

THE LEGAL CODE



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

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

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

PREAMBLE

We, the undergraduate students of the University of California, Santa Barbara, in order to provide for the promotion, regulation, and maintenance of the general and educational welfare, do ordain and establish this Constitution.

ARTICLE I - NAME

The name of the organization shall be "The Associated Students of the University of California, Santa Barbara," herein referred to as the "Associated Students" or the "ASUCSB."

ARTICLE II – STUDENT BILL OF RIGHTS

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

political belief in all activities sponsored or conducted by the University, its affiliates, ASUCSB, or campus student groups.

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

ARTICLE III – PRECEDENCE OF THE CONSTITUTION

The official documents of the Associated Students shall be the A.S. Constitution, A.S. By - Laws, and A.S. Standing Policies. They shall be compiled together and collectively be known as the ASUCSB Legal Code. Distribution of power and authority among these documents shall be allotted in the following order: A.S. CONSTITUTION, A.S. BY-LAWS, and A.S. STANDING POLICIES. With reference to this order, any contradiction which arises between these documents and the work contained therein, shall be decided in favor of the document higher in rank order. The wording of the lesser document involved shall automatically be void and struck from the document.

ARTICLE IV - MEMBERSHIP

All regularly registered undergraduate students carrying a study load of six (6) or more units shall pay the Associated Students Membership Fee at the time of fee payment to University officials for Fall, Winter, Spring and Summer quarters. Associated Students Members shall be entitled to vote in all ASUCSB Elections, seek an elective ASUCSB office, participate in all ASUCSB activities, and benefit from all ASUCSB services and programs. Associated Students Members shall neither seek more than one (1) elective office concurrently nor hold more than one (1) elective office concurrently.

ARTICLE V - FEES

SECTION 1. MONITORING OF STUDENT FEES

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

SECTION 2. NEW FEES

All new Associated Students fees must be submitted as a ballot measure to be voted on by the Associated Students in a general or special election, with at least twenty percent (20%) of the Associated Students' Membership voting. If a fee is put on the ballot by petition, a vote of fifty percent plus one (50% + 1) shall be necessary for the adoption of the fee. If a fee is put on the ballot by a vote of the Senate a vote of two-thirds (2/3) shall be necessary for the adoption of the fee. If a fee is put on the ballot to be increased, such fees can only be increased with a vote of two thirds (2/3) in support of the increase of the fee, with at least twenty percent (20%) of the Associated Students' Membership voting.

SECTION 3. EXISTING FEES

Existing lock-in fees must be placed on the ballot for reaffirmation every two (2) years following the adoption of the fee. Such fees can only be reaffirmed with a fifty percent plus 1 (50% +1) vote in support to the continuation of the fee, with a least twenty (20%) of the Associated Students' Membership voting.

ARTICLE VI- LEGISLATIVE DEPARTMENT BRANCH

SECTION 1. LEGISLATIVE AUTHORITY

The Legislative Authority shall be vested in the Senate, which shall be the supreme policy-making body of the Associated Students and shall promote the welfare and interests of the Members of the Associated Students, subject to the limitations herein enumerated.

SECTION 2. MEMBERSHIP

- A. The voting members of the Senate shall be defined as the total number of the elected Representatives of the Associated Students. Each Senator shall be elected by a plurality of their respective constituencies.
- B. The Presiding Officer of the Senate may vote only to break a tie vote.
- C. A First Presiding Senator Pro-Tempore and Second Presiding Senator Pro-Tempore shall be nominated by the Internal Vice President and approved by a two-thirds (2/3) majority of the voting membership of the Senate by the second (2nd) regular meeting following the installation of officers and may vote in all matters.
- D. The line of succession for the Presiding Office of the Senate shall be the First Presiding Senator Pro-Tempore followed by the Second Presiding Senator Pro-Tempore.

SECTION 3. DISTRIBUTION OF ELECTED REPRESENTATIVES

- A. Residential Senators
 - a. The distribution of the residential senators shall be based upon a fixed number of senators representing each constituency.
 - b. Five (5) On-Campus Senators shall represent undergraduate students residing in university residence halls.
 - c. Twelve (12) Off-Campus Senators shall represent undergraduate students residing off-campus.

- d. One (1) University Owned Housing Senator shall represent undergraduate students residing in university owned housing.

B. Collegiate Senators

- a. The distribution of Collegiate Senators shall be based upon a fixed number of senators representing each of the university's colleges.
- b. A Senator must study within the college he/she represents, and will be responsible for representing the academic interests of their constituents.
- c. Four (4) College of Letters and Sciences Senators shall represent the College of Letters and Sciences.
- d. One (1) College of Engineering Senator shall represent the College of Engineering.
- e. One (1) College of Creative Studies Senator shall represent the College of Creative Studies.

C. Transfer Senator

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

D. International Senators

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

SECTION 4. DUTIES & POWERS

The Senate shall:

- A. Supervise and maintain the policies, properties and conduct of the Associated Students.
- B. Have authority over the responsibility for all Associated Students' revenues and expenditures.
- C. Approve by majority vote (50% + 1) the annual budget.
- D. Approve and publish the annual audit by a Certified Public Accountant chosen by the Executive Director and subject to the majority approval (50% +1) of the Senate members present.
- E. Keep minutes of all proceedings.
- F. Ratify all appointments of the President, Presiding Officer, and the Judicial Council by a majority vote (50% + 1) of the Senate members present, unless otherwise provided herein.
- G. Be empowered to authorize all boards, commissions, Committees, and other agencies of the Associated Students, which shall:
 - a. Aid in the execution of the policies and programs of the Associated Students.
 - b. Have the power of legislative initiative.
 - c. Report regularly to the Senate.
 - d. Keep records of all proceedings.
- H. Be empowered to establish and disband sub Judicial Council(s) as provided herein.

- I. Be empowered to investigate all matters pertaining to their legislative function.
- J. Be empowered to override a Presidential veto by a two-thirds (2/3) majority approval of the voting membership.
 - a. Have the power to enact a phone vote if the vetoed legislation is deemed urgent in nature.
- K. Be empowered to authorize the expenditure of investment reserve funds by a three- fourths (3/4) majority approval of the voting membership.
- L. Be empowered to dismiss appointees of the President, the Presiding Officer, and the Judicial Council by a two-thirds (2/3) majority approval of the voting membership, unless otherwise provided herein.
- M. Be a non-partisan representative of all undergraduate students at the University.

SECTION 5. SESSIONS, MEETING, & QUORUM

- A. Sessions: Each session of the Senate shall commence with the last regular meeting of Spring quarter.
- B. Meetings: The Senate shall regularly meet at least once a week during periods of regular instruction, herein referred to as "school weeks." Special meetings may be called by the Presiding Officer of the Senate, by petition of at least one-sixth (1/6) of the voting membership of the Senate, or by petition signed by two percent (2%) of the Associated Students' membership.
- C. Quorum: A quorum shall consist of a majority (50% + 1) of the voting membership of the Senate.

ARTICLE VII - EXECUTIVE DEPARTMENT BRANCH

SECTION 1. EXECUTIVE AUTHORITY

The Executive Authority shall be vested in one (1) President, one (1) Internal Vice President, one (1) External Vice President for Local Affairs, and one (1) External Vice President for Statewide Affairs, (1) Student Advocate General together with such boards, commissions, Committees, and other agencies authorized by the Senate to execute the policies and programs of the Associated Students therein established.

SECTION 2. EXECUTIVE OFFICERS

The Executive Officers of the Associated Students shall be elected annually by a majority vote (50% + 1) of the Associated Students' Membership.

- A. The President shall:
 - a. Be the Chief Executive Officer of the Associated Students and shall coordinate and be responsible for the functioning of the A.S. Executive Director.
 - b. Serve as official representative of the Associated Students in all campus, system wide, local, state and federal matters, unless otherwise provided herein.
 - c. Deal with all student affairs.
 - d. Appoint the Chair people of all boards, commissions, Committees, and other agencies of the Executive Department from the membership of the Associated Students.
 - e. Name the Chairperson of the Judicial Council from its membership subject to a two-thirds (2/3) majority approval of the voting membership of the Senate.

- f. Appoint the membership of Judicial Council, subject to a two-thirds (2/3) majority approval of the voting membership of the Senate, from the membership of the Associated Students in the event that a seat on Judicial Council becomes vacant.
- g. Appoint all student representatives to University administration, faculty, staff, or other advisory bodies.
- h. Formulate an annual budget to be submitted to the Senate for approval by the fifth (5th) regular meeting of Spring quarter.
- i. Be a non-voting ex-officio member of all boards, commissions, Committees, and other agencies of the Executive Department.
- j. Be empowered to veto main motions of the Senate within two (2) days of its adoption.
- k. Be empowered to appoint a Cabinet of Advisors not subject to Senate ratification.
- l. Be empowered to issue reasonable and lawful Executive Orders, within the parameters set by the By-Laws of the Associated Students of UCSB.

B. The Internal Vice President Affairs shall:

- a. Serve as the Presiding Officer of the Senate except when the office of the President becomes vacant.
- b. Serve as the representative of Associated Students in all internal affairs.
- c. Advise and inform the President and the Senate on all campus matters.
- d. Be responsible for facilitating the monitoring of the proliferation of student fees throughout the university.
- e. Serve as the official liaison between Associated Students, the Office of Student Life, and Registered Campus Organizations.
- f. Serve as the official overseer and reference for all interactions between the Senate Liaisons and their BCU's. They must also train the Senators in how to be liaisons.
- g. In the event that the office of the President becomes vacant, serve as President until a new President is duly elected.
- h. Be a non-partisan representative of all undergraduate students at the University.

C. The External Vice President for Local Affairs shall:

- a. Serve as the official representative of the Associated Students on all Isla Vista and Santa Barbara County affairs.
- b. Coordinate all Isla Vista and County of Santa Barbara issues that indirectly or directly affect UCSB students.
- c. Advise and inform the President and Senate on all local external matters and affairs.
- d. In the event that both the offices of the President and the Vice President for Internal Affairs become vacant, serve as President until a new President or Vice President for Internal Affairs is duly elected.

D. The External Vice President for Statewide Affairs shall:

- a. Serve as the official representative of the Associated Students on the University of California Students' Association (UCSA) Board of Directors as well as the United States Students' Association (USSA).
- b. Serve as the representative of Associated Students in all state, federal and UC system wide matters.
- c. Advise and inform the President and Senate on all state, federal and UC system wide matters.
- d. In the event that the offices of the President, the Vice President for Internal Affairs and the External Vice President for Local Affairs should become vacant, serve as President until a new President or Vice President for Internal Affairs or External Vice President for Local Affairs is duly elected.

E. The Student Advocate General Shall:

- a. Provide oversight and direction to the Office of the Student Advocate.
- b. Educate the student body about students' rights, University and Associated Students policies, laws, regulations, procedures, and promote awareness of the availability of advice and representation services offered by the Office of the Student Advocate.
- c. Be available to provide assistance and support to any undergraduate student and student group involved in disciplinary actions with the University of California, Santa Barbara and be empowered to challenge University policies on their behalf.
- d. Present the position of the Associated Students to the University's administration concerning student rights, campus rules, and other areas of student conduct.
- e. Use information obtained from office-conducted polls regarding students' opinions to act as a nonpartisan representative of the undergraduate student body.
 - i. Oversee and ensure the stability of the polling process and presentation of poll results.
- f. In the event that the offices of the President, the Vice President for Internal Affairs, External Vice President for Local Affairs and the External Vice President for Statewide Affairs should become vacant, serve as President until a new President or Vice President for Internal Affairs, External Vice President for Local Affairs or External Vice President for Statewide Affairs is duly elected.
- g. Oversee the adherence to the Student Bill of Rights.

F. Succession:

- a. The order of succession to the office of President shall be: Internal Vice President, External Vice President for Local Affairs, External Vice President for Statewide Affairs, Student Advocate General, First Senator Pro-Tempore, Second Senator Pro- Tempore.
- b. The Executive Offices shall be considered vacant until a duly elected officer is sworn into office.

ARTICLE VIII- JUDICIAL DEPARTMENT BRANCH

SECTION 1. JUDICIAL AUTHORITY

The Judicial Authority shall be vested in one (1) Judicial Council and any other sub and lower Judicial Council(s) established by provisions herein enumerated.

SECTION 2. MEMBERSHIP

- A. The voting members of the Judicial Council shall be:
 - a. Four (4) Members-At-Large and one (1) Chairperson
- B. Each voting member shall be appointed by the President from the membership of the Associated Students and ratified by a two-thirds (2/3) majority of the voting membership of the Senate and may be removed by unanimous consent of Senate and/or by recall election.
- C. No Judicial Department member shall concurrently hold an elective office of the Associated Students.
- D. Non-voting advisory members may be selected by a majority (50% + 1) of the voting membership of the Judicial Council.

