



**ASSOCIATED  
STUDENTS**  
SAN DIEGO STATE UNIVERSITY  
IMPERIAL VALLEY

# Associated Students Council

## 2018-2019 Bylaws

Updated 4.17.18 F.F.

**ASSOCIATED STUDENTS COUNCIL  
SAN DIEGO STATE UNIVERSITY – IMPERIAL VALLEY**

**OFFICIAL 2018-2019 BYLAWS**

**APPENDICES**

TABLE OF CONTENTS

Page 2-4	Table of Contents
Page 5	Foreword
Page 5	Preamble
Page 5	Mission Statement
Page 5	Vision
Page 5-6	Students' Bill of Rights
	Section 1 Organizational Rights
	Section 2 Individual Rights
	Section 3 Academic Rights
	Section 4 Publications
Page 6-7	Article I Definitions
Page 7	Article II Name, Colors, and Mascot
	Section 1 Name
	Section 2 Colors
	Section 3 Mascot
Page 7	Article III Membership
Page 7-9	Article IV Associated Students Council
	Section 1 Composition of Associated Students Council
	Section 2 Eligibility
	Section 3 Senator and Ambassador Positions
	Section 4 Quorum
	Section 5 Meeting Chair
	Section 6 Resignation
	Section 7 Call for Resignation
	Section 8 Vacancies and Resignations
Page 9-11	Article V Elections Procedures
	Section 1 Elections Commissioner
	Section 2 Application for Candidacy
	Section 3 Mandatory Meeting
	Section 4 Voting Period
	Section 5 Campaign Period
	Section 6 Candidate Forums
	Section 7 Online Voting Dates and Times
	Section 8 Voting Dates and Times
	Section 9 Casting of Votes

	Section 10	Ballot Counting Committee
	Section 11	Ballot Counting Committee Exception
	Section 12	Ballot Counting and Results
	Section 13	Conditions of Ballot Counting
	Section 14	Plurality and Ties
	Section 15	Swear In of New Council Members
	Section 16	Candidate Observance of Duties
Page 11-15	Article VI	Associated Students Council Duties and Charged Order
	Section 1	Verbal Agreement to Duties
	Section 2	President
	Section 3	Vice President
	Section 4	Treasurer
	Section 5	Secretary
	Section 6	Senators
	Section 7	Ambassadors
	Section 8	Commissioners
	Section 9	Elections Commissioner
	Section 10	SOCIA Training
	Section 11	Additional Responsibilities
	Section 12	Committees
	Section 13	Summer Meetings
	Section 14	Retreat
	Section 15	Summer Office Hours
Page 15-16	Article VII	Associated Students Council Meetings and Records
	Section 1	Provisions for Public Comment
	Section 2	Meeting Time and Location
	Section 3	Emergency Meetings
	Section 4	Meeting Procedures
	Section 5	Meeting Chair
	Section 6	Agenda and Minutes Posting
Page 16-17	Article VIII	Power of the Associated Students Council
Page 17-18	Article IX	Appointment Committee
	Section 1	Composition of Appointment Committee
	Section 2	Recommendations for Filling Vacancies
	Section 3	Application Period of Vacancies
	Section 4	Interviews
	Section 5	Deliberation of Selections
	Section 6	Swear In
	Section 7	Emergency Vacancy Appointment(s)
Page 18-19	Article X	Referendums
	Section 1	Referendum
	Section 2	Declaration of Referendum
	Section 3	Announcement of Referendum
	Section 4	Voting for Referendum
	Section 5	Polling of Referendum
Page 19-22	Article XI	Discipline, Recall, and Plebiscite
	Section 1	Rules and Consequences
	Section 2	Call for Removal

Page 22	Article XII	Voluntary Resignation Procedures
Page 22	Article XIII	Budget Review
Page 22-23	Article XIV	Amendments
Page 23	Article XV	Oath to Office
Page 23-24	Appendix A	Standards of Conduct
Page 24-25	Appendix B	Office Etiquette
Page 25-26	Appendix C	Lead Senator and Commissioners
Page 26-28	Appendix D	Elections Code
Page 28-29	Appendix E	Elections Commissioner
Page 30-35	Appendix F	A.S. Council Committees

**OFFICIAL BYLAWS OF THE ASSOCIATED STUDENTS COUNCIL  
SAN DIEGO STATE UNIVERSITY–IMPERIAL VALLEY  
2018-2019**

**FOREWORD**

These official laws and appendices now and hereinafter shall stand and be followed. When in conflict or doubt, the official bylaws and appendices shall be subordinate to the Associated Students San Diego State University (West Campus) Bylaws, Standing Committee Codes and Board Charters.

**PREAMBLE**

We, the students of San Diego State University-Imperial Valley, in order to provide a representative government, to promote student intellectual, cultural, and physical welfare, to provide an avenue for assisting students to achieve fuller participation within the University and to extend the influence and good name of our institution everywhere, do hereby ordain and establish these bylaws.

**MISSION STATEMENT**

To support the mission of San Diego State University, we, the Associated Students Council of the Imperial Valley, create, promote, and fund social, cultural, educational, and recreational programs and facilities both on campus and in the community, advocate for student interests, provide leadership opportunities, and participate in shared governance.

**VISION**

Associated Students Council, Imperial Valley, is a unifying and empowering student-directed organization dedicated to serve and involve students at San Diego State University-Imperial Valley by enhancing the college experience that leads to a higher quality of life after graduation.

**STUDENTS' BILL OF RIGHTS**

Section 1. *Organizational Rights:*

- a. The right to assemble
- b. The right to self-govern
- c. The right to shared governance in decision making
- d. The right to dissent

- e. The right to protest without recourse

Section 2. *Individual Rights:*

- a. The right to petition the University and Associated Students Council for a redress of grievances
- b. The right to reasonable wages
- c. The right to privacy
- d. The right to full equity regardless of race, nationality, gender, religion, sexual orientation, disability or political beliefs
- e. The right to be free from harassment
- f. The right to freedom of speech
- g. The right to recreational, cultural, and sports activities
- h. The right to due process

Section 3. *Academic Rights:*

- a. The right to evaluate courses and faculty according to procedures set forth by the University
- b. The right to the academic, social, and financial support of the University
- c. The right to accurate and timely academic advising
- d. The right to competent and student oriented faculty and staff
- e. The right to an open learning environment
- f. The right to a safe and clean campus environment
- g. The right to programs and services designed to enhance the University experience
- h. The right to accessible classrooms, buildings, and pathways
- i. The right to entrance into any program or field upon meeting the requirements set forth by the department and/or University
- j. The right to sufficient course sections to meet student demand
- k. The right to appropriate use of University facilities
- l. The right to intellectual property rights

Section 4. *Publications:*

- a. The freedom of the press shall not be abridged.

