



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

# Associated Students Council

## 2019-2020 Bylaws

Updated 5.2.19 A.A.

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

**OFFICIAL 2019-2020 BYLAWS**

**APPENDICES**

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**OFFICIAL BYLAWS OF THE ASSOCIATED STUDENTS COUNCIL  
SAN DIEGO STATE UNIVERSITY–IMPERIAL VALLEY  
2019-2020**

**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, San Diego State University-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 assemble 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 freedom of speech
- f. The right to recreational, culture, and athletic activities
- g. 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 press shall not be abridged
- b. Slanderous language toward any persons will not be condoned

**ASSOCIATED STUDENTS COUNCIL  
SAN DIEGO STATE UNIVERSITY-IMPERIAL VALLEY  
ARTICLES**

**ARTICLE I**

**Section 1 Definitions**

- 1.01. For purposes of these bylaws, “Associated Students Council” shall be defined as the student body at large. 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.
- 1.02. For purpose of these bylaws, “Associated Students Council” shall be referred to as A.S. Council.
- 1.03. For purpose of these bylaws, “working days” shall be defined as business days and weekends, with the exclusion of holidays.

**ARTICLE II**

**Section 1 Name, Colors, Mascot**

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

**ARTICLE III**

**Section 1 Membership**

Members of the organization shall be persons currently enrolled as matriculated students at San Diego State University-Imperial Valley who have paid the student body association fee.

## ARTICLE IV

### Section 1 Associated Students Council

- 1.01. The voting members of the Associated Students Council shall consist of the President (the President votes only in the event of a tie), Vice President (1), Treasurer (1), Secretary (1), Senators (4), Ambassadors (4), and Commissioners (4). The non-voting members of the A.S. Council shall consist of 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.
- 1.02. 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.
  - c. Publish matters of general student interest and make provisions for other student publications.
  - d. Confer awards.
  - e. Attach fees to A.S. Council events.
- 1.03. A. S. Council members shall be enrolled in a minimum of 6.0 units at San Diego State University-Imperial Valley and maintain enrolled units. Undergraduate students must maintain a 2.85 grade point average and graduate students must maintain a 2.5 grade point average. Members who do not meet this 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 their transcript. If after the two (2) weeks no change has been made, removal will be immediate.
- 1.04. The number of Senators, Ambassadors, and Commissioners shall be based on the fall semester enrollment, after census.
- 1.05. The quorum shall consist of fifty percent plus one (50% + 1) of the filled voting seats present at a meeting.

- 1.06. 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 officers are present for the meeting, the meeting shall be cancelled.
- 1.07. In the event of resignation 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.
- 1.08. 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.
- 1.09. The A.S. Council shall fill vacancies by opening applications to all San Diego State University-Imperial Valley students. A vacancy may be declared if a member is removed from the A.S. Council.

## ARTICLE V

### Section 1 Associated Students Council Member Duties and Charged Order

- 1.01. **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 five (5) 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 an Associated Students organization within the CSU system.
- 1.02. **Vice President:** The A.S. Council Vice President shall be responsible for 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 at least 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 five (5) 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 an Associated Students Council organization within the CSU system.

- 1.03. **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 the 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 five (5) office hours per week, be part of the Budget Committee/Meetings, Scholarship Committee, and two (2) other committees of their choice.
  
- 1.04. **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 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 returning 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 five (5) office hours per week. They must be part of the Bylaws Committee, and two (2) other committees of their choice.

- 1.05. **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 four (4) office hours per week and be part of four (4) committees of their choice. 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.
- 1.06. **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 three (3) office hours per week and be part of three (3) committees of their choice. In the event that a higher 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.
- 1.07. **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 two (2) office hours per week, and be a part of at least two (2) committees of their choice. In the event that a higher 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.

- 1.08. 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, and attending/assisting with certain campus and community events or activities.
- 1.09. 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 students-at-large.

## **Section 2      Year Long Committees**

The A.S. Council shall participate in the following year-long committees. (All Year-Long committee meetings are official meetings):

- 2.01. **Bylaws Committee:** The Bylaws committee shall be comprised of the A.S. Secretary, one (1) Senator, one (1) Ambassador, and one (1) Commissioner from the A.S. Council. In case there are no Ambassadors or Commissioners 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. 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. The Bylaws Committee will start meeting the first week of October for at least one (1) hour per month. The committee is responsible for interpreting the Bylaws and making necessary changes. 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). All final changes must be approved by the majority (50% + 1) of the A.S. Council during an official meeting.
- 2.02. **Campus Newsletter Committee:** The Campus Newsletter Committee shall be comprised of at least one (1) A.S. Council member. This committee may meet with volunteers if necessary. It is the responsibility of the Campus Newsletter Committee to establish outreach to students, faculty, and staff. It is also the responsibility of the Campus Newsletter Committee to create and meet deadlines to release newsletters, with the option of posting newsletter issues in every classroom and part-time faculty boxes.
- 2.03. **Campus Safety Committee:** The Campus Safety Committee shall be comprised of at least three (3) A.S. Council members. It is the responsibility of the Campus Safety Committee to plan and coordinate at least one (1) event per semester, organize special lectures/workshops, work with staff in planning events, publicize events to campus community, attend and participate in events, and solicit participation from A.S. Council members. The Campus Safety Committee shall also work with SDSU Administration to bring safety resources and awareness that will ensure a

safer environment for students, faculty, and staff. The Campus Safety Committee plays a vital role in providing the campus community with information on how to be safe during non-emergency and emergency incidents. Events can include, but are not limited to: Self Defense courses, Stop the Bleed Training, Sexual Assault Awareness presentations, AED/CPR Certification Training, Human Trafficking Awareness, Active Shooter Response Training, Emergency Evacuation Training, etc.

