional Regulations – The Elections Board 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 Board and if necessary referred to the appropriate authority. The Elections Board 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 referred 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.
- 7) Hashtag and party slogan use for parties and candidates including independent candidates
  - a) No use of hashtags or party slogans before week six (6) of Winter Quarter.
  - b) For parties:
    - i) Limit the use of hashtags and slogans to week six (6) to week (9) of Winter Quarter from the soft campaigning period until the end of elections.
  - c) For all candidates and write-ins:
    - i) Limit the use of hashtags from the soft campaigning period until the end of elections
- 8) In the event that the Elections Board calls an all-virtual election (to only be used during unusual and infrequent circumstances), there will be no physical campaigning for that election and the election will strictly be held on an all-virtual basis, unless otherwise determined by the Elections Board.

D) Campaigning Restrictions:

- 1) Parties and independents are strictly banned from any activities that fall under the definition of active recruitment and active campaigning outside of those designated periods. Parties found in violation will be subject to disqualification pending a vote by the Elections Board.
- 2) Parties are permitted to host public meetings throughout the year.
- 3) Parties are permitted to advertise to the general student body about the times and places of these meetings through online forms such as social media. No form of physical or paper advertisement is permitted.
- 4) All party spending outside of the period of campaigning shall be documented and submitted to the Elections board in the form of a financial statement.
- 5) Giveaways, both in person and virtual, shall be limited to campaign apparel, stickers, and campaign literature. Food and/or drink giveaways are not allowed due to dietary restrictions, allergies and other concerns.

SECTION 8. CAMPAIGN EXPENDITURES

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.

B) Spending Limits:

- 3) No party shall exceed a campaign budget totaling \$200 per slated candidate on the final ballot approved by the Senate, up to a maximum of \$6,400. This \$6,400 is limited to all donations, fundraisers, and financial Candidate contributions.
  - i) The maximum party campaign budget will change dynamically based on the total number of Executive + Senatorial seats in AS (currently 32 total seats, 5 executive + 27 Senators)  $32 * \$200 = \$6,400$
- 2) No independent executive office Candidate shall exceed a campaign budget of six hundred dollars (\$600.00). This six hundred dollars (\$600.00) 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 four hundred dollars (\$400.00). This four hundred dollars (\$400.00) 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 XIX, Section 2, subsection J.
- 5) Candidate contributions for parties shall be defined as any direct contribution from the candidate or their immediate family for the express reason of fulfilling party dues for that specific candidate.
  - a) Party dues for one candidate cannot exceed party dues for another candidate running for the same position.
- 6) Political parties shall not participate in fundraising activities outside of the periods of active recruitment and active campaigning.
- 7) Political parties and candidates shall not accept any donations or financial contributions from individuals or groups on the university campus seeking to influence the outcome of the election. This includes but is not limited to: Office of Student Life groups, academic departments and colleges, staff/faculty members, students, etc.
- 8) Political parties and candidates shall not accept any donations or financial contributions from individuals, groups, parties, corporations or any external entities outside of the university.
- 9) Political parties and candidates shall not solicit any donations or financial contributions from individuals, groups, parties, corporations or any internal or external entities.
- 10) Political parties are permitted to fundraise. All fundraising plans must be submitted to the Elections Board for approval.

#### 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 must meet with the Elections Board to go over financial statements and expenditure expectations, no later than week 8 of Winter Quarter.
- 3) Campaign Treasurer(s) must submit receipts and invoices before each weekly regularly scheduled Elections Board meeting.
  - a) Receipts and invoices will then be posted on the Elections Website following the regularly scheduled elections meeting.

- 4) The Campaign Treasurer shall maintain an official Financial Statement to be submitted to Elections Board 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).
    - i) 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.
    - ii) The source must be included for each item.
  - d) Must submit updated itemized Financial Statements the first (1st) Monday of elections week to be made public by Elections Board for the student body no later than the first (1st) Wednesday of elections week.
  - b) Must submit updated itemized Financial Statements the last Friday of elections week to be made public by Elections Board no later than the Wednesday following elections week.
  - c) 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 Board finds that any campaign has falsified their expenditure form(s) they shall be assessed with a fine to be determined by the Elections Board and upheld by Judicial Council, relative to the severity of the violation.
- 5) The Elections Board at their sole discretion is able to demand additional receipts or invoices, which must be procured within 24 hours, if newly introduced/purchased goods, services, and/or discrepancies from the initial or directly preceding itemized Financial Statement are detected.
  - a) Said receipts and/or invoices must be produced to Elections Board within 24 hours.
  - b) Said receipts and/or invoices will be made public within 12 hours of being received
- 6) Submit plans for elections week by end of week two (2) of Spring quarter.
- 7) Meet with the Elections Board and a member of Finance & Business 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 Board per meeting.
  - a) The member of Finance & Business Committee shall be selected by the Elections Board and shall sign a confidentiality agreement and a non-disclosure form.

SECTION 9. BALLOTS

- A) The final ballot, including constitutional amendments, fee changes, referenda, and plebiscites must be approved by the Senate no later than week two (2) of Spring quarter. The content of the ballot may not be changed after it has been approved by the Senate.
- B) All ballots are to remain anonymous. In order to prevent undue influence and coercion, students are forbidden from inquiring about whom a member voted for.

- C) Each student will receive a unique ballot in which each candidate's name and ballot measure will appear at randomly prescribed location, according to the software available at the time. The candidates' names will be grouped according to the positions in which they are running for.
- D) Regulations regarding "laptops" campaigning are as follows:
  - 1) "Laptops" campaigning is defined as when a candidate, party, pro-group, con-group, or anyone with approximate relation to them, approaches a student and asks that student(s) log onto a computer or other electronic device and vote in the election (usually coaxing student(s) to vote in a certain way).
  - 2) Campaigning with laptops or other electronic devices during the week on which the ballot is cast is strictly prohibited, and doing so will result in a violation.
  - 3) To avoid unclear and/or false violations, complaints about "laptops" campaigning must be registered only by students who are approached and asked to vote.
- E) No money, goods or any other forms of recompense may be promised in exchange for votes.
- F) 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.

SECTION 10. VOTE TABULATION

- A) Associated Students Elections shall be conducted using the Single Transferable Vote (STV) system.
- B) For every executive office and for every senatorial constituency, voters will be able to rank their candidates in order of preference. The candidates that voters prefer the most they would rank one (1), the second most preferred they would rank two (2), etc.
- C) For every executive office and for every senatorial constituency, Elections Board will use the Droop Quota to calculate the minimum number of votes needed for a candidate to be elected.
- D) The Droop Quota is: 
$$\text{Votes Needed} = \left( \frac{\text{Valid Votes Cast}}{\text{Number of Seats} + 1} \right) + 1$$
  - 1) Valid Votes shall be defined as ballots with at least one (1) choice picked for a candidate.
- E) Seats will be distributed as follows:
  - 1) The candidate who receives the most votes in the first round wins the first seat.
  - 2) All the votes that candidate received above the minimum threshold will be distributed to the second choice candidate.
  - 3) The second candidate to then reach the threshold wins the second seat.
  - 4) This process will repeat until all the seats are filled.
  - 5) In the case of no candidate reaching the minimum threshold, the candidate with the least amount of votes is eliminated. The eliminated candidates' votes are then distributed amongst the second choices voters picked. Distribution is handled through the proportional Scottish Method.
- F) For positions in which write-ins are the only prospective contenders, the following guidelines will be adhered to:

- 1) An averaged number of voters for the past four (4) years is to be calculated specifically for the position in question.
  - 2) Twenty percent (20%) of the averaged number is required to vote for the position in question for the election to be considered valid.
- G) The Executive Director and Chair of Elections shall coordinate with the Assistant Director for Technology all procedures regarding tabulation of ballots.
- 1) The Elections Board 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 Board Report.

SECTION 11. VOTING PROCEDURES AND IRREGULARITIES

A) Voting Procedures:

- 1) For executive elections, the candidate receiving the most first (1<sup>st</sup>) choice votes exceeding the minimum threshold wins the election.
    - a) If no candidates reach the minimum threshold, then the candidate with the least amount of votes is eliminated, with their votes proportionally going to the next available choice candidates (2<sup>nd</sup>, 3<sup>rd</sup>, and so on based on the eligible candidates running).
  - 2) For senatorial elections, the candidate receiving the most first (1<sup>st</sup>) choice votes in a particular constituency wins the first seat.
    - a) All the votes above the minimum threshold are then proportionally distributed among the next available choice candidates.
    - b) If no candidate is able to reach the minimum threshold, then the candidate with the least number of votes is eliminated. The eliminated candidate's votes are then distributed among their second (2<sup>nd</sup>) choice candidates.
    - c) This process shall repeat until all seats in the particular constituency are filled.
    - d) Students may not vote for the same candidate more than once, or rank them in the same position twice.
- B) Only Election Board members and A.S. staff members, as well as Campus Elections Committee advisor shall be allowed to view the election results prior to the publicly revealing of results to the campus body.
- 1) The Elections Board will establish guidelines for the individuals present and will expect them to adhere to this protocol.
  - 2) All individuals present are expected not to disclose elections results prior to public announcement.
- C) If any serious voting irregularities occur, as determined by the Elections Board, a review will be conducted. If any student is caught practicing fraud, they will be brought before the Judicial Council and/or the Dean of Students for possible disciplinary action.
- 1) Voting irregularities and voting fraud shall include but not be limited to:

- a) Using a NetID other than your own in order to log onto GOLD and vote.
- b) Gathering as a group or org and overseeing the voting process for each individual.
- c) Requiring friends, classmates, or org members to provide proof of voting in the elections.
- d) "Laptopping" as defined in XVIII.9.D.
- e) Promising recompense such as money or goods in exchange for votes.

SECTION 12. INTERPRETATION OF ELECTION RESULTS

- A) In order for candidates to be elected, twenty percent (20%) of all eligible undergraduate students must vote during the Spring General Election.
  - 1) In the event a special election is held, the voter threshold shall be determined by the Elections Board.
- B) 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.
- C) In order for an individual ballot measure to be valid, fifteen percent (15%) of all eligible students must vote on that particular ballot measure.
- D) 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.)
  - 1) As stated in Article V.2. "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 two-thirds (66.67%) shall be necessary for the adoption of the fee. If a fee is put on the ballot to be increased, such fees can only be increased with a vote of two thirds (2/3) in support of the increase of the fee, with at least twenty percent (20%) of the Associated Students' Membership voting."
  - 2) As stated in Article V.3. "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 reaffirmed with a fifty percent plus 1 (50%+1) vote in support to the continuation of the fee, with at least twenty (20%) of the Associated Students' Membership voting."
- E) 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."
- F) 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.
- G) In order for a ballot to be valid and count towards the Election, students must officially submit their ballot by clicking the submit button. Failure to submit ballot will result in no votes casted for that student.

SECTION 13. POST ELECTIONS

- A) Once results are approved by the Elections Board, Senate, UCop, and the Chancellor, the results stand.

- B) 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.
  - 1) 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 Board Chairperson or the Senate within one (1) week (seven (7) days) after the vote has been announced.
- C) The actual changing of the Senate 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.
- E) In the event that an Elected AS Executive Officer or Senator decides to step down from their position prior to being sworn in, the first (1<sup>st</sup>) official runner-up may choose to fulfill that vacancy for the position for which they ran.
- F) The Elections Board will hold a Town Hall after the Spring election.

SECTION 14. FINES, PENALTIES, & COMPLAINTS

- A) By the Friday of the sixth (6<sup>th</sup>) week of Spring quarter, the Elections Board will forward to the AS Attorney General and the Chair of Judicial Council, which may include:
  - 1) Any formal complaints filed regarding Candidates' violations of Elections procedures.
  - 2) Decisions of the Elections Board regarding infractions.
  - 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 election policies by formally accused Candidate(s).
- B) 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.
- C) Candidates, Proponents and Opponents of Constitutional Amendments, Proponents and Opponents of Fee Changes, Referendums and Plebiscites may be assessed infractions in accordance with the following guidelines:
  - 1) Single system of infractions:
    - a) Individual Candidates, Proponents and Opponents of Constitutional Amendments, Proponents and Opponents of Fee Changes, Referendums and Plebiscites:
      - 1. Infraction 1
      - 2. Infraction 2
      - 3. Infraction 3 – Disqualification of Individual



- b) Parties:
  - 1. Infraction 1
  - 2. Infraction 2
  - 3. Infraction 3
  - 4. Infraction 4
  - 5. Infraction 5 – Disqualification of Slate
- 2) The Elections Board reserves the right to issue more than one infraction to Candidates, Proponents and Opponents of Constitutional Amendments, Proponents and Opponents of Fee Changes, Referendums, Plebiscites and/or Parties or immediately disqualify them on the basis of a major offense(s).
- 3) Possible infractions include but are not limited to:
  - a) Illegal signposting.
  - b) Improper Leafleting, including such things are libelous or fraudulent information on literature or signs.
  - c) Unsolicited use of an electronic medium, including cold calling, email spamming, or use of AS resources to campaign, e.g. AS email account, Slack channel, or list-serv.
  - d) Campaigning timeline and habit infractions including, but not limited to, parameters outlined in the campaign procedures section.
  - e) Social media infraction, including, but not limited to, the parameters outlined in the endorsements section.
  - f) Independent and party rule infractions.
  - g) Budget, fundraising, and party fee infractions.
  - h) Student conduct violations, including violations of federal, local, or state law and/or University policy. See Section 5, D. Student Conduct Policy.
  - i) All other infractions, at the discretion of the Elections Board.
- 4) 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, spaces for ground postings, and the Isla Vista area). 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 Board.
- 5) 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 Board.
- 6) Non-removal of campaign material after five (5) days (one hundred twenty (120) hours) pas the Election will lead to further infractions, including disqualification and/or ineligibility for future elections.
  - a) If the Candidate refuses to remove campaign material after being notified by the Elections Board, the Candidate is subject to additional penalties determined by the Elections Board.
- B) 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).
- C) 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.
- D) Any person may bring a complaint to the Elections Board or report violations of posting regulations.

- 1) Candidates who have pending complaints will be notified by the Elections Board 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 Board Chair within twenty-four (24) hours of their notification. This document will be presented during the Elections Board deliberation of their charges. The individual charged has the right to request an audience with the Elections Board prior to deliberation.
- E) Illegal use of Associated Students email accounts shall result in the termination of the offender's account and ineligibility for honoraria and/or any tuition provided for the relevant quarter.
- F) Any Entity, Senator or Executive officer within the association caught in violation of the endorsement policy will be subject to the penalties outlined below:
- 1) First (1<sup>st</sup>) Offense: Warning
  - 2) Second (2<sup>nd</sup>) Offense: Ineligibility for honoraria and/or any tuition provided for the relevant quarter.
- G) Elections Board is to formulate and make public a list of infractions 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 punishments concerning:
- 1) Sign/poster infractions.
  - 2) Budget, fundraising and party fee infractions.
  - 3) Independent and party rules.
  - 4) Campaigning habits and timelines.
- H) Once elections results have been ratified, any violations or complaints pertaining to ratified elections shall be deferred to the Attorney General.