**ARTICLE I**  
**DEFINITIONS**

For purposes of these bylaws, “Associated Students Council” shall be defined as the student body at large. These individuals shall be considered members of the Associated Students Council

provided that they are currently/regularly enrolled matriculated students at San Diego State University-Imperial Valley and paying all required fees, as well as those individuals not enrolled as a student, but who have paid a sum equivalent to the required fees.

Associated Students Council San Diego State University-Imperial Valley, shall consist of the elected and/or appointed student government board comprised of: an Associated Students Council President (1), Vice President (1), Treasurer (1), Secretary (1), Senator (one (1) for every 200 students and a multiple thereof), Ambassador (one (1) for every 200 students and a multiple thereof), and Commissioners.

For purpose of these bylaws, “Associated Students Council” shall be referred to as A.S. Council.

For purpose of these bylaws, “working days” shall be defined as business days, and weekends, excluding holidays.

## **ARTICLE II**

### **NAME, COLORS, AND MASCOT**

- Section 1      The name of this organization is Associated Students Council, San Diego State University-Imperial Valley.
- Section 2      The official colors of this association, as designated for both campuses of San Diego State University shall be scarlet and black.
- Section 3      The official mascot of this association shall remain Aztecs unless otherwise changed by the University President.

## **ARTICLE III**

### **MEMBERSHIP**

Members of the organization shall be persons currently enrolled as matriculated students at San Diego State University-Imperial Valley and who has paid the student body association fee shall be a member of the A.S. Council.

## **ARTICLE IV**

### **ASSOCIATED STUDENTS COUNCIL**

- Section 1 The voting members of the A.S. Council shall consist of the President (the President votes only in the event of a tie), Vice President (1), Treasurer (1), Secretary (1), Senators, and Ambassadors. The non-voting members of the A.S. Council shall consist of Commissioners, A.S. Council Advisor, A.S. Council Assistant Advisor/Student Life Coordinator and A.S. Bookkeeper. The Dean of San Diego State University-Imperial Valley shall appoint an advisor for the A.S. Council who shall serve as a non-voting member. In addition, the A.S. Council Advisor may choose to appoint an A.S. Council Assistant Advisor/Student Life Coordinator to serve as their designee and shall also serve as a non-voting member.
- Section 2 A. S. Council members shall be enrolled in a minimum of 6.0 units at San Diego State University-Imperial Valley by the first day of class each semester. Undergraduate students must maintain a 2.0 grade point average and graduate students must maintain a 2.85 grade point average. Members who do not meet these criteria will be disqualified and removed from office. Said members have two (2) weeks after grades have been submitted by the instructors to correct any mistakes on his/her transcript. If after the two (2) weeks no change has been made, removal will be immediate.
- Section 3 The number of Senators and Ambassadors shall be based on the most current academic year census.
- Section 4 The quorum shall consist of fifty percent plus one (50% + 1) of the filled voting seats present at a meeting.
- Section 5 If the President and Vice President are both absent for a meeting, the Treasurer shall preside as chair. If the neither the President, Vice President, nor Treasurer are present, the Secretary shall preside as chair. In the event that none of the executive cabinet is present for the meeting, the meeting shall be cancelled.
- Section 6 In the event of resignation or stepping down from office, said member shall submit a letter of resignation to the A.S. Council Assistant Advisor/Student Life Coordinator no later than two (2) weeks prior to the effective date of resignation.
- Section 7 In the event that any A.S. Council member misrepresents the association by violating the Standards of Conduct (Appendix A), San Diego State University-Imperial Valley official bylaws and its appendices, and/or (but not limited to) minimum eligibility requirements for student leaders at San Diego State University (West Campus), the A.S. Council shall have the right to call for that member's resignation.

Section 8 The A.S. Council shall fill vacancies by opening applications to all San Diego State University-Imperial Valley students (See Article IX). A vacancy may be declared if a member is removed from the A.S. Council (See Articles XI and XII).

## **ARTICLE V**

### **ELECTIONS PROCEDURES**

Section 1 During the month of November, elections for the upcoming academic year will be announced and the A.S. Council shall appoint a matriculated student outside the A.S. Council, as the Elections Commissioner. The A.S. Council shall appoint an Elections Commissioner following the guidelines detailed in Appendix E. The Elections Commissioner shall be in charge of ensuring that elections are handled appropriately assuring all fairness to the candidates. A.S. Council elections shall be held annually. The Elections Commissioner shall follow all guidelines detailed in Appendix D.

Section 2 Any associated student who has met the minimum requirements (See Article IV-Section 2) for being a part of the A.S. Council shall submit an application provided by the Elections Commissioner for their candidacy for any A.S. Council seat. The application period for the available seats shall be open for a set two (2) weeks in the months of January or February.

Section 3 The Elections Commissioner shall hold a mandatory meeting to inform all candidate(s) on the Elections Code (Appendix D). In the case a candidate cannot attend the mandatory meeting, the Elections Commissioner must schedule an appointment with said candidate(s). The Elections Commissioner shall collect signatures from all candidates attending the mandatory meeting to confirm their attendance and agreement to abide by the Elections Code. Candidates have one (1) week after the elections mandatory meeting to meet with the Elections Commissioner and sign to confirm their attendance and agreement to abide by the Elections Code. Failure to do so, said candidate(s) will be removed from elections.

Section 4 The A.S. Council shall schedule elections for one (1) week during the months of February or March.

Section 5 The campaign period, consisting of two (2) weeks, shall be determined by the Elections Commissioner and voted for approval by the A.S. Council.

Section 6 The Elections Commissioner may organize a forum for candidates running for the Associated Students Council. The Elections Commissioner may determine the

structure (length, rules, etc.) of the forum under approval of the A.S. Council.

- Section 7 A.S. Council online polls, faculty, and staff polls shall remain open for the duration of four (4) working days, beginning on a Sunday at 11:59 p.m. and ending on a Thursday at 11:59 p.m.
- Section 8 In the case that voting is not made available online, A.S. Council, faculty, and staff polls shall remain open for the duration of four (4) working days, beginning on a Monday and ending on a Thursday. Voting shall take place for at least three to four (3-4) hours during each working day. The Elections Commissioner shall schedule the hours of voting at the convenience of the students at large, with the approval of the A.S. Council.
- Section 9 Voters may select a number of candidates for any A.S. Council position up to and including the number of A.S. Council vacancies, which shall be filled by those candidates receiving the highest number of votes.
- Section 10 The Ballot Counting Committee is composed of at least the A.S. Council Advisor, A.S. Council Assistant Advisor/Student Life Coordinator and/or A.S. Bookkeeper, Elections Commissioner, a non-running A.S. Council member, and/or an enrolled student who is not a part of the A.S. Council, and the option of one (1) faculty and/or staff member.
- Section 11 In the case that all members of the A.S. Council are running, then they shall be excluded from participating in the Ballot Counting Committee. An additional matriculated student who is not a part of the A.S. Council shall replace the A.S. Council member's role in the Ballot Counting Committee.
- Section 12 Ballots shall not be counted until elections are concluded. The Elections Commissioner shall be responsible for contacting all candidates and informing them of the unofficial results within a twenty-four (24) hour period following the counting of ballots. The Elections Commissioner shall also be responsible for posting the results at 12:00 p.m. the following work day on the A.S. Council campus bulletin board. The Elections Commissioner will provide the results to the A.S. Council at their next official meeting. The results will be available on the A.S. Council website or newsletter in the month of April or May.
- Section 13 In the case that the online voting is not available; the Ballot Counting Committee shall count ballots during a closed session. Should there be three (3) votes separating the elected candidate from the other candidate, the ballots shall be counted a minimum of two (2) times to ensure correctness.