- 2.04. **Club Representatives Committee:** The Club Representative Committee shall be comprised of the A.S. Vice President and one (1) other A.S. Council member. It is the responsibility of the Club Representatives Committee to attend active club meetings once every semester, provide information about ongoing club events to the A.S. Council, act as a liaison between A.S. Council and clubs, and coordinate at least one (1) meeting per semester with all active club executive members. (Limit of five (5) attendees per club.)
- 2.05. **Cultural Arts and Special Events Committee:** The Cultural Arts and Special Events Committee shall be comprised of at least four (4) A.S. Council members. It is the responsibility of the Cultural Arts and Special Events Committee to plan and coordinate at least one (1) cultural event per semester, work with staff in planning events, publicize events to campus community, attend and participate in events, and solicit participation from A.S. Council members. 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.
- 2.06. **Educational Events Committee:** The Educational Events Committee shall be comprised of at least four (4) A.S. Council members. It is the responsibility of the Educational Events Committee to plan and coordinate at least one (1) educational event per semester, work with staff in planning events, publicize events to campus community, attend and participate in events, and solicit participation from A.S. Council members. Events can include, but are not limited to: workshops, special lectures, passive programs, community service activities, documentary screening, etc.
- 2.07. **Facilities Committee:** The Facilities Committee shall be comprised of at least two (2) A.S. Council members. It is the responsibility of the Facilities Committee to coordinate the upkeep of the A.S. Council bulletin boards, A.S. Council office and kitchen area. The committee must keep inventory of supplies at the end of each semester for the Calxico and Brawley campuses coordinate the ordering of supplies and materials with the A.S. Bookkeeper for the council bulletin boards, promotional items, and office and kitchen area. Additionally, the Facilities Committee must update the bulletin board and marquee, account for the necessities of the Calxico and Brawley campuses, and work closely with the A.S. Council Treasurer and A.S. Council Bookkeeper.

- 2.08. **Research Team Committee:** The Research Team Committee shall be comprised of at least two (2) A.S. Council members. It is the responsibility of the Research Team Committee to plan and coordinate focus groups, make and distribute surveys, publicize surveys and focus groups, attend and facilitate in focus groups, and solicit participation from A.S. Council members.
- 2.09. **Sports and Social Events Committee:** The Sports and Social Events Committee shall be comprised of at least four (4) A.S. Council members. It is the responsibility of the Sports and Social Events Committee to plan and coordinate at least one (1) event per semester, work with staff in planning events, publicize events to campus community, attend and participate in events, and solicit participation from A.S. Council members. 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.
- 2.10. **Sustainability Committee:** The Sustainability Committee shall be comprised of at least two (2) A.S. Council members. The Sustainability Committee is the point person for all sustainability initiatives related to San Diego State University-Imperial Valley. The Sustainability Committee must provide updates on San Diego State University (West Campus), and San Diego State University-Imperial Valley sustainability initiatives. It is the responsibility of the Sustainability Committee to plan and coordinate at least one (1) event per semester. Events include, but are not limited to: plant potting, healthy eating, recycling and compost seminars, etc.
- 2.11. **Team Development Committee:** The Team Development Committee shall be comprised of at least two (2) A.S. Council members. It is the responsibility of the Team Development Committee to photograph A.S. Council events and co-sponsored events, post pictures of the A.S. Council events and co-sponsored events on website and/or social media, and plan an end of the year banquet or end of the year project to recognize A.S. Council Activities. The Team Development Committee must Coordinate at least two (2) A.S. Council development activities per semester that is planned in advance with A.S. Council Advisor(s). Events can include, but are not limited to: team builder, skill training, topic discussion, etc.

### **Section 3      Short-Term Committees**

The A.S. Council shall participate in the following short-term committees.  
(All Year-Long and Short-term committee meetings are official meetings):

- 3.01. **Appointment Committee:** The Appointment Committee shall consist of the President or 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. The committee will interview candidates and make recommendations to the A.S. Council regarding appointment to the vacancies. 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. 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. Following interviews, the committee will discuss and recommend the best candidate(s) for the position(s). 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. 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. 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(s), 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.

3.02. **Ballot Counting Committee:** The Ballot Counting Committee shall be comprised of one (1) non-running A.S. Council member, the Elections Coordinator, and the A.S. Council Advisor, A.S. Council Assistant Advisor/Student Life Coordinator and/or A.S. Bookkeeper. A non-running A.S. Council member is someone who will not be running for candidacy in A.S. elections, a non-returning member. (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.) This member will act as the A.S. Representative for the Elections Committee, non-voting member, and will be responsible for recruiting three (3) students-at-large to fill vacancies in the Elections Committee.

- 3.03. **Campus Fee Advisory Committee (CFAC/IRA):** The Campus Fee Advisory Committee (CFAC/IRA) shall be comprised of the A.S. President or designee and one (1) other A.S. Council member. The committee will act as liaisons between the committee and the A.S. Council. The A.S. Council will assist in recruiting four (4) students at large to join CFAC/IRA. All representatives will be responsible for attending CFAC/IRA meetings.
- 3.04. **Commencement Representatives:** The Commencement Representatives shall be comprised of the A.S. President and one (1) other A.S. Council member. Commencement representatives will be responsible for attending commencement meetings and acting as a liaison between the committee and the A.S. Council.
- 3.05. **Disciplinary Committee:** The committee shall be comprised of the A.S. 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. All allegations against an A.S. Council member, complaints or violation of ethics, misconduct or failure to comply with the requirements of these 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.
- 3.06. **Hearing Committee:** 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 members that are not part of the Disciplinary Committee. The special hearing shall be conducted in an open session. The action is done in good faith and in a fair and reasonable manner. 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. 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. 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.