SECTION 3. TERM OF OFFICE

The members of the Judicial Department shall sit as long as they are in continual regular undergraduate attendance at the University of California, Santa Barbara campus.

SECTION 4. QUORUM

Three (3) members of Judicial Council shall constitute a quorum.

SECTION 5. DUTIES & POWERS

- A. The Chairperson of Judicial Council shall:
 - a. Be responsible for all administrative duties of the Judicial Department.
 - b. Be empowered to preside at all meetings within the Judicial Department as a non-voting member unless otherwise stated herein.
 - c. Be empowered to delegate the presiding power to any member of the Judicial Council.
- B. The Judicial Council shall:
 - a. Hear all cases in original jurisdiction which it deems are necessary.
 - b. Act as an appellate body for the lower and sub Judicial Council(s).
 - c. Coordinate and be responsible for the activities of sub Judicial Council(s).
 - d. Be empowered to render advisory opinions upon the request of a three-fourths (3/4ths) majority of the voting membership of the Senate.

SECTION 6. SUB JUDICIAL COUNCIL

- A. Sub Judicial Council(s) shall be established by majority approval (50% + 1) of the voting membership of the Judicial Council and may be disbanded by a two-thirds (2/3) majority of the voting membership of the Judicial Council.
- B. Three (3) members shall sit on each sub Judicial Council and two (2) shall constitute a quorum.

ARTICLE IX - EXECUTIVE DIRECTOR

SECTION 1. SELECTION & TERM

The selection and job description of the Executive Director of the Associated Students shall be the responsibility of the Senate. The Executive Director's term shall be indefinite and shall be terminated by written notice of either the Executive Director or the Senate in accordance with current UCSB personnel policies and procedures. The Senate shall require a three-fourths (3/4ths) majority approval of the voting membership in order to (1) ask for the Executive Director's resignation, and/or (2) make a written, formal request to the UCSB Personnel Department asking for the termination of the Executive Director

SECTION 2. DUTIES & POWERS

The Executive Director shall:

- A. Be the official representative of the Associated Students in all of its business and financial dealings.
- B. Keep a suitable system of accounts, records, and books of the Associated Students and its various activities. All of the accounts shall be kept in standard form so that a true statement of the Associated Students' financial status may be prepared at any time.
- C. Be responsible to provide, at reasonable notice, any information pertaining to the functioning of the Executive Director upon the request of the Senate.
- D. Supervise collection and expenditure of all monies of the Associated Students.
- E. Have the authority to borrow money in the name of the Associated Students with the prior approval of the Senate.
- F. Be responsible for the appointment and termination of all Associated Students' employees. At the request of the Senate, the Executive Director shall provide information pertaining to any personnel action and shall report all actions taken in this regard to the Associated Students' President on a frequent and regular consultative basis.
 - a. Before deciding to hire a vacant staff position or create a new position, the Executive Director must receive a 3/4 affirmative vote of the Senate.
- G. Act as trustee for the Associated Students in maintaining trustee accounts for various university organizations.

SECTION 3. CONTRACTS

All contracts and other obligations shall be executed in the name of the Associated Students. The Executive Director shall sign all contracts subject to prior approval of the Associated Students President. The Executive Director shall report to the Senate Finance and Business Committee, the Associated Students President, and the Senate on all contracts from the prior year during the Associated Students Budget Process in Winter and Spring Quarters.

SECTION 4. DEPOSITS

The monies of the Associated Students shall be kept on deposit in a federally insured bank, savings and loan, or credit union, and drawn out only by checks signed by the Executive Director. One (1) University career employee may be authorized by the Senate to sign checks in the case of an emergency created by the prolonged absence of the Executive Director.

ARTICLE X- ELECTIONS

SECTION 1. TERM OF OFFICE

The term of office of all elected officers of the Associated Students shall begin at the last regular meeting of the Senate of Spring quarter, approximately four (4) weeks following the completion of the General Election. The interim period between the election and installation of Senatorial officers will be designed as an orientation and training period. The term of office shall be approximately one (1) year.

SECTION 2. TIME OF ELECTIONS

General Elections shall be completed by the fifth (5th) week of the Spring quarter.

SECTION 3. ELECTION PROCEDURES

- A. All Elections shall be by secret ballot.
- B. All additional Election procedures and regulations shall be stated in The By-Laws.

SECTION 4. RUNNER-UP SYSTEM

- A. Candidates for Senatorial positions who are not elected become official runners-up for the position for which they ran.
 - a. To be an official runner-up, the Candidate must receive a total number of votes that is at least six percent (6%) of the number used for the apportionment of his/her respective Senatorial position.
- B. The runners-up are prioritized in order of the number of votes they received with the highest vote getter who did not win being the first (1st) runner-up. In the case of a vacancy, the first (1st) runner-up may choose to fulfill that vacancy. If the first (1st) runner-up declines the Senate position, then the second (2nd) runner-up may decide to fulfill the council position and so on down the line.
- C. In the case of no official runners-up, a Senatorial Ad Hoc Committee, chaired by the First Pro-Tempore, shall be formed to interview possible replacements and submit their recommendation for approval by a required two-thirds (2/3) approval by the full Senate. The quorum for this Ad Hoc Committee, including the chair, shall be no less than 1/5 of the membership of the full Senate. The President, Internal Vice President, and Committee on Committees chairperson shall be considered non-voting, ex-officio members of the Committee. Motions offered by ex-officio members shall not be in order.

ARTICLE XI - SPRING GENERAL, SPECIAL AND RECALL ELECTIONS PROCEDURES

SECTION 1. SPRING GENERAL ELECTION

- A. The "Spring General Election" which shall occur on the fourth week of Spring Quarter, must consist of Associated Students Executive Officer and Senator Elections. In addition, the following categories may be included:
 - a. Constitutional Amendments and/or Reaffirmations
 - b. Initiatives
 - c. Referenda
 - d. Plebiscites
 - e. Recall Election
 - f. Any other categories deemed necessary by the Elections Board with the approval of the Senate.
- B. All ballot measures must be approved by a two-thirds (2/3) majority of the voting membership of the Senate, or the Senate must ratify any petitions submitted, no later than the first week of Spring quarter.

SECTION 2. SPECIAL ELECTION

- A. "Special Elections" procedures shall be adhered to and used in the following circumstances: Constitutional Amendments, Recalls, Initiatives and Referenda.
 - a. A Special Election shall be held if a petition is presented to the Senate with the required number of signatures as stated in Article X, Sections 3 or 4, or Article XI, Section 1.
 - i. If a "Special Election" petition is presented to the Senate by their fifth (5th) meeting of either the Fall or Winter quarters, an election must be held before the end of that quarter. If the petition is presented after the fifth (5th) meeting, an election must be held by the fourth (4th) week of the following quarter, or during the "Spring General Election," whichever comes first.
 - b. Upon approval of a two-thirds (2/3) majority of the voting membership of the Senate, a Special Election may be called.
 - c. Upon the vacancy of an Executive Officer position, a Special Election may be called.
 - i. If an Executive Officer position becomes vacant before the fifth (5th) meeting of the Senate of Fall Quarter, an election must be held before the end of the quarter. If an executive officer position should become vacant after the fifth (5th) meeting of Fall Quarter an election must be held by the fourth (4th) week of Winter quarter. If an executive position should become vacant after the last Senate meeting of Fall Quarter, the position will be filled during the "Spring General Election."
 - d. A Special Election shall be held no more than one (1) time per quarter, at a date determined by the Elections Board and the Executive Director, with final approval by the Senate.

SECTION 3. INITIATIVES AND REFERENDA

- A. The Associated Students shall have the power to initiate legislation by means of a petition signed by its members in a number equal to fifty percent plus one (50%+1) of the total number of its members who voted for the office of Associated Students President in the immediately preceding Associated Students' General Election, and presented to the Senate.
- B. Any legislation adopted by the Senate may be subjected to a referendum vote of the Associated Students upon presentation of a petition to the Senate signed by students in a number equal to fifty percent plus one (50%+1) of the total number of its members who voted for the office of Associated Students President in the immediately preceding Associated Students' General Election. The Senate shall repeal such legislation or submit it to a vote of the Associated Students in the next General or Special Election.
- C. A majority (50%+1) vote with at least twenty percent (20%) of the Associated Students' Membership voting shall be necessary for adoption of an initiative or repeal of legislation.
- D. Initiatives not adopted or legislation repealed in the above manner shall not be introduced again for at least one (1) year.

SECTION 4. RECALL ELECTION

- A. Elected Officers of the Associated Students shall be subject to a "Recall Election" upon presentation to the Senate of a petition signed by its constituent members in a number equal to fifty percent plus one (50%+1) of its membership, except Executive Officers which will be in a number equal to ten percent (10%) of the total membership, of its members who voted for the said office in the immediately preceding Associated Students' General Election. Members of the Judicial Council are subject to recall by presentation of a petition, signed by ten percent (10%) of the Associated Students' membership, to the Senate.

- a. Membership will be defined as the total number of dues-paying undergraduate students of Associated Students at the University of California, Santa Barbara.
- B. Recall shall be effective immediately upon a two-thirds (2/3) majority vote of the appropriate constituency, with at least twenty percent (20%) of the constituency voting.
 - a. Constituency will be defined as current dues-paying undergraduate students of the Associated Students at the University of California, Santa Barbara.

ARTICLE XII - AMENDMENTS

SECTION 1. METHODS OF PROPOSING AMENDMENTS

- A. Upon approval of a two-thirds (2/3) majority of the voting membership of the Senate.
- B. By a petition signed by members of Associated Students in a number equal to fifty percent (50%) of the total number of its members who voted for the office of Associated Students President in the immediately preceding Associated Students General Election.
- C. Upon fulfillment of either (A) or (B) above, the Senate shall submit the amendments to a vote of the Associated Students in the next General or Special Election as appropriate.

SECTION 2. ELECTION PROCEDURES

- A. Regular Election procedures shall be followed.

SECTION 3. PUBLICITY & DISTRIBUTION OF TEXTS

- A. The Senate shall arrange for proper publicity, which may include, but is not limited to, the publication and broadcast of the text of the amendment during the school week prior to the Election. Full texts shall also be made available at the polls, and at other regular distribution locations.

SECTION 4. ADOPTION REQUIREMENTS

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

ARTICLE XIII- BY-LAWS

SECTION 1. ENACTMENT

- A. The By-Laws of the Associated Students shall be established by a three-fourths (3/4ths) majority of the voting membership of the Senate. To enact a new By-Law, a Bill proposal must have at least a two-thirds (2/3) majority vote of an A.S. Senate quorum.
- B. Amendments to The By-Laws shall be proposed and automatically tabled one (1) school week prior to a vote by the Senate.

THE BY-LAWS OF THE ASSOCIATED STUDENTS OF UCSB

ARTICLE I - ASUCSB LEGAL CODE

SECTION 1. ASUCSB LEGAL CODE

- A. The official documents of the Associated Students shall be the A.S. Constitution, A.S. By-Laws, and A.S. Standing Policies. They shall be compiled together and collectively be known as the ASUCSB Legal Code.
- B. Distribution of power and authority among these documents shall be allotted in the following order: A.S. CONSTITUTION, A.S. BY-LAWS, and A.S. STANDING POLICIES. With reference to this order, any contradiction that arises between these documents and the work contained therein, shall be decided in favor of the document higher in rank order. The wording of the lesser document involved shall automatically be void and struck from the document.
- C. All appointed Chairpersons and Elected Officers of the Associated Students and their Secretaries shall have copies of the ASUCSB Legal Code.
- D. The Chairperson of the Liaison Committee shall be responsible for the organization, maintenance, and distribution of the ASUCSB Legal Code, along with the coordination of Liaison Committee members.
- E. The Associated Students Legal Code shall be approved and revised when necessary by a two-thirds (2/3) vote of Senate. Any revision of an Associated Students Legal Code shall be presented one (1) week prior to consideration by the Senate and referred to the individual group concerned for comment.

SECTION 2. DEFINITIONS

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

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

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

ARTICLE II - MEMBERSHIP

SECTION 1. REGULAR MEMBERSHIP

Upon payment of the Associated Students membership fee of two hundred ten dollars sixty-one cents (\$210.61) (Fall, Winter and Spring), one hundred eighty-two dollars and eighty-one cents (\$182.81) (summer beginning summer of 2016) as defined by Article III of the Associated Students Constitution, an undergraduate shall be entitled to regular membership in the Associated Students. The full benefits of a regular Associated Students' membership shall be as follows:

- A. Free or reduced admission to all assemblies, arts, musical and social events sponsored by the Associated Students.
- B. A copy of each edition of the UCSB Daily Nexus, free of charge.
- C. Participation in all activities sponsored by the Associated Students upon payment of any fees levied for specific activities.
- D. Service of the Cashier's and Ticket Office.
- E. Use of the Associated Students' Legal Resource Center, Associated Students' Bike Shop, Associated Students Publications, as well as the following services:
 - a. A.S. Ticket Office
 - b. A.S. CAB Senior Citizens Cards
 - c. KCSB-FM & KJUC-AM Cable
 - d. Emergency Student Loans
- F. Awards under the conditions prescribed by the A.S. Legal Code and the Senate.
- G. All other gifts and privileges as may be prescribed by the Senate.