- Section 14 Candidates who receive the majority of votes shall be elected. If a tie should occur, a runoff shall be held. If one (1) of the candidates chooses to withdraw from the runoff, the remaining candidate shall be declared the winner.
- Section 15 Once being informed by the Elections Commissioner of the unofficial results, all elected candidates must attend the last A.S. Council Official Meeting of the spring semester to be sworn-in.
- Section 16 Once candidates are elected for the positions, the candidates have the opportunity, but are not required to observe the duties of the A.S. Council member currently in the position they are pursuing.

## ARTICLE VI

### ASSOCIATED STUDENTS COUNCIL MEMBER AND COMMISSIONER DUTIES AND CHARGED ORDER

- Section 1 The Oath to Office (See Article XV) will be considered an A.S. Council members verbal agreement to fulfill their duties. By reciting the Oath to Office, all A.S. Council members are acknowledging an understanding of their duties and an awareness of the consequences that may ensue if they do not fulfill their duties.
- Section 2 **President:** The A.S. Council President shall be responsible for appointing and conducting A.S. Council meetings, and appointing and overseeing A.S. Council members' duties and responsibilities. The President shall also work closely with members of the A.S. Council and other members of the campus community. The President shall strive to maintain an appearance of excellence and promote the well-being of the school and the students. The President will be responsible for serving a minimum of three (3) office hours per week, be part of the Commencement Committee, Campus Fee Advisory Committee (IRA), and Executive Council Meeting (if applicable, but not limited to these committees). In order to be an upcoming candidate for President, the member must have served one (1) year in the Associated Students Council.
- Section 3 **Vice President:** The A.S. Council Vice President shall be responsible for managing the appointment process for vacancies in the A.S. Council, managing excused absence forms and overseeing the Senators', Ambassadors', and Commissioners' duties and responsibilities. The Vice President shall act as the liaison to student organizations by attending an active student organization meeting once a semester and providing information about ongoing organization events to the A.S. Council. The Vice President shall assist the President with the

conducting of A.S. Council meetings and A.S. Council events. The Vice President shall assume the responsibilities of the President in the event that the President cannot attend a meeting or event. If the President chooses to resign or step down from their position, the Vice President shall fill the Presidency. The Vice President will be responsible for serving a minimum of three (3) office hours per week, be part of the Club Representatives Committee, Disciplinary Committee, and one (1) other committee. In order to be an upcoming candidate for Vice President, the member must have served one (1) semester in Associated Students Council office.

Section 4      **Treasurer:** The A.S. Council Treasurer shall be responsible for maintaining a monthly report of the budget and working closely with the A.S. Council Bookkeeper. The Treasurer will ensure that the credit card is used appropriately. Other responsibilities include: familiarizing oneself with both the Activities and Student Union Building Budgets, keeping track of receipts, and appointing an A.S. Council member to fulfill these duties in case of their absence (before this is done, the A.S. Council Bookkeeper must be notified). In the event that the Secretary is absent from a meeting, the Treasurer or designee shall assume the duties of the Secretary for that week. The Treasurer will be responsible for serving a minimum of three (3) office hours per week, be part of the Budget Committee/Meetings, Scholarship Committee, and two (2) other committees of their choice.

Section 5      **Secretary:** The A.S. Council Secretary shall be responsible for taking notes at all official and unofficial A.S. Council meetings, producing agendas, forms, memos, minutes, schedules, keeping orderly files, and working closely with the A.S. Council on pending projects and campus events. The Secretary shall have the right to require each council member including A.S. Council Advisor and A.S. Council Assistant Advisor/Student Life Coordinator to write down or e-mail their reports addressed during the official meetings. A.S. Council Assistant Advisor/Student Life Coordinator will be responsible, as well as the Secretary, to type the minutes during the official meeting. The Secretary has the right to allow or prohibit the use of track changes for the minute corrections. The Secretary shall work with the A.S. Council Advisor and/or A.S. Council Assistant Advisor/Student Life Coordinator and/or Bookkeeper, to review minutes and agendas to ensure that they are correct. After minutes have been submitted to the President, they must be signed by both the President, and the Secretary. The Secretary shall be responsible for turning them to the A.S. Council Assistant Advisor/Student Life Coordinator and/or A.S. Bookkeeper. In the event that the Secretary is absent from a meeting, the Treasurer shall assume the duties of the

Secretary for that week. In the event that both the Secretary and Treasurer are absent from a meeting, the Vice President shall assume the duties of the Secretary for that week. The Secretary will be responsible for completing minutes and agendas while serving a minimum of three (3) office hours per week. They must be part of the Bylaws Committee, and two (2) other committees of their choice.

Section 6      **Senators:** The A.S. Council Senators shall be responsible for public relations. This includes but will not be limited to: making sure students are informed of current A.S. Council events on campus, and how to become involved with the A.S. Council. They shall do so by producing informational materials for all upcoming events. This includes but is not limited to: producing flyers and posters, having information posted on the Student Union Building bulletin boards and marquee, having information posted on the San Diego State University - Imperial Valley and A.S. Council websites, create and forward mass e-mail information to A.S. Council Assistant Advisor/Student Life Coordinator, and by informing others by word of mouth. Senators will also plan and organize events for the year under the direction of the President and Vice President. Senator planning and organization shall include but will not be limited to: Fall and Spring Activities, Spirit Week(s), and any Political Forums. Senators are also responsible for serving a minimum of three (3) office hours per week and be part of four (4) committees of their choice. A Lead Senator may be appointed at the discretion of the A.S. Council (See Appendix C). In the event that a higher position has not been filled after the application period closes for said position, and the council member meets the qualifications required for the position, Senators may potentially be selected by the Appointment Committee to fulfill a vacancy of the Appointment Committee's choice.

Section 7      **Ambassadors:** The A.S. Council Ambassadors shall work closely with an assigned Senator. Their duties and responsibilities will be to assist and enhance Senators' efforts in the planning and organizing of A.S. Council events as well as assist them with public relations. Ambassadors are also responsible for serving a minimum of two (2) office hours per week and be part of three (3) committees of their choice. In the event that a high position has not been filled after the application period closes for that position, and the council member meets the qualifications required for said position, Ambassadors may potentially be selected by the Appointment Committee to fulfill a vacancy of the Appointment Committee's choice.