- 3.07. **Scholarship Committee:** The committee shall consist of the A.S. Council Treasurer and no more than two (2) students-at-large. There will be an application process to select students-at-large. The committee shall review all scholarship applications. Scholarships shall be separated into regular scholarships and study abroad scholarship funds. The amount allocated to each scholarship fund shall be determined by the A.S. Council Treasurer.
- 3.08. **SDSU-IV Campus Fundraising Committee:** The representative shall consist of one (1) A.S. Council member. The representative will be responsible for attending meetings and acting as a liaison between the committee and the A.S. Council. The A.S. Council representative will attend meetings for the Fall and Spring fundraising events.
- 3.09. **Welcome Back Committee:** This committee requires the participation of all A.S. Council members. All A.S. Council members shall assist in the Fall and Spring Welcome Backs.

#### **Section 4      New Committees**

- 4.01. 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.
- 4.02. The new committee should be beneficial to the campus community.

#### **Section 5      Retreat**

- 5.01. If deemed necessary, 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 6      Summer Office Hours**

- 6.01. Council members must complete four (4) Office Hours during the month of July or August.

### **ARTICLE VI**

#### **Section 1      Associated Students Council Meetings and Records**

- 1.01. The A.S. Council shall hold one (1) weekly meeting open to all interested persons in accordance with applicable law. A.S. Council members may join meetings via teleconference (this will not be counted as an absence.) Members joining meetings via teleconference are still able to vote. The A.S. Council 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.

- 1.02. Students, faculty, staff, and community members may speak during the Public Comments portion of the official Associated Students Council meeting. On the official Associated Student Council agenda, the Public Comments portion takes place after attendance is taken of all A.S. Council members present, and before University Reports and Presentations. All visitors must state their full name and/or occupation, and are allotted two (2) to three (3) minutes to present to the A.S. Council.
- 1.03. The meeting time and location shall be determined by majority vote (50% +1) of the A.S. Council.
- 1.04. 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.
- 1.05. 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.
- 1.06. 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. Reports submitted past the due date established by the A.S. Secretary will not be recorded on the official A.S. Minutes.
- 1.07. 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.
- 1.08. 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 VII**

### **Section 1     Discipline**

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

- 1.01. 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.
- 1.02. 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. Any further absences will result in a verbal warning. Two (2) verbal warnings will result in a write-up. 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. 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.
- 1.03. The A.S. Council Advisor, President and/or Vice President shall have the authority to issue write-ups to 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.).

- 1.04. 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:
  - a. Has lacked in fulfilling their set responsibilities.
  - b. Has violated the Standards of Conduct (See Appendix A).
- 1.05. When a member is presented with their third write-up, they will be notified of their removal from the council.
- 1.06. 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. Immediately after termination, they must return the A.S. Council office keys and any other A.S. owned items.

## **Section 2      Recall**

- 2.01. 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.
  - 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.
  - c. A member has engaged in heinous activities such as, but not limited to: sexual or physical harassment, stealing, or causing damage to campus facilities. Other forms of improper conduct may be considered as heinous by the Disciplinary Committee.
- 2.02. The A.S. Council's Disciplinary Committee will meet in private to discuss violations. All allegations against an A.S. Council member, complaints or violation of ethics, misconduct or failure to comply with the requirements of these 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. 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.

## **ARTICLE VIII**

### **Section 1 Referendums**

- 1.01. 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.
- 1.02. 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.
- 1.03. 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.
- 1.04. Voting on proposed referendums shall take place during a set week during the month of March.
- 1.05. Polls shall remain open for four (4) working days, beginning on a Monday and ending on a Thursday, for all referendums.

## **ARTICLE IX**

### **Section 1 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 X**

### **Section 1 Amendments**

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. 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. All proposed amendments or revisions shall be reviewed by the Bylaws Committee prior to consideration by the A.S. Council.

## **ARTICLE XI**

### **Section 1 Oath to Office**

- 1.01. 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.

- 1.02. The Oath to Office 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.

## **ASSOCIATED STUDENTS COUNCIL SAN DIEGO STATE UNIVERSITY-IMPERIAL VALLEY APPENDIX**

### **APPENDIX A STANDARDS OF CONDUCT**

#### **Section 1 Standards of Conduct**

- 1.01. A.S. Council members shall 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.
- 1.02. A.S. Council members shall not give, offer, or accept to give gratuities by anyone with the purpose of influencing judgment.

- 1.03. A.S. Council members shall exercise diligent care of A.S. Council supplies and equipment entrusted to them, and reply to all emails by set deadlines.
- 1.04. A.S. Council members shall 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. Discrimination against anyone on the basis of disability, ethnic background, gender, gender identity, nationality, political beliefs, race, religion, or sexual orientation will not be tolerated. All A.S. Council members shall not engage in any form of sexual or physical harassment that would bring discredit to the A.S. Council. They can and will be held accountable for their actions.

## **APPENDIX B OFFICE ETIQUETTE**

### **Section 1    Office Etiquette**

- 1.01. 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 should not be completed with the use of A.S. Council resources or facilities.
- 1.02. A.S. Council members and A.S. Council staff members shall be the only individuals allowed in the A.S. Council Offices. 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 (50% +1) vote at the beginning of each semester on how such an action should be handled.
- 1.03. When leaving the office, office doors are to remain locked and closed at all times.
- 1.04. All council members who possess keys to the Student Union Building must be administered a personalized alarm code. This code must not be shared.
- 1.05. 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.