SECTION 2. ASSOCIATE MEMBERSHIP

Upon payment of the Associated Students membership fee of two hundred ten dollars sixty-one cents (\$210.61) (Fall, Winter and Spring), one hundred eighty-two dollars and eighty-one cents (\$182.81) (summer beginning summer of 2016) all students carrying less than six (6) units, on limited status, or in graduate division courses, shall be entitled to associate membership in the Associated Students. The benefits of the Associated Students' membership shall be those of regular membership with the exclusion of the right to vote and the privilege of running for and/or holding an Associated Students' office.

SECTION 3. REFUNDS

Refunds on Associated Students' fees may be made to students withdrawing from the University of California, Santa Barbara, on a prorated basis up to and including the fourth (4th) week of the quarter. The pro-rata basis shall be as follows:

- A. Eighty percent (80%) for the first (1st) week;
- B. Sixty percent (60%) for the second (2nd) week;
- C. Forty percent (40%) for the third (3rd) week;
- D. Twenty percent (20%) for the fourth (4th) week.

SECTION 4. HONORARY MEMBERSHIP

The Associated Students shall offer to all Santa Barbara area Senior Citizen residents (shall be defined as any person fifty-five (55) years of age or older) an honorary membership in the Associated Students. The card will be issued by the Associated Students' Community Affairs Board Office, and the University Arts & Lectures Office, and will offer the following benefits:

- A. Free or reduced admission to all assemblies, arts, music, and social events sponsored by the Associated Students.
- B. A copy of each edition of the UCSB Daily Nexus, free of charge.
- C. Participation in all activities sponsored by the Associated Students upon payment of any fees levied for specific activities and designated by the Senate.

ARTICLE III - OFFICERS

SECTION 1. ELIGIBILITY

- A. Executive Officers:
 - a. In order to be eligible to run/hold for an executive office, a person must have completed at least sixty (60) units accredited at UC Santa Barbara (this includes transfer and Advanced Placement units) by the end of the Winter quarter immediately prior to the Spring General Election, and must be a currently registered undergraduate student at UCSB for Winter and Spring Quarter.
 - b. The Executive Officers shall have completed at least one (1) quarter in residency at UC Santa Barbara prior to the Spring general election within the academic year.
 - c. In order to be eligible to run/hold for office, transfer students must have been enrolled at the UCSB campus for a minimum of two (2) academic quarters (including summer and study abroad through the University) prior to the Spring election in which they wish to participate, and must have completed at least twenty-four (24) academic units at the UCSB (both on campus and/or online).
 - d. During the Spring quarter of the election and their term of office, the Executive Officers shall be required to complete at least six (6) units per quarter (excluding summer) and maintain at least a two point zero (2.0) overall grade point average.
 - e. In the event that these requirements are challenged or not met, the Executive Officers shall have two (2) school weeks to appeal any error in recording units or any extenuating circumstances to the Elections Board.
- B. Senators:
 - a. In order to be eligible to run for Senate offices or be appointed to a Senate position, a person must have completed at least twelve (12) units by the end of the Winter quarter immediately prior to the Spring General Election.

- b. The Senate Representatives shall have completed at least one (1) quarter in residency at UC Santa Barbara prior to the Spring General Election. This provision also applies if a Senate Representative is appointed to a Senate position.
 - c. During the Spring quarter of the election and their term of office the Senate Representatives shall be required to complete at least six (6) units per quarter (excluding summer) and maintain at least a two point zero (2.0) overall grade point average.
 - d. The Senate Representatives must live among their constituents during Fall, Winter, and Spring quarters of their year of elective service (unless the University is in a virtual setting). Any Senators appointed by the senatorial appointments temporary Committee and approved by the Senate during Fall, Winter, or Spring quarters must live among their constituents (unless the University is in a virtual setting).
 - i. Residential living requirements are exempt when the University is not operating at full, in-person capacity.
 - ii. A residency check will occur by AS Career Staff by the end of Week 2 of Fall, Winter, and Spring quarters when the University is operating at full, in-person, capacity.
 - iii. Full in-person capacity shall be defined as: the complete operation of the University when students are required to be present in-person to attend, and there are no alterations made to University Housing Contracts.
 - e. In the event a Senate member chooses to study abroad, they may not be abroad for more than one (1) quarter and must provide a proxy for that quarter.
 - f. In the event that these requirements are challenged or not met, the Senators shall have two (2) school weeks to appeal any error in recording units or any extenuating circumstances to the Elections Board.
- C. Verification of the eligibility of all Candidates, as provided for in the Election Code shall occur through the Office of the Registrar in the following manner:
- a. The Elections Board Chairperson and/or Administrative Advisor will deliver the Candidate eligibility petitions and applications to an Associated Students Staff Member or their designee.
 - b. An Associated Students Staff Member will notify the Administrative Advisor of the results of the Candidate eligibility check, as outlined in the Elections Code.
 - c. The Administrative Advisor will notify the Elections Board Chairperson of the results of the Candidate eligibility check.
- D. All candidates must fulfill the eligibility requirements found in Article XVII Section 2.

SECTION 2. TERM OF OFFICE

The term of office of all elected officers of the Associated Students shall begin at the last regular meeting of Spring quarter, approximately four (4) weeks following the completion of the General Election. The interim period between the election and installation of officers will be designed as an orientation and training period, the term of office shall be approximately one (1) year.

SECTION 3. VACANCY

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

SECTION 4. APPOINTED OFFICERS

- A. The appointed officers of the Associated Students are the Associated Students' Board, Commission, and Units (BCUs) as well as Committee members.
- B. Representation reflective of the diverse composition of the campus shall be considered by the A.S. President in appointing members to all BCUs.

ARTICLE IV - DISBURSEMENT OF ASSOCIATED STUDENTS' FUNDS

SECTION 1. GENERAL POLICIES

- A. Beginning in 2012, a Cost of Living Allowance (COLA) adjustment for inflation shall be calculated every five (5) years based on a five-year average.
- B. Operating monies are funds collected from A.S. fees during each fiscal year and funds held in A.S. General Accounts.
- C. All Operating Account monies not spent by June 30th will be transferred into the A. S. Suspense account and retained for the fiscal year two (2) years hence unless otherwise provided herein.
 - a. Final approval of all trustee accounts must be completed by the eighth (8th) week of the Spring quarter. If an account is not approved, funds remaining in the account at the end of the fiscal year shall go back to the Capital Project Reserve Account. The Executive Director shall submit the request to the Senate, which shall approve it as an action item.
 - i. If a rollover request is denied by the Senate, and the account is a lock in fee, the remaining funds will rollover into a category in the Finance Committee budget to be allocated to any SEAL or AS entity requesting funds for a project or program relevant to the specified language of the lock in.
 - 1. Exceptions listed below: All the Operating account monies not spent by June 30th will be transferred to their trustee accounts.
 - a. EOP
 - b. KCSB
 - c. Communications Personnel
 - d. Recycling
 - e. Coastal Fund
 - f. Department of Public Worms
 - 2. If a rollover request is denied, and the relevant monies are allocated as described in section (i) above, the relevant entity will collaborate with the Finance Committee in establishing shared governance rules pertaining to these funds, in the form of a Memorandum of Understanding.
 - a. This MOU will govern the interpretation of the specified language of the lock in. The chair(s) of the relevant organization and the chair of the Finance Committee will have 90 days from the denial of the rollover request to sign such an MOU.

- b. In the event that no agreement is reached, the Associated Director for Finance Committee will recommend a system of shared governance to the Senate within 15 days thereafter, which will review, edit, and ratify the document by the second regular meeting after it is received. In this case, the shared governance rules will be dictated by the language ratified by the Senate, without any further signatures or agreements.
 - c. This agreement may be amended by the parties to it at any time.
 - b. A request must be submitted by the seventh (7th) week of Spring quarter to the Finance Committee via an online form, to request that a trustee account be set up or, in the case of an existing account, maintained. The request should include an explanation of how and when the monies are going to be spent, why funds were not spent during the fiscal year, and the justification for requesting a trustee account. Some valid reasons would be staffing considerations, long-range purchases, technical support, and on-going projects.
 - i. All requests shall be made available to the public.
 - ii. The Executive Director shall make an initial decision to be approved by the Senate.
- D. All A.S. Businesses, and the following entities, are exempt from this process and can maintain trustee accounts up to \$5,000 without special consideration: Administration, Main Office, Staff Salaries Account, Staff Development Account, Tech Support, Legal Services, and Childcare Grant.
 - a. Exceptions listed below: All the Operating account monies not spent by June 30th will be transferred to their trustee accounts.
 - i. EOP
 - ii. KCSB
 - iii. Communications Personnel
 - iv. Recycling
 - v. Coastal Fund
 - vi. Department of Public Works
- E. All funds derived from any activity budgeted by A.S. allocations shall be deposited promptly into the proper A.S. account.
- F. Approval of funds for expenditure from the A.S. membership fee:
 - a. All funding must be approved by the Senate prior to expenditure, encumbrance or request for payment. All other requests are considered retroactive and are not allowed by policy.
 - b. Senate approval of financial expenditures in Unit, Board, Commission and Committee minutes shall constitute encumbrance of said funds.
- G. No Associated Students funds may be spent on gifts, parties, entertainment, or any other personal expenditure unless the budget category specifically stating expenses has already been approved by the Senate. These expenditures must be in compliance with the guidelines established in the A. S. Financial Policies and Procedures. Associated Student entities may spend up to \$50.00 per year on leadership recognition.
- H. A.S. funds should be spent in accordance with University and Campus Regulations.
- I. No monies allocated to organizations, departments, student groups, etc. (including Lock-ins) shall be used for the purpose of loans to individual members of that group.

- J. Upon recommendation from the A.S. Investments Advisory Committee, Senate, at its discretion, may approve loans guaranteed by a promissory note to campus organizations.
 - a. Terms & Conditions:
 - i. The interest rate levied on loans must be no less than the current rate of return being earned on its Capital Reserves.
 - ii. If the organization is late sixty (60) days or more on a payment, Associated Students reserves the right to demand repayment of the loan in full within thirty (30) days.
 - iii. The A.S. Executive Director is responsible for the other terms and conditions contained in the promissory note, as outlined in Article VIII, Section 3 of the ASUCSB Constitution.
- K. Upon initial approval by the Senate Finance Committee and final approval of minutes by the Senate, loans guaranteed by a promissory note may be granted to registered campus organizations from un-allocated funds of the A.S. membership fee.
 - a. Terms and Conditions
 - i. If the organization is late thirty (30) days or more on a payment, Associated Students reserves the right to charge the BARC account of the officers of the organization in question, as specified by a signed contract.
 - ii. No organization will be granted a loan while it has outstanding financial obligations with Associated Students.
 - iii. The organization meets all of the criteria stated in Article IV, Section 5 of the Associated Students By-Laws.
- L. Review of Funds Expended from the A.S. Membership Fee:
 - a. All AS Executive Office and Presidential Cabinet financial expenditures and quarterly summary of activities shall be submitted to the Senate for review as an 'Action Item' during Week 8 of each quarter.
 - b. The Senate may place a particular office in the Executive Branch on financial probation with a two-thirds vote if the Senate determines that student fees were expended inappropriately.
 - c. Executive Branch financial probation is effective for the length of one quarter (Week 8 to Week 8). Executive Branch financial probation means that all funding must be approved by the Senate prior to expenditure, encumbrance, or request for payment. (See Article IV, Section 1, Subsection F).

SECTION 2. A.S. BUDGET PRIORITIES

- A. The A.S. President, Executive Director, A.S. Controller, and the Chief Financial Officer shall prepare discretionary goals and priorities for the next two fiscal years and present them to the Senate Finance Committee and the Senate on or before the 15th of February.
- B. Priority for funding shall be determined by the following criteria:
 - a. Mandatory spending as established by Lock-ins consisting of:
 - i. Forty-four dollars and seventy-four cents (\$44.74) per ASUCSB membership per quarter for the Fall, Winter, and Spring quarters, and forty-one dollars and sixty-nine cents (\$41.69) per

ASUCSB membership for the Summer quarter will be collected as the Associated Students base fee.