Section 8      **Commissioners:** The A.S. Council Commissioners shall work closely with an assigned Senator or Ambassador. Their duties and responsibilities will be to assist and enhance Senators' or Ambassadors' efforts in the planning and

organizing of A.S. Council events. Commissioners are also responsible for attending A.S. Council official meetings and events. Commissioners are also responsible for serving a minimum of one (1) office hour per week. In the event that a high position has not been filled after the application period closes for that position, and the council member meets the qualifications required for said position, Commissioners may potentially be selected by the Appointment Committee to fulfill a vacancy of the Appointment Committee's choice.

- a. **Campus Safety Commissioner:** The Campus Safety Commissioner shall assist with the planning and coordinating of A.S. Council safety and awareness events. This person may also participate in any other committee of their choosing.
- b. **Cultural Arts and Special Events Commissioner:** The Cultural Arts and Special Events Commissioner shall assist with the planning and coordinating of special events and cultural programs. They shall also serve as the A.S. Council representative to the Cultural Arts Board Committee. This person may also participate in any other committee of their choosing.
- c. **Education Commissioner:** The Education Commissioner shall assist with the planning and coordinating of educational events. This person may also participate in any other committee of their choosing.
- d. **Sports and Social Commissioner:** The Sports and Social Commissioner shall assist with the planning and coordinating of A.S. Council sports and social events by acting as a liaison to the students concerning upcoming events such as, but not limited to, the Fall and Spring Activities. This person may also participate in any other committee of their choosing.
- e. **Sustainability Commissioner:** The Sustainability Commissioner shall assist with the Sustainability Committee by helping raise awareness of sustainability issues on campus and at A.S. Council events as well as encouraging the A.S. Council towards a more eco-friendly lifestyle. This person may also participate in any other committee of their choosing.

## Section 9

**Elections Commissioner:** The Elections Commissioner shall hold a mandatory meeting to inform all candidates on the Elections Code (Appendix D). In the case a candidate cannot attend the mandatory meeting, the Elections Commissioner must schedule an appointment with said candidate(s). The Elections Commissioner shall collect signatures from all candidates attending the mandatory meeting to confirm their attendance and acknowledgement to abide by

the Elections Code. (Refer to Appendix E for the duties that the Elections Commissioner shall be responsible for fulfilling.)

- Section 10 The Student Organization Conflict & Identity Awareness (SOCIA) Training must be completed in the fall semester. Following the training, a copy of the certificate must be submitted to the A.S. Council Assistant Advisor/Student Life Coordinator.
- Section 11 The A.S. Council members shall also be held responsible for other duties related to their positions in the council. This includes, but is not limited, to doing informational tabling throughout the semester, serving on at least one (1) committee, and attending/assisting with certain other campus and community events or activities.
- Section 12 The A.S. Council shall serve on the year-round and short-term committees. All year-round and short-term committees must be filled by A.S. Council members and are open to the volunteers of the students at large (See Appendix F).
- Section 13 Two (2) official summer meetings shall be required before the fall semester begins. Only one (1) excused or unexcused absence will be allowed during the summer for the official meetings (this excludes any school related activities included but not limited to class, study abroad programs, and/or internships). If additional meetings are held during the summer, the council members will not be penalized for their absence.
- Section 14 A mandatory retreat must be held in May after Commencement to prepare the newly A.S. Council. Additional retreats (fall, summer, or winter) shall be discussed and approved by the newly A.S. Council before they can be held.
- Section 15 Council members must complete four (4) Office Hours during the month of July or August.

## **ARTICLE VII**

### **ASSOCIATED STUDENTS COUNCIL MEETINGS AND RECORDS**

- Section 1 The A.S. Council shall hold one (1) weekly meeting open to all interested persons in accordance with applicable law and shall make provisions for public comment by any member of the public wishing to express their opinion. In order to be heard, said person may contact the A.S. Council and ask to be placed on the Agenda, or may choose to speak during the Good of the Order at an official meeting.

- Section 2      The meeting time and location shall be determined by majority vote of the A.S. Council.
- Section 3      The A.S. Council may also convene other than at regular meeting times without public announcement, but may only:
- a.    Vote on Emergency Basis: The A.S. Council President may call for a special meeting of the A.S. Council. The quorum shall consist of fifty percent plus one (50% + 1) of the filled voting seats present at emergency meetings.
  - b.    Discuss forthcoming agenda.
- Section 4      Procedures in the meeting shall follow Robert’s Rule of Order and/or any similar procedures that may add to the effectiveness of student business.
- a.    Committee Chairs, A.S. Council Advisor, A.S. Council Assistant Advisor/Student Life Coordinator, and A.S. Council Bookkeeper must email committee reports to A.S. Council Secretary within twenty-four (24) hours before the official meeting.
  - b.    In case of an emergency, written reports may be submitted ten (10) minutes after the official meeting ends.
- Section 5      If the President and Vice President are both absent for a meeting, the Treasurer shall preside as chair. If neither the President, the Vice President, nor the Treasurer are present, the Secretary shall preside as chair. In the event that none of the executive officers are present for the meeting, the meeting shall be cancelled.
- Section 6      Agendas and Minutes of all regular and other meetings shall be printed and posted on the information board by the A.S. Council Office in the Student Union Building and the bulletin board near the San Diego State University-Imperial Valley parking lot. Agendas and Minutes shall be posted three (3) working days prior to the next A.S. Council meeting, except when meeting on an emergency basis.

## **ARTICLE VIII**

### **POWER OF THE ASSOCIATED STUDENTS COUNCIL**

The A.S. Council shall, subject to the approval of the Campus Deans, have the power to:

- a. Appoint any currently enrolled matriculated student to a committee to act on the A.S. Council's behalf for a given purpose for a specified time.
- b. Control all A.S. Council funds and appropriate those funds in the best interests of the students unless the students, through the fee referendum process, lock in portions of A.S. Council funds to finance certain areas.
  - 1. Sponsor cultural and athletic events and projects.
- c. Publish matters of general student interest and make provisions for other student publications.
- d. Confer traditional and new awards.
- e. Attach fees to A.S. Council events (traditional or new events).

**ARTICLE IX**

**APPOINTMENT COMMITTEE**

- Section 1      The Appointment Committee will interview all candidates when vacancies are available. The Appointment Committee will be chaired by either the President or Vice President. The committee shall consist of the President or Vice President, a Senator, an Ambassador, and the A.S. Council Advisor, A.S. Council Assistant Advisor/Student Life Coordinator, and/or A.S. Bookkeeper. In case there are no Ambassadors available, another Senator will be asked to join; if there are no Senators available another member of the Executive Board will be asked to join the committee.
- Section 2      The committee will make recommendations to the A.S. Council regarding appointment to the vacancies. The A.S. Council members will approve the appointment.
- Section 3      The committee will decide when the application period for any vacancies will be open. The application period will be opened for at least five (5) working days, starting on a Friday and ending on a Thursday.
- Section 4      The committee will interview the applicant(s) on the Friday after the application period ends (if applicable). The A.S. Council Advisor, A.S. Council Assistant Advisor/Student Life Coordinator, and/or A.S. Council Bookkeeper will be present to guarantee the fairness and equality of all interviews.