SECTION 15. CAMPAIGN ISSUES ACCOUNT

- A) Organized proponents and opponents of any and all Constitutional amendments, initiatives, referenda, campus-wide fee measures, or other issues or measures placed on a ballot for student vote, may apply for funding from Associated Students. Only one (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 Senate Finance and Business Committee. 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 Senate Finance and Business Committee 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 Senate Finance and Business Committee 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 the Senate Finance and Business Committee 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.

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

## POLICY 1. CODE OF CONDUCT

Discourteous behaviors may undermine morale and lead to stress; disrupt the functioning and cohesiveness of the association; interfere with individuals' ability to learn, cooperate, and work; and undermine a culture that is civil, ethical, and that honors compliance.

### O) Summary:

- 1) Abusive Conduct/Bullying Behavior in violation of this policy is prohibited and will not be tolerated. The Association encourages anyone who is subject to or becomes aware of Abusive Conduct/Bullying behavior to promptly report it. The Association will respond swiftly to reports of Abusive Conduct/Bullying and will take appropriate action to stop, prevent, correct, and discipline behavior that violates this policy.

### P) Definitions:

- 1) Association: Any space where ASUCSB business is conducted or occurs, in connection with the Associated Students program or activity (including, for example, BCU meetings, fellowship programs, elections, and off-campus activities).
- 2) Abusive Conduct/Bullying: For purposes of this policy, abusive conduct and bullying are synonymous. Abusive Conduct/Bullying is sufficiently severe, persistent, or pervasive conduct that denies, adversely limits, or interferes with an individual's participation in or benefit from the activities, duties, or other responsibilities of the Association, and creates an environment that a reasonable person would find intimidating or offensive and unrelated to the Association's legitimate educational and business interests.
- 3) Complainant: An individual who alleges and/or has been reported to have been subjected to Abusive Conduct/Bullying.
- 4) Reasonable Person Test: The basis for determining whether the conduct at issue rises to the level of Abusive Conduct/Bullying is whether a reasonable person in the same or similar circumstances would find the conduct hostile or offensive given the totality of the circumstance. Although the intention of the person responsible for the conduct may be considered, is not determinative.
- 5) Reporter: An individual who makes a report of alleged Abusive Conduct/Bullying.
- 6) Respondent: An individual alleged to have engaged in Abusive Conduct/Bullying.
- 7) Retaliation: An adverse action taken against an individual based on their report of Abusive Conduct/Bullying or participation in an investigation or other resolution process provided for this policy. An adverse action is conduct that would discourage a reasonable person from reporting Abusive Conduct/Bullying or participating in a process provided for in this policy and includes but is not limited to threats, intimidations, discrimination, or coercion.

### Q) Coverage:

- 1) At the implementation of this policy, the policy covers Abusive Conduct/Bullying and retaliation by and against members of the Association, including elected and appointed officials, general members, volunteers, fellows, and employees. This includes but is not limited to conduct that occurs in person or through other means such as electronic media.

### R) Prohibited Conduct:

*\*\*Note: Abusive Conduct/Bullying behavior may take many forms\*\**

- 1) Abusive Conduct/Bullying, defined in Section (B), may include the following types of behavior:
  - a) Persistent or egregious use of abusive and/or insulting language (written, electronic or verbal)
  - b) Spreading misinformation and malicious rumors
  - c) Behavior, language, or gestures that frighten, humiliate, belittle, or degrade, including criticism or feedback that is delivered with yelling, screaming, threats (including implicit threats), or insults.
  - d) Encouraging others to act, singly or in a group, to bully or harass other individuals.
  - e) Making repeated or egregious inappropriate comments about a person's appearance, lifestyle, family, or culture.
  - f) Regularly teasing or making someone the brunt of pranks or practical jokes.
  - g) Inappropriately interfering with a person's personal property or work equipment.
  - h) Circulating inappropriate or embarrassing photos, videos, or information via email, social media, or other means.
  - i) Making unwanted physical contact or inappropriately encroaching on another individual's personal space, in ways that would cause a reasonable person discomfort and unease, in a manner not covered by the University's Sexual Violence and Sexual Harassment policy.
  - j) Purposefully excluding, isolating, or marginalizing a person from normal work activities for non-legitimate business purposes.
  - k) Repeatedly demanding of an individual that the individual do tasks or take actions that are inconsistent with that individual's job, are not that individual's responsibility, for which the member does not have authority, or repeatedly refusing to take "no" for an answer when the individual is within the individual's right to decline a demand; pressuring an individual to provide information that the individual is not authorized to release (or may not even possess).
  - l) Making inappropriate threats to block a person's academic, political, or other advancement, opportunities, or continued participation in the Association.
  - m) Sabotaging or undermining a person's work performance.
- 2) Abusive Conduct/Bullying may also include the following unethical comportments:
  - a) Knowingly accepting gifts, making promises, or fabricating agreements to influence a vote on any matter.
  - b) Consciously misrepresenting themselves to any member of the University community or to any other person while representing the Association.
  - c) Dishonesty, i.e., cheating, stealing or furnishing false information to the Association, forgery, alteration or misuse of the Association's documents, records, or identification documents.

- d) Aiding, abetting, encouraging, permitting, or assisting an A.S. member or entity to do any act that would violate
- 3) Abusive Conduct/Bullying does not include exercising appropriate supervision of member or carrying out evaluations. It does not include performance management or providing appropriate feedback.
- 4) Differences of opinion, reasonable miscommunication, differences in work styles, reasonable interpersonal conflicts, and occasional problems in working relations are an inevitable part of working life and do not necessarily constitute Abusive Conduct/Bullying, as defined in Section (B).

S) Retaliation:

- 1) This policy prohibits retaliation (e.g., threats, intimidations, reprisals, or other adverse actions) against any person who reports Abusive Conduct/Bullying, assists someone with a report of Abusive Conduct/Bullying, or participates, in good faith, in an investigation or other process under this policy. Any such retaliation is a violation of this policy, independent of whether the report of Abusive Conduct/Bullying is substantiated. Reports of retaliation will be addressed under the procedures outlined in Section (K).

T) Free Speech:

- 1) Members of the Association enjoy significant free speech protections guaranteed by the First Amendment of the United States Constitution and Article I, Section II of the California Constitution. This policy is intended to protect members of the Association from Abusive Conduct/Bullying, not to regulate protected speech. This policy will be implemented in a manner that recognizes the importance of rights to freedom of speech and expression; however, freedom of speech is not limitless and does not protect speech or expressive conduct that violates federal, State, University, or ASUCSB policies.

U) The Oath:

- 1) To ensure compliance with this policy, candidates, elected, and appointed officials shall pledge to the following oath:

“I hereby swear to refrain from engaging in Abusive Conduct and Bullying; that I will hold myself and peers accountable for any discourteous action; that I take this obligation freely, without any mental reservation or purpose of evasion; that I acknowledge if found in violation of this oath, I will be immediately subject to disqualification or resignation of my duties; that I may face repercussions, from A.S. or the University, should a violation necessitate a review and investigation by the Office of Student Conduct or Judicial Affairs.”

- a) All A.S. candidates shall publicly pledge to the aforementioned oath during their swearing-in ceremony.
  - b) All A.S. elected officials shall publicly pledge to the aforementioned oath during their swearing-in ceremony.
  - c) All A.S. appointed officials shall publicly pledge to the aforementioned oath when they are formally appointed to their respective Entity, Board, Commission, Unit, or Executive Office.
- 2) The aforementioned oath shall be signed and renewed every time an individual enters a new or continuing position in the Association.
  - 3) For elected and appointed officials, the aforementioned oath will be distributed and collected by the Office of the Student Advocate General (OSA).

- a) The signed copy shall be submitted to the Student Advocate General within two (2) weeks preceding the initial pledge to the aforementioned oath.
- 4) For candidates, the aforementioned oath will be distributed and collected by the A.S. Elections Board.
  - a) The signed copy shall be submitted to A.S. Elections Board within two (2) weeks preceding the initial pledge to the aforementioned oath.

V) Compliance:

- 1) The utmost executive officer at each Associated Students' office or entity will be responsible for monitoring, enforcing, and reporting policy compliance. The Office of the Student Advocate General will periodically audit and monitor compliance with the policy.

W) Noncompliance:

- 1) Noncompliance with this policy may result in remediation, educational efforts, and/or employment consequences up to and including the suspension of any tangible benefits from position or office, corrective action/discipline, and termination.

X) Procedure:

- 1) The Office of the Student Advocate General (OSA) shall enforce this policy and shall respond promptly to allegations of Abusive Conduct/Bullying—since it is their responsibility to advocate for student well-being in the association and at the University—where they shall give the serious attention it warrants, proceeds according to ASUCSB and University policies while upholding the Students' Bill of Rights, and offer their conclusion(s) to the appropriate entities.
- 2) For further procedural activities, refer to Article. V ASUCSB Executive Office Section. 9 of the ASUCSB By-Laws.
- 3) The Associated Students Senate Committee on Internal Affairs shall enforce this policy and shall respond promptly to allegations of Abusive Conduct/Bullying by or against any member in the Office of the Student Advocate General.

Y) Reporting Incidents of Abusive Conduct/Bullying:

- 1) Individuals should report conduct believed to constitute Abusive Conduct/Bullying to their Executive Officers, any supervisor, or applicable offices. Applicable offices include, but are not limited to, the Office of the Student Advocate General, Judicial Affairs, Judicial Council, the Office of Student Conduct, the Executive Director, and threat response teams. Complaints may be handled by multiple offices in accordance with local procedures set by the OSA.
- 2) Anonymous reports and allegations from third-party Reporters not directly involved in the complaint will be reviewed and may be investigated. The response to such reports may be limited if the Complainant does not wish to pursue the complaint or if the Office of Student Advocate General is unable to collect sufficient information to determine whether the alleged conduct occurred or constitutes a violation of this policy.
- 3) Executive Board members and supervisors who observe conduct that may constitute Abusive Conduct/Bullying behavior should address such behavior immediately and should seek assistance if they are unable to address it. Executive Board members and supervisors should consult the Office of the Student Advocate General regarding appropriate next steps, even if the incident(s) appear(s) to be resolved.
- 4) If the Abusive Conduct/Bullying is sex-based, including conduct that is sexual in nature or based on gender, gender identity, gender expression, sex- or gender-stereotyping, or sexual

orientation, the University's Sexual Violence and Sexual Harassment Policy will apply. Reports shall be made or forwarded to the Title IX Office, as required by and described in the SVSH policy.

- 5) If the conduct is discriminatory based on categories outlined in the Discrimination, Harassment, and Affirmative Action in the Workplace policy, that policy will apply. Reports should be made or forwarded to the local Equal Employment Opportunity/Affirmative Action offices.

#### Z) Timelines and Initial Assessments

- 1) There is no time limit for a Complainant to submit a report, and Complainants should report incidents even if significant time has passed. However, no action shall be taken against the Respondent if they are no longer acquainted with the University.
- 2) As soon as practicable after receiving a report, the Office of the Student Advocate General will make an initial assessment, including a limited factual inquiry when appropriate, to determine how to proceed and whether an investigation is warranted.

#### AA) Resolution Options

- 1) If there was no closure after the initial assessment, resolution of alleged Abusive Conduct/Bullying may take different forms, including early resolution and/or violation investigation. Regardless of the outcome, the Complainant shall be notified in writing that the complaint was reviewed and appropriate steps were taking to reach resolution in the matter.
  - a) Early Resolution: Facilitated by the Office of the Student Advocate General. Options for early resolution may include but are not limited to:
    1. Facilitated discussion to obtain an agreement between the parties
    2. Physically separating the parties
    3. Agreement to counseling, educational, and/or training programs
    4. Negotiating an agreement for corrective action/discipline.
  - b) Formal Investigations: The Office of the Student Advocate General may initiate a formal investigation after a preliminary review of the allegations even in cases where the Complainant does not wish to pursue the complaint. This may occur if the Office determines that an investigation is necessary to mitigate risk to the Association's community. The procedures to this will incorporate the following:
    1. The Respondent will be advised of the relevant allegations in the complaint and will be reminded that Retaliation is prohibited by this policy.
    2. The investigation generally will include interviews with the parties, interviews with other witnesses as needed, and a review of relevant documents or other evidence as appropriate.
    3. Disclosure of facts to parties and witnesses will be limited to what is reasonably necessary to conduct a fair and thorough investigation. Participants in an investigation may be advised to maintain confidentiality when essential to protect the integrity of the investigation.



4. The Complainant and Respondent will be provided with an estimated timeline for completion of the investigation. If the investigation timeline is extended, the Complainant and Respondent will be notified.
5. Following the completion of the investigation, a written report will be prepared that, at minimum, includes a statement of the allegations and issues; the positions of the parties; a summary of the evidence; findings of fact; and a determination as to whether the conduct at issue violated this policy.
6. The Complainant and the Respondent will be informed when the investigation is completed and whether or not a violation of this policy has occurred. Actions taken to resolve the complaint, if any, that are directly related to the Complainant, such as an order that the Respondent not contact the Complainant, will be shared with the Complainant. In accordance with University and ASUCSB policies protecting individuals' privacy, the Complainant may be notified generally that the matter has been referred for appropriate administrative action, but will not be informed of the details of the recommended action without the Respondent's consent.

BB) All elected officials, appointed officials, general members, and employees of the Associated Students:

- 1) Shall behave at all times in a manner that reflects creditably on the Associated Students, including but not limited to AS spaces, community spaces, and online.
- 2) Shall adhere to the Legal Code of the Associated Students and to the rules of duly constituted offices, committees, boards, commissions, and units thereof.
- 3) Shall pursue goals that reflect the values of their respective office, committee, board, commission, or unit and the Associated Students as a whole.
- 4) Shall treat each other and those in the community with behavior that fosters a safe, inclusive environment for everyone. This behavior includes but is not limited to: professionalism, compassion, courtesy, civility, and respect.
- 5) Shall encourage and be ready to participate in respectful, open communication that is conducive to constructive collaboration and dialogue within and between each respective AS entity.
- 6) Shall foster open dialogue with the UCSB community through freedom of the press, by allowing any AS or OSL affiliated journalist to listen and openly record any AS related business in any on-campus meeting that is otherwise open to the public or in any public space on campus that has no reasonable expectation of privacy.

CC) In instances of serious violation, a case may be presented to Judicial Council. For procedures, refer to Article VII, Section 3 of the By-Laws.

POLICY 2. TRAVEL CODE OF CONDUCT

I, \_\_\_\_\_, the undersigned student at the University of California Santa Barbara (UCSB) participating in Associated Students (AS) events and related travel, hereby agree that I will comply with the rules, standards, and instructions concerning behavior outlined by Regental, Campus, and Associated Students Policies while participating in

\_\_\_\_\_ on \_\_\_\_\_.

Name of Event

Date

I understand and agree that I will be subject to the UCSB Campus Policy Sanctions while traveling and participating in events anyway related to Associated Students and UCSB. Further, I acknowledge and agree that Associated Students may prohibit my participation in future activities and travel at any time for failure to comply with Regental, Campus, and Associated Students policies or for any action or conduct deemed to be detrimental to or incompatible with the interests, harmony, or welfare of the event and its attendees.