- ii. Ten dollars and thirty-six cents (\$10.36) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters, and seven dollars (\$7.00) per ASUCSB membership for Summer quarter will be collected and allocated to the campus media. These funds will be allocated as follows:
 1. Three dollars and ten cents (\$3.10) for the Fall, Winter and Spring quarters, and eighty-nine cents (\$.89) Summer for the Daily Nexus.
 2. Two dollars and sixty-three cents (\$2.63) Fall, Winter and Spring for KCSB-FM/KJUC-AM Cable and two dollars and twenty-three cents (\$2.23) Summer.
 3. Four dollars and sixty-three cents (\$4.63) Fall, Winter, Spring and three dollars and eighty-eight cents (\$3.88) Summer for the A.S. Communications Personnel.
- iii. Sixteen dollars and seventy-five cents (\$16.75) per ASUCSB Membership per quarter for the Fall, Winter, Spring and sixteen dollars and seventy-five cents (\$16.75) for Summer quarters will be collected for A.S. Program Board (ASPB).
- iv. Two dollars and seventy-three cents (\$2.73) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters and two dollars and sixty-one cents (\$2.61) per ASUCSB membership for the Summer quarter will be collected for the UC Student Association (USCA).
- v. Five dollars and ninety-seven cents (\$5.97) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters and four dollars and ninety-seven cents (\$4.97) per ASUCSB membership for the Summer quarter will be collected for the University Children's Center.
- vi. One dollar and twenty-five cents (\$1.25) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters and eighty-three cents (\$.83) per ASUCSB membership for the Summer quarter will be collected for the Educational Opportunity Program (E.O.P.).
- vii. Fifty-five cents (\$0.55) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters, and forty-six cents (\$0.46) per ASUCSB membership for the Summer quarter will be collected for the A.S. Student Commission On Racial Equality (SCORE).
- viii. Five dollars and fifty cents (\$5.50) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters, and five dollars and twenty-five cents (\$5.25) per ASUCSB membership for the Summer quarter will be collected for the A.S. Bike Shop.
- ix. Twenty-two dollars and seventy cents (\$22.70) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters, and eighteen dollars and seventy cents (\$18.70) per ASUCSB membership for the Summer quarter will be collected for the Student Health Center.
- x. Three dollars and eighty-two cents (\$3.82) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters and three dollars and twenty-four cents (\$3.24) per ASUCSB membership for the Summer quarter will be collected for the Disabled Students Program (DSP).
- xi. Five dollars and forty-seven cents (\$5.47) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters, four dollars and sixty-four cents (\$4.64) per ASUCSB membership for the Summer quarter will be collected for the Intramural Sports Programs.

- xii. Two dollars and forty-six cents (\$2.46) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters, and two dollars and eight cents (\$2.08) per ASUCSB membership for the Summer quarter will be collected for the Community Affairs Board (CAB).
- xiii. One dollar and sixty-four cents (\$1.64) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters and one dollar and thirty-nine cents (\$1.39) per ASUCSB membership for the Summer quarter will be collected for the A.S. Recycling Program.
- xiv. Three dollars and seventy-two cents (\$3.72) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters, and three dollars and forty-seven cents (\$3.47) per ASUCSB membership for the Summer quarter will be collected for the MultiCultural Center (MCC) student salaries, services, and programming.
- xv. Three dollars and three cents (\$3.03) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters and two dollars and fifty-seven cents (\$2.57) per ASUCSB membership for the Summer quarter will be collected for the improvement and maintenance of the UCSB bicycle pathway and bicycle-parking system.
- xvi. Two dollars and sixty-nine cents (\$2.69) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters, and two dollars and nineteen cents (\$2.19) per ASUCSB membership for the Summer quarter will be collected for Isla Vista Improvements to be administered under the auspices of the A.S. External Vice President for Local Affairs, in consultation with the A.S. Isla Vista Community Relations Committee (IVCRC) and other advisors.
- xvii. Two dollars and nineteen cents (\$2.19) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters and one dollar and eighty-six cents (\$1.86) per ASUCSB membership for the Summer quarter will be collected for the Isla Vista Tenants Union (IVTU).
- xviii. Fifty-four cents (\$0.54) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters, and forty-six cents (\$0.46) per ASUCSB membership for the Summer quarter will be collected for A.S. Student Childcare Grants to be administered by the Community Affairs Board.
- xix. Fifty-four cents (\$0.54) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters and forty-six cents (\$0.46) per ASUCSB membership for the Summer quarter will be collected to support the Environmental Affairs Board (EAB).
- xx. Two dollars and fifty-four cents (\$2.54) per ASUCSB Membership per quarter for the Fall, Winter and Spring quarters and two dollars and four cents (\$2.04) per ASUCSB membership for the Summer quarter will be collected for the Legal Resource Center (LRC).
- xxi. Forty-four cents (\$0.44) per ASUCSB Membership per quarter for the Fall, Winter and Spring and forty-four cents (\$0.44) Summer quarters will be collected to support Associated Students Commission for Marginalized Genders (CMG).
- xxii. Forty-four cents (\$0.44) per ASUCSB Membership per quarter for the Fall, Winter, Spring and forty-four cents (\$0.44) Summer will be collected to support Associated Students Take Back the Night (TBTN).
- xxiii. Three dollars and thirty-three cents (\$3.33) per ASUCSB Membership per quarter for the Fall, Winter, Spring, and Summer quarters will be collected to guarantee that all undergraduates will be provided with access to on-campus night and weekend parking the same as that provided to all other permit-holders.

- xxiv. One dollar and seventy-eight cents (\$1.78) per ASUCSB Membership per quarter for the Fall, Winter, Spring and Summer will be collected to support Student Engagement & Leadership (SEAL).
- xxv. Two dollars and thirty-eight cents (\$2.38) per ASUCSB Membership per quarter for the Fall, Winter, Spring and Summer will be collected to support Arts & Lectures (A&L).
- xxvi. Thirteen dollars and seven cents (\$13.07) per ASUCSB Membership per quarter for the Fall, Winter, Spring and Summer will be collected to support Recreational Sports.
- xxvii. Three dollars and fifty-seven cents (\$3.57) per ASUCSB Membership per quarter for the Fall, Winter, Spring and Summer will be collected to support the Events Center.
- xxviii. Seven dollars and thirteen cents (\$7.13) per ASUCSB Membership per quarter for the Fall, Winter, Spring and Summer will be collected to support CLAS.
- xxix. Two dollars and ninety-seven cents (\$2.97) per ASUCSB Membership per quarter for the Fall, Winter, Spring and Summer will be collected to support Coastal Fund (Coastal Fund receives an additional \$3.00 per student/ per quarter excluding Summer through campus-wide elections passed in 1999-2000).
- xxx. Seven dollars and thirteen cents (\$7.13) per ASUCSB Membership per quarter for the Fall, Winter, Spring and Summer will be collected to support the University Center (UCEN).
- xxxi. Three dollars and seventy-seven cents (\$3.77) per ASUCSB Membership per quarter for the Fall, Winter, Spring and Summer will be collected for the AS UCSB Community Financial Fund (CFF) program to assist students by providing more access to grants and low interest student loans year-round. It will help supplement the current Associated Students emergency loans, currently funded out of the Associated Students membership fee. Once the new Community Financial Fund Fee is collected, all interest generated by the Fund itself shall be directed back into the program. Besides providing an expansion on the current Associated Students emergency loan, this Fund shall establish a credit builder program, regular financial literacy workshops, and personalized money management counseling through the creation of a professional and licensed staff position. The fund will also provide financial guidance for students looking to invest in green, sustainable enterprises, and other financial services.
- xxxii. Seven dollars and seven cents (\$7.07) per student per quarter for the Fall, Winter, Spring and Summer will be collected for the Senate Finance and Business Committee/Student Organization Program Funding Lock-In.
- xxxiii. Three dollars and forty-eight cents (\$3.48) quarter for the Fall, Winter, Spring per ASUCSB Membership per quarter, and three dollars and forty-eight cents (\$3.48) for Summer will be collected to support the Associated Students Food Bank. The fee shall directly sustain stock of food and toiletries, support operational costs such as rent, transportation, and staff costs, and to allow for possible expansion of the existing on campus Food Bank in the future. Additionally, this fee will provide for financial, medical, and housing referrals, including off-campus resources, and education concerning hunger and homelessness.
- xxxiv. One dollar and nineteen cents (\$1.19) per ASUCSB Membership per quarter for the Fall, Winter and Spring will be collected to support The Bottom Line newspapers.
- xxxv. Seventy-two cents (\$0.72) per ASUCSB Membership per quarter for the Fall, Winter and Spring will be collected to support the Commission on Student Well Being (COSWB).

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

- f. All Student Groups.
- C. All A.S. entities that do not go through the standard A.S. Budget Process shall receive, if funding is available, a set minimum amount of funding of one hundred dollars (\$100.00). This amount shall be placed in the operating account and left there until the end of the Winter quarter. The money shall only become available for appropriation once the position of Chair has been filled by a confirmation of Senate. If no such person has been nominated and confirmed by the end of the Winter quarter, then the money shall be transferred to the Unallocated Account for distribution by the Senate Finance Committee.
- D. All student groups that meet the following criteria must be given consideration for funding in the annual budget process, as follows:
- a. Organizations that meet the priorities for funding as defined by A.S. Financial Policies and Procedures shall be eligible to receive an operating budget of two hundred and fifty dollars (\$250.00) and shall seek any further funding from the Senate Finance Committee in the following academic year. All organizations seeking the two hundred fifty dollar (\$250) operating budget must submit a request no later than the fifth (5th) week of Spring quarter.
 - b. Any group that can demonstrate that the operating expenses of the organization exceed two hundred and fifty dollars (\$250.00) and that the failure to allocate an increased operating budget would severely hamper the operation of their organization will be considered for an increased operating budget allocation.
- E. Consideration for funding of groups, both for annual allocations and before the Senate Finance Committee, shall be based on the following priorities:
- a. Goals and Objectives: Funding for the fiscal year will be based, in part, on the degree to which the Board/Committee/Group/Organization has attained its goals and objectives.
 - i. Diversity: Does the group advance the accessibility of the University to historically underrepresented communities?
 - ii. Campus Service: How well the Board/Committee/Group/Organization reflects students' needs and interests.
 - iii. Community Service: Does the group provide community service? How does the community respond to this service? What is the success level of the program?
 - iv. Uniqueness: Avoidance of duplication of efforts and services.
 - v. Members: The number of active participants in the group's activities. Group membership growth rate.
 - vi. Income/Alternate Funding: Willingness of the group to help raise alternate funding (e.g., fundraising, donations, grants, department funding).
 - vii. Cooperation: How well does the group cooperate with and support Associated Students? How well do they follow policies and procedures including A.S. Financial Policies and Procedures and Senate Finance and Business Committee Workshops? What are their fiscal responsibilities (i.e., current accounts)?
 - viii. Consideration should be given to currently funded Boards, Commissions, Units (BCUs), Committees, Groups, and Organizations.

SECTION 3. BY-LAW/ INTERNAL FUNDING FRAMEWORK

- A. Any modifications of Article IV Section 2(B)(2) and Article IV Section 3 require a 3/4 affirmative vote.
- B. Point of Order: It shall not be in order for any clauses of Article V Section 2(B)(2) and Article IV Section 3 to be suspended.
- C. Eligibility:
 - a. Programs and services proposed in the Students' Initiative campaign in addition to the general benefit of students:
 - i. Student Group Culture Weeks and Graduations
 - ii. Student Initiated Outreach
 - iii. Academic Professional Conference Travel Grants
 - iv. United States Students Association Funding
 - v. Club Sports Championship Travel Grants
 - vi. Science, Technology, Aerospace, Research and capital (STARK) Fund
 - vii. Senate Unallocated
 - viii. High Impact Project Fund
 - b. A.S. Boards, Commissions, and Committees that advance the accessibility and diversity of the University that do not have ballot initiative lock-ins.
 - c. All Internal Funding Framework shall be allocated under the same policies and procedures governing Associated Students entities regardless of non-A.S. status.
- D. Creation:
 - a. A three-fourths (3/4) affirmative vote is required to create an internal fund within the Internal Funding Framework.
- E. Modification and/or Removal:
 - a. A three-fourths (3/4) affirmative vote is required to modify and/or remove an internal funding within the By-Law Internal Funding Framework.
 - b. The following distribution is reflective of the needs of the student body requesting funding over the past five years and is proportional to these needs.
- F. Thirty-nine thousand dollars (\$39,000) of the total A.S. unallocated funds shall be allocated to the Senate Finance Committee to allocate to cultural weeks/months and graduations (such as Black History Month and Lavender Graduation).
- G. Twenty-five thousand dollars (\$25,000) of the total A.S. unallocated fund shall be allocated to the Senate Finance Committee to allocate to Student Initiated Outreach programs.
- H. Twenty-one thousand dollars (\$21,000) of the total A.S. unallocated funds shall be allocated to the Senate Finance Committee to allocate to Academic Undergraduate Professional Conference Travel Grants.
- I. USSA has its own lock-in fee that shall be, among other purposes, given out to fund the travel of underrepresented groups in a collaborative effort between the External Vice President of Statewide Affairs and Finance Committee. This process shall be outlined in the legal code under the EVPSA.