- 1.06. All electronic office equipment must be turned off at the end of every use. Office printers are **only** for the use of printing A.S. Council related materials. 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. Office equipment is not allowed to leave the office (no borrowing staplers, hole-punchers, tape, etc.).
- 1.07. All council members are expected to adhere to the Student Union Building's hours of operation, unless required for A.S. Events.

## **APPENDIX C ELECTIONS CODE**

### **Section 1      Elections Committee Membership**

- 1.01. Pursuant to the requirements of the Bylaws of the Associated Students of San Diego State University-Imperial Valley, there shall be an Elections Committee established to handle all elections for the Associated Students, its subordinates, or affiliates.
- 1.02. 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 Coordinator. The A.S. Council shall appoint an Elections Coordinator following the guidelines detailed in Appendix D. The Elections Coordinator 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 Coordinator shall follow all guidelines detailed in Appendix C
- 1.03. The Elections Committee shall consist of an Elections Coordinator and four (4) students-at-large, whom shall be voting members and shall serve for a period of one (1) academic year, and shall be eligible for reappointment. There shall also be the following designated, non-voting members: The San Diego State University-Imperial Valley Assistant Dean for Student Affairs or a designee. A quorum of the committee shall be 50% + 1 of the filled voting seats.

- 1.04. The Elections Coordinator shall be chosen in the following manner: Applications shall be open for five (5) business days and announced on two (2) separate days in the A.S. Newsletter. Applicants shall be interviewed by the Elections Assistant, A.S. Representative, and the A.S. Council Advisor and/or A.S. Council Assistant Advisor/Student Life Coordinator. The Elections Assistant and A.S. Representative shall then forward a final recommendation to the Associated Students Council for ratification by a majority vote of those A.S. Council members present and voting. The Elections Coordinator shall serve for a period of one (1) academic year, and may reapply for an additional term.
- 1.05. The Elections Coordinator may be removed by a two-thirds ( $\frac{2}{3}$ ) vote of the A.S. Council. This action can be taken only after the following steps have been taken:
- a. A written request for review of Elections Coordinator activities detailing cause or reason for removal of the Elections Coordinator has been submitted to the A.S. Council. (This document may include, but is not limited to, improper conduct or incompetence.)
  - b. A.S. Council has held a meeting to review the request for review the request and obtained information pertaining directly to the allegations within the request from both the authors of the request as well as the Elections Coordinator, both of whom shall be invited to attend the meeting.
  - c. A.S. Council has forwarded a recommendation of removal of the Elections Coordinator to the San Diego State University-Imperial Valley Assistant Dean for Student Affairs.

If the Elections Coordinator is removed, another Elections Coordinator may be appointed by the method outlined in Section 1.03. If time does not permit this process to occur, an interim Elections Coordinator may be appointed by the San Diego State University-Imperial Valley Assistant Dean for Student Affairs or designee with the approval of the A.S. Council by simple majority.

- 1.06. All members of the Elections Committee shall be matriculated students at San Diego State University-Imperial Valley at the time of their appointment and during the term of their office. No member of the Elections Committee may be a candidate in any election within the jurisdiction of the Committee during the term of their appointment. Preference for Elections Committee membership shall be given to those members of the university that are students-at-large and are not already officers of the university (with the exception of the San Diego State University-Imperial Valley Assistant Dean for Student Affairs or designee). Student-at-large seats shall be restricted to students-at-large.

## **Section 2      Elections Committee: Powers and Duties**

- 2.01. It shall be the duty of the Elections Committee to interpret and enforce the Elections Code.
- 2.02. Penalties are determined by the Elections Committee without the additional approval of the San Diego State University-Imperial Valley Assistant Dean for Student Affairs or designee or A.S. Council.
- 2.03. A.S. General and Special elections polling times and ballot positions shall be subject to the approval of the San Diego State University-Imperial Valley Assistant Dean for Student Affairs or designee.
- 2.04. The duties and responsibilities of the Elections Coordinator shall be as follows:
  - a. Administer all types of elections in accordance with this Code.
  - b. To carry out the policy actions of the Elections Committee not in conflict with this Code.
  - c. To see that dates of the nomination-filing period, election dates, and other notices relevant to the election are publicized.
  - d. To make regular reports to the San Diego State University-Imperial Valley Assistant Dean for Student Affairs or designee regarding the election.
  - e. To maintain public neutrality concerning any candidate or issue in any election within their jurisdiction.
  - f. To Chair the Elections Committee.
  - g. To verify petition or nomination with standards brought forth in Subsection 3.03 and 3.04.
  - h. To verify infractions committed by the candidate and/or person(s) associated with the candidate.
  - i. To make recommendations to the Elections Committee regarding any infraction by the candidate and/or person(s) associated with the candidate.
  - j. To review the Elections Code with the Elections Committee by the first meeting of the semester.
  - k. Ensure preparation of the candidate Application Packet and approved election schedule.
  - l. Ensure all required advertisements are placed in the A.S. Newsletter (available positions, approved voting period, and access information for voting).
- 2.05. The Elections Committee and the Elections Coordinator shall perform any other duties pertaining directly to the A.S. Elections as may be required by the San Diego State University-Imperial Valley Assistant Dean for Student Affairs or designee, the Elections Code or by contract with the university.
- 2.06. Elections Committee may make recommendations to amend this Code to

the San Diego State University-Imperial Valley Assistant Dean for Student Affairs or designee who shall then forward the recommendation(s) to the A.S. Council.