- Section 5 Following interviews, the committee will discuss and recommend the best candidate for the position. The A.S. Council Advisor, A.S. Council Assistant Advisor/Student Life Coordinator, and/or A.S. Council Bookkeeper will guide and advise the A.S. Council on selecting the best candidate. After the recommendation(s), the A.S. Council Advisor, A.S. Council Assistant Advisor/Student Life Coordinator, and/or A.S. Council Bookkeeper and the committee will present the recommendation(s) to the A.S. Council.
- Section 6 If the A.S. Council approves the recommendation, the Appointment Committee will submit a written motion to the A.S. Council Secretary. The applicants will be sworn-in at the next official A.S. Council meeting.
- Section 7 In the event that there are no applications and/or the Appointment Committee decides the candidate(s) do not fulfill the qualifications for the applied position, this decision shall be brought up at the next A.S. Council official meeting.
- a. If time does not allow for the opening of an application period, the Appointment Committee will select the most qualified, and willing, current A.S. Council member to fill the vacant position with immediate need for occupancy.
  - b. If this results in the vacancy of another position with the need for occupancy, a current A.S. Council member shall be selected by the Appointment Committee without the need for prior approval by the current A.S. Council.
  - c. If appointed to an Executive or Senator Position, the stipend awarded shall be proportionate to the amount of the time served in that position.

## **ARTICLE X**

### **REFERENDUMS**

- Section 1 Matters relating to the A.S. Council (that do not involve recall or other issues resolvable within the A.S. Council) shall be decided by referendum of a majority of votes cast when the conditions of the succeeding sections of this Article are met.
- Section 2 The presiding officer of the A.S. Council shall declare a referendum:
- a. Upon receiving a petition calling for a referendum signed by at least ten percent (10%) of the A.S. Council.

b. In any other case in which the A.S. Council feels it is necessary.

Section 3 An announced meeting to discuss a given referendum followed by the referendum itself shall both take place no later than thirty (30) working days from the time the referendum is ordered.

Section 4 Voting on proposed referendums shall take place during a set week during the month of March.

Section 5 Polls shall remain open for four (4) working days, beginning on a Monday and ending on a Thursday, for all referendums.

## **ARTICLE XI**

### **DISCIPLINE, RECALL, AND PLEBISCITE**

Section 1 For the purpose of a well-functioning and equally responsible A.S. Council, the following rules and consequences shall apply to all voting members:

a. A member will be considered tardy when they arrive over fifteen (15) minutes late to an A.S. Council sponsored event and/or meeting. A tardy will also apply to a member who leaves early from an event and/or meeting without adequate previous notice. Three (3) late arrivals will count as one (1) unexcused absence.

b. A member must give a minimum of twenty-four (24) hour notice if they plan to be absent from an event and/or meeting. A member shall be allowed no more than two (2) unexcused absences and three (3) excused absences for official events/meetings per semester; summer absences will not be included for the fall semester. The A.S. Council President and A.S. Council Vice President will determine the validity of all excused absences. At the time of the sixth absence (excused or unexcused), a write-up will be presented to said member. Absences can be excused if the A.S. Council President and/or Vice President is presented with a written documentation within one (1) week of the absence in question. The member may request a meeting with the President and/or Vice President, A.S. Council Advisor and/or A.S. Council Assistant Advisor/Student Life Coordinator if they are not able to present any tangible proof to excuse the absence, but would like consideration.

1. If an unforeseen emergency occurs before or the day of an event/meeting, the A.S. Council member should notify the A.S. Council Vice President as soon as possible. The A. S. Council member will then have twenty-four

(24) hours to present appropriate documentation to justify the absence.

2. Council members must participate in at least 75% of all A.S. Events (measured by semester). Failure to do so, the Discipline Committee will take action.
- c. The A.S. Council Advisor, President and/or Vice President shall have the authority to issue write-ups to the council members. A write-up will act as an official document that describes incidents in which a council member has received their sixth absence (excused or unexcused) in one (1) semester for official events/meetings. The incidents will be described in detail (dates, times, nature of the incident, etc.).
- d. After receiving two (2) verbal warnings, a member shall be presented with a write-up if they commit at least one (1) of the following:
  1. Has lacked in fulfilling their set responsibilities.
  2. Has violated the Standards of Conduct (See Appendix A).
- e. When a member is presented with their third write-up, they will be notified of their removal from the council.
- f. If a member is removed from the A.S. Council, they will not be able to seek an A.S. Council position for the following academic year.
  1. Immediately after termination, they must return the A.S. Council office keys and any other A.S. owned items.

Section 2      The A.S. Council shall have the authority to remove or call for the resignation of a voting/non-voting member provided that:

- a. The cause is specified in the San Diego State University-Imperial Valley A.S. Council's Official Bylaws within Article XI Sections 1 and 2.
- b. The cause is related to the qualifications of the voting member to continue in office such as the breach of duties and responsibilities, eligibility requirements provided in the San Diego State University-Imperial Valley A.S. Council's Official Bylaws under Article IV Section 2.
- c. A member has engaged in heinous activities such as, but not limited to: sexual harassment, stealing, or causing damage to campus facilities. Other forms of

improper conduct may be considered as heinous by the Disciplinary Committee.

- d. Disciplinary Committee: The action is done in good faith and in a fair and reasonable manner, and conducted in accordance with the following procedures:
  1. The A.S. Council's Disciplinary Committee will meet in private to discuss violations. The Disciplinary Committee shall be comprised of the Vice President, one (1) Senator, one (1) Ambassador, and the A.S. Council Advisor and/or A.S. Council Assistant Advisor/Student Life Coordinator. In case there are no Ambassadors available another Senator will be asked to join; if there are no Senators available another member of the Executive Board will be asked to join the committee.
  2. All allegations against an A.S. Council member, complaints or violation of ethics, misconduct or failure to comply with the requirements of the official bylaws, shall be presented via written declaration to the President or Vice President, depending on the A.S. Council member in question, and reviewed by the A.S. Council Advisor and/or A.S. Council Assistant Advisor/Student Life Coordinator at a special hearing.
  3. The accused member must be present when they are called to resign in the special hearing, and will consequently be placed under review for seven (7) working days where they may not be able to carry out regular duties or represent the council at large in any capacity. The accused member shall also receive written notice at the beginning of their review period of the hearing date. The accused member shall return the A.S. Council office keys to the San Diego State University-Imperial Valley Cashier, right before the review period begins. The notice of the hearing shall include a copy of the written declaration outlining the allegations against the A.S. Council member. This shall include any documentation such as write-ups given to the member.
- e. Hearing Committee: The action is done in good faith and in a fair and reasonable manner and conducted in accordance with the following procedures:
  1. The Hearing Committee, a separate board from the A.S. Council's Disciplinary Committee, will be comprised of the A.S. Council Advisor

and/or A.S. Council Assistant Advisor/Student Life Coordinator and two (2) A.S. Council voting members.