- J. Thirty-five thousand (\$35,000) of the total A.S. unallocated funds shall be allocated to the Senate Finance Committee to distribute to Academic Teams' championship/invitational competitions' travel costs with a cap of five-thousand dollars (\$5,000) to any one team per quarter.
- K. \$10,000 of the total A.S. unallocated funds shall be allocated to the Senate Finance and Business Committee to distribute to the Science, Technology, Aerospace, Research, and capital (STARK) fund in order to distribute to student groups that are inclined to the sciences and engineering realm. It will be used to fund student projects that would be donated to the university. There will be a cap of five-thousand dollars (\$5,000) per group.
- L. Senate unallocated shall receive a minimum of \$150,000 from the AS Undesignated Lock-in each fiscal year.
 - a. Funds in this account are to be used for any program, event, or activity that is for the benefit, education or entertainment, and in the best interests of the student body and the campus community.
 - b. Campus departments and graduate organizations shall be funded from this account (i.e. UCSB Library, Political Science Graduate Student Association, etc.)
 - c. Finance Committee shall make allocations in accordance with Section 2, Clause 6 of the Financial Policies and Procedures (CONSIDERATION FOR A.S. FUNDING)
 - d. A 2/3rds vote is required to grant funding from Senate Unallocated.
- M. Movement of Funds between internal funds within the Internal Funding Framework:
 - a. The Finance Committee and Senate shall have the authority to move funds between internal funds within the Internal Funding Framework (other than USSA, given it is a lock-in)
 - i. This should only be done in emergency funding situations OR if a particular fund within the Internal Funding Framework is deemed particularly dormant in a fiscal year as determined by the judgment of the Finance Committee and Senate.
 - 1. The fact that certain internal funds within the Internal Funding Framework (e.g. Sports Teams, Culture/Grads) are primarily granted in the latter part of the fiscal year should be kept in mind when making judgements.
 - ii. Such movement between internal funds within the Internal Funding Framework must be approved by a three-fourths (3/4) vote of both the Finance and Business Committee and the Senate.
- N. The High-Impact Projects (HIP) Fund may receive an allocation each year, wholly at the discretion of the budgetary process. The HIP Fund shall not submit a budget proposal, nor be entitled to funds in any given year. At the conclusion of each fiscal year, the HIP Fund's rollover shall automatically be processed, as though a rollover request was made. In order to access funding from the HIP Fund, a project proposal must be approved by three-fourths ($\frac{3}{4}$) vote of the Senate, and must abide by the following:
 - a. Failure to meet and maintain these criteria will result in the forfeiture of project funding. Funding is not guaranteed for project proposals that meet this criteria; rather, all projects must continuously meet these criteria to remain eligible for funding. The ultimate authority for discretion on project funding is solely granted to the Senate, assuming the following criteria are met:
 - i. High-Impact Projects must be tangible. A project must deliver and demonstrate meaningful impact and results for the student body of UCSB, or the surrounding community in Isla Vista. Projects may not be primarily or solely for the benefit of the University administration, faculty, or staff.

- ii. High-Impact Projects must be time-bound. A project must set and abide by a timeline of results, indicating dates at which major milestones will be accomplished—including but not limited to project completion. This criterion relates to tangibility; results at each milestone must be documented and delivered to relevant stakeholders.
 - iii. High-Impact Projects must be transformative. A project must provide a result that is not currently available to the Associations' stakeholders. Projects must demonstrate that their work is unique in the Association and UCSB community, and that no other group is currently accomplishing the project's goals.
- b. High-Impact Projects must be directed by a HIP Team. Non-liaison members of HIP Teams must be indicated in the project proposal, and HIP Team members must be current students, staff, or faculty at ASUCSB or UCSB. Each HIP Team must contain, at least:
 - i. One (1) Project Manager. This role possesses sole executive authority over the project, and ultimately bears responsibility for its goals, liability, property, staff, etc.
 - ii. One (1) Project Administrator. This role assists the Project Manager in recording and documenting the project's progress and administration.
 - iii. One (1) Senate Liaison. The Senate Liaison is responsible for coordinating the project with the Senate, and regularly and accurately representing its progress. The Senate Liaison is not responsible for the successful completion of the project. The Senate Liaison must be a current member of the Senate, and shall be appointed by the Senate First-President Pro-Tempore within one (1) week of project funding approval.
 - iv. Other roles, as outlined in the project proposal.
 - v. HIP Team members may be replaced throughout the duration of the project. The Senate must approve of the resignation of the current member, and appointment of the incoming member—with the exception of Senate Liaisons. Should a project Senate Liaison choose to vacate their position, they shall notify the Senate First President Pro-Tempore in writing of their decision, who shall then appoint a replacement within five (5) academic days.
 - vi. HIP Team members may receive HIP Honoraria. The structure of such Honoraria must be indicated in each project proposal. There is no limit on proposed HIP Honoraria, and HIP Honoraria will be considered completely separately from the Association's general Honoraria process. HIP Honoraria will only be awarded upon the completion of a project, and may be negatively amended if the project has been found to have been partially completed, as described in By-Laws Article IV Section 3 (N, 4, b, ii), below. HIP Honoraria will not be awarded for projects that have wholly failed to meet their objectives.
- c. Project Proposals:
 - i. For funding to be considered from the HIP fund, a project proposal must be submitted to the Senate for consideration. The process for such submissions shall be published by the Presiding Officer of the Senate, at their discretion.
 - ii. Each project proposal shall include, but not be limited to:
 - 1. The specific issue the project seeks to address.
 - 2. The tangible, time-bound, and transformative goals and milestones of the project. These goals and milestones will be used to evaluate project success. For more information, see By-Laws Article IV Section 3 (N, 1, a-c) above.

3. The plan for achieving these goals and milestones.
 4. Thorough research of the issue, if applicable, and detailed budget information.
 5. The project proposal's HIP Team, as described in By-Laws Article IV Section 3 (N, 2) above, and the HIP Honoraria structure requested.
 6. Compliance elements in accordance with all other applicable By-Laws and Standing Policies of the Association.
 7. Other required information, as published by the Presiding Officer of the Senate.
- d. Project Approval and Memoranda of Understanding
- i. The Senate may choose to amend a proposal by majority vote, and, upon confirmation by the proposed project's Project Manager of such amendments, vote on the amended project proposal. If the Project Manager does not approve of such amendments, they automatically withdraw their project proposal.
 - ii. Upon the approval of a project proposal by three-quarters ($\frac{3}{4}$) vote of members present, the project proposal shall be drafted into a contractual Memorandum of Understanding (MOU) by the proposed Project Manager. This MOU shall include the specific responsibilities and liability of members of the proposed HIP Team, and any relevant commitments made by the Association, which shall not contradict this statute or any other section of the Legal Code of the Associated Students. Other stipulations may be made, as indicated in the approved project proposal. Upon the affixation of signatures by all members of the proposed HIP Team, the A.S. Executive Director, the Senate First and Second Presidents Pro-Tempore, the Internal Vice-President, and the A.S. President, the contractual MOU shall be placed in the records of the Association, and a copy provided to the Project Manager. At the conclusion of these requirements, the High-Impact Project shall be considered active.
- e. Ongoing Projects
- i. Upon the approval of a project and signature of the MOU thereof—as described by the other stipulations of this statute—and until the conclusion or discontinuation of the project, the High-Impact Project will be considered ongoing. Ongoing projects, and the applicable HIP Teams, may be directed by the Senate to take particular actions within the scope of the project. Such direction shall be made by written motion on the floor of the Senate, approved by two-thirds ($\frac{2}{3}$) vote, and communicated to the Project Manager by the appropriate Senate Liaison.
 - ii. Ongoing projects, and their respective HIP Teams, will be considered administratively and managerially subordinate to the leadership of the Senate as a body. Should a project generate property, those possessions shall be the property of the Association, and administered by the Senate, unless otherwise stipulated in the project's MOU.
- f. Project Completion Evaluation:
- i. By the 7th week of each quarter after the approval of the project, and upon the completion of the project, or the expiration of the project timeline as approved, whichever occurs first, the Project Manager will present at the next meeting of the Senate the progress of the project. The Project Manager will submit in writing a report on the same. The Project Manager will also notify the Senate in writing, either personally or through the appropriate Senate Liaison, of the completion of each outlined project milestone.

- ii. Upon the completion of the project, or the expiration of the project timeline as approved, whichever occurs first, the Senate shall vote by two-thirds ($\frac{2}{3}$) ballot on whether to consider the project:
 - 1. Successfully completed. In this case, the project's HIP Honoraria will be fully funded, as described in the approved project proposal.
 - 2. Partially completed. In this case, the project's HIP Honoraria will be awarded at the discretion of the Senate. In this case, the Senate may or may not choose to extend the project. If extended, the project's HIP Team must present an abridged extension proposal for the project, and request additional funding, if applicable.
 - 3. Not completed. In this case, the Senate may or may not choose to extend the project. If not extended, the project's HIP Honoraria will not be funded. If extended, the project's HIP Team must present an abridged extension proposal for the project, and request additional funding, if applicable.
 - 4. Voting, and discussion between rounds of voting, shall continue until one option receives a $\frac{2}{3}$ majority vote.
- g. Vote of No Confidence
 - i. If a project becomes ineligible for funding based on the tangibility, time-boundedness, and transformativity criteria, or for any other reason, a Senator may motion onto the Senate floor a "vote of no confidence in the _____ High-Impact Project", where the blank space is filled with the name of the project in question. This motion shall only be passed by three-quarters ($\frac{3}{4}$) vote of members present. If passed, the Senate may then—by two-thirds ($\frac{2}{3}$) vote of members present—approve, partially approve, or disapprove the project's HIP Honoraria. If no motion in relation to HIP Honoraria passes, then the relevant Honoraria shall be disapproved. Upon a vote of no confidence, the project shall be discontinued, and applicable unspent funds shall be returned to the HIP fund within ten (10) business days of the written notification of the Project Manager.

SECTION 4. A.S. BUDGET PROCESS

- A. Before the budget process may begin, the Chief Financial Officer shall review the previous year's budget packets, and update the same. In addition, the CFO shall prepare a budgetary timetable for completing the budget process in consultation with the President and Executive Director. The prepared packets shall be transmitted by the appropriate Advisors to every Board, Committee, Council, and Commission.
- B. Notification of the budget packets availability to Student Groups through electronic mail, flyers, and the campus media, must include the location of the budget packets and all appropriate requirements.
- C. Notification of the budget packets availability to A.S. entities shall be made by their Advisor and it shall be the Advisor's duty to meet with their respective groups on budget requests.
- D. A budgetary process presentation by the Chief Financial Officer shall be made to Senate and Senate Finance Committee no later than the 1st of February. This report shall include the projections for the next year's budget. These projections should include the projected enrollment for the next year, the size of the budget, the percentage and dollar amounts that must be allocated to lock-in funded groups, and the amount of monies available to non-locked-in groups and any other information necessary for the establishment of the budget.

- E. After budget packets have been submitted by the pre-specified deadline, as stated in the budgetary timetable, the budget hearings may convene.
- a. Budget Packets must include a mandatory Budget Questionnaire that is reviewed and revised yearly by Finance Committee Leadership along with necessary advisor(s) prior to when budget packets are sent out. Budget Questionnaires shall be extensive in order to both familiarize groups with their budget prior to Budget Hearings, as well as to create transparency between the group submitting the Budget Questionnaire, the Finance Committee, the AS President, the Senate, and the student body. Budget Questionnaires shall be compiled and posted publicly on the AS Finance Committee Website along with the budget itself as justification for why decisions were made and to inform the student body what each organization is using its funding for. Multiple versions of the Budget Questionnaire shall be created to accommodate the different types of organizations requesting a budget (e.g. revenue generating organizations).
- F. Active participation at the budget hearings shall be defined as follows:
- a. The A.S. President and/or their designee shall attend all budget hearings.
 - b. The Chief Financial Officer and/or their designee shall attend all budget hearings.
 - c. The Senate Finance and Business Committee members shall attend all budget hearings, unless excused by the Chief Financial Officer.
 - d. The Senate members shall attend a minimum of fifty percent (50%) of the budget hearings, unless excused by the A.S. Internal Vice President.
 - i. Senate members may make line item amendments to the year's budget agenda by fifty percent plus one ($50\% + 1$).
- G. When Senate Finance Committee convenes hearings on the proposed budget, the following shall present their budget requests for the following fiscal year:
- a. Student Groups requesting over two hundred and fifty dollars (\$250.00).
 - b. Administrative Departments
 - c. All A.S. Units
 - d. All A.S. Legislative Boards, Committees, Councils or Commissions.
 - e. A.S. Executive Offices
 - f. All other A.S. entities
 - g. All groups with an A.S. Lock-In have guaranteed funding through their lock-in, but must have the distribution of those funds approved by the Senate.
- H. Every presenter at the budget hearings shall be able in these hearings to justify their reasoning for receiving an annual budget by demonstrating their compliance with the criteria for annual funding stipulated in Section 2(E)(1) of this Article.
- I. No recommended allocations shall be discussed at the budget hearings. After the final budget hearings, the Senate Finance Committee shall meet in closed session to formulate a recommended budget to the A.S. President.
- J. The budget timeline shall be as follows:
- a. Within one (1) week following its closed session deliberations, the Senate Finance Committee will report its recommended budget to the A.S. President.