## **GENERAL ELECTIONS**

### **Section 3 Elections Procedures**

- 3.01. A.S. general elections and any special elections called by the A.S. Council shall be conducted utilizing an approved web-based format and accessible to all persons, anywhere in the world, who are enrolled at San Diego State University-Imperial Valley for the semester in which the election is taking place (organization regular members), via the internet during the approved voting period.
- 3.02. A.S. Council, San Diego State University-Imperial Valley Assistant Dean for Student Affairs, Student Life Coordinator, and A.S. Bookkeeper as governing bodies shall not endorse any candidates for any office. The Elections Committee shall not facilitate the process of offering prospective voters incentives and/or merits of any kind in exchange for voting. Violations of this section shall necessitate that the election is invalidated and it shall be necessary to hold another election.
- 3.03. The student shall be considered an official candidate at the time they file their application in person by said deadline.
- 3.04. The candidate shall appear in person to obtain nomination information at the Elections Code meeting.
- 3.05. All elected candidates must attend the last A.S. Council Official Meeting of the spring semester to be sworn-in.
- 3.06. 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.
- 3.07. **Candidate Policy**
  - a. All candidates shall be in good academic and disciplinary standing (not on academic or disciplinary probation) with the institution as stated in Section 5 of the A.S. Bylaws, at the time of the submission of the candidate's application.
  - b. At the time of the application submission, all prospective candidates for the A.S. Council shall declare the position for which they are seeking.
  - c. Any associated student, who has met the minimum requirements

(See Article III) for being a part of the A.S. Council, may submit an application 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 and February.

- d. Disqualified candidates are ineligible to run as write-in candidates for the position from which they were disqualified as outlined in Section 5 (confirm this section with bylaws) of the Elections Code.
  - e. All candidates shall be listed on the ballot under the name specified in the candidate application packet. Changes to the name of a candidate on the elections ballot shall be made only upon approval of the Elections Committee.
  - f. If a candidate statement is submitted (125 words maximum), all words such as “a,” “an,” “the,” “A.S.” etc. would be considered one word each. “100” would be considered one word while “one hundred” would be considered two (2) words. Words separated by a backlash will be considered two (2) words i.e. campus/university.
- 3.08. 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.
- 3.09. Dates for General Elections shall be selected by the Elections Committee with the approval of the San Diego State University-Imperial Valley Assistant Dean for Student Affairs or designee. The Elections Committee shall schedule elections for one (1) week during the months of February or March. Selection of times and balloting shall be established by the Elections Committee with the approval of the San Diego State University-Imperial Valley Assistant Dean for Student Affairs or designee.
- 3.10. Voting instructions as approved by the Elections Committee shall be listed on the ballot.
- 3.11. The following procedures shall be utilized during balloting:
- a. In order to vote a student will need to access their student web portal and enter their SDSUId and password.
  - b. Each student will be allowed to vote once. If for any reason the student is unable to vote, they will be instructed by a message on screen to contact the Elections Committee.
  - c. Each student will be able to vote for the following offices:  
Executive Officer positions - A.S. President, A.S. Vice President,  
A.S. Treasurer, A.S. Secretary  
A.S. Senators (determined by student population)  
A.S. Ambassadors (determined by student population)  
A.S. Commissioners
  - d. Any visually and/or physically challenged voter who requires assistance in voting may have a person of their own choosing assist

them with the voting process.

- 3.12. The A.S. President, A.S. Vice President, A.S. Treasurer, A.S. Secretary, A.S. Senators, A.S. Ambassadors, and A.S. Commissioners shall be elected by a plurality vote. A student may not hold more than one (1) elected office simultaneously.
- 3.13. 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 Committee shall schedule the hours of voting at the convenience of the students-at-large, with the approval of the A.S. Council.
- 3.14. In the event of a tie vote for two (2) or more candidates for the same elected office, the Elections Committee shall determine and publish a date for a run-off election in all available media. The first date shall be within twenty-one (21) calendar days of the first day of the election. The Committee shall, specify further allowable campaigning at the time of announcing the run-off date, as may be necessary for any run-off election.
- 3.15. Write-in candidates shall be entitled to a seat upon winning an election and meeting the other qualification(s) pursuant to applicable provisions within (Sections 3 and 4). The Elections Committee in accordance with (Section 5) of the Elections Code shall disqualify those not meeting the qualifications.
- 3.16. In the event that a candidate withdraws from the election after the WebPortal ballot has been finalized and programmed for voting, the Elections Coordinator should make every effort to notify potential voters as soon as possible. Any votes for the candidate who withdrew shall be counted and made public when the elections results are published.
- 3.17. **Write-In Candidate Policy**
  - a. If an San Diego State University-Imperial Valley student wishes to run as a write-in candidate during an A.S. election, candidacy shall be officially declared by filing a completed candidate application.
  - b. Write-in candidates shall file a candidate application in person by the set deadline.
  - c. Write-in candidates will not be a part of the candidate statement page, which will be accessible to voters while voting.
  - d. If a voter chooses to vote for a write-in candidate, they will type in the candidate's name in the designated ballot location for the office in question.
- 3.18. **Counting Write-In Votes**

- a. Any name typed upon a ballot, including a reasonable facsimile of the spelling of such a name, shall be counted, unless prohibited by Subsection 3.13(b) for the office under which it is written, if it is written in the blank space provided for write-in candidates for said office, and that the bubble is filled in next to the name written; otherwise it shall be disregarded.
  - b. No name typed upon a ballot in any A.S. Election shall be counted for an office unless the person named has fulfilled the candidate write-in policy as stated in Section 3.13.
  