Further, I hereby understand and agree to the following: (Please initial each one after you read)

- \_\_\_\_\_ That I will obey all laws, rules, and regulations at any Associated Students related events.
- \_\_\_\_\_ That my use, or possession, or transport of any controlled substance at Associated Students activities or related events at which I am a guest during my participation are grounds for my removal from the event, university sanctions, and financial liability.
- \_\_\_\_\_ That sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's employment or education, unreasonably interferes with a person's work or educational performance, or creates an intimidating, hostile, or offensive work or learning environment. In the interest of preventing sexual harassment, the University will respond to reports of any such conduct.
- \_\_\_\_\_ That full and coherent participation in the activities of this event is mandatory as representative of Associated Students at UCSB.
- \_\_\_\_\_ That I will neither hold nor attend parties in hotel rooms, while participating in activities requiring lodging.
- \_\_\_\_\_ That I will keep my door closed and locked for safety while in lodgings during my traveling on behalf of Associated Students and I will refrain from making noise that may disturb other guests.
- \_\_\_\_\_ That I will respect the property of others and will not tamper with the property of others, including, but not limited to, the property of AS and/or UCSB, or any person, hotel, lodging, restaurants or sites visited during and after the event. If any damages to property occur, you must report it to the advisor-in-attendance immediately and I may be held responsible.
- \_\_\_\_\_ That I will notify AS of any plans to depart on independent trips, including a number to be contacted in case of emergency. My failure to provide accurate and truthful information about my whereabouts at any time during the term of an event will result in limitations of participation in future events.
- \_\_\_\_\_ I agree that in the event of an emergency requiring my departure from the Activity at any point I am responsible for financing my own return. I agree that Associated Students, its officers, employees, and agents will not finance my departure prematurely.
- \_\_\_\_\_ In the event, I violate Regental, Campus, and Associated Students Policies I must participate in a restorative justice process agreed upon between the Associated Students Executive Director and myself.

I understand that students participating in and traveling on University-sanctioned trips are representing Associated Students at University of California Santa Barbara and are expected to make responsible decisions regarding their behavior so that they maintain appropriate standards of conduct at all times. Students on such trips are under the jurisdiction of Regental, Campus, and Associated Students policies. Therefore, all provisions of Regental, Campus, and Associated Students policies apply during the entire University-sanctioned trip. This includes, but is not limited to, the prohibitions against the use of all illegal drugs and the illegal use of alcohol. Persons under whose auspices or direction the trip is

conducted may state additional expectations and standards of conduct appropriate to the type and venue of a particular trip. When possible and in the University's sole discretion, AS will attempt to provide such additional guidelines in writing to students prior to the beginning of the trip. The Associated Students Executive Director will handle violation of Regental, Campus, and Associated Students policies. Appeals can be made to Judicial Council.

I have read the terms and conditions set forth herein, agree to abide by them and understand that this Code of Conduct Agreement is effective upon my acceptance to participate in this AS event.

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Student's Signature

Date

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Printed Name

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**POLICY 3. 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;
      1. Aye: affirmative vote for the measure.
      2. Nay: opposition to the measure.
      3. Abstention: neither for nor against the measure and does not take from quorum.
    - 2) During the first senate meeting following the swearing in ceremony, the Internal Vice President shall give a report including, but not limited to, their interpretation of the following meeting procedures:
      - a) How abstentions shall be calculated in a final vote;
      - b) Determining how a voting threshold shall be met when said threshold is not a whole number;
      - c) Determining whether quorum has been met when the membership threshold is not a whole number;
      - d) Determining resolution types when the categorization of said legislation is ambiguous;
      - e) Any other procedural interpretations that the Internal Vice President would find relevant to the Senate.
- 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) The Senate shall not pass any bill in ex post facto.
- D) Senate members must be courteous to whoever controls the floor.

- E) 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."
- F) The A.S. Recording Secretary shall not be allowed to proxy for any member of the Senate at Senate meetings.
- G) 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.
- H) 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.
- I) Senate shall hold their regular weekly meeting every Wednesday, at six-thirty in the afternoon (6:30pm), during their regular session as defined by Article V, Section 5 of the A.S. Constitution.
- 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) Guests:
  - 1) 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 4. SENATE AGENDA AND MINUTES

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.

- A) The Standard Agenda: Call to Order

A) Meeting Business

A-1) Land Acknowledgement

We ask you to join us in acknowledging the Chumash Peoples, their Elders, both past and present, as well as their future generations.

We would like to take this opportunity for us all to reflect on how the work we do here today, in our search for knowledge, our opportunities to teach, and every day, in our chosen fields, affects these lands and the peoples of these lands that we work with and research to protect.

We acknowledge that this University system was founded upon exclusions and erasures of many Indigenous peoples, including those on whose lands this institution is located, the villages and unceded lands of the Chumash people. This UCSB Administration has failed to faithfully and dutifully support the traditional custodians of these lands, Chumash people and Indigenous students, through their continued support of Mauna Kea.

As we work together to prevent further damage to these lands and waters that support not only our livelihoods, recreation, lifestyles, research, and education, we remember that the Chumash peoples of this area have

been separated from these lands, unable to maintain livelihoods as they should, unable to recreate traditionally, unable to maintain their traditional lifeways freely, and unable to have the same access to their lands that we are provided, to do their own traditional research and educate their future generations.

The Chumash people are comprised of the descendants of Indigenous peoples removed from their Island of origin Limuw (Santa Cruz), Anyapac (Anacapa), Wima (Santa Rosa) and Tuqan (San Miguel), subjugated by 5 missions during Spanish colonization of the Central Coast, from Malibu to Morro Bay and inland to Bakersfield. The Villages, upon which this University sits, were a safe haven for maritime travelers. A place alive with trading, hospitality, and abundance. A place where knowledge of and from the surrounding areas, far and wide, was shared with all people of this place and its many visitors. A traditional place of sharing knowledge and education. A tradition this University has an obligation to remember.

Many of the projects and research conducted by this University are within the traditional territory of the Chumash Peoples, and/or affect other Indigenous peoples in their territories and in spite of all of this, each Tribe, Council, Clan, and Band is working diligently to restore and continue their traditional stewardship practices on these lands and heal from this historical trauma.

The damage that has been done and continues to be done by not sharing the true history and legacy in this place and others, and by the exploitation of the Natural Cultural Resources of these areas, can never be erased, there is no mitigation or research project that can make their communities whole again. But we can do better!

As educators, friends, and allies, together, we can acknowledge the mistakes and atrocities of the past and move forward in remembrance and relationship with the local Chumash peoples and other Indigenous peoples, to facilitate their process of healing by making sure that our processes here make room for their Chumash and Indigenous voices to be heard, their Traditional Ecological Knowledge of these territories to be listened to and their peoples to be a part of the healing of these lands and waters, as well as themselves.

This acknowledgment, though brief and in no way complete, demonstrates a commitment by this institution and their educators, to begin the process of creating a relationship with the local Chumash and Indigenous Communities and work to dismantle the ongoing legacies of settler colonialism.

We come together today to acknowledge, stand up for, and give voice to, the unceded lands and waters of the Chumash and all their peoples.

A-2) Roll Call

A-2) Excused Absences

A-3) Proxies

B) External Reports

C-1) Chancellor's Representative

C-2) GSA Representative

C-3) University Center Governance Board Representative

C-4) CSD Director Report

C) New Business

D) Public Forum

E) Acceptance of Agenda

F) Consent Calendar

G) Action Items

G-1) Immediate Consideration

G-2) Old Business

H) Recess

I) ASUCSB Reports

I-1) Administrative Committees Reports

I-2) Boards and Commissions Reports

I-3) Unit Reports

I-4) President's Cabinet Reports

I-5) Executive Director's Report

I-6) Executive Officers' Reports

I-7) Senator Representative Reports

I-8) Administrative Reports

J) Committee Reports

J-1) Standing Committee on Finance and Business

J-2) Standing Committee on External Affairs

J-3) Standing Committee on Campus Affairs

J-4) Group Project and other Temporary Committee Reports

K) Minutes and Allocations:

K-1) Senate Minutes

K-2) Administrative Committees Minutes

K-3) BCU Minutes

K-4) Standing Committee Minutes

L) Appointments

M) Discussion Items

N) Remarks

O) Adjournment

B) The Standard Senate Meeting Minutes: Call to Order

A) Meeting Business

- A-1) Land Acknowledgement
- A-2) Roll Call
- A-2) Excused Absences
- A-3) Proxies

B) External Reports

- B-1) Chancellor's Representative
- B-2) GSA Representative
- B-3) University Center Governance Board Representative

C) New Business

D) Public Forum

E) Acceptance of Agenda

F) Consent Calendar

G) Action Items

- G-1) Immediate Consideration
- G-2) Old Business

H) Recess

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- I-1) Administrative Committees Reports
- I-2) Boards and Commissions Reports
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- I-8) Administrative Reports

J) Committee Reports

- J-1) Standing Committee on Finance and Business
- J-2) Standing Committee on External Affairs
- J-3) Standing Committee on Campus Affairs
- J-4) Group Project and other Temporary Committee Reports

K) Minutes and Allocations:

- K-1) Senate Minutes
- K-2) Administrative Committees Minutes
- K-3) BCU Minutes
- K-4) Standing Committee Minutes

L) Appointments

M) Discussion Items

N) Remarks

O) Adjournment

C) External Representatives to ASUCSB Reports

- 1) Under Representatives to the ASUCSB Reports, Representatives to the ASUCSB may report their activities to the Senate.
- 2) No Representative to the ASUCSB Report shall exceed ten (10) minutes, unless extended for a definite period of time by the Senate.
- 3) Representative Reports shall not last more than 20 minutes unless extended by a 2/3 vote of the entire Senate.
- 4) University Center Governance Board Report
  - a) Under the University Center Governance Board Report, the Senate shall hear a report by all of its appointed undergraduate student representatives to the University Center Governance Board of the activities of the University Center Governance Board.
  - b) The University Center Governance Board undergraduate student representatives shall report at least at every Regular Senate Meeting the week before and the week following a University Center Governance Board meeting.
  - c) The University Center Governance Board Student Chair shall provide the Board agenda to the ASUCSB Senate within 24 hours of its release to the voting members of the University Center Governance Board. -258-
  - d) The University Center Governance Board Chair shall provide the minutes to the ASUCSB Senate within 24 hours of receiving the minutes from the previous meeting.

D) New Business:

- 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.
  - i. Under new business, Senators may request a second reading of the resolution/bill for any proposal that they feel they have not adequately had time to read.
- 2) Under New Business, the Chair shall number each Bill submitted and refer it to one or more standing committees. The Senate must approve the recommendations with a 2/3 vote.

E) Public Forum

- 1) Any guest wishing to make an announcement may do so in this portion of the agenda.
- 2) Any guest wishing to make an announcement shall sign a list in the Senate Chambers, asking for the guest's name, year, major, and announcement subject. The Senate Chair shall refer to this form when calling for guest announcements.
- 3) Guest announcements shall not exceed two minutes individually, unless extended by a simple majority vote of the Senate.
- 4) No guest may consume more than one announcement.

F) Consent Calendar

- 1) Any Bill reported out of all Committees to which it was referred shall be placed on the Consent Calendar for the meeting that which it was reported out.
- 2) Any Senator may remove any Bill from the Consent Calendar.



- 3) If any Bill on the Consent Calendar requires a specific number of votes for passage, it shall be removed from the Consent Calendar if the Chair determines that there are not enough Senators present to approve it.
- 4) All Bills remaining on the Consent Calendar shall stand approved by Unanimous Consent of the Senate. No debate may be held on approval of the Consent Calendar. Approval of the Consent Calendar shall not be subject to a vote.
- 5) Once the Consent Calendar is approved, the decision may not be reconsidered, reversed, or otherwise overturned.

G) Action Items

- 1) Immediate Consideration
  - a) Under Immediate Consideration, the Senate shall consider Bills and other Main Motions in accordance with the rules of debate specified in these By-Laws.
  - b) All Bills removed from the Consent Calendar shall be placed under Immediate Consideration for that meeting.
- 2) Old Business
  - a) Any Bill or other main motion that the Senate does not finally dispose of under Immediate Consideration shall be considered under Old Business at each subsequent Regular Meeting, in accordance with the rules of debate specified in these By-Laws.

H) ASUCSB Reports

- 1) Administrative Committees Reports
- 2) Boards and Commissions Reports
- 3) Unit Reports
- 4) President's Cabinet Reports
- 5) Executive Director's Report
- 6) Executive Officer Reports
  - a) Executive Officers shall make a Report at every Regular Senate Meeting, and be required to yield unused time to questions from the Senate.
  - b) No Report shall exceed ten (10) minutes unless extended for a definite period of time by the Senate.
  - c) Reports shall not last more than 30 minutes unless extended by a 2/3 vote of the Senate.

I) Acceptance of Agenda

J) Committee Reports

- 1) Under Committee Reports each standing committee shall report its attendance and activities. Failure of a Committee Chair to do so shall count as a Committee absence for the Chair, under the provisions of Policy 5 of the AS Policies and Procedures.
- 2) For each bill that a Committee reports out, it shall present a written report including the vote on the Bill, amendments adopted by the Committee, and any additional items the Committee deems appropriate.
- 3) No Committee Report shall exceed ten (10) minutes, unless extended for a definite period of time by the Senate.