- b. The A.S. President shall formulate a preliminary budget, and present it to the Senate Finance and Business Committee by the second (2nd) week of Spring quarter, during their regularly scheduled meeting for final discussion and recommendation. This preliminary budget is subject to change, based on the results of the Spring quarter election.
 - c. The preliminary budget will be forwarded to the Senate the third (3rd) week of Spring quarter.
 - d. The A.S. President will forward their final budget to the Senate the fifth (5th) week of Spring quarter.
 - e. The Senate shall turn to the consideration of, and take some action on, the budget by the sixth (6th) week of Spring quarter.
 - f. If the Senate does not approve the budget by the seventh (7th) week of Spring quarter, then it will be assumed that the A.S. President's budget will be the approved budget for the fiscal year starting July 1st.
- K. The present Senate shall have the responsibility of final approval of the budget for the fiscal year starting July 1st of that year by a majority vote.

SECTION 5. BALLOT INITIATIVE FINANCING AND FEE USE REGULATIONS

- A. Any entity not an official part of Associated Students wishing to place a mandatory fee initiative on an ASUCSB ballot or currently receiving funding from an ASUCSB initiative must meet the following criteria during a Special Election.
 - a. The organization must fund the entire cost of the election if a Special Election is requested and approved that calls for a vote on an initiative; the cost shall be established by the A.S. Elections Board.
 - b. Agree to abide by all established guidelines regarding the use of A.S. Funds.
 - c. Pay to ASUCSB the sum of three thousand dollars (\$3,000) within five (5) working days of the approval of the ballot wording by the Senate for each initiative it wishes to place on a regular election ballot.
 - d. With the exception of the fees required, the group must be able to demonstrate, with ten (10) days' notice, that the entire amount of the fee collected is being used as stated in the ballot measure and defined in Article V Section 6.
 - e. Be responsible for paying all costs incurred if the fee is administered by Associated Students. The amount of the costs shall be determined by the A.S. Executive Director in consultation with the A.S. Administration Office.
- B. If any entity is found to be in violation, the A.S. Executive Director or any person operating in that capacity shall take such actions as are necessary to freeze the flow of any further A.S. funding to the entity in question. The issue shall then be brought before the Senate at its regular meeting in order to determine any necessary sanctions. Sanctions may include but are not limited to:
 - a. Transferring administrative control of the A.S. fee in question to the A.S. Administration Office.
 - b. Fine the entity a portion of its A.S. fee as a penalty.
 - c. Hold a portion of future fees in the normal A.S. reserve account as a deposit on potential future violations.

SECTION 6. ASSOCIATED STUDENTS FUNDS POLICIES

- A. Expenditures shall not exceed revenues in any fiscal year. This provision may be waived by the affirmative vote of three-fifths (3/5) of the Members of the Senate duly chosen and sworn.
- B. All gifts and rebates received by the Associated Students must be approved in advance by the Senate Finance Committee.
- C. All of A.S. and A.S. groups are required to buy and use at least thirty-five percent (35%) post-consumer copy paper for duplication.
 - a. All use of A.S. copy machines, laser printers.
 - b. A.S. Publications when using white paper.
 - c. All A.S. entities are required, when applicable, to double side.
- D. Guidelines for Fundraising Activities:
 - a. Net funds earned by student groups using A.S. budget allocations may be transferred into Trustee Accounts in their name, starting in May. These funds may be spent in the next fiscal year.
 - b. Net income earned by student groups using fundraisers may request that their funds be transferred into their SEAL account upon a majority approval of the Senate Finance Committee and the Senate.
 - c. Net income earned by RHA groups using fundraisers may request that their net income monies be deposited into the RHA Trustee Accounts upon a majority approval of Senate Finance Committee and the Senate.
- E. Guidelines for Transfer of Funds:
 - a. Senate Finance Committee shall not accept any after-the-fact transfers.
 - b. All transfers of five hundred dollars (\$500.00) or less between existing categories may be approved solely by the A.S. Executive Director in consultation with the Senate Finance Committee Chair and the Senate Finance Committee Advisor.
- F. Purchase Guidelines:
 - a. For purchases over \$5,000 made from Associated Students funds to off-campus vendors, the following requirements shall be met prior to making said purchase or entering into an agreement (verbal or written) to make said purchase:
 - i. Two (2) quotes shall be obtained, each from different vendors, for identical or similar products. All quotes shall include shipping, handling, tax, and any additional expenses.
 - ii. The person(s) making said purchase shall justify the uniqueness of the product if it is more expensive than another, yet only slightly different than a similar item.
 - b. The person(s) making said purchase must provide written proof in the form of a purchase estimate form attached to a requisition to A.S. Administration.
 - i. The purchase estimate form shall include a reminder that resources are available which index businesses owned or staffed by women and minorities.
 - ii. The purchase estimate form shall also be attached to budget requests for Senate Finance Committee, when the funds being requested are to be applied to a purchase over \$1,500.

G. Requisition Submission Guidelines:

- a. Requisitions must be submitted with all proper documentation pertaining to the purchase, including but not limited to:
 - i. Account Numbers
 - ii. Category numbers
 - iii. Budget numbers
 - iv. Applicable minutes
 - v. Receipts
 - vi. Invoices
 - vii. Signed contracts/insurance (if applicable)
 - viii. Event descriptions and dates (if applicable)
- b. In the event a requisition is found to have been submitted without the proper documentation, the Associate Director for Finance and Budget reserves the right to put the requisition on hold and the party will be notified and a copy sent to the Finance Committee Chair.
 - i. The submitting party will have 30 days from the date of notification to correct and submit the necessary changes required to process the requisition.
 - ii. Failure to rectify the issue within the 30 day period may result in the requisition being denied or canceled under the discretion of the Associate Director of Finance and Budget after consultation with the Chair of the Finance Board.
- c. All requisitions for expenses incurred during the quarter must be submitted by the end of the quarter in which they were incurred.
 - i. If a requisition is not submitted by the end of the quarter, the submitting party must request an exception from the Finance Committee in order for the requisition to be processed.
 - ii. For events occurring within the last three weeks of the quarter, the submitting party will be granted an additional two weeks after the quarter's end to submit the requisition and supporting documentation, provided that they notify the Associate Director For Finance and Budget and the Finance Committee Chair in advance of any anticipated delay.
 - iii. To ensure timely processing of payments, the submitting party is encouraged to submit an A.S. Requisition Purchase Order (PO) in advance of any expense, so that payment can be made promptly upon submission of the requisition. The PO is recommended to be submitted at least two (2) weeks in advance of the expense.

H. Boycott Policies:

- a. No Associated Students funds shall in any way be used to purchase, order, reimburse, fundraise from, promote, or in relation to products or services that are from R&P Printing.
- b. No Associated Students funds shall in any way be used to purchase, order, reimburse, fundraise from, promote, or in relation to any products or services from vendors, companies, or other entities listed under the BDS movement's list of "Companies Profiting from the Genocide of the Palestinian People" found here: ([Act Now Against These Companies Profiting from the Genocide of the Palestinian People | BDS Movement](#)) along with any products or services from Starbucks. The A.S. Chief Compliance Officer (CCO) shall regularly monitor and update the list of boycotted companies and provide this information to the Senate Finance Committee and ASUCSB professional staff.

- c. In the case there are university contracts that are imposed upon ASUCSB pertaining to an organization listed under the "Boycott Policies" section of the ASUCSB bylaws, the Executive Director must detract from said contracts immediately. If said contract cannot be broken immediately, the Executive Director must choose not to renew said contracts upon their expiration.
 - d. These associated boycotts only apply to firsthand procurement and not secondhand procurement, meaning that purchases from smaller vendors or corporations owned by boycott targets will not count toward the policy, only direct transactions from the stated boycott targets above will count as a breach.
 - e. These associated boycotts shall remain effective until such time as the Senate determines an end by appropriate legislation.
- I. Consequences of breaching a boycott:
- a. If the organization is an Associated Students entity, they will be charged one-third (1/3) the amount of funds used in the breach. The Senate Finance Committee will have full discretion of the funds withdrawn from said account.
 - b. If an outside organization uses money received from Associated Students to breach a boycott, they shall be restricted from receiving any additional funding for the remainder of the academic quarter.
 - c. If a group is found to be guilty of breaching a boycott, they retain the right to appeal to the Senate. The Council must approve the appeal by a two-thirds (2/3) majority vote in order for the aforementioned group to be exonerated of charges.
- J. The Associated Students disclaim any and all responsibility for debts incurred by any person or organization whatsoever that is not contracted under the authorization of the Senate and directed and managed by appointees of the Senate.
- K. Short-Term, Emergency Student Loans:
- a. The Associated Students may, through the A.S. Cashiers or other A.S. entities designated by the Executive Director, issue interest-free, emergency loans that will be processed through the A.S. Cashiers Office and applied to the University BARC account, to registered undergraduate students. The loan may not exceed six hundred dollars (\$600.00) per student per quarter. Any defaulted loans will be dealt with according to the procedures followed by the BARC office, which processes and will determine the uncollectible funds.
 - b. The total amount of loans given out shall not exceed eight hundred thousand dollars (\$800,000) per academic year (including Summer Sessions).
 - c. Policies and procedures governing the issuing of loans and further student eligibility for them, as well as handling or processing fees, and penalties for defaulted loans, shall be determined by the A.S. Cashiers or other designated entities upon approval of the Executive Director, in accordance with the effective policies under the university BARC office, in an effort to collect upon any defaulted loans. These policies shall be included in the A.S. Financial Policies and Procedures upon their approval by the A.S. Senate.
 - d. These loans are not grants and represent one of many loan options available to undergraduate students on campus. They are not to be confused with any federal, university, or campus-organized grant, or the AS/EOP grant, and disbursements thereof.
 - e. The UCSB Community Financial Fund lock-in shall expand AS membership services by providing more access to grants and low interest student loans year-round. It will help supplement the current

Associated Students emergency loans, currently funded out of the Associated Students membership fee. This fund shall establish a credit builder program, regular financial literacy workshops, and personalized money management counseling through the creation of a professional and licensed staff position. The fund will also provide financial guidance for students looking to invest in green, sustainable enterprises, and other financial services.

SECTION 7. REQUIREMENTS FOR USING ASSOCIATED STUDENTS FUNDS

- A. The following policies shall be adhered to when looking at funding for any group coming before Senate Finance Committee:
 - a. A Performance Contract must be filled out two (2) weeks ahead of time if a speaker or performer wants to be paid before the event. If a contract is not filled out two (2) weeks in advance, signed and turned in, the speaker or performer will be paid after the event.
 - b. All publicity must say "Funded By Associated Students" and include the A.S. logo.
 - c. Only A.S. Boards and Commissions, Committees, Legislative Branch, Executive Offices, and Units may travel using A.S. money (see Associated Students Senate Finance Committee Policies and Procedures for more clarification).
 - d. Student Groups will be allocated five hundred dollars (\$500.00) for food to use throughout the year.
 - e. One-time exceptions may be used for any purposes governed by the A.S. financial policies and procedures by any student group once during the year. In addition, on time exceptions may be used for:
 - i. Retroactive reimbursements.
 - ii. Extensions to the five hundred dollar (\$500.00) food budget.
- B. Conference Travel
 - a. Students who do not fulfill their funded travel commitment without good reason shall bear full financial responsibility for the amount allocated by A.S.
 - b. A Student who had previously committed but fails to attend may appeal their fine to the Judicial Council and inform the Chair of the specific conference of their appeal.
 - c. It is the responsibility of the respective chair of the conference to make the delegation aware of this policy.

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

- A. Disabled Students Program (DSP):
 - a. Appropriation and Use of Funds:
 - i. The amount received from the lock-in shall be allocated annually in order to assist the Disabled Students Program (DSP). The DSP funds shall be used to maintain regular student staff support during the academic year in order to provide services to increase the retention and graduation rates of students with disabilities and to help foster student independence.
 - ii. The Director of DSP is responsible for determining how the funds are to be allocated and for preparing the annual budget packet for Associated Students funds. Each year, the DSP

Director shall be required to submit a budget proposal to A.S. Senate Finance and Business Committee in the Winter quarter for the following fiscal year detailing the allocation of funds for the student staff support.