- 3.19. The Elections Committee shall maintain complete records of all elections, copies of any written challenges or complaints or other documents giving rise to Committee hearings, requests for and result of recounts and any other information or documents appropriate to all elections for three (3) months after the election, or until any dispute arising from the election, is resolved. Election records shall be accessible to interested students, A.S. officers, and officers of the university upon written request to the Committee. At least one (1) copy of the election results shall be maintained in the A.S. files.
  
- 3.20. An approved appointment process may be used to fill vacant seats in the A.S. Council, as specified in the A.S. Bylaws.
  
- 3.21. **Counting Ballots**
  - a. Ballots shall not be counted until elections are concluded. The Elections Coordinator shall be responsible for posting the results on A.S. Council bulletin boards by 12:00 p.m. on the day the results are in. The Ballot Counting Committee Chair 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.
  - b. When the polls close on the final day of elections, the Elections Committee shall meet in a designated location that has the voting tabulation software available. No less than a quorum of the Elections Committee shall be present at the beginning of the voting tabulation process.
  - c. If online voting is unavailable, the Ballot Counting Committee shall count ballots during a closed session. Should there be three (3) votes separating the elected candidate from the runner-up, the ballots shall be counted a minimum of two (2) times to ensure validity.
  - d. All results and documents shall be retained in the A.S. office until the San Diego State University-Imperial Valley Assistant Dean for Student Affairs or designee accepts the election results.
  - e. Election results shall be printed and signed by the Elections

Coordinator and posted in the A.S. office upon completion of the count.

**3.22. Ballot Security**

- a. Ballots shall be given sequence numbers so that ballots can be accounted for.
- b. Only the A.S. Council Representative or designee will have access to update the ballot content and to view updates. All such updates shall be reported to the Elections Committee.

**Section 4      Campaigning**

- 4.01. All candidates shall be responsible to ensure that all aspects of their campaign, including materials and activities, conform to the Elections Code.
- 4.02. The campaign period, consisting of two (2) weeks, shall be determined by the Elections Committee and voted for approval by the A.S. Council.
- 4.03. All candidates shall be required to be present at the scheduled election orientation meeting of the Elections Committee. In the case a candidate cannot attend the mandatory meeting, the Elections Coordinator must schedule an appointment with said candidate(s). The meeting shall consist of an explanation of the Elections Code with a question and answer period. Excused absences will be granted for only very compelling reasons as determined by the Elections Committee. The Elections Coordinator 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 Coordinator and sign to confirm their attendance and agreement to abide by the Elections Code. Failure to do so, will result in the removal from elections for said candidate(s).
- 4.04. All candidates, including write-ins, shall conduct their campaign in accordance with the provisions of the Elections Code and any university, city, local, state, and federal policies, laws, ordinances, or regulations.
- 4.05. Candidates may campaign together, but will be voted on separately.
- 4.06. Harassment is prohibited. This includes verbal, written (printed or electronic) and/or physical abuse by any candidate or person involved in a campaign.
- 4.07. Advertising or campaigning, which is misleading or harmful to a candidate's opponent is prohibited.

- 4.08. Campaigning includes any verbal or non-verbal action that promotes the election of an official or write-in candidate. This includes any material(s) that promotes the election of a candidate.
- a. Verbal campaigning shall be defined as persuasive speaking to prospective voters that promotes the election of a candidate.
  - b. Active campaigning shall be defined as distribution of any materials, which promotes the election of a candidate.
  - c. Campaign material shall be defined as any material that promotes the election of a candidate. This includes, but is not limited to, signs, badges, posters, tee shirts, flyers, balloons, electronic communication, etc.

### **Campaign Guidelines**

- 4.09. Regulations and classifications of publicity for campus elections shall be found within this Subsection of the Elections Code.
- 4.10. Candidates shall refrain from placing flyers on motor vehicles.
- 4.11. Advertising or campaigning that endangers persons on campus is prohibited.
- 4.12. Persons shall refrain from posting campaign material over another candidate's material.
- 4.13. Candidates shall refrain from saturating any one (1) area with their own publicity. Saturation is defined as having more than one (1) sign in one viewpoint. A viewpoint shall be defined as items within peripheral vision from a fixed point.
- 4.14. No active or verbal campaigning or intimidation of any type shall occur that interferes with or unduly influences in any way toward a student while at the official or unofficial poll site while attempting to cast a vote, including but not limited to members affiliated with a campaign presented to students with a means to vote.
- 4.15. No active or verbal campaigning shall occur in any university public facility that houses public computers with access to the internet.
- 4.16. Any person having anything to do with running of the elections, counting of ballots, or working in an election area shall not wear or distribute any material promoting any candidate and shall not publically campaign in an active or verbal manner on behalf of any candidate. There shall be no advertising or campaigning that interferes with classroom instruction without the consent of the professor or instructor.

There shall be no campaigning or advertising in the San Diego State University-Imperial Valley campus library.