- 4) Committee Reports shall not last more than 30 minutes unless extended by a 2/3 vote of the entire Senate
- K) Approval of Minutes
- 1) Under Approval of the Minutes, the Senate shall correct and approve the minutes from its previous meeting, Administrative Committee minutes, Boards and Commissions minutes, and Unit minutes.
- L) Appointments
- 1) All main motions to approve appointments shall be considered at this time.
  - 2) The Senate may not approve any appointment without verifying the completion of a form to be provided by the Committee on Committees Chair including, but not limited to the following information: full name, position, length of term, e-mail address, and telephone number of the person being considered. The Committee on Committees Chair shall be charged with verifying the completion of this form, and this information must be delivered to the ASUCSB Administration Office by 5 p.m. on the Friday immediately following approval of the appointment.
- M) Discussion Items
- 1) Any Senator may submit a topic for discussion to the Internal Vice President at the same deadline as the submission of legislation.
  - 2) No discussion item may last longer than ten (10) minutes unless extended by a 2/3 vote of the Senate for a definite period.
- N) Senator Reports
- 1) In Senator Reports A.S. Senators shall report on their activities on campus committees, in Ad-Hoc committees, liaison groups, and any personal projects. Each Senator shall take no more than 2 minutes and no more than 30 minutes collectively.
  - 2) The Administrative Assistant shall report on any administrative issues regarding the meeting.
  - 3) This shall happen during ASUCSB reports
- O) Recess
- 1) It's recommended to be ten (10) minutes long; however, the Senate has the authority to determine the Recess' length at the time of the Recess through its motion.
- P) 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.
- Q) All Bills shall be posted for the public

POLICY 5. SENATE STANDING COMMITTEE PROCEDURES, AGENDA AND MINUTES

A) The Standard Senate Standing Committee Agenda: Call to Order

A) Meeting Business

- A-1) Land Acknowledgement
- A-2) Roll Call
- A-2) Excused Absences

A-3) Proxies

B) External Reports

C) Public Forum

D) ASUCSB Reports

D-1) Administrative Committees Reports

D-2) Boards and Commissions Reports

D-3) Unit Reports

D-4) Advisor's Report

D-5) Executive Officers' Report

D-6) Ex-Officio Members' Report

E) Acceptance of Agenda

F) Minutes and Allocations:

F-1) Minutes from:

G) Action Items

G-1) New Business

G-2) Old Business

H) Discussion Items

I) Internal Reports

I-1) Representative Reports

I-2) Administrative Assistant Report

J) Remarks

K) Adjournment

B) The Standard Senate Standing Committee Meeting Minutes:

Call to Order

A) Meeting Business

A-1) Land Acknowledgement

A-2) Roll Call

A-2) Excused Absences

A-3) Proxies

B) External Reports

C) Public Forum

D) ASUCSB Reports

D-1) Administrative Committees Reports

D-2) Boards and Commissions Reports

D-3) Unit Reports

D-4) Advisor's Report

D-5) Executive Officers' Report

D-6) Ex-Officio Members' Report

E) Acceptance of Agenda

F) Minutes and Allocations:

F-1) Minutes from:

G) Action Items

G-1) New Business

G-2) Old Business

H) Discussion Items

I) Internal Reports

I-1) Representative Reports

I-2) Administrative Assistant Report

J) Remarks

K) Adjournment

C) Public Forum

- 1) Any guest wishing to make an announcement may do so in this portion of the agenda.
- 2) Any guests wishing to make an announcement shall sign a list as identified by the chair asking for the guest's name, year, major and announcement subject. The Chair shall refer to this form when calling for guest announcements.
- 3) Guest announcements shall not exceed two minutes individually and thirty minutes collectively, unless extended by a simple majority vote of the Committee.
- 4) No guest may consume more than one announcement.

D) Agendas must be posted in a public zone no later than twenty-four (24) hours prior to the following meeting.

E) Any actions taken on Bills or Resolutions shall be made public by the Vice-Chair no later than twenty-four (24) hours after the Committee meeting has been adjourned.

POLICY 6. MAIN MOTIONS

K) Bills:

- 1) All Associated Students affairs, except approval of appointments or override a Presidential Veto, shall be in the form of a bill.
- 2) All Bills and Resolutions shall include the Bill Title, Sessions in which the Bill is introduced, and the name of the sponsor(s).
  - a) The assignment of such items shall be conducted using a consistent header format, predetermined by the Internal Vice President.
- 3) Assignment of Bill Number:

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

Date of Meeting Introduced – 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).
- 4) Bills may include a preamble in the form of one or more “whereas” clauses. The Preamble is intended to explain the rationale for the bill and shall have no binding affect on the Association.
- a) The Whereas clauses shall be bolded and capitalized at the beginning of each statement followed by a colon (e.g. **WHEREAS:**)
  - b) Each Whereas Statement shall not contain multiple sentences.
  - c) Each Whereas Statement shall end with “; and,”
  - d) Citations shall be conducted using footnotes and under a uniform and consistent guideline. While not required, it is strongly recommended to cite sources using an academic style guideline instead of using hyperlinks.
- 5) The enacting clauses of all bills shall be:
- a) "Be it enacted by the Associated Students in the Senate assembled", and the resolving clauses of all resolutions shall be
  - b) "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 Senate except in the first.
  - c) "Be it enacted by the Associated Students in the \_\_\_th Senate assembled”
  - d) “Be it enacted by the Associated Students”
  - e) “Be it further enacted by the Associated Students”
  - f) "Be it further enacted by the Associated Students in the \_\_\_th Senate assembled”
  - g) "Be it finally enacted by the Associated Students”
  - h) "Be it finally enacted by the Associated Students in the \_\_\_th Senate assembled”
- 6) The enacting clauses of all resolutions shall be either:
- a) “Let it be resolved”
  - b) “Let it be resolved by the Associated Students in the \_\_\_th Senate Assembled”
  - c) “Let it be further resolved”
  - d) “Let it be further resolved by the Associated Students in the \_\_\_th Senate Assembled”
  - e) “Let it be finally resolved by the Associated Students in the \_\_\_th Senate Assembled”

- f) “Let it be finally resolved”
- 7) The first enacting clause of any resolution shall be preceded by the word “Therefore.”
- 8) The enacting clauses shall be bolded and capitalized at the beginning of each statement followed by a colon (e.g. LET IT BE FURTHER RESOLVED:)
- 9) After the final clause, every bill shall be allowed to include a carbon copy section.
  - a) Upon passage of the resolution, each person included within the CC section shall receive an electronic copy of the finalized version passed directly emailed to them.
  - b) There shall not be proviso clauses included within the enacting clauses.
- 10) Physical Finalized Copies of the resolution shall be created and signed by the senatorial sponsors.
  - a) The sponsor(s) shall have the option of sending a physical copy to each person included within the CC section.
  - b) Each sponsor (including the student sponsor(s)) shall have the option of receiving a finalized physical copy of the proposal.
  - c) One copy of each bill and resolution shall be kept in Associated Students Main, accessible by any student or staff member, for historical records.
  - d) These tasks shall be conducted in a timely manner by the Internal Vice President.
- 11) Bills and Resolutions shall use single spacing in twelve point professional font with a new line in between each clause.
- 12) All Bills and Resolutions shall take effect immediately upon approval of the Senate unless otherwise specified in the Bill.
- 13) Bills to amend the Constitution, By-Laws, or Standing Policies and Procedures must include:
  - a) The title, article, and section number(s).
  - b) The existing language for such articles and sections. Language that is to be struck must be crossed out and language to be added must be boldfaced or italicized. Other conventions for added and deleted language may be used provided that it is so specified in the Bill.
- 14) All bills shall be officially submitted under the following guidelines:
  - a) Senators must submit an electronic 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/resolution 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.
- 15) Types of Bills and Resolutions:

- a) **Position Paper:** A bill or 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 Senate for the term of that Senate only. If specified by its author, each new Senate shall review it for re-adoption.
- b) **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.
- c) **Directional:** Any Bill or Resolution that directs individuals or organizations (e.g. members of A.S. Personnel, Boards, Committees, and/or the Senate) to perform specific duties requires a majority vote (50% + 1).
- d) **Contractual:** Any Bill or Resolution that includes contract(s) with an agency, group, or business outside Associated Students requires a majority (50% + 1) vote. The A.S. Executive Director must review contractual bills at least two (2) weeks in advance.
- e) **Financial:** Any Bill or Resolution 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:
- f) **Capital Reserves:** Any Bill or Resolution which removes or changes any monies from the Capital Reserve fund requires a three-fourths (3/4s) majority vote.
- g) **Capital Improvements:** Any Bill or Resolution which removes or changes any monies from Capital Improvements requires a two-thirds (2/3) majority vote.
- h) **Constitutional:** Any Bill or Resolution 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.
- i) **By-Laws:** Any Bill or Resolution changing, adding, or interpreting the ASUCSB By-Laws requires a two-thirds (2/3) vote.
- j) **Standing Policies:** Any Bill or Resolution changing, adding, or interpreting the ASUCSB Standing Policies requires a two-thirds (2/3) vote.
- k) The interpretation of all bills and resolutions shall be limited toward the binding clauses. Interpretations of type shall only include explicitly written language (e.g. implied positions/actions shall not be considered when deciding type).
- l) The preliminary bill or Resolution type shall be determined by the author. If left blank or filled incorrectly the A.S. Internal Vice President shall determine the bill type. This shall be completed before the Bill is placed on the agenda. If the A.S. Internal Vice President is absent, the Presiding Officer shall determine the Bill type.
  - i. If the bill or resolution contains parts which constitute more than one type, the voting requirement for that bill or resolution will go to whichever type has the highest threshold. (E.g. If a bill contains parts which constitute it as a Financial Bill Type and a Capital Improvements Bill Type, the Bill will require a two-thirds (2/3) majority vote for passage.)

- ii. If the bill or resolution type as determined by the author was changed, the Internal Vice President shall provide explicit written reasoning to the author. The author shall then have until the senate meeting to change the bill or resolution such that it falls under their original intention. The Internal Vice President shall only be allowed to change the resolution until three (3) hours preceding the next senate meeting.
  - 16) Bills may only be submitted by an Elected Official, a Student at Large Member of an ASUCSB Standing Committee, or by presentation to the Senate of a petition signed by members of the ASUCSB numbering at least the most recent vote quota required for election to the Senate. Each copy of the petition must have the entire bill attached to the front, the printed name, signature, and UCSB perm number of every line verified by the Attorney General. The Attorney General must verify the petition is valid and submit it as New Business by the next Regular Senate Meeting.
  - 17) 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.
- L) 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.
- M) Spontaneous financial items:
- 1) All financial proposals must be presented to Senate Finance and Business Committee (or Program Board) a minimum of one (1) week prior to the scheduled event and to the Senate as part of the Senate Finance and Business Committee 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 Senate Finance and Business Committee 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 Senate Finance and Business Committee 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 Senate Finance and Business Committee or Senate under the requirements herein specified.
  - 2) All matters not dealt with at Senate Finance and Business Committee 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 Senate Finance and Business Committee, with a written recommendation, allocations with which the Senate does not agree. However, if an allocation needs to be addressed prior to the next Senate Finance and Business Committee meeting, Senate may alter the allocation.
- D) 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. (These people must make themselves available to answer any questions Senate members may have.)



- 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.
- 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.

POLICY 7. SENATE PHONE & E-MAIL VOTE PROCEDURES

- A) E-mail votes may be called by the Internal Vice President if urgent business must be dispensed with before the next regular meeting of the Senate. Cases or urgent business include, but are not limited to, the following:
  - 1) Presidential vetoes
  - 2) Administrative needs within the Senate
  - 3) Minutes of boards, committees, and units required to make time-sensitive purchases
  - 4) Approval of other time-sensitive reports or actions mandated by A.S. Legal Code.
- B) The consideration of an e-mail vote must be announced by the Internal Vice President to other executives and all senators or executives on behalf of themselves or members of a board, committee, or unit.
- C) E-mail votes may be requested by senators or executives on behalf of themselves or members of a board, committee, or unit.
- D) If a regular meeting of the Senate has met quorum, no senator or proxy may intentionally leave the meeting to force the usage of an e-mail vote.
- E) When an e-mail vote is initiated by the Internal Vice President, they shall prepare an electronic file containing the agenda, all legislation to be voted on, all exhibits associated with business to be considered, and all minutes to be approved by the Senate.
- F) E-mail votes shall remain open for no less than eighteen (18) hours. The Internal Vice President may, at their discretion, end voting after 18 hours without advance notice to senators. The Internal Vice President may not, for any reason, end voting before 18 hours.
- G) Votes shall be captured by digital survey system such as Google Forms. Attendance and quorum shall be determined from a spreadsheet containing the records of each senator's vote.
- H) Minutes recorded from the results of an e-mail vote shall contain the yes and no votes of each senator in a roll call format.
- I) In the event that minutes of a board, commission, or unit are not approved in an e-mail vote, the entity shall have the opportunity to prepare a corrected or updated copy of the relevant documents to be considered at the next regular meeting of the Senate.

POLICY 8. 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.

POLICY 9. 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 them 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, they 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.

POLICY 10. 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 (10<sup>th</sup>) 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.
- A) 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.
- B) Senate members may only have three (3) excused absences from 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.
- C) 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 (1) quarter only shall be considered a reoccurring academic circumstance.
- 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.
- 1) The following will not be accepted as a proxy for a Senator: another Senator, the Recording Secretary, any Executive Officer, the A.S. Elections Board Chair, voting members of the A.S. Elections Board, the A.S. Parliamentarian, any member of the Judicial Council, or any individual who has declared their candidacy to run in an ongoing election.

- F) All excuses for 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) Senator proxies must fall in their respective Senator's constituency.
- 1) In the event that a CCS, Engineering, or University-Owned Senator has unsuccessfully exhausted all avenues of potential proxy recruitment from their constituency they shall be permitted to seek out a proxy from the general UCSB student body.
- H) An unexcused absence from a Senate Meeting is defined as missing more than one (1) hour of a meeting.
- I) 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.
- 2) A tardy from a Senate 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.
- J) 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.
- K) The Internal Vice President may recommend a Senator's removal under the Action Items portion of the agenda within two weeks preceding 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 preceding 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 preceding the additional quarter.

POLICY 11. ASSOCIATED STUDENTS' MINUTE TAKING TEMPLATE AND STANDARD AGENDA

A) The Standard Agenda:

Call to Order

A) Meeting Business

- A-1) Roll Call
- A-2) Acceptance of Excused Absences
- A-3) Acceptance of Proxies

B) Public Forum

C) External Reports

- C-1) Advisor's Report
- C-2) Executive Officer's Report(s)
- C-3) Group Project/Member Report(s)

D) Acceptance of Agenda/Changes to Agenda

E) Consent Items

- E-1) Approval of Our Marked Agenda/Minutes from [DATE]

F) Action Items

- F-1) Old Business
- F-2) New Business

G) Discussion Items

H) Remarks

Adjournment

B) Minutes/Action Summary:

Call to Order

A) Meeting Business

- A-1) Roll Call
- A-2) Acceptance of Excused Absences
- A-3) Acceptance of Proxies

B) Public Forum

C) External Reports

- C-1) Advisor's Report
- C-2) Executive Officer's Report(s)
- C-3) Group Project/Member Report(s)

D) Acceptance of Agenda/Changes to Agenda

E) Consent Items

- E-1) Approval of our Marked Agenda/Minutes from [DATE]

F) Action Items

- F-1) Old Business

- F-2) New Business
- G) Discussion Items
- H) Remarks
- Adjournment

POLICY 12. 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 13. 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, Office of Student Life (OSL) organization, or Board, Committee, and Commissions (B.C.C) may sponsor their own bill.
- 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(s) should be present at the meeting which their Bill appears on the agenda. If unable to attend, they may submit a formal statement to the Senate via email on behalf of their sponsorship of the legislation.
- 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 14. 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 third (3rd) week of each quarter.
  - 1) The Executive Director or designee shall be responsible for posting office hours on the respective door, the A.S. website, posting the respective office hours next to the photo portraits of the ASUCSB elected officials that are placed in the University Center, and for sending out a university-wide email to all students with the names of all elected and appointed ASUCSB officials and their respective office hours by the end of the (3rd) third week of each quarter.
- 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) All elected individuals are also hereby required to make one (1) of their already designated office hours an online accessible office hour. Meaning that they shall make it known to the public that constituents can reach out to them via some form of live online communication including but not limited to: Facebook live, Instagram live, Skype, Google chat, etc. The form this takes is not important so long as it is accessible online and is in real time.
- G) All appointed individuals are also hereby recommended to have an online office hour, but their autonomy of operations is recognized and heard.
- H) Individuals without an assigned office shall serve any required office hours in the AS Main office.
- I) It is the responsibility of the individual to sign in and sign out of office hours, and ensure that they are recorded.
- J) 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 15. 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.
- 3) 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).
- 4) 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 Senate Finance and Business Committee, 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 16. 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 17. DISTRIBUTION OF AGENDA & MINUTES**

- A) Minutes taken from A.S. BCUs, Senate, Standing Committees, Ad Hoc Committees, and other committees or groups, shall be submitted regularly to the A.S. Internal Vice President.
- B) Entity minute takers, chairs, or other designated leadership should upload their respective minutes to the A.S. Minutes drive, under the "To Be Approved" folder in PDF format to submit minutes.