- iii. The Associated Students Executive Director is responsible for the forwarding of funds for DSP to the proper account. The funds being used to maintain regular student staff support during the academic year will be placed in a "Sub-2, Student Wages/General Assistance" account in DSP's budget account administered through Cheadle Hall.
- b. The Director of the Disabled Students Program shall submit a monthly report (a copy of DSP's GLO 60) and annual report on September 1 to the Associated Students Executive Director at the end of the fiscal year summarizing the expenditure of funds of the prior fiscal year.

B. Educational Opportunity Program (EOP):

a. Eligibility Requirements:

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

b. Allocations:

- i. The maximum of all grants shall not exceed one thousand dollars (\$1,000) per student per fiscal year, with the exception of:
 - 1. Fifteen (15) grants of up to two thousand dollars (\$2,000) each, set aside for serious medical emergency situations as determined by EOP Counselors and verified by the EOP Director. However, these students should be referred to the SMERF fund first at <https://www.sa.ucsb.edu/smerf/>. If their SMERF application for medical reimbursement is denied, then they can apply for this exception to the grant.
 - 2. A maximum of fifteen (15) grants of up to two thousand, five hundred dollars (\$2,500.00) each for dire situations, as determined and approved by the EOP Director, can be allocated for situations that are beyond the scope of these guidelines. However, these students should be referred to the Financial Crisis Team at <http://food.ucsb.edu/about/committees/financial-crisis-response-team>. If their application for reimbursement is denied, then they can apply for this grant.
 - 3. The EOP grants are to be used in the case of an emergency as described below in Section 8(B)(3) – Types of Grants Available.
- ii. The Executive Director is responsible for determining how the funds are to be allocated and for preparing the budget breakdown of Associated Student funds.

- iii. Each year, the Executive Director shall be required to submit a budget proposal to Senate Finance and Business Committee in Winter quarter for the following fiscal year detailing the allocation of funds between grants and other student support services (e.g., supplies).
- c. Types of Grants Available:
- i. Medical/Dental Grants (e.g., eye glasses, medically necessary contact lenses, and other expenses and fees not covered under the student health insurance plan).
 - ii. Emergency Grants to meet expenses incurred due to the death or severe illness of an immediate family member, transportation costs in the event of financial emergency due to unusual and/or extenuating circumstances when transportation costs have exceeded the financial aid allowances for any given quarter; as defined by the Office of Financial Aid and Scholarships typical cost of attendance for the student's particular transportation situation. Housing rental costs in the event of a financial emergency resulting from an eviction notice, or evidence of other unusual and/or extenuating circumstances when rental costs have exceeded the financial aid allowances for any given quarter; as defined by the Office of Financial Aid and Scholarships typical cost of attendance for the student's particular living situation. The necessary documentation required in order to receive the grant is a copy of a notice of eviction from the student grantee's present residence and/or a current lease-rental agreement, receipts, and/or other verifiable documentation (such as notarization) showing that rental expenses have estimated figures from the Office of Financial Aid and Scholarships. For rental costs covered by the EOP grant, they can be written out directly to the landlord in lieu of the check being written out to the student.
 - iii. Grants for Graduate Program Testing Fees (e.g., CBEST, GRE, GMAT, MCAT & LSAT).
 - iv. Grants to Offset Graduate/Professional Program Application Fees (with a maximum of five applications) and other fees and/or expenses associated with applying to and accepting graduate/professional programs.
 - v. Grants to fund any Graduate Preparatory Exam (e.g., CBEST, GRE, GMAT, MCAT & LSAT) workshops and programs to help the student prepare for the exam.
 - vi. Grants for textbooks and/or supplies (including laptops) related to the student's attendance at UCSB are permitted in the event of lost, damaged or stolen items. In all instances, proof (e.g. police report, Resident Assistant confirmation, landlord confirmation), proof of purchase (can be from a family member), and course syllabi must be submitted.
 - vii. Grants to fund expenses for attending academic and research conferences, academic memberships, or professional internships. These students may also seek funding from other A.S. sources (including Finance Committee), if applicable.
 - viii. Grants for expenses associated with catastrophic events relating to a state of emergency event declared by federal, state, or local government (e.g. wildfires, major earthquakes, debris slide/mudslides, pandemics).
- d. Approval and Authorization Process for the Distribution of EOP Grants:
- i. The amount of each grant shall be first recommended by the EOP counselor who gives the student information about financial literacy through online resources available from the Office of Financial Aid and Scholarships and the AS Community Financial Funds, if relevant to their situation.

1. Student applicants must provide the EOP counselor with original, itemized bills or receipts detailing their expenses prior to the disbursement of the grant award.
 - ii. The recommendation shall then be reviewed by the EOP Business Officer and EOP Counselor.
 - iii. The recommendations shall be submitted to the EOP Director for approval and be additionally approved by the Office of the Vice Chancellor for Student Affairs.
 - iv. Prior to the disbursement of the grant, the EOP recommendation shall be reviewed by the A.S. Record Keeping Specialist, the A.S. Assistant Director for the Finance Committee, and approved by the A.S. Executive Director.
 - v. The EOP grant shall be disbursed through the A.S. Ticket Office.
- e. Annual Reporting and Account Management
- i. The A.S. Executive Director is responsible for preparing an annual report of fund balances and fund usage (e.g., dollar amounts, types of grants and support services) that preserves the confidentiality of the grant recipients.
 - ii. All funds remaining in this account at the end of the fiscal year are designated to be placed in the AS/EOP Trustee Account and reported during the AS Budget Hearings.

C. Intramural Sports Program (ISP):

- a. Appropriation and use of funds:
- i. The amount received from the lock-in shall be allocated annually in order to assist the Intramural Sports Program (ISP). The ISP funds shall be used to maintain general support needs during the academic year in order to support the expenses of ISP.
 - ii. The Director of ISP is responsible for determining how the funds are to be allocated and for preparing the annual budget packet for Associated Students funds. Each year, the ISP Director shall be required to submit a budget proposal to A.S. Senate Finance and Business Committee during Winter quarter for the following fiscal year detailing the allocation of funds for student staff, support, supplies, and expenses.
 - iii. The Associated Students Executive Director is responsible for the forwarding of funds for ISP to the proper accounts. The funds being used to maintain regular student staff support during the academic year will be placed in a "sub-2 student wages/general assistance" account. The funds for supplies and expenses shall be subject to the limitations provided in the A.S. Financial Policies and Procedures of Associated Students, prohibiting any use of funds for awards, trophies, gifts, personal items, etc. and will be placed in a "sub-3, supplies/expenses" account in ISP's #680325-20000 budget account.
- b. The Director of ISP shall submit a monthly report (a copy of ISP's GLO 60) and an annual report by September 1st to the Associated Students Executive Director at the end of the fiscal year summarizing the expenditure of funds.

D. Student Health Service (SHS):

- a. Appropriation and Use of Funds:
- i. The amount received from the lock-in shall be allocated annually in order to assist Student Health Service (SHS). The SHS funds shall be used to maintain general support needs during

the academic year in order to help support the expenses of SHS. Funds from the fee increase approved in Fall 2006 will be used to hire two additional mental health professionals, increase access and convenience by adding Thursday evening appointment hours, answer more informal medical questions without charge and without the need of a formal appointment, reduce the wait times for an appointment and for walk-in patients, provide stress reduction services, and help keep medical care affordable.

- ii. The Director of SHS is responsible for determining how the funds are to be allocated and for preparing the annual budget packet for Associated Students funds. Each year, the Director of SHS shall be required to submit a budget proposal to A.S. Senate Finance and Business Committee in Winter quarter for the following fiscal year detailing the allocation of funds for supplies and materials support.
 - iii. The Associated Students Executive Director is responsible for the forwarding of funds for SHS budget accounts (i.e., Administration, Outpatient, Health Education, Laboratory, X-Ray, and Pharmacy).
- b. The Director of SHS shall submit a monthly report (a copy of CCC's GLO60) and an annual report by September 1st to the Associated Students Executive Director summarizing the expenditure of funds from the prior fiscal year

E. Child Care Center (CCC):

a. Appropriation and Use of Funds:

- i. The amount received from the lock-in shall be allocated annually in order to assist the Child Care Center (CCC). The CCC funds shall be used to maintain regular student staff support and to purchase educational supplies and materials during the academic year in order to provide quality childcare services to the university community. In addition, the Children's Center will increase the professional development opportunities for its student staff through a peer mentor program, enhance student teacher assistant education and training, enhanced student wages, and subsidize student parent childcare tuition.
 - ii. The Director of the CCC is responsible for determining how the funds are to be allocated and for preparing the annual budget packet for Associated Students funds. Each year, CCC Director shall be required to submit a budget proposal to A.S. Senate Finance Committee in Winter quarter for the following fiscal year detailing the allocation of funds for student staff support. The Associated Students Executive Director is responsible for the forwarding of funds for CCC to the proper accounts.
 - iii. The funds being used to maintain regular student staff support during the academic year will be placed in a "Sub-2, Student Wages/General Assistance" account and in a "Sub-3, Supplies" account in CCC's #8-768400-42263 budget account.
- b. The Director of the Child Care Center shall submit a monthly report (a copy of CCC's GLO60) and an annual report by September 1st to the Associated Students Executive Director at the end of the fiscal year summarizing the expenditure of funds.

F. MultiCultural Center (MCC):

a. Appropriation and Use of Funds:

- i. The amount received from the lock-in shall be allocated annually in order to assist the MultiCultural Center (MCC). The MCC funds shall be used to maintain regular student staff

support and programming during the academic year in order to provide quality services to the University community. In addition, the MCC will provide programming in Isla Vista, provide funding for student organizations to present programs on race, cultural and social justice, and provide publicity for MCC affiliated student organizations.

- ii. The Director of the MCC is responsible for determining how the funds are to be allocated and for preparing the annual budget packet for Associated Students funds. Each year, the MCC Director shall be required to submit a budget proposal to A.S. Senate Finance Committee in Winter quarter for the following fiscal year detailing the allocation of funds for student staff support and programming. The Associated Students Executive Director is responsible for the forwarding of funds for the MCC to the proper accounts.
 - iii. The funds being used to maintain regular student staff support and programming during the academic year will be placed in a "Sub-2, Student Wages/General Assistance" account and in a "Sub-3" account in MCC's budget account.
- b. The Director of the Multicultural Center shall submit a monthly report (a copy of MCC's GLO60) and an annual report by September 1st to the Associated Students Executive Director at the end of the fiscal year summarizing the expenditure of funds.

G. Student Engagement & Leadership (SEAL):

a. Appropriation and Use of Funds:

- i. The amount received from the lock-in shall be allocated annually in order to assist Student Engagement & Leadership (SEAL). The SEAL funds shall be used to expand services to students in the leadership and first-year programs. These services could include: invitations to a wider range of students to the annual student leader retreat, more intensive leadership training, create a statewide leadership conference, enhance the current leadership conference and enhance the quarterly leadership series, and security for student-initiated programming. The fee will provide funding for programmatic costs.
 - ii. The Director of SEAL is responsible for determining how the funds are to be allocated and for preparing the annual budget packet for Associated Students funds. Each year, the SEAL Director shall be required to submit a budget proposal to A.S. Senate Finance Committee in the Winter quarter for the following fiscal year detailing the allocation of funds.
 - iii. The Associated Students Executive Director is responsible for the forwarding of funds for SEAL to the proper account.
- b. The Director of SEAL shall submit a monthly report (a copy of the GLO 60) and annual report by September 1st to the Associated Students Executive Director at the end of the fiscal year summarizing the expenditure of funds of the prior fiscal year.

H. Arts & Lectures:

a. Appropriation and Use of Funds:

- i. The amount received from the lock-in shall be allocated annually in order to provide discounted ticket prices to Arts and Lectures events for students. This fee will help subsidize affordable student ticket prices.
- ii. The Director of Arts & Lecture is responsible for preparing the annual budget packet for Associated Students funds. Each year, the Director shall be required to submit a budget

proposal to A.S. Senate Finance Committee in the Winter quarter for the following fiscal year detailing the allocation of funds.

iii. The Associated Students Executive Director is responsible for the forwarding of funds for Arts & Lectures to the proper account.

b. The Director of Arts and Lectures shall submit a monthly report (a copy of the GLO 60) and annual report by September 1st to the Associated Students Executive Director at the end of the fiscal year summarizing the expenditure of funds of the prior fiscal year.