- 4.17. No posters are allowed in the following San Diego State University-Imperial Valley campus facilities: classrooms, Administration Building, library, Faculty Building, Aztec Shops, or restrooms.
- 4.18. Campaign signs shall be placed only on grass-covered areas on campus, unless otherwise stated in the Elections Code and shall be constructed in such a way that they are easily and reasonably moveable by no more than two (2) persons. The San Diego State University-Imperial Valley Grounds Department approval is necessary prior to advertising on any green area around campus. San Diego State University-Imperial Valley Facilities Services and its employees shall not be responsible for damage caused to campaign materials in the process of moving them to perform their assigned tasks (including but not limited to mowing of grass areas).
- 4.19. An original of the printed and electronic campaign material shall be submitted to the Elections Committee before distribution to determine the ownership of printed campaign materials and accountability of candidates for said materials.
- 4.20. Each candidate can post a total of ten (10) posters, banners, and/or ten (10) flyers (8.5" x 11") between both campuses. Candidates may campaign together on posters, but each shared poster will count as one (1) of their allotted ten (10) posters. Note: Anything being used in the form of a poster will be counted as a poster, regardless of shape and/or dimensions. Only fourteen inch (14") by fourteen inch (14") posters are allowed on campus bulletin boards. No poster may be larger than six (6) square feet (36" x 24") on green area.
  - a. A sign shall be defined as including any type of attached support posts. A double-sided A-frame sign constitutes as one (1) sign. (Note: Badges, tee-shirts, flyers, balloons, sandwich boards, etc. that are posted are thus reclassified as signs. Wearing of these items does not constitute posting.)
  - b. Height shall be measured from top of the sign to the ground. Length shall be measured from the left of the sign to the right. Width shall be measured from the front of the sign to the back. Anything touching the sign or supporting the sign shall be included in the measurements.
- 4.21. Any form of publicity defacing university property is prohibited. Examples of defacing property include but are not limited to the use of staked signs on university property. These examples are not intended to limit the application of the Elections Code to these certain areas. No campaigning material shall be placed on any campus trees nor shall they

be placed in tree wells or flowerbeds. No publicity shall be allowed on the A.S. Newsletter, distribution boxes, light poles, or trash cans. No advertising shall come in contact with the walls of any building, including the writing on whiteboards in classrooms, except areas that are currently approved as general posting areas. The Elections Coordinator has the authority, under approval of the San Diego State University-Imperial Valley Assistant Dean for Student Affairs or designee, to stipulate other violations.

- 4.22. Use of telecommunication for campaigning shall be limited. Telecommunication may be used if it does not impede the educational process as outlined by San Diego State University-Imperial Valley and/or California Education Code or violate another subsection of this Elections Code. Telecommunication material shall be submitted to the Elections Committee before distribution to determine the ownership of electronically distributed campaign materials and accountability of candidates for said materials. Use of said materials does not constitute a violation of Subsection 4.07c of this Elections Code. There shall be no use of telephone calls or SMS/Text messaging for the purposes of soliciting votes.
- 4.23. The use of email is permitted, with the following stipulations: emails can only be sent to persons the candidate knows. Emails cannot be sent to students who you do not know. Excessive emailing will not be permitted. Excessive emailing will be determined to be a form of spamming, which is a disruptive message sent to email accounts of persons the sender does not know.
- 4.24. Social networking websites (including, but not limited to, Facebook, Twitter, etc.) shall be allowed for the use in campaigning pursuant to the following conditions:
- a. The following definitions shall be used in consideration of these rules:
    1. Content shall be defined as any material (including, but not limited to text, picture, audio, and video) which exists on any given page and is under reasonable amount of control by the candidate/site profile owner. Candidates are thus not responsible for advertisements automatically inserted into the site by the host or site structural elements that are determined by the host or host policy.
    2. 'Host' shall be defined as the company which operates the root domain (including, but not limited to, facebook.com, etc.) and/or with which the profile holder has entered into a use agreement.
  - b. Such campaigning shall not be abusive, libelous/slanderous, or in any way deleterious to competitors, competitors campaign

members, or any other person or organization. Candidates are reminded that websites are considered to be public documents.

- c. Because candidates have the ability to delete offending content from their profile pages, candidates shall be considered to be responsible for any text, images, audio, or media of any kind posted by themselves or by others, including tags, on their profile pages. The acceptable time frame to remove offensive content from pages shall be determined by the Elections Committee.
- d. The creation of artificial profile pages for the purpose of misleading potential voters or for discrediting opponents shall result in immediate disqualification, subject to action by the Elections Committee.
- e. Any copyrighted media content shall be used with authorization from the copyright holder and in accordance with any applicable laws. All content on candidate's pages is subject to the agreements appropriate to each site. The Associated Students Council makes no claim to supersede or override such agreements.
- f. All major social media content relating in any way to the campaign (profile text, 'About Me' section, etc.) shall be submitted to the Elections Committee prior to posting. Comments need not be submitted to the Committee beforehand and are thus a forum for free exchange of ideas and statements, subject to the rules provided in this Elections Code.
- g. The creation of groups within the social networking site shall be allowed, pursuant to the restrictions and provisions provided in this Elections Code.
  - 1. Comments shall not be abusive in nature, number, content, or volume.
  - 2. While not prohibiting such action, the Committee would like to strongly urge candidates and supporters to refrain from posting on the sites of opponents.
  - 3. Photos posted during the campaign need not be on file with the Committee provided the content of the photos is in accordance with this Code.
  - 4. Any photos depicting campaign material, which are not on file with the Committee, shall not be allowed.
- h. Messaging and posting on social networking sites shall be permitted. Messages on social media sites are not considered emails.
- i. Usernames on social networking sites shall be appropriate and in accordance with these rules.
- j. Candidates may post a direct link to their social network profile on their campaign materials.
- k. The use of Blackboard for campaigning is not permitted.

4.25. Candidates may post a link to the student's web portal from their

campaign sites. The URL for the WebPortal may be included on campaign material.

- 4.26. There shall be no verbal or written campaigning (use of flyers, buttons, stickers, signs, etc.) during A.S. Council nor A.S. Committee official meetings.
- 4.27. Candidates shall refrain from publicly sharing materials prior to the designated campaign period that later becomes campaign materials.
- 4.28. If there is any doubt with regards to the Elections Code, the candidate(s) should consult the Elections Committee.