2. The special hearing shall be conducted in an open session.
3. The findings and any recommendations of the Hearing Committee shall be presented in writing to the A.S. Council for approval, with a copy to the accused member.
4. The A.S. Council may remove a member as provided for in these official bylaws only upon the approval of two-thirds (2/3) of the members present and voting for the action at a regular or special A.S. Council meeting, and provided that the accused member is given seven (7) days to vacate.
5. The accused member shall have the opportunity to be heard before a regular or special A.S. Council meeting, orally or in writing, no less than five (5) days before the effective date of the removal as to why the removal should not take place.

## **ARTICLE XII**

### **VOLUNTARY RESIGNATION PROCEDURES**

Any A.S. Council member who voluntarily wants to resign from the council shall present a formal letter of resignation to the A.S. Council President, A.S. Council Advisor, and/or A.S. Council Assistant Advisor/Student Life Coordinator. Resignation will be effective once the formal letter has been signed and turned in. Immediately after termination, the resigning member shall return the A.S. Council office keys and any other A.S. owned items.

## **ARTICLE XIII**

### **BUDGET REVIEW**

The A.S. Treasurer and Bookkeeper will formulate the budget. After formulation, the A.S. Council will approve the budget at an official meeting. The budget must be approved by the A.S. Council prior to reconvening the spring semester with a majority vote.

## **ARTICLE XIV**

### **AMENDMENTS**

Section 1      Articles of these bylaws may be amended by the A.S. Council by a two-thirds

(2/3) vote of an approval of those present. There must be a quorum of the voting membership present.

Section 2 In order for these bylaws to remain in force, they must be reviewed, revised and affirmed by the initials of the President located on the cover page of the Bylaws.

Section 3 The Bylaws may be amended or revised by a two-thirds (2/3) vote of the A.S. Council. All proposed amendments or revisions shall be reviewed by the Bylaws Committee prior to consideration by the A.S. Council.

## **ARTICLE XV**

### **OATH TO OFFICE**

All new A.S. Council members and representatives must affirm the following oath as they take office:

I (Name), as duly elected (Council Member/Representative) of the Associated Students Council, San Diego State University-Imperial Valley, do swear that I will faithfully fulfill the duties of this office as provided in these Bylaws. I will strive to establish representative government, maintain academic freedom, and defend student rights. I will work toward the strengthening of the cooperation between the Associated Students Council and the administration, and work toward bettering my leadership qualities and scholastic standards. With these thoughts in mind, I shall set as my goal the betterment of San Diego State University-Imperial Valley; I so affirm.

## **APPENDIX A**

### **ASSOCIATED STUDENTS COUNCIL**

#### **SAN DIEGO STATE UNIVERSITY IMPERIAL VALLEY**

#### **STANDARDS OF CONDUCT**

A.S. Council Members Shall:

1. Avoid putting themselves in a position where their personal interest and that of the A.S. Council appears to be in conflict or might interfere with their ability to perform their job to the best of their ability.
2. Not give or offer to give gratuities to anyone with the purpose of influencing their

judgment in the performance of their duties.

3. Not accept gratuities that would give the appearance of affecting their judgment in carrying out A.S. Council business.
4. Exercise diligent care of A.S. Council supplies and equipment entrusted to them.
5. Reply to all emails by set deadlines.
6. Not use A.S. Council property and/or services for personal gain and shall not remove or dispose of A.S. Council materials, supplies, or equipment without proper authority.
7. Not discriminate against anyone on the basis of disability, ethnic background, gender, gender identity, nationality, political beliefs, race, religion, or sexual orientation.
8. Not engage in any form of sexual harassment or similar conduct that would bring discredit to the A.S. Council. They can and will be held accountable for their actions.

## **APPENDIX B**

### ASSOCIATED STUDENTS COUNCIL

#### SAN DIEGO STATE UNIVERSITY IMPERIAL VALLEY

#### OFFICE ETIQUETTE

1. The A.S. Council facilities are intended for professional use **only**. All council members and staff members (Advisor, Assistant Advisor/Student Life Coordinator, Bookkeeper, etc.) are expected to uphold the standards of office etiquette specified below. Any responsibilities and/or job activities not related to the A.S. Council will not be completed with the use of A.S. Council resources or facilities.
2. A.S. Council members and A.S. Council staff members shall be the only individuals allowed in the A.S. Council Office. If the A.S. Council decides on deviating from this etiquette, the A.S. Council may decide to allow student volunteers in the office by creating a procedure and by passing a majority vote at the beginning of each semester on how such an action should be handled.
3. When leaving the office, office doors are to remain locked and closed at all times.
4. All council members who possess Student Union Keys must be administered a personalized alarm code. This code must not be shared.

5. Computers can only be utilized by the A.S. Council and/or A.S. Council staff members. Computer policy will limit access to online resources only necessary to complete their daily tasks/activities. Using resources/websites non-related to A.S. Council activities is not allowed. The use of A.S. Council technology equipment for personal use is strictly prohibited during office hours. Personal social media may be limited only to promote A.S. Council Events/Activities. If any of the computer policies are breached, privileges will be revoked.
6. All electronic office equipment must be turned off at the end of every use.
7. Office printers are **only** for the use of printing A.S. Council related materials.
8. Downloading files to an office computer is strictly prohibited unless the documents are A.S. Council related, such as, agendas, minutes, work orders, forms, etc...
9. The use of personal USB memory sticks is prohibited (email documents if needed).
10. Office equipment is not allowed to leave the office (no borrowing staplers, hole-punchers, tape, etc.).
11. All council members are expected to adhere to the Student Union Building's hours of operation, unless required for A.S. Events.

## **APPENDIX C**

### ASSOCIATED STUDENTS COUNCIL

#### SAN DIEGO STATE UNIVERSITY IMPERIAL VALLEY

#### LEAD SENATOR AND COMMISSIONERS

1. After five to six (5-6) weeks into the Fall Semester, the performances of each Senator may be evaluated. The A.S. Council may determine that a certain Senator, be appointed to Lead Senator based on their high level of effectiveness, sense of responsibility, and strong initiative in their position.
2. The Lead Senator shall be nominated by the A.S. Council with the exception of Senators. After deciding on whom the nominee is for the Lead Senator position, it shall be brought to the Appointment Committee; who will then report to the A.S. Council. Following the nomination, the council shall then vote for the Lead Senator (all Senators shall abstain from voting) during an official meeting.
3. The Lead Senator shall act as a liaison between the Executive Board, the A.S. Council

Advisor, A.S. Council Assistant Advisor/Student Life Coordinator, and/or A.S. Bookkeeper by:

- a. Providing records of attendance and participation at events to the Vice President and A.S. Council Advisor(s).
4. The Lead Senator shall act as a liaison between voting and non-voting members in the A.S. Council. This includes but is not limited to:
- a. Taking attendance.
  - b. Making sure there is an equal distribution of assigned duties.
  - c. Delegating duties when no one has shown initiative to participate in events.
  - d. Providing a safe space for open communication (unbiased mediator).
  - e. Ensuring no ideas are turned down without proper review.
  - f. Motivating the Commissioners through team building activities.
5. A.S. Council Commissioners are appointed as non-voting members to the A.S. Council. They will assist with different aspects of the A.S. Council activities and programs not limited to:
- a. Attending campus committee meetings and reporting on them at A.S. Council meetings.
  - b. Assisting in the planning and implementation of student events and activities.
  - c. Assisting in the promotion of student events and activities.