I. Recreational Sports:

a. Appropriation and Use of Funds:

i. The amount received from the lock-in shall be allocated annually in order to assist Recreational Sports fulfill their mission of creating a program based on interest rather the skill or an ability to pay. The funds will be used to subsidize sport club teams and athletic training, the adventure programs, intramural sports and overall programmatic support for Recreational Sports.

ii. The Director of Recreational Sports is responsible for preparing the annual budget packet for Associated Students funds. Each year, the Director shall be required to submit a budget proposal to A.S. Senate Finance Committee in the Winter quarter for the following fiscal year detailing the allocation of funds.

iii. The Associated Students Executive Director is responsible for the forwarding of funds for Recreational Sports to the proper account.

b. The Director of the Recreation Department shall submit a monthly report (a copy of the GLO 60) and annual report by September 1st to the Associated Students Executive Director at the end of the fiscal year summarizing the expenditure of funds of the prior fiscal year.

J. Events Center:

a. Appropriation and Use of Funds:

i. The amount received from the lock-in shall be allocated annually in order to provide deferred maintenance and upgrade of the facilities including: a new air conditioning system, new theater style seating, new sound system, expanded restrooms and acoustic treatment to improve the sound quality for concerts. The funds are designed to convert the Events Center to a multi-use facility.

ii. The Director of the Events Center is responsible for preparing the annual budget packet for Associated Students funds. Each year, the Director shall be required to submit a budget proposal to A.S. Senate Finance Committee in the Winter quarter for the following fiscal year detailing the allocation of funds.

iii. The Associated Students Executive Director is responsible for the forwarding of funds for the Events Center to the proper account.

b. The Director of the Events Center shall submit a monthly report (a copy of the GLO 60) and annual report by September 1st to the Associated Students Executive Director at the end of the fiscal year summarizing the expenditure of funds of the prior fiscal year.

K. Campus Learning Assistance Program (CLAS):

a. Appropriation and Use of Funds:

- i. The amount received from the lock-in shall be allocated annually in order to assist CLAS in maintaining its current level of services without charge to students including: group tutorials for math, physics, biology, chemistry, economics and statistics; drop-in labs; develop the study skills program; develop on-line services; maintain evening hours of operation, hire additional full-time staff, maintain individual tutoring of students enrolled in the Disabled Students Program, and maintain consistent staffing throughout all summer sessions.
 - ii. The Director of CLAS is responsible for preparing the annual budget packet for Associated Students funds. Each year, the Director shall be required to submit a budget proposal to A.S. Senate Finance Committee in the Winter quarter for the following fiscal year detailing the allocation of funds.
 - iii. The Associated Students Executive Director is responsible for the forwarding of funds for CLAS to the proper account.
- b. The Director of CLAS shall submit a monthly report (a copy of the GLO 60) and annual report by September 1st to the Associated Students Executive Director at the end of the fiscal year summarizing the expenditure of funds of the prior fiscal year.

L. University Center:

a. Appropriation and Use of Funds:

- i. The amount received from the lock-in shall be allocated annually in order to assist the University Center cover the costs of the increase in minimum wage for its student employees and provide an outstanding late night venue in The Hub.
 - ii. The Director of the University Center is responsible for preparing the annual budget packet for Associated Students funds. Each year, the Director shall be required to submit a budget proposal to A.S. Senate Finance Committee in the Winter quarter for the following fiscal year detailing the allocation of funds.
- b. The Director of the University Center shall submit a monthly report (a copy of the GLO 60) and annual report by September 1st to the Associated Students Executive Director at the end of the fiscal year summarizing the expenditure of funds of the prior fiscal year.

SECTION 9. RESERVES

Reserves are those monies that have accumulated from prior years. By delegation of authority, the Regents have made the Chancellor responsible for the fiscal solvency of the Associated Students and thereby ensure that any activity under control of the student government is operated in accordance with sound business practices consonant with University policies and procedures (see System wide University Policies Applying to Campus Activities, Organizations and Students). The Chancellor has, in turn, delegated the normal daily activity of the Associated Students to the Senate, who in turn, has delegated it to the A.S. Executive Director, in keeping with the A.S. Legal Code and the job description of the A.S. Executive Director.

A. Reserves Policies and Guidelines:

- a. Monies shall be kept on deposit in a federally insured bank, savings & loan, credit union, UCSB Short Term Interest Program (STIP) or brokerage firm, which provides casualty insurance to depositors at least equal to that of a federally insured institution.

- b. Funds kept on deposit in a brokerage firm must be managed by a Securities and Exchange Commission (SEC) Registered Investment Advisor (RIA) who is registered with the International Board of Standards and Practices for Certified Financial Planners (IBCFP).
- c. Funds not kept in a federally insured bank, savings & loan, or credit union must be reviewed quarterly by the Investments Advisory Committee and the Executive Director. The Chairperson of the Investment Advisory Committee or their delegate must report to the Senate at least quarterly, and must include in their report:
 - i. The total value, in U. S. dollars, of all funds in the reserves account which are not on deposit in a federally insured bank, savings and loan, or credit union.
 - ii. A complete explanation for any gains or losses incurred.
 - iii. A total of all brokerage fees incurred in the current quarter including commissions paid, front or end load amounts, and other broker related expenses.
 - iv. An overview stating whether or not expected return levels have been accomplished, and what are future estimated rate of returns, based on a ninety percent (90%) confidence level.
- d. All expenses relating to funds not kept in a federally insured bank, savings and loan, or credit union must be fully disclosed in quarterly reports of that firm and reviewed by the Investments Advisory Committee and the A.S. Executive Director.
- e. All investments and deposits must be socially responsible, and no funds may be invested or deposited in any organization listed in the "Boycott Policies" section of the ASUCSB bylaws.. The Senate shall ensure that investments and deposits are socially responsible and not being made to an organization listed in the "Boycott Policies" section of the ASUCSB bylaws by approving all investments and deposits with a two-thirds (2/3) vote.
- f. Reserves may be placed or transferred into other socially responsible investment projects and/or ASUCSB accounts, including but not limited to the Senate Unallocated account with a two-thirds (2/3) vote of the Investments Advisory Committee and the Senate.
- g. Capital Reserves will be seventeen percent (17%) of the annual amount of A.S. membership fees received by Associated Students. This amount would not include those funds transferred directly to departments (Article IV, Section 2 funds) or funds for Daily Nexus, La Cumbre Yearbook, Parking, or UCSA. (Note: Outside and campus auditors were consulted regarding the amount Associated Students should set aside for Capital Reserves and it is recommended that the auditors be consulted annually).
- h. The Associated Students Investments Advisory Committee shall be empowered to access and use up to ten percent (10%) of the Reserves amount to invest in short term investments during that fiscal year in a bona fide manner from all officers, employees, and members of the Associated Students.
- i. When Capital Reserves doubles the minimum amount necessary as defined in paragraph 7, the following policy shall go into effect regarding the distribution of funds:
 - i. Take the total amount of Capital Reserves as of December 31st of the current year, minus the dividends and interest.
 - ii. Double the minimum required in Capital Reserves after adjustment in paragraph 7 above.
 - iii. Subtract the difference in (a) from (b) arriving at the grand total.

- iv. Twenty-five percent (25%) of the Grand Total shall be available for use in the operating budget for the next fiscal year.
- j. Funds which exceed those that are needed for the above-mentioned collateral may be spent on the following:
 - i. Major equipment purchases
 - ii. Equipment renovation
 - iii. Facility renovation
 - iv. Startup costs for new programs and business services.
- k. Approval of expenditures of such funds shall be accomplished by a three-fourths (3/4) vote of the Senate. The recommendation of the Investments Advisory Committee should be sought before any Reserve withdrawals are voted on by the Senate.

B. Trustee Reserves:

- a. The Trustee Reserves must equal the account balances in the trustee accounts. Any transfers to ensure this amount will be done at year-end.

C. Suspense Account Policy:

- a. The remaining balance for the previous fiscal year's Suspense Account after closing is to be placed in the operating budget two (2) fiscal years hence (Example: Year-end 6/30/02 balance placed in budget for 03/04).
 - i. Unallocated can be funded as a line item for purposes of forming and preparing the budget for the next fiscal year.
 - ii. Capital Reserves can be funded as a line item for purpose of forming and preparing the budget for the next fiscal year.

D. Reserves Interest Policy:

- a. A three (3) year average (based on current year plus last two (2) fiscal years) of the interest and dividends from Capital Reserves shall be placed in the operating fund in the budget income for the fiscal year two (2) years hence. (Example: year-end 6/30/04 balance placed in budget for 2005-2006).
- b. However, if the Capital Reserves amount does not meet the mandatory seventeen percent (17%) rule as of June 30th of the prior fiscal year, the amount needed will be retained for the fiscal year two (2) years hence budget under the Capital Reserves budget line item not to exceed ten percent (10%) up to \$10,000. (Example: June 30, 2004 short in Capital Reserve will start payback on the 2005-2006 budget).
- c. Capital Reserves can be funded as a line item for the purpose of forming and preparing the budget for the next fiscal year.
- d. All of the interest from Trustee Reserves shall be placed in the operating fund in the budget for the fiscal year two (2) years hence. (Example: year-end 6/30/04 balance placed in budget for 2005-2006).

E. Capital Improvements Policy:

- a. Capital Improvements shall be spent according to the following guideline:
 - i. Equipment purchases under \$5,000.00.
 - ii. Startup costs for programs, and new business services under \$5,000.00.

- iii. One-time expenses to improve an existing program or service under \$5,000.00.
- iv. Facility renovation or improvements under \$5,000.00
- b. Money not spent or appropriated at the end of the fiscal year shall be put into the Suspense Account to be used in the budget for the next fiscal year.
- c. Capital Improvements shall be funded as a line item for the purpose of forming the budget for the next fiscal year.
- d. The University Center is responsible for Associated Students building maintenance. Associated Students is responsible for contents only.
- e. Money not spent or appropriated at the end of the fiscal year shall be put into the Suspense Account to be used in the budget for the fiscal year two (2) years hence. (Example: year-end 6/30/02 balance placed in budget for 03/04).

F. Program Board Capital Reserves Policy:

- a. Program Board Capital Reserves are funded by those monies remaining in the Program Board Operating Account at the end of each fiscal year and which protect the operating solvency of the Program Board.
- b. Funds may be spent on the following:
 - i. To replace and purchase equipment
 - ii. To promote "in house" events
 - iii. To cover Program Board deficits
 - iv. To cover one time unexpected/unbudgeted needs
 - v. To cover facility/minor office renovations.
- c. Program Board Capital Reserves monies shall never Fall below a base of fifty thousand dollars (\$50,000) without a two-thirds (2/3) vote of Program Board, and the Senate.
- d. Approval of the expenditures of the Program Board Reserve funds shall be accomplished as follows:
 - i. Expenditures of up to fifteen thousand dollars (\$15,000) require a two-thirds (2/3) vote of Program Board.
 - ii. Expenditures of fifteen thousand dollars (\$15,000) or more requires a two-thirds (2/3) vote of Program Board and the Senate.
- e. Upper Reserve Limit:
 - i. The Program Board Capital Reserves Account shall not exceed the amount of two hundred fifty thousand dollars (\$250,000). All monies over two hundred fifty thousand dollars (\$250,000) on June 30th (end of fiscal year) shall be spent in the following fiscal year or shall be transferred to the Program Board Operating Account.

G. KCSB Capital Reserves Policy:

- a. The KCSB Capital Reserves are funded by those monies which are remaining in the KCSB Operating Account at the end of each fiscal year and which protect the operating solvency of KCSB.
 - i. If KCSB as a whole shows a positive balance in the KCSB Operating Account, then that amount will be automatically carried forward to the KCSB Capital Reserves Account.

- b. The funds may be spent on the following:
 - i. To replace and purchase equipment
 - ii. To promote "in house" events
 - iii. To cover KCSB deficits
 - iv. To cover one time unexpected/unbudgeted needs
 - v. To cover facility/minor office renovations
- c. KCSB Capital Reserves monies shall never Fall below a base of fifty thousand dollars (\$50,000) without a two-thirds (2/3) vote of the KCSB Executive Committee and the Senate.
- d. Approval of the expenditures of the KCSB Capital Reserves Funds shall be accomplished as follows:
 - i. Expenditures of up to fifteen thousand dollars (\$15,000) require a two-thirds vote of the KCSB Executive Committee.
 - ii. Expenditures of over fifteen thousand dollars (\$15,000) require a two-thirds (2/3) vote of KCSB Executive Committee and the Senate.
- e. Upper Reserve Limit:
 - i. The KCSB Capital Reserves Account shall not exceed the amount of two hundred fifty thousand dollars (\$250,000). All monies over two hundred fifty thousand dollars (\$250,000) on June 30th (end of fiscal year) shall be spent in the following fiscal year or shall be transferred to the Communications Personnel Account.

SECTION 