- C) Once approved by the Senate, the Senate Advisor or other A.S. Staff will oversee the archival of the respective minutes from the “To Be Approved” folder to the “Approved” folder.
  - 1) The approved folder will contain subfolders for all A.S. BCUS, Senate, Standing Committees, Ad Hoc Committees, and other committees or groups.
    - a) Within each subfolder, the minutes will be organized by academic year.
- D) Submitted minutes should be complete. Complete shall include at least the following:
  - 1) Name of group or entity
  - 2) Date meeting occurred
  - 3) Time the meeting occurred
  - 4) Attendance of voting members present
  - 5) Motion language for all motions made
  - 6) Vote status of each motion made
  - 7) Business items discussed
- E) All A.S. members will have access to view the A.S. Minutes drive.

POLICY 18. 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 19. 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 20. 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. Senate Finance and Business Committee/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: Lobby Corps/SCORE/Queer Commission
- 8) Room 2531: Womxn'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 (Creative Media and Controllers): Creative Media Unit and Office of the Controllers
  - 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) 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.
- K) Computer Lab Use: Computer Lab usage shall be granted for staff, interns, board members, and volunteers associated with SIO, the Bottom Line, Creative Media Unit, Controllers, and the Media Center Library, and for the general public.
- L) 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
- M) A.S. Pardall Center

POLICY 21. 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.
- 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 22. 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 23. 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) The Executive Director 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 24. STAFF DEVELOPMENT DAY

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

POLICY 25. 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 26. FOOD AT MEETINGS

- A) Associated Students recognizes the existence of both general and board meetings.
  - 1) Board meetings are to be defined as closed meetings consisting solely of the voting membership.
  - 2) General meetings are to be defined as open meetings where participation is shared between the voting membership along with members from the general public.
- B) Associated Students shall not spend student fees to provide sustenance at board meetings.
- C) It is permissible to serve sustenance at general meetings provided that:

- 1) An entity's quarterly budget to spend on sustenance shall be determined based off of the average attendance of all general meetings held in the previous quarter multiplied by the total number of general meetings held in that quarter.
  - 2) The amount of this allocation shall be reported in an entity's minutes no later than the second (2nd) meeting of that quarter.
- D) This policy shall not pertain to:
- 1) Programs, events, and tabling.
  - 2) A limit of one (1) Retreat or Banquet for voting members per quarter.
- E) Additional funds may be requested at the discretion of Senate Finance and Business Committee.
- F) In the case that food is purchased at a meeting, that entity shall clearly state the expenditures and reason for food spending in their minutes to be reviewed and approved by Senate after the meeting.
- G) Senate shall conduct a quarterly review of food spending of the entire association via an ad-hoc committee consisting of a minimum of five (5) Senators. This report shall be presented to Senate by week nine (9) of each quarter. If Senate determines that the entity has abused the exceptions or spent irresponsibly, they shall be empowered to freeze all sustenance spending for the following quarter.

**POLICY 27. 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 28. SUSTAINABLE PRACTICES AND SYSTEMS WITHIN A.S.**

Associated Students should continually demonstrate its role as a campus leader in sustainability standards, and provide opportunities for students and staff within AS to reduce their environmental impact.

- A) Sustainable practices to be utilized within AS Spaces and offices and at AS events:
- 1) Utilize natural lighting by using task lights and natural lighting (i.e., desk and floor lamps) rather than turning on lights in the middle of the day.
  - 2) Unplug appliances such as coffee makers when not in use and turn off power strips at the end of each work day.
  - 3) Turn off overhead 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.
  - 11) 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.

B) Sustainable systems within AS:

- 1) Associated Students should continually maintain an office and work environment that encourages environmentally and socially sustainable practices by ensuring that all A.S. staff and students receive all necessary training and information, and are supported by an accessible sustainability-focused infrastructure.
- 2) In order to implement, maintain and improve sustainability within Associated Students, a standing Sustainability Working Group should be maintained. This group should be comprised of students and staff from diverse areas across Associated Students and meetings should be open to all interested participants and observers. The charge of the Working Group shall be:
  - a) Conduct regular surveys and inspections of A.S. spaces to ensure that the infrastructure outlined below is in place and students and staff have full access to sustainability resources and are able to follow the principles outlined in this document.
  - b) Maintain and update ongoing resources such as the A.S. centralized supply cabinet, compostable product supply, and all A.S. Sustainability Guides.
  - c) Seek out new opportunities to further develop the A.S. Green Bill and make recommendations to A.S. Senate.
- 3) Sustainable systems to be maintained in all A.S. spaces and offices and at A.S. events:
  - a) A.S. offices should use the most energy efficient lighting feasible and should upgrade to new fixtures as technology and finances allow.
    - i) In offices with multiple occupants in a larger space, individual desks should be equipped with desk lamps and task lighting to reduce the need for overhead lights.
    - ii) Task lights should be equipped with CFL or LED bulbs, incandescent bulbs should never be used.
    - iii) All light switches should have signage reminding occupants to turn off lights when leaving the space.
  - b) All A.S. offices should have recycling bins, and all A.S. buildings should have at least one compost bin available. Large A.S. spaces (A.S. main offices, Pardall Center, KCSB, etc) should have electronic waste bins available.
    - i) Each bin should have signage clearly marking the type of waste accepted with picture and text examples. Signage can be downloaded from the A.S. Recycling website.
    - ii) Recycling and compost bins in A.S. spaces should be emptied twice weekly by A.S. Recycling students. Electronic waste bins should be emptied weekly by A.S. Recycling students. A.S. students and staff should request additional pickups by contacting A.S. Recycling.
  - c) All offices should have sufficient reusable cups, plates, mugs and utensils for typical daily and/or weekly use. Compostable products such as plates, utensils, cups, etc should be available for guests and larger events. Reusable items must be cleaned after use to reduce pest issues and ease the burden on custodial staff.

- d) All offices should have access to a AAA/AA battery charger.
  - e) Food storage and preparation areas (refrigerators, cupboards, coffee makers) should be kept separate from copier and printer areas in order to minimize the risk of ink vapor coming in contact with food.
  - f) A.S. should maintain a supply cabinet of basic office materials such as pens, tape, notebooks, highlighters, et cetera that have been selected with sustainable principles in mind. These supplies should be made available to groups to ease the burden of researching sustainable supplies.
  - g) A.S. Publications should retain any misprinted or extra scrap paper for distribution to A.S. offices for reuse as scratch paper.
  - h) Resources should be made available to reduce the environmental impact of A.S. events.
    - i) 5-gallon water jugs with a dispensing pump should be available to student groups for event hydration stations.
    - ii) Groups must have compost, recycling, and landfill bins at events and should either be able to order bins and collection service from A.S. Recycling or check out and service bins themselves.
- 4) All A.S. staff and students should be made aware of the provisions of the A.S. Green Bill on a regular basis, and should be provided with clear resources on how to abide by all policies without compromising any group's ability to meet its own goals.
  - 5) The A.S. Fall Orientation and any quarterly meetings of A.S. leadership should include information on sustainability within A.S.
  - 6) The Environmental Affairs Board, Recycling, and the Zero Waste Committee should act as informational resources on sustainability for A.S. groups.
  - 7) The Green Bill and any associated resource guides should be prominently featured on the A.S. website. Printed versions should be available in all A.S. spaces.

POLICY 29. MEDIA AND PUBLICITY

A) Online & Social Media

- 1) Consistency
  - a) The public social media accounts of all Associated Students entities shall identify the entity as a part of the "ASUCSB" or the "Associated Students of UCSB" in either their page title or description.
  - a) All entities' public social media page names shall follow the formula: "ASUCSB [Entity's Formal Name]." For example, ASUCSB Office of the President, or ASUCSB Commission on Student Well-Being.
    - i) The Associated Students Events & Media Units are exempt from this requirement.
  - c) Any entity may use their abbreviated name for accounts requiring short usernames (E.g., Twitter, Instagram).
- 2) Procedures for the Creation and Maintenance of Online Media
  - a) The AS Assistant Director for Technology shall keep an updated database of all AS social media, websites, and other online accounts that includes the name and contact information of each account administrator.
  - b) The AS Assistant Director for Technology or an AS career staff member shall be an account administrator on all AS social media, websites, and other online accounts.



- c) All account administrators shall be responsible for transferring and relinquishing admin authority to their successor during the transition process. Any account administrator who does not do this within two weeks of ending their term shall be docked honoraria and be removed as an account administrator by the AS Assistant Director for Technology Services or an AS career staff member.
- d) Any new official website created for an AS Entity must be linked to the Associated Students main website and include 'as.ucsb' in its URL.

B) AS Branding Guidelines

- 1) All visual media for programs held by any Associated Students entity, including but not limited to apparel, brochures, books, flyers, and Facebook event pages, shall contain the Associated Students name and logo and/or the respective AS entity's name and logo.
- 2) All visual media for programs funded by any Associated Students entity, including but not limited to apparel, brochures, books, flyers, and Facebook event pages, shall contain the Associated Students name and logo and/or the respective AS entity's name and logo.
- 3) Any change to the official ASUCSB logo, symbol, or icon must be approved by the AS Creative Media Unit and a two-thirds (2/3rds) vote of the Senate.
- 4) Any AS Entity that wishes to create a new official logo or symbol shall work in collaboration with the AS Creative Media Unit in order to ensure synchronization in visual media across the Association.

C) Posting Criteria and Penalties

- 1) Content posted on the web, social media, or other online accounts by any AS Entity must comply with the Associated Students Code of Conduct (see Policy 1, Standing Policies & Procedures).
- 2) Any person or organization found using the name or symbols of ASUCSB inappropriately may be referred to Judicial Council at the discretion of the Attorney General. Any student may also file a complaint with these bodies concerning an inappropriate use.

POLICY 30. CONFERENCE AND RETREAT POLICIES AND PROCEDURES

A) Conference Leads shall be defined as leadership within a particular AS Entity charged with overseeing and ensuring UCSB representation at all United States Student Association (USSA) & University of California Student Association (UCSA) conferences.

- 1) If no particular AS Entity is designed as a Conference Lead for a conference, then that responsibility shall be entrusted to the EVPSA.
- 2) The Student Commission on Racial Equality (SCORE) shall be the designated Conference Lead for the Student of Color Conference (SOCC).
- 3) Lobby Corps shall be the designated Conference Lead for the Student Lobby Conference (SLC).
- 4) The EVPSA shall be automatically accepted to all University of California Student Association (UCSA) conferences in order to represent UCSB as a UCSA Board Member in accordance with UCSA By-Laws.
- 5) The EVPSA shall be invited to all Conference planning meetings by Conference Leads in order to coordinate and provide support in an ex-officio (non-voting) capacity.

B) All conferences funded in part or in full using student fees must abide the following guidelines:

- 1) Applications must be made available no later than two (2) weeks prior to the start date of the conference.
  - 2) Applications must be made available on the Committee on Committees' website to the entire undergraduate student body of UCSB and be sufficiently advertised to the campus community.
  - 3) Applications must include, but are not limited to the following information and questions:
    - a) A detailed explanation outlining any criteria that may give an individual priority selection
    - b) Required Question 1: Are you an ASUCSB elected official? If yes, what is your position?
    - c) Required Question 2: Were you approved to host a workshop?
    - d) Required Question 3: What year are you? (freshman, sophomore, junior, senior)
  - 4) Applications shall be reviewed and delegates shall be selected via a blind process: all names and other identifying application information, including but not limited to: email and phone number, shall be redacted.
  - 5) All applicants shall be notified about conference selection decisions no more than three (3) days after the application deadline.
  - 6) Conference leads are responsible for ensuring all members of the delegation are informed about and sign the ASUCSB Waiver of Liability Assumption of Risk and Indemnity Agreement, which must be submitted to the Executive Director no later than twenty-four (24) prior to the start of the event.
  - 7) Conference leads are responsible for sharing the knowledge obtained at the conference with the UCSB student body who were unable to participate by providing a report about their conference experience to the ASUCSB Senate and incorporating this new knowledge into at least one (1) future event or program.
  - 8) All members who have confirmed attendance and can no longer participate in the entirety of the conference must notify the conference lead(s) no later than forty-eight (48) hours prior to the start of the event; refer to Policy 7 for legitimate exemptions.
  - 9) All members who violate Policy 31 (B)(7) will be required to pay seventy-five percent (75%) of their per-person variable costs for the conference. This amount will be charged to their BARC accounts.
    - a) A student who had previously committed but fails to attend may appeal their fine to judicial council and inform the lead of the specific conference of their appeal.
    - a) Monies received from a delegate's BARC shall be transferred to the account of the AS Entity that provided the greatest total amount of funding for the Conference.
- C) The chairs of the AS Entities hosting a retreat shall be in charge of overseeing the planning and the execution of the retreat.
- D) All retreats funded in part or in full using student fees must abide the following guidelines:
- 1) Invitations must be made available no later than two (2) weeks prior to the start date of the retreat.
  - 2) Invitations must be made available to the intended recipients and be sufficiently advertised to their respective communities.

- 3) The chairs are responsible for ensuring all retreat participants are informed about and sign the ASUCSB Waiver of Liability Assumption of Risk and Indemnity Agreement, which must be submitted to the Executive Director no later than twenty-four (24) prior to the start of the event.
- 4) All participants who have confirmed attendance and can no longer participate in the entirety of the retreat must notify the chairs no later than forty-eight (48) hours prior to the start of the event; refer to Policy 7 for legitimate exemptions.
- 5) All participants who violate Policy 31 (D)(4) will be required to pay seventy-five percent (75%) of their per-person variable costs for the retreat. This amount will be charged to their BARC accounts.
- 6) Monies received from a participant's BARC shall be transferred to the account of the AS Entity that provided the greatest total amount of funding for the retreat.