## **Section 5      Violations of the Elections Code**

- 5.01. A candidate may be removed from candidacy if said candidate accumulates two (2) reprimands for violating this Elections Code.
- 5.02. Complaints of violations of the Elections Code shall be presented, in writing, to the Elections Coordinator. The Elections Committee has the authority to find a candidate in violation and to decide a penalty.
- 5.03. All complaints shall be submitted via email or in writing within 48 hours after becoming aware of the alleged violation. If applicable, all evidence of alleged violation shall be submitted (e.g. photos, audio, video, etc.) to the Elections Committee.
- 5.04. If the Elections Committee is aware of a violation of the Elections Code, they may call a special hearing to review the possible violation. This hearing will be treated the same as a complaint hearing.
- 5.05. The Elections Committee shall make a ruling upon a complaint within two (2) business days of the submission of that complaint. For a complaint to be addressed five (5) voting members of the Elections Committee shall be present. A two-thirds ( $\frac{2}{3}$ ) vote of the Elections Committee (members present and voting) shall be required for a complaint of a violation and penalty to be upheld.
- 5.06. When a complaint is filed, the candidate and the author will be notified of when the complaint hearing is and where it will be located. Both parties will be given copies of the complaint. Both parties shall be afforded the opportunity to speak on the complaint, provide evidence, and invite witnesses to the hearing.
- 5.07. Violations and penalties are decided by the Elections Committee solely, without the approval of the San Diego State University-Imperial Valley

Assistant Dean for of Student Affairs or designee. Any appeals to a decision of the Elections Committee regarding a violation and/or penalty must be filed within 48 business hours of the conclusion of the appeals meeting.

### **Penalties and Violations of the Elections Code**

- 5.08. The San Diego State University-Imperial Valley Assistant Dean for Student Affairs or designee subject to approval of the A.S. Council with a two-thirds ( $\frac{2}{3}$ ) vote of those members present and voting may invalidate any elections within its jurisdiction when a meeting of the Elections Committee has shown that sufficient evidence exists that violations of the Elections Code may have significantly affected the results of that election. Such evidence shall be submitted to and reviewed by the San Diego State University-Imperial Valley Assistant Dean for Student Affairs or designee prior to holding the vote to invalidate said election.
- 5.09. The Elections Committee shall announce, with the approval of the San Diego State University-Imperial Valley Assistant Dean for Student Affairs or designee, the conditions and dates of alternate elections at the time that the election is invalidated, and shall specify provisions that may be added or removed from the specific ballot and its conditions.

## **APPENDIX D ELECTIONS COORDINATOR**

**Elections Coordinator:** The Elections Coordinator will be responsible for all relations within the Elections Committee. As Chair of the Elections Committee, the Elections Coordinator will oversee all decisions, issues, and concerns within this committee; this includes, but is not limited to, reviewing the Elections Code at the Associated Students Council Elections Meeting, approving all campaigning material during Associated Students Council elections, and stand as acting liaison for the Elections Committee and address all questions and/or concerns presented by San Diego State University-Imperial Valley faculty, staff, and/or students. The Elections Coordinator position is voluntary and is not a paid position. Applications for Elections Coordinator will be submitted to the Student Life and Career Service's office. The application process is overrun by San Diego State University-Imperial Valley Assistant Dean for Student Affairs and/or designee. During Associated Students Council elections, the Elections Coordinator is responsible for final approval of ballots and is responsible for sending the final rendition of these ballots to the San Diego State University-Imperial Valley Assistant Dean for Student Affairs and/or designee. In agreement with the Elections Committee, the Elections Coordinator has the right to propose amendments to the Elections Code. These proposed amendments will be presented to the Associated Students Council Bylaws Committee. The Associated Students Council Bylaws Committee has the right to accept or deny the Elections Committee's request.

## **APPENDIX E**

## **ELECTIONS ASSISTANT**

**Elections Assistant:** The Elections Assistant is responsible for all office work conducted within elections. These responsibilities include, but are not limited to conducting the elections calendar, creating mass emails and reminders for San Diego State University-Imperial Valley faculty, staff, and students, creating and advertising Associated Students Council applications, and creating the ballots used for elections. The Elections Assistant position is a paid A.S. Student Assistant position. The Elections Assistant will be hired by the San Diego State University-Imperial Valley Assistant Dean for Student Affairs and/or designee. A maximum of twenty (20) hours may be completed throughout the course of the academic school year (typically between the months of November –April).

## **APPENDIX F ELECTIONS COMMITTEE**

**Elections Committee:** The Elections Committee is responsible for overseeing the elections process. The Elections Committee is comprised of one (1) Elections Coordinator, one (1) Associated Students Council Representative, and three (3) students at large. The Elections Committee, in accordance to these Bylaws, shall keep a record of all committee meeting minutes and agendas and shall submit such documents to the San Diego State University-Imperial Valley Assistant Dean for Student Affairs and/or designee to be posted on all official bulletin boards. On behalf of the Associated Students Council, the Ballot Counting Committee Chair shall be the appointed representative in the Elections Committee. The Ballot Counting Committee Chair is responsible for recruiting students-at-large to fill vacancies in the Elections Committee. The voting members of this committee are the three (3) students at large, however, in the case of a tie, the Elections Coordinator's vote shall be counted. The Associated Students Council Representative is a non-voting member in the Elections Committee. The quorum shall consist of fifty percent plus one (50% + 1) of the filled voting seats present. The Elections Committee reserves the right to propose amendments to the Elections code. These proposed amendments will be presented to the Associated Students Council Bylaws Committee. The Associated Students Council Bylaws Committee has the right to accept or deny the Elections Committee's request.