## **APPENDIX D**

### **ASSOCIATED STUDENTS COUNCIL**

#### **SAN DIEGO STATE UNIVERSITY IMPERIAL VALLEY**

##### **ELECTIONS CODE**

1. The A.S. logo may not be used for campaigning purposes (e.g. posters, flyers, social media, etc.)
2. Flyers must be given to individuals and not be placed on cars.

3. The campaigning period shall occur during a set two (2) weeks in the month of February or March and may be either verbal, nonverbal, or both. Campaigning is allowed during the week of voting.
4. Posters may not cover any part of an existing poster.
5. No area can be saturated with a single candidate's posters. Only one (1) poster per bulletin board is allowed.
6. Each candidate can post a total of ten (10) posters, banners, and/or ten (10) flyers (8.5" x 11") between both campuses. Note: Anything being used in the form of a poster will be counted as a poster, regardless of shape and/or dimensions.
7. Only fourteen inch (14") by fourteen inch (14") posters are allowed on campus bulletin boards. The San Diego State University-Imperial Valley Grounds Department approval is necessary prior to advertising on any green area around campus. No poster may be larger than six (6) square feet (36" x 24") on green area.
8. Candidates may campaign together, but will be voted on separately.
9. Candidates may campaign together on posters, but each shared poster will count as one (1) of their allotted ten (10) posters.
10. Candidates may not deface campus property. This may include, but is not limited to posting campaign materials on any painted surface. The Elections Commissioner has the authority, under approval of the A.S. Council Advisor and/or A.S. Council Assistant Advisor/Student Life Coordinator, to stipulate other violations.
11. Candidates must remove all posters promptly (within 24 hours) after polls have been closed, ballots counted, and winners are announced.
12. No posters are allowed inside classrooms, Administration Building, Library, Faculty Buildings, Aztec Shops, or restrooms.
13. Campaigning material may be handed out inside the classrooms, but only with the instructor's approval.
14. No loud campaigning may be done near classes (with megaphone, PA system, etc.).
15. Campaigning inside the library must be conducted in accordance to library regulations; speak to the librarian to find out what these are.

16. Brief classroom campaigning presentations may be done, but only with the instructor's approval.
17. Student(s) campaigning for candidates must adhere to the same guidelines as candidates.
18. All campaigning materials must be checked and approved by the Elections Commissioner prior to being distributed and/or posted.
19. A reprimand will be given to the candidate who violates any of the above mentioned regulations or any of the verbal regulations given by the Elections Commissioner or A.S. Council liaison during the official campaign meeting or during the campaign itself.
20. A candidate may be removed from candidacy if:
  - a. The candidate knowingly defames the character of another individual; and/or, but not limited to using falsified information to distort another candidate's image.
  - b. The candidate accumulates two (2) reprimands for violating the Elections Code.
21. The A.S. Council members who are not running for candidacy reserve the right to question any action taken by a candidate during the campaign by submitting a written complaint describing the violation(s) to the Elections Commissioner.
22. Candidates have the right to fair treatment. Discrimination of any type will not be tolerated.
23. In case a candidate is treated unfairly, they have the right to appeal. This must be done in a written format in order to avoid any misunderstanding and maintain order. The written appeal shall be presented to the A.S. Council Advisor and/or A.S. Council Assistant Advisor/Student Life Coordinator who will then present it to the Elections Commissioner and the A.S. Council. Thereafter, a deliberation will be held to decide how the issue shall be handled and resolved. The A.S. Council members running for re-election may not be present during set discussion.

## **APPENDIX E**

### ASSOCIATED STUDENTS COUNCIL SAN DIEGO STATE UNIVERSITY IMPERIAL VALLEY ELECTIONS COMMISSIONER

1. The A.S. Council shall appoint the Elections Commissioner.

2. The Elections Commissioner shall be a student in good standing with the University and will be responsible for overseeing all elections procedures and will be under the tutelage of the A.S. Council Advisor, A.S. Council Assistant Advisor/Student Life Coordinator and/or A.S. Council Bookkeeper.
3. The Elections Commissioner shall be responsible for screening and reviewing candidacy applications, upholding the Elections Code, following all Elections Procedures (Article V) and will be unbiased in their treatment of the candidates.
4. The Elections Commissioner shall be responsible for running elections. They will be responsible for: creating the online ballot for the A.S. Council elections, setting-up and clearing the elections site every day, running a mandatory informational meeting for all candidates on the Elections Code (Appendix D).
5. Ballots shall be primarily tallied online by the Elections Commissioner. If voting is not done online, then ballots from the elections shall be counted by the Ballot Counting Committee, which shall be composed of: the A.S. Council Advisor, A.S. Council Assistant Advisor/Student Life Coordinator, and/or A.S. Bookkeeper, Elections Commissioner, A.S. Council member(s) (not running for candidacy), one (1) currently matriculated student from the campus who is not part of the council, and the option of one (1) faculty and/or staff member. The ballot counting is to take place at 9:00 a.m. the day after polls have been closed.
6. The Elections Commissioner shall also be responsible for creating and posting flyers that announce the unofficial results of the elections by 12:00 p.m. (noon). The Elections Commissioner must also submit a detailed report to the A.S. Council at their next official meeting.
7. The Elections Commissioner shall contact all candidates and inform them to be present at the last official A.S. Council meeting of the Spring Semester.

**APPENDIX F**  
ASSOCIATED STUDENTS COUNCIL  
SAN DIEGO STATE UNIVERSITY IMPERIAL VALLEY  
A.S. COUNCIL COMMITTEES

The A.S. Council shall participate in the following year-long and short-term committees

(All Year-Long and Short-term committee meetings are official meetings):

**1. Year-Long Committees**

- a. Bylaws Committee, three (3) A.S. Council members
  - 1. The Bylaws committee shall be comprised of the A.S. Secretary, one (1) senator, and one (1) ambassador from the A.S. Council. In case there are no Ambassadors available, another Senator will be asked to join. If there are no Senators available, another member of the Executive Board will be asked to join the committee.
  - 2. All members of the Bylaws Committee shall be responsible for attending meetings with the A.S. Council Advisor and/or A.S. Council Assistant Advisor/Student Life Coordinator.
  - 3. Bylaws Committee will start meeting the first week of October for at least one (1) hour per month.
  - 4. The committee is responsible for interpreting the Bylaws and making necessary changes.
  - 5. In April, the committee must present the first Bylaws reading corrections (PDF corrections marked in red), Second Bylaws reading (PDF corrected), and final Bylaws (PDF).
  - 6. All final changes must be approved by the majority of the A.S. Council during an official meeting.
- b. Campus Newsletter Committee, one (1) A.S. Council member
  - 1. May meet with volunteers if necessary.
  - 2. Outreach to students, faculty and staff.
  - 3. Create and meet deadlines to release newsletters, with the option of posting newsletter issues in every classroom and part-time faculty boxes.

- c. Campus Safety Committee, three (3) A.S. Council members
  1. Plan and coordinate at least one (1) event per semester.
  2. Organize special lectures/workshops.
  3. Work with staff in planning events.
  4. Publicize events to campus community.
  5. Attend and participate in events.
  6. Solicit participation from A.S. Council members.
  
- d. Club Representatives Committee, two (2) A.S. Council members
  1. Attend active club meetings once every semester.
  2. Provide information about ongoing club events to A.S. Council.
  3. Act as a liaison between A.S. Council and clubs.
  4. Coordinate at least one (1) meeting per semester with all active club executive members. (Limit of five (5) attendees per club.)
  
- e. Cultural Arts and Special Events Committee, four (4) A.S. Council members
  1. Plan and coordinate at least one (1) cultural event(s) per semester.
  2. Events can include, but are not limited to: cultural performances, talent shows, open mic night, trips to theatre shows, museums, art shows, exhibitions, cultural celebrations, etc.
  3. Work with staff in planning events.
  4. Publicize events to campus community.
  5. Attend and participate in events.
  6. Solicit participation from A.S. Council members
  
- f. Educational Events Committee, four (4) A.S. Council members
  1. Plan and coordinate at least one (1) educational event(s) per semester.
  2. Events can include, but are not limited to: workshops, special lectures, passive

- programs, community service activities, documentary screening, etc.
3. Work with staff in planning events.
  4. Publicize events to campus community.
  5. Attend and participate in events.
  6. Solicit participation from A.S. Council members.
- g. Facilities Committee, two (2) A.S. Council member
1. Coordinate the upkeep of the A.S. Council bulletin boards, A.S. Council office and kitchen area.
  2. Keep inventory of supplies at the end of each semester for Calexico campus.
  3. Coordinate the ordering of supplies and materials with A.S. Bookkeeper for the council bulletin boards, office and kitchen area.
  4. Update bulletin board and marquee.
  5. Account for the necessities of the Calexico and Brawley campuses.
  6. Work closely with the A.S. Council Treasurer and A.S. Council Bookkeeper.
- h. Research Team Committee, two (2) A.S. Council members
1. Plan and coordinate focus groups.
  2. Make and distribute surveys.
  3. Publicize surveys and focus groups.
  4. Attend and facilitate in focus groups.
  5. Solicit participation from A.S. Council members.
- i. Sports and Social Events Committee, four (4) A.S. Council member s
1. Plan and coordinate one (1) event per semester.
  2. Events can include, but are not limited to: sport competitions, family days, BBQs, ice cream socials, dating shows, trips to basketball games or theme parks, etc.
  3. Work with staff in planning events.

4. Publicize events to campus community.
  5. Attend and participate in events.
  6. Solicit participation from A.S. Council members.
- j. Sustainability Committee, two (2) A.S. Council members
1. Point person for all sustainability initiatives related to San Diego State University-Imperial Valley.
  2. Plan and coordinate one (1) event per semester.
  3. Provide updates on San Diego State University (West Campus), and San Diego State University-Imperial Valley sustainability initiatives.
  4. Educate students on sustainability issues through workshops.
- k. Team Development Committee, two (2) A.S. Council members
1. Coordinate monthly birthday celebrations.
  2. Coordinate at least two (2) A.S. Council development activities per semester that is planned in advance with A.S. Council Advisor(s). Events are not limited to a team builder, skill training, or topic discussion.
  3. Plan an end of the year banquet or end of the year project to recognize A.S. Council Activities.
  4. Photograph A.S. Council events and co-sponsored events.
  5. Post pictures of the A.S. Council events and co-sponsored events on website and/or social media.

## 2. **Short-Term Committees**

- a. Appointment Committee, three (3) A.S. Council members
1. The Appointment Committee shall consist of the President or Vice President, a Senator, an Ambassador, and the A.S. Council Advisor and/or A.S. Council Assistant Advisor/Student Life Coordinator (Article IX). In case there are no Ambassadors available another Senator will be asked to join; if there are no Senators available another member of the Executive Board will be asked to join the committee.
- b. Ballot Counting Committee, one (1) non-running A.S. Council member
1. A non-running A.S. Council member shall be part of the committee with ballot

counting (see Article V).

- c. Campus Fee Advisory Committee (CFAC/IRA), two (2) A.S. Council members
  - 1. The committee shall consist of the A.S. Council President or designee and another A.S. Council member who will act as liaisons between the committee and the A.S. Council.
  - 2. The A.S. Council will assist in recruiting four (4) students at large to join CFAC/IRA.
  - 3. All representatives will be responsible for attending CFAC/IRA meetings.
- d. Commencement Representative, two (2) A.S. Council members
  - 1. Commencement representative will be responsible for attending commencement meetings and acting as a liaison between the committee and the A.S. Council.
- e. Disciplinary Committee, three (3) A.S. Council members
  - 1. The committee shall consist of one (1) member of the Executive Board, one (1) Senator, one (1) Ambassador, and the A.S. Council Advisor and/or A.S. Council Assistant Advisor/Student Life Coordinator (Article XI, Section 2, Subsection D). In case there are no Ambassadors available another Senator will be asked to join. If there are no Senators available another member of the Executive Board will be asked to join the committee.
    - Hearing Committee, consists of two (2) A.S. Council voting members (refer to Article XI, Section 2, Subsection E).
- f. Scholarship Committee, one (1) A.S. Council members
  - 1. The committee shall consist of the A.S. Council Treasurer and no more than two (2) students-at-large.
    - a. There will be an application process to select students-at-large.
  - 2. The committee shall review applications.
  - 3. Scholarships shall be separated into local study abroad funds. The amount allocated to each scholarship fund shall be determined by the scholarship committee.
    - Hearing Committee, consists of two (2) A.S. Council voting members (refer to Article XI, Section 2, Subsection E).
- g. SDSU-IV Campus Fundraising Committee, one (1) A.S. Council member
  - 1. Representative will be responsible for attending meetings and acting as a liaison between the committee and the A.S. Council

2. Representative will attend meetings for the Fall and Spring fundraising events.

h. Welcome Back Committee, all A.S. Council members

1. All A.S. Council members shall assist in the Fall and Spring Welcome Backs.

**2. New Committees**

a. If at any time the A.S. Council wishes to form a new committee, the new committee must be approved by a simple majority of the A.S. Council.

b. The new committee should be beneficial to the campus community.