POLICY 31. ASSOCIATED STUDENTS CONTRIBUTION TO RELIEF EFFORTS

POLICY 32. ASSOCIATED STUDENTS ORIENTATON PROCESS

POLICY 33. ASSOCIATED STUDENTS TRANSITION PROCESS

POLICY 34. STANDING POLICIES & PROCEDURES OF THE PARDALL CENTER

- A) The Associated Students Pardall Center is funded via student fees; however, all members of the community are welcome to use the space.
- B) Emergency repairs as well as purchases including those of supplies, leasing, and staffing under an amount of five hundred (500) dollars are to be approved by the board on a yearly basis in order to allow for career staff to proceed with key expenditures.
  - 1) The approval process shall take place each January, parallel to the annual Associated Students budget process.
- C) Any other financial expenditure shall require the approval of the Pardall Center Sub-Governance Board.
- D) Printing Policy: users shall use printing resources (e.g. toner, paper) responsibly.
  - 1) Users shall keep prints to small printing jobs (no greater than twenty five pages in length).
  - 2) No user will print more than 200 pages per quarter.
    - a) This policy may only be enforced using quantitative evidence, such as a computer program that tracks prints.
  - 3) Printing shall be in black and white, unless a user requests color printing.
  - 4) This printing policy shall not apply to the space of renting tenants.
- E) Parking Policy
  - 1) Users and staff members may utilize any of the four parking spaces on the East side of the Pardall Center while at the Pardall Center.
    - a) Users and staff must display a valid permit, which shall be obtained from the Pardall Center.

- b) If an entity wishes to reserve a parking space while holding an event at the Pardall Center, the entity must indicate this request at the time of submitting a general request for space reservation at the Pardall Center.
- 2) Those deemed by a staff member to be, beyond a reasonable doubt, in violation of this policy will be subject to towing of their vehicle.
  - a) In any other case, a written warning including information about the Pardall Center's parking policies will be placed on the windshield of the vehicle in question.
- 3) During normal business hours (9am-5pm), parking behind the building on the North side shall be reserved solely for Pardall Center staff.

F) Advertising Policy

- 1) Advertising may not be commercial.
- 2) Users may place non-commercial advertisements in the Pardall Center.
  - a) Career staff shall determine the acceptable location(s) for advertising in the Pardall Center. Non-commercial advertising includes but is not limited to non-profit, educational, and community-based advertising.
- 3) This advertising policy shall not apply to the space of renting tenants.

G) Respect for Staff

- 1) Associated Students reserves the right to refuse service or regulate use to any users who violate any policy or procedure or engage in any verbal and/or physical abuse of staff or participants.
- 2) As one of the primary responsibilities of the students who work in the Pardall Center, is to maintain order and ensure a welcoming space for all members of the University and community, Pardall Center users must respect the directions of student staff. Failure to do so may result in a person not being permitted to visit the Pardall Center.

H) Users are expected to adhere to the following expectations:

- 1) Users shall be considerate of computer use.
  - a) Users shall be mindful of bandwidth usage.
  - b) If other users are waiting for use of the computers, the user shall restrict their use to thirty (30) minutes.
  - c) Users shall understand that computers shall not be used for inappropriate content including but not limited to sexual content or hateful, prejudiced, or violent content.
  - d) Users shall understand that content saved on computers shall be cleared by staff on a regular basis.
  - d) Users shall comply with University policies on responsible usage of computers
- 2) Pardall Center users must recognize and acknowledge that the Pardall Center is a shared, multi-purpose community space, and therefore respect the rights and privileges of others who are using the Pardall Center simultaneously. Conversations, discussions, and dialogue are welcome and encouraged, but should be kept at a level that is not distracting or disruptive to others.

- 3) Users may be asked to sign in on certain occasions, in order help Pardall Center staff track important information about usage of the space
- I) Food and Drink
    - 1) Food and drink are permitted in the Pardall Center. In order to maintain a clean and orderly environment, however, Pardall Center users must clean up any spills and dispose of their waste in the appropriate receptacles. Pardall Center users must be especially careful drinking and eating while using a computer, as a spill may cause damage, requiring the person to compensate Associated Students for the damage.
  - J) Lost Items
    - 1) Pardall Center users are expected to use Pardall Center items and equipment responsibly. Users will be responsible for compensating the University for any equipment that is lost or damaged.
    - 2) Pardall Center users are expected to watch their personal belongings. The Pardall Center is not responsible for any personal items or equipment.
  - K) Pardall Center Closures
    - 1) Occasionally the Pardall Center may be closed for a special event. The Pardall Center reserves the right to close for such events or for unforeseen circumstances.
  - L) Users or entities may request to reserve the Pardall Center for an event such as a presentation, meeting, or workshop. Interested users or entities are required to submit a request to reserve the space at least twenty-four (24) hours in advance. Exceptions can be made at the discretion of staff. Request for use of space will be considered on a first-come, first served basis.
  - M) Legal Self-Help Center
    - 1) The Self Help Legal Center is a community-access, free legal resource program that was implemented and launched with the Isla Vista Tenants' Union in Summer 2014. It is available for use by UCSB students who do not require legal advice, but need resources to assist them with the judicial process, drafting correspondence to address a conflict, or preparing documents for agreements. Its purpose is to provide individuals with tools to accomplish their legal needs. The Self Help Legal Center occupies space within the Pardall Center that results in overhead costs for rent, maintaining the library and computers and workspaces.
      - a) The two computers in the Self Help Legal Center are restricted for users of the Self Help Legal Center between the hours of 9am-5pm, Monday through Friday.
      - b) Reference materials in the reference library are available for use on the premises and may not be removed without permission from the Legal Resource Center.
  - N) Compliance with Policies and Procedures: all Pardall Center users are expected to comply with the standing policies and procedures. The Pardall Center reserves the right to disallow a person to continue using the space if they do not comply with the Pardall Center and/or University policies and procedures.

**POLICY 35. A.S. FINANCIAL POLICIES AND PROCEDURES**

- A) The A.S. Financial Policies and Procedures as determined by the Senate Finance and Business Committee and approved by Senate shall be recognized as official policies within the Legal Code.

POLICY 36. ASSOCIATED STUDENTS SANCTUARY CAMPUS STATUS

- N) Associated Students shall not be permitted to communicate in any way with Immigration and Customs Enforcement (ICE), Customs and Border Protection (CBP), or the United States Department of Homeland Security.
- 1) Associated Students may only allow ICE, DHS, or CBP officials in AS spaces if they are shown a true warrant, not an administrative warrant.
- O) No A.S. Funds shall be used for any event sponsored, co-sponsored, or has received any funding from ICE, CBP, Salesforce, Maxim Healthcare Services, ABM Industries, Dell Federal Systems, Microsoft, General Dynamics, Hewlett Packard Company, Motorola Solutions, and Deloitte Consulting.
- P) Associated Students shall adopt the model set by UCOP, “University of California Statement of Principles in Support of Undocumented Members of the UC Community.”
- 1) Adopt the mission statement that includes: “The University is committed to creating an environment in which all admitted students can successfully matriculate and graduate regardless of their immigration status in a manner consistent with the UC’s nondiscrimination policy.”
  - 2) No UC campus police department shall cooperate with state and local law enforcement agencies to investigate, detain, or arrest individuals for violating federal immigration law.
  - 3) Encourage investigation of criminal activity with the individual(s) immigration status not jeopardized, nor leading to individual(s) injury, and/or risk of removal.
  - 4) UC campus police shall not detain individuals upon the request of an immigration hold request from ICE, unless required by federal law and/or the individual(s) have been convicted of a serious/violent felony.
- Q) Associated Students shall not provide assistance or resources to any of the aforementioned companies/entities, nor will it promote any events that invite these companies/entities to campus.
- 1) In the event that such agencies are invited or seen on-campus, a university announcement shall strongly be taken into consideration.
    - a) In the event that an ASUCSB staff is aware of an event where such agencies are allowed on campus, ASUCSB staff must send out a University announcement, reaching as many students as possible.
- R) Representatives from the aforementioned entities/companies shall be prohibited from entering or using Associated Student’s physical spaces without the proper documentation and/or permission from the A.S. Executive Director.
- 1) Proper documentation that would allow these entities in A.S. Spaces are judicial warrant.
  - 2) Staff shall request to see such warrant and know the difference between an administrative warrant, which is only applicable in space where there is no reasonable expectation of privacy, and a Judicial warrant, which is an official court document signed by a judge.
- S) This clause shall remain in effect until it is modified or repealed by the Senate with the appropriate legislation.
- T) ASUCSB will no longer use e-verify in its practices in order to protect the identities of its undocumented members.

- U) Every ASUCSB staff is mandated to undergo cultural competency training to prepare them to handle instances with immigration status.
- V) Every ASUCSB staff is mandated to undergo a training on how to interact with ICE or DHS if present on campus or A.S. spaces.
  - 1) These training mandates shall extend to ASUCSB Student Staff and elected members.

POLICY 37. *EQUITABLE, JUST, AND FAIR LABOR STANDARDS*

Section 1. Construction

- A) ASUCSB Shall adopt a Project Labor Agreement for all construction or building projects which utilize student fees.
- B) The Project Labor Agreement shall include clauses on the following:
  - 1) A grievance process with neutral Arbitration.
  - 2) Discipline or dismissal requires at least a just cause standard.
  - 3) Local hiring programs which specifically targeted marginalized communities.
  - 4) Workplace development and local apprenticeship program.
  - 5) Gender Equity within the workplace.
  - 6) Nondiscrimination on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, gender identity, gender expression, physical or mental disability, medical condition (cancer-related or genetic condition), genetic information (including family medical history), HIV status, age, citizenship, usage of contract benefits, political affiliation, or union activity
  - 7) Exclusion of Subcontracting not covered under the Project Labor Agreement.
  - 8) Sexual Harassment resolution procedure contained within the grievance process.
  - 9) Special protections for members of vulnerable communities like undocumented immigrants.
  - 10) Prohibition, to the extent legally possible, of federal immigration or homeland security officials within the workplace.
  - 11) Procedures for interruptions due to immigration proceedings.
  - 12) Prohibition of strikes, work stoppages, or other workplace disruptions.
  - 13) Exclusion of work conducted by UCSB Employees or within AFSCME or any other UCSB union.
- C) The ASUCSB shall not include a helmets to hardhats program.
- D) ASUCSB shall, to the extent legally possible due to local, state, and federal law, prioritize the hiring of unionized employees under the Project Labor Agreement.

POLICY 38. BOARDS, COMMISSIONS, AND UNITS' LINE OF SUCCESSION

- A) The line of succession for the Executive position/Co-Chair(s) of Boards, Commissions, and Units' of the association shall be the vice-chair(s) followed by the financial officer.
- B) These interim chairs shall only fulfill the Executive position/Co-Chair(s) until a special election is held.

POLICY 39. ON-CAMPUS SENATORS IN A REMOTE ELECTION CYCLE

In the event that elections are held remotely and the campus reopens at full, in-person capacity during their elected term:

- A) On-campus Senators and University-Owned Residency Senators must fulfill a residency check by the end of week two (2) of Fall, Winter, or Spring quarter following campus reopening. This residency check will be facilitated by the Elections Board.
- B) Senators' candidacy is conditional upon the satisfactory completion of these residency checks, and their seat will be vacated if they fail to meet the requirements.
- C) Students have the right to appeal their removal due to unsatisfactory residency requirements to the Judicial Council.
  - 1) If Judicial Council denies consideration of the appeal, the case will be considered closed and the decision of the Elections Board will stand.
  - 2) If Judicial Council moves forward with consideration of the appeal, the appellate process will follow standard guidelines for appeals regarding Election Board complaint rulings found in Article VII Section 9 of the AS Legal Code.

POLICY 40. BCU MEMBER REMOVAL PROTOCOLS

- A) Boards, Commissions, and Units shall be empowered to remove inactive and/or problematic members from their respective entities' membership if the following conditions are met.
  - 1) BCU's may bring up the removal of an appointed members as a discussion item one week prior to a vote to remove an appointed member.
  - 2) BCU's must have their advisor or A.S. Career Staff member present for this discussion. The discussion should outline the reasoning for the attempted removal of said appointed member and future actions moving forward.
    - a. BCU's are encouraged to take a restorative approach to the removal process and should only be used as a last resort.
  - 3) Prior to the vote to remove an appointed member, the highest ranking officers of the entity must formally contact the member in question and alert them of the ongoing attempt to remove the member and invite them to the meeting.
    - a. If the member themselves cannot attend, they are encouraged to send a proxy in their place.
  - 4) Following a line item discussion a week prior, the BCU may enact a vote to remove the appointed member. The voting threshold for their removal shall be a three-fourths (3/4<sup>th</sup>) majority vote.
    - a. The member up for removal must recuse themselves from a vote to remove them from their A.S. entity.



5) A vote to remove a general appointed member must be ratified by the A.S. Senate.

**APPENDIX A**

**ACADEMIC SENATE COMMITTEES**  
**(updated 2008)**

**SECTION 1. OVERALL DESCRIPTION OF COMMITTEES**

- A) Selection Process, Term of Office of Representatives, and Number of Representatives:
- 1) One (1) At-Large Representative is appointed to each of the Academic Senate Committees. Each representative is nominated by the A. S. President after consultation with the Academic Affairs Board Chairperson and approved by the Senate for a term of one (1) year, except for any two (2) years or more appointments which will be specified in the texts of individual sections.
- B) Duties of Undergraduate Student Academic Senate Representatives:
- 1) Report a minimum of once (1) 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 Academic Senate Committee meetings and actions in a folder which shall be collected by the Committees Coordinator to be passed on to subsequent representatives.

**SECTION 2. COMMITTEE ON DIVERSITY AND EQUITY**

- A) Purpose: To work towards attaining the campus goals of diversity and equity and actively pursue the goals of affirmative action.
- B) Duties: The Committee promotes campus diversity and equity, ensuring the equal treatment of women, ethnic minorities, individuals of diverse sexual orientations, individuals with disabilities, and other members of the campus community. In meeting this charge, the committee may:
- 1) Initiate studies on campus diversity and equity, using data collected from all campus sources.
- B) Formulate and disseminate recommendations on any matter influencing campus diversity and equity.
- 3) Address matters involving the hiring, employment, educational or social circumstances of faculty, staff and students.

**SECTION 3. COMMITTEE ON EXTENDED AND INTERNATIONAL EDUCATION**

- A) Purpose: To oversee, advise on the administration of, and ensure the quality off-campus, non-regular session, and international curricular offerings.
- B) Duties of the Committee:
- 1) Advises the Chancellor and the Division on any matters, referred to the committee or initiated by it, concerning Extended Learning Services, special summer programs, Off-campus Studies, the Washington Center, and international academic programming, budget and personnel and exchange.

- 2) Advises College and Divisional Deans/Provosts and the academic administrative control points for Extended Learning Services, special summer programs, Off-Campus Studies, the Washington Center, and Education Abroad with respect to:
  - a) courses that yield degree credit,
  - b) admissions requirements for such courses,
  - c) establishment and discontinuance of academic programming,
  - d) criteria for appointment and retention of academic personnel staff who fall within the jurisdiction of the Santa Barbara Division,
  - e) policies and procedures affecting the administration of their academic programs;
- 3) Acts for the Division with respect to the review of the administrative offices and the appointments of administrators of the various entities offering non-regular session and international curricula.
- 4) Reports to the Faculty Legislature on matters affecting the needs and concerns of students registered and enrolled in classes offered by Extension Learning Services, special summer programs, Off-Campus Studies, the Washington Center and the Education Abroad Program. (CC 23 Jul 80)
- 5) Advises the Chancellor and the Division about the quality of the curriculum and individual courses offered by Extended Learning Services, special summer programs, Off-Campus Studies, the Washington Center and Education Abroad Program; consults with the Undergraduate and Graduate Councils regarding establishing academic standards and maintaining the quality of programs offered by these administrative units; conducts periodic program and policy reviews as required to inform itself of the overall appropriateness and quality of such programs.
- 6) Advises the Council on Planning and Budget regarding budgetary matters within its authority.
- 7) Advises the Chancellor and the Division on all other aspects of international education and exchange.

SECTION 4. COUNCIL ON PLANNING AND BUDGET

- A) Purpose: To initiate, coordinate and implement academic planning that promotes the quality and diversity of the academic experience; provide advice on the campus budget, capital planning and allocations of resources and space.
- B) Duties: The Council:
  - 1) In consultation with the Chancellor, initiates, coordinates and implements academic planning taking into consideration the results of programmatic reviews and maintaining liaison with the Undergraduate and Graduate Councils;
  - 2) Confers with and advises the Chancellor and the Division on policy regarding physical planning, budget, and resource allocation, both on an annual and long range basis;
  - 3) Advises the Chancellor and the Senate Chair on the budgetary process and annual resource allocations to the various campus units. In deliberations concerning academic resource allocation the Council has responsibility to ensure appropriate consideration of campus diversity policies and to ensure compliance with approved campus academic plans.

- 4) Acts for the Division in the reviews of administrative units at UCSB as directed by the Executive Council;
- 5) Articulates a Senate position on campus space-use, ensuring appropriate design for instructional purposes, and evaluates building projects at their proposal, planning, and building stages. Considers the impacts of administrative proposals and recommendations that may significantly affect the quality of the campus environment. Recommends a campus 5-year plan for capital projects;
- 6) Works with the administration to ensure that development procedures and policies address academic goals and needs. Provides advice on all acquisitions and expenditures of funds that have academic implications.
- 7) Articulates a Senate position regarding Development fundraising, with particular regard to the acquisition and expenditure of funds that have academic implications, either direct or indirect.
- 8) Advises the Chancellor and the Division on off-campus land-purchase/use and the planning thereof.

SECTION 5. FACULTY LEGISLATURE

- A) Purpose: The Faculty Legislature acts for the Division in all Senate matters; it is the only body that may vote on legislation.
- B) Duties: Except as otherwise provided in these Bylaws, the Faculty Legislature acts finally for the Division on all matters requiring action by the Division. At its discretion, the Faculty Legislature may refer any such matters to a meeting of the Division for consideration. In carrying out its work, the Faculty Legislature may adopt such rules or procedures as deemed necessary and consonant with the Bylaws of the Senate and the Division.
- C) Representatives as follows:
  - 1) Seven (7) representatives from non-Senate academic appointees (with greater than 50% appointments) who have been elected at large.
  - 2) The three (3) principal officers of the Graduate Students Association.
  - 3) The President, two (2) Vice Presidents, and one (1) other designated member of the Associated Students Senate.

SECTION 6. COUNCIL ON RESEARCH AND INSTRUCTIONAL RESOURCES

- A) Purpose: To promote an optimal research and educational environment, to manage Senate resources and provide advice in a manner that fosters quality and diversity of research and instructional programs.
- B) Membership: Members are selected to ensure appropriate representation of the diversity of research and instructional efforts at Santa Barbara, with representation based on the apportionment of the Faculty Legislature as much as possible. The Council consists of at least thirteen (13) Senate members. In addition, there is one (1) non-Senate academic representative appointed by the Committee on Committees from each group as follows: lecturers, professional researchers, and librarians. There is one (1) graduate and one (1) undergraduate student representative, appointed by the Graduate Student Association and Associated Students, respectively. Additional student representatives may be appointed to the standing committees. The Council Chair and Vice Chairs are appointed by the Committee on Committees. One (1) member is appointed each to the University-wide Committees on Research Policy, on Information Technology and Telecommunications Policy, and on Library. The Chair is a member of the Executive Council.

SECTION 7. UNDERGRADUATE COUNCIL

- A) Purpose: To set standards for and policy on undergraduate education and to provide advice and consent on all matters of policy, planning, programs, and practice that impact the quality and diversity of UCSB's undergraduates and their educational experiences at UCSB.
- B) Duties of the Council:
- 1) In consultation with the Faculties or the Faculty Executive Committees, makes policy for undergraduate education at UCSB and advises the Chancellor and the Division on all matters pertaining to undergraduate education; consults with the Committees on International Education and Extended Learning regarding setting educational standards;
  - 2) Recommends to the Faculty Legislature undergraduate programs leading to existing and new degrees and general education programs; exercises plenary power and issues policy rulings regarding undergraduate courses and may suspend or withdraw approval of undergraduate courses and curricula subject to appeal to the Faculty Legislature; authorizes, supervises and regulates all undergraduate courses and programs of instruction, promotes and encourages academic enrichment, including educational diversity and innovation; acts for the Division in the approval or discontinuation of undergraduate minors. In discharging these duties, the Undergraduate Council shall maintain liaison with the Graduate Council and the Faculty Executive Committees.
  - 3) Promotes excellence in teaching and instruction and recommends policy on instructional resources to the Council on Research and Instructional Resources;
  - 4) Periodically reviews and evaluates all undergraduate programs of study, including general education, in coordination with the Graduate Council and the Program Review Panel. Initiates programmatic reviews as deemed necessary. If the Council judges after a review of a program that it should be discontinued, it initiates proposals to that effect, according to established procedures;
  - 5) Determines standards and criteria for undergraduate admissions in accordance with the provisions of SBL311C1; considers campus enrollment; and monitors campus procedures for recruitment, outreach, and informational services to schools;
  - 6) Sets standards for honors, reviews campus honors programs, and recommends procedures for awards of undergraduate scholarships and unallocated prizes; recommends to the Chancellor the award of undergraduate scholarships and unallocated prizes according to the terms of donors and Senate policy; provides general supervision over the award of prizes;
  - 7) Considers any student policy issue or relevant aspect of student affairs insofar as these have educational implications or may affect the academic quality of the institution. Council considers these with the purpose of advising student affairs officers and formulating recommendations to the Faculty Legislature or the Student Senate (the former if involving faculty, the latter if involving students).
  - 8) Advises the Council on Planning and Budget on budgetary issues related to undergraduate education.
  - 9) Consistent with Senate Bylaw 20 and Senate Bylaw 330 ©, the Undergraduate Council may delegate to Executive Committees and administrators routine administrative decisions related to the regulations and policies of the Undergraduate Council and other matters to its committees or executive officers (see Divisional Regulation 250A). The Undergraduate Council will monitor and review these delegated decisions on an annual basis, and revise its delegation guidelines accordingly.

SECTION 8. COUNCIL ON FACULTY ISSUES AND AWARDS

- A) Purpose: To study and make recommendations on any matter of interest and welfare of the campus community; and to reward excellence in research and teaching.
- B) Duties: The Council
- 1) Advises the Division on matters concerned with faculty welfare, including economic, health and safety issues, matters that affect the conditions of employment, and changes to the retirement system. The Council consults administrative officers as appropriate;
  - 2) Initiates studies or makes recommendations with respect to any conditions within or without the Division which may affect academic freedom;
  - 3) Oversees maintenance of current, centralized demographic records of all emeriti/are members of the Division;
  - 4) Maintains communication with emeriti/ae to ascertain and make known to the Division and the Administration their interests and needs, and facilitates continued contribution to the University by emeriti/ae;
  - 5) Formulates for the Division a position on cultural and educational ties to the greater community; advises the Senate on matters relating to the intellectual links between the campus and the surrounding community; provides a Senate response to matters of campus community functions not otherwise in the purview of existing Senate committees;
  - 6) Promotes research excellence and teaching effectiveness in coordination with the Council on Research and Instructional Resources. Determines major campus awards, such as the annual Research Lectureship and Distinguished Teaching awards, the latter as approved by the Faculty Legislature in April 1976 and amended in January 1999.

**APPENDIX B**  
**CAMPUS ADMINISTRATIVE ADVISORY COMMITTEES**  
**(updated 2008)**

**SECTION 1. OVERALL DESCRIPTION OF COMMITTEES**

- A) Charge of the Committees:
  - 1) Provide student input into University decision-making.
- B) Selection Process, Term of Office of Representatives, and Number of Representatives:
  - 1) The number of A.S. Representatives appointed to each committee is specified within the text of each committee description. Representatives are nominated by the A. S. President and approved by the Senate for a term of one (1) year, except for any two (2) year or more appointments which will also be specified within the text of individual sections.
- C) Duties of Undergraduate Student Campus Administrative Committee/Advisory Board Representatives:
  - 1) Report a minimum of once (1) per quarter to Senate regarding the actions of the Committee/Advisory Board.
  - 2) Maintain a record of Committee/Advisory Board meetings and actions in a folder that shall be collected by the Committees Coordinator to be passed on to subsequent representatives.

**SECTION 2. ALCOHOL AND OTHER DRUG WORK GROUP**

- A) The Alcohol and Other Drug (AOD) Work Group is a broad-based committee that includes campus and community representatives. The AOD Work Group works in conjunction with the Alcohol and Other Drugs/Violence Prevention and Isla Vista Community Standards Task Force to coordinate and direct UCSB's comprehensive alcohol and other drug abuse prevention programs. These programs emphasize elimination of harmful alcohol and drug use by UCSB students, high-risk behavior on and off campus, and related violence. Using the Environmental Management Model, the AOD Work Group assesses and makes recommendations for campus policy and AOD prevention efforts in the areas of education, early intervention, environmental management, enforcement, and evaluation. Student representation is critical to the success of the program in order to accurately depict the experiences of UCSB students in on and off campus settings, particularly in the residence halls and in Isla Vista. The AOD Work Group meets two to three (2 to 3) times per quarter (2 hour meetings) during fall, winter, and spring.
  - A) Two (2) undergraduate students appointed by Associated Students serve on this committee. One (1) graduate student is appointed by the Graduate Students Association.

**SECTION 3. AMERICANS WITH DISABILITIES ADVISORY GROUP**

- A) The Americans With Disabilities Act (ADA) Advisory Group provides oversight on all issues of disability at UCSB. We are committed to providing an environment in which faculty, staff, students and community members with disabilities can maximize their experience. We also want to enhance understanding and support within the campus community.
  - 1) The advisory group is chaired by the campus compliance officer and meets approximately once (1) a quarter. A representative of the Associated Students is invited to join the group each year.

SECTION 4. ARTS AND LECTURES STUDENT ADVISORY COMMITTEE

- A) The A & L Student Advisory Committee (SAC) provides guidelines to the Director of Arts & Lectures regarding the allocation of money that is generated by the mandatory student fee. Areas of input include, but are not limited to: the programming of performances, films and lectures, in regards to students' interests.
- B) Three (3) Undergraduates serve on the committee along with two (2) graduate students. Associated Students, Graduate Students and Arts & Lectures will nominate prospective student representatives. Academic Senate has allowed A & L to choose a faculty nominee who interacts regularly with Arts & Lectures. Vacancies can be filled by returning to the nominating body to identify replacements.

SECTION 5. BIOSAFETY COMMITTEE

- A) Recommends policies and procedures that provide for the safe conduct of work involving potentially biohazardous materials. Reviews and approves or disapproves all proposed projects involving potentially biohazardous materials as described in the UCSB "Policy on Biohazardous Materials." Advises Environmental Health and Safety with respect to the biological safety of instructional and research activities. Reviews and recommends the guidelines and procedures for transportation, storage, use, and disposal of hazardous microorganisms and infectious materials as new information governing such properties become available.
- B) One (1) undergraduate student serves on the committee.

SECTION 6. CALENDAR COMMITTEE

- A) Develops the academic calendar for the UCSB campus in accordance with guidelines developed by the Office of the President. Develops calendars three (3) years in advance.
- B) One (1) undergraduate student and one (1) graduate student serve on the committee.

SECTION 7. CAMPUS ELECTIONS COMMITTEE

- A) Makes recommendations to the Chancellor on all issues related to campus-wide elections. This includes (but is not limited to) ballot wording, election timing, election operations, policies, practices, and violations. Centralizes, publicizes, coordinates and conducts all campus-wide student elections. Educates the voters about the scope, financial implications, pros and cons of each ballot measure being placed before the electorate. Assures that campus-wide elections are conducted in a fair and efficient manner.
- B) One (1) Associated Students Internal Vice President or designee, two (2) undergraduate students, and one (1) Student Fee Advisory Committee member serve on the committee.

SECTION 8. CAMPUS PLANNING COMMITTEE

- A) Advises the Chancellor on all matters relating to long range planning, major capital project development, and the physical environment of the campus, including:
  - 1) Implementation of UCSB's Long Range Development Plan in a manner consistent with the academic goals of the Campus.
  - 2) Area and master plans: landscape, graphics, sitting studies, parking and circulation.
  - 3) Campus siting and design guidelines.



- 4) Proposals for major capital projects: academic impact, land use, budget, operating and maintenance costs, aesthetics, environment and impacts on other campus resources.
- 5) Priority setting for State and non-State funded major capital projects.
- 6) Amendments to the State and non-State capital improvement programs.
- 7) Selection process for executive architects and campus consulting architects.
- 8) Design and siting of new buildings, exterior alterations and site improvements.
- 9) Progress of capital projects to insure consistency with approved Campus objectives.

The Campus Planning Committee serves as the primary contact for the initiation of administration/senate consultation throughout the major capital planning process. Documents and materials relating to physical planning and major capital improvement projects will be provided to each member of the Committee. It is the responsibility of each member to distribute documents and materials to the group they are representing and to consult with and represent their constituents on the Campus Planning Committee. The timely completion of the committee tasks is **critical** to the success of the major capital planning process at UCSB.

- B) One (1) undergraduate student (the President of Associated Students) serves on the committee.

#### SECTION 9. CHANCELLOR'S OUTREACH ADVISORY BOARD

A) The Chancellor's Outreach Advisory Board (COAB) is the policy and governing body for all campus outreach programs. COAB provides overall guidance on policy, budget and evaluation issues regarding UC Santa Barbara's K-12, community college and graduate academic preparation and educational partnership programs. COAB also advises the chancellor and other staff on these matters, and monitors outreach program progress via evaluation efforts. This group is comprised of faculty, staff and students who share a strong commitment to strengthening the campus' academic preparation and educational partnership programs. The Board will provide consultation and direction to the campus in the development and oversight of campus initiatives supported by university outreach funds. In collaboration with the Academic Senate, the Gevirtz Graduate School of Education and Student Affairs, COAB and the Office of Outreach Initiatives also coordinates the Faculty Outreach Grant (FOG) Program. The Board meets at least once each quarter during the academic year.

- B) One (1) undergraduate student serves on the board.

#### SECTION 10. CHEMICAL SAFETY COMMITTEE

A) Provides advice on: the safe use and appropriate disposal of chemicals on campus; chemical safety policies; strategies for implementing regulatory requirements; the development of the most cost effective and efficient ways to accomplish all of the above; rates and recharges for chemical disposal; chemical program.

- B) One (1) undergraduate student serves on the committee.

#### SECTION 11. COMPREHENSIVE CHILDCARE ADVISORY COMMITTEE

A) Identify and anticipate the childcare needs for the university community on a periodic basis. Communicate its findings to the University's Vice Chancellor for Student Affairs, Chancellor's Staff Advisory Council, Staff Assembly, Academic Senate, Associated Students, Graduate Student Association, Division of Institutional Advancement, and the Director of Governmental Relations. Advocate the fulfilling of identified need through the above-named bodies. Examples include: licensing and accreditation of university child care programs, distributing information about child care to students, staff, and faculty families, maintaining channel of communications among the university's programs and programs in the Isla Vista community to promote the coordination of

child care services. Facilitate the use of the University childcare programs by academic departments for research and observation, as appropriate. Review and respond to system-wide studies and recommendations regarding childcare needs as well as federal and state laws and regulations pertaining to the University's ability to provide quality childcare.

- B) Two (2) undergraduate students serve on the committee.

SECTION 12. COUNSELING AND CAREER SERVICES ADVISORY COMMITTEE

- A) Advises on policies and programs; serves as a liaison to representative constituencies; acts as an advocate for Counseling and Career Services, and gives input on student/staff/alumni and employer needs.
- B) Three (3) undergraduate students serve on the committee.

SECTION 13. DIVING CONTROL BOARD

- A) Recommends to the Vice Chancellor, Administrative Services on changes in policy, and amendments to the campus Diving Safety Manual as the need arises. Establishes and/or approves training programs through which applicants for certification can satisfy the requirements of this Manual. Approves locations where diving may be conducted under University auspices. Recommends on new equipment or techniques for campus use. Establishes and/or approves facilities for the inspection and maintenance of scuba and associated equipment.
- B) One (1) undergraduate student who is a University certified diver serves on the committee.

SECTION 14. DESIGN REVIEW COMMITTEE

- A) The Design Review Committee is responsible for assisting the campus in achieving design of the highest possible quality for UCSB. This includes the design of buildings, siting and arrangement of buildings and other physical features, circulation, landscape, and other environmental matters. Periodically the DRC will review campus design guidelines and master planning. The Committee will make its recommendations to the Chancellor, and will also advise the Committee on Capital Planning.
- B) One (1) undergraduate student serves on the committee.

SECTION 15. EVENTS CENTER GOVERNANCE BOARD

- A) The Events Center Governance Board (hereafter referred to as the Board) shall address policies governing the Events Center's purpose and image, facilities, services, programs, activities, scheduling, access, and user fees. It shall review and have full authority over the operation and development of the Events Center with respect to any matters involving policy and shall have authority for approval of the annual Events Center budget. In particular, the Board shall have approval authority for any expenditure of major maintenance funds which result from passage of a Student Fee Referendum. A comprehensive annual list of proposed capital expenditures for Facility Renewal or Deferred Maintenance should be prioritized and approved by the Board.

The Board shall be involved only in policy-making; implementation of policy will be a function of Events Center management. The Board shall not become involved in daily management matters. The Board shall be a University Committee within the University Committee structure. Therefore, any decisions made by the Board are ultimately subject to review and possible veto by the Chancellor or the Chancellor's designate, the Associate Vice Chancellor for Administrative and Auxiliary Services.

- B) One (1) undergraduate student representative nominated by Associated Students. Appointments are for two (2) year terms (minimum) and shall be staggered to maintain a balance between experienced and new members.

SECTION 16. FINANCIAL AID ADVISORY COMMITTEE

- A) Provides a formal and regular channel of communication between the Office of Financial Aid and its many publics, including the students, faculty, staff, and administration of the University. Advises and makes recommendations on policy and procedural issues of the Office of Financial Aid which could have an impact to the University Community. Policies and procedures to be reviewed will normally include but are not limited to: the awarding or "packaging" of campus-based aid funds; the aid application process and deadline dates; aid processing policies and procedures; forms letters, and publication methods used to communicate with appropriate publics and other relevant operating policies and procedures of the unit.
- B) Four (4) undergraduate students serve on the committee.

SECTION 17. HOUSING AND RESIDENTIAL SERVICES ADVISORY COMMITTEE

- A) The Housing and Residential Services Advisory Committee is charged with making recommendations to the Director of Housing and Residential Services concerning the functional and programmatic aspects of UCSB's housing program, so as to protect and maintain the quality of the housing facilities and administrative structures as they were originally conceived. As part of that charge, the Committee is expected to: meet regularly to review issues related to the Committee's Charge; review policies and regulations related to student housing; review ongoing operations in Housing and Residential Services; review the budget parameters used to set room, board, and rental fees; explore and make recommendations that enhance the quality of life for resident students; review the campus plans for the development of student housing and ancillary support facilities; review and periodically evaluate the Standards for Housing and Residential Services and the Educational Equity Plan for the housing program; meet and confer on a regular basis with the Director of Housing and Residential Services and members of the Housing and Residential Services Senior management team.
- B) One (1) undergraduate student serves on the committee.

SECTION 18. HUMAN SUBJECTS COMMITTEE

- A) Responsible for establishing and administering a policy on the protection of human subjects has been delegated by the Chancellor to the Human Subjects Committee. No activity involving human subjects is to be undertaken unless the HSC has reviewed and approved such activity. Even if the Committee approves an activity it may prescribe restrictions or conditions under which the activity must be conducted, particularly as it relates to children, prisoners, or other special population groups. The Committee will review the conduct of the activities at timely intervals. The nature and frequency of reviews will be determined on the basis of the risks involved to assure that the activity is being properly conducted and that the Committee's stipulations are fulfilled. Continuing activities must be reviewed at least annually. The Committee may order the suspension of any approved activity if, in its opinion, the relative risks outweigh the potential benefits.
- B) One (1) undergraduate student serves on the committee.

SECTION 19. INCOME AND RECHARGE COMMITTEE

- A) The Income and Recharge Committee advises the Executive Vice Chancellor on all matters related to rate structures proposed by campus service units for their goods and/or services. The Income and Recharge Committee reviews all rates except those set up by regulatory bodies and rates subject to control through other University policies. During this review the Committee considers rate decisions based on comparisons to organizations providing similar services or goods from within

the community to avoid the appearance of unfair competition with local and private enterprise. The Committee insures that rates are set to consider full cost recovery. For self-sustaining activities, consideration shall be given to amortization of indebtedness and depreciation of equipment and facilities. In conjunction with the annual budget process, the committee reviews all requests for changes in rates, services and activities to insure that they reflect current needs and are consistent with University guidelines and policy.

- B) One (1) undergraduate student from the Student Fee Advisory Committee serves on the committee.

SECTION 20. INTERCOLLEGIATE ATHLETICS POLICY BOARD (IAPB)

- A) Advises the Chancellor on all matters related to policies and procedures (excluding eligibility) in intercollegiate athletics programs. It is expected that this procedure will include research into athletic policy of national organizations (NCAA, etc.) and of other university campuses and consultation with the UCSB campus community. It is the responsibility of the committee to consider applicable state and federal legislation regulating intercollegiate athletics when recommending policies to the Chancellor.
- B) Two (2) undergraduate students, (three (3) year terms), Associated Students President or their representative, the other nominated by Associated Students.

SECTION 21. LA CUMBRE PUBLICATIONS BOARD

- A) The *La Cumbre* Publications Board shall oversee the financial and administrative matters associated with the publications which comprise *La Cumbre*, including printed, digital, and all other forms. The Publications Board shall insure the continued quality and proper management of *La Cumbre*. The Publications Board shall assume the role of publisher of this publication.
- B) Three (3) student representatives shall be recommended by the Editor-in-Chief following an application process. The recommendation shall be forwarded to the A.S. President, who shall appoint these nominees subject to confirmation by the A.S. Senate. At least one (1) of the student representatives shall be an upper-division student. All three (3) undergraduate student representatives shall not be members of the A.S. Executive or Senates and shall not be *La Cumbre* staff members.

SECTION 22. NATURAL RESERVE SYSTEM COMMITTEE

- A) Through the Office of the Vice Chancellor for Research, recommends to the Chancellor concerning management of sites administered by the campus; recommends to the Systemwide committee concerning management policies and potential reserve sites; reviews activities of the reserve advisory committees for those reserves assigned to this campus, and assumes any other responsibilities which may fall within its purview.
- B) One (1) undergraduate student serves on this committee.

SECTION 23. OMBUDS ADVISORY COMMITTEE

- A) Assists the Ombuds in the duties of their office, including at the Ombuds' discretion, to hear complaints of students, faculty and staff regarding decisions by officers of instruction and other University officers and agencies in matters affecting the staff, faculty, and students; investigate complaints, but only with regard to the observance of due process where cases of student discipline are involved; to make recommendations to appropriate University agencies and officers.
- B) Two (2) undergraduate students serve on the committee.

SECTION 24. PARKING AND TRANSPORTATION COMMITTEE

- A) The Committee on Parking and Transportation Services shall review plans, policies, operations, rates, and budgets for the UCSB transportation and parking programs. The Committee shall provide advice to the Vice Chancellor, Administrative Services on matters pertaining to these services.
- B) Two (2) undergraduate students serve on this committee.

SECTION 25. PUBLIC SAFETY COMMITTEE

- A) Advises the Vice Chancellor, Administrative Services on all property and personal safety issues, including, but not limited to, bicycle/pedestrian safety; major events (in coordination with the Major Event Committee); and environment and capital planning (in coordination with CPC). Analyzes and recommends solutions to safety issues. Advises the Vice Chancellor by what process we encourage behavior that enhances a safe environment and discourages the contrary.
- B) One (1) undergraduate student serves on this committee.

SECTION 26. RADIATION SAFETY COMMITTEE

- A) Provides advice to the Vice Chancellor, Administrative Services concerning: radiation safety; governmental regulations; policies and procedures relating to the use of ionizing radiation; purchase of sources using ionizing radiation; resolution of potential safety problems; program elements, costs, and funding; maintains a file with the State of California of names of the members of the Committee; and maintains the Radiation Safety Manual.
- B) One (1) undergraduate student serves on the committee.

SECTION 27. RECREATION CENTER GOVERNANCE BOARD

- A) The Recreation Center Governance Board shall address policies governing the Rec Center's purpose and image, facilities, services, programs, activities, scheduling, access and establish user fees. It shall review and have full authority over the operation and development of the Center with respect to any matters involving policy and shall have authority for approval of the annual Rec Center budget. The Board shall be involved only in policy making; implementation of policy will be a function of Rec Center management. The Board shall not become involved in daily management matters. Any decisions made by the Board are ultimately subject to review and possible veto by the Chancellor.
- B) Five (5) undergraduate students serve on the committee. Appointments are made for two (2) year staggered terms. Two (2) of these students are nominated by Associated Students. Others are nominated by other campus entities. See the committee charge for details.

SECTION 28. CHANCELLOR'S ADVISORY COMMITTEE ON THE STATUS OF WOMEN

- A) Researches and advises the Chancellor on issues relating to the status of women at UCSB and makes recommendations to the Chancellor concerning these issues. In so doing: analyzes data provided about the status of women by appropriate offices such as Budget and Planning, Graduate Division and Financial Aid (students); Human Resources and Affirmative Action (staff); and Academic Personnel (faculty); meets with Senior Officers to understand their perceptions of the problems of attracting and retaining women scholars and employees; makes recommendations to the Chancellor on actions that could be taken which would improve the status of women on campus.

- B) One (1) undergraduate student serves on the committee.

SECTION 29. STUDENT/FACULTY CONDUCT COMMITTEE

- A) Reviews matters of student conduct and recommends sanctions, if appropriate, to the Chancellor or designee. When requested by a Department, reviews student discipline in academic matters and/or recommends appropriate sanctions. Reviews requests for re-admission of students who have been suspended for disciplinary reasons and recommends to the Chancellor. Registered campus organizations are required to comply with University policies and campus regulations enumerated in Chapters I-IV of the *University of California Santa Barbara Campus Regulations Applying to Campus Activities, Organizations, and Students*, or they will be subject to sanctions for violation of such policies and regulations. Furthermore, from time to time, there is a need for a representative body to interpret these regulations when disputes regarding their meaning arise. The Student/Faculty Committee on Student Conduct will manage these two functions (i.e., organizational discipline and regulation interpretation).
- B) Three (3) undergraduate students serve on the committee and one alternate.

SECTION 30. STUDENT FEE ADVISORY COMMITTEE (SFAC)

- A) Advises on activities supported by income from student registration and education fee supported programs and recommends priorities for funding. The Committee will review registration fee supported programs and recommend priorities for funding. The Committee may also submit an analysis and evaluation of the funded programs to aid the Chancellor in the decision-making process. Programs which receive student registration fees are determined by the Regents per policies approved on April 19, 1968, and October 20, 1972. The Student Fee Advisory Committee will also be examining the education fee funded areas. There are certain areas that are funded through the education fee which are academic support areas central to campus administration. The Committee will be kept informed about these areas but will not review them in depth. Such areas would include but are not limited to: Vice Chancellor Student Affairs, Registrar, Graduate Division, Admissions, Relations with Schools, Dean of Students, Financial Aid, Public Events, International Students and Scholars. In recent years, several areas have been off loaded onto the education fee from the registration fee. The Committee will ask to be kept informed of the budget changes of the areas mentioned above. In the event there are any substantial increases in any of the budget requests of the above mentioned, the Committee will then assume the responsibility of submitting an analysis and evaluation of those areas to the Chancellor. The chairperson of SFAC will remain in close contact with the Vice Chancellor Student Affairs to maintain an open relationship between the administration and the Committee.
- B) Two (2) sophomores, two (2) juniors, and two (2) senior undergraduate students serve on the committee. The Associated Student Executive Officers serve as advisors on this committee.

SECTION 31. STUDENT HEALTH ADVISORY COMMITTEE

- A) Has been established to allow students to examine, evaluate, and make specific recommendations to the Student Health Service (SHS) Director on issues relevant to the operation of the UCSB Student Health Service.
- B) Three (3) undergraduate students serve on this committee.

SECTION 32. UNIVERSITY CENTER GOVERNANCE BOARD

- A) The charge of the University Center Governance Board will include, but is not limited to, operations decisions, space allocations, budget, personnel, programming, satellite operations, investments, purpose and image, facilities, services, programs, activities, etc. It shall review and have full authority over the operations and development of the Center with respect to any matters involving policy, including short and long term planning for the financial viability of the UCen. The Board

shall be involved in all aspects of the budget process and shall approve the annual UCen budget, business plan, and pricing structures. Implementation of policy will be a function of University Center management. The Board shall not be involved in daily management practices nor impair management's ability to implement timely business decisions which are consonant with the fiduciary responsibilities outlined in this charge and reflected in the UCen's budget and business plan. The relationship with and jurisdiction of the Office of the Chancellor and the designated Associate Vice Chancellor shall include, but not be limited to, ensuring that sound fiscal policies are adhered to and that the decisions of the Board are in compliance with the University's mission, policies, and procedures. Decisions of the Board are subject to review and final approval of the Chancellor or the appropriate Associate Vice Chancellor's Office.

- B) One (1) Student Chairperson (Graduate Students Association or Associated Students). Five (5) undergraduate students serve on this committee. The student members shall be appointed to serve two (2) year terms when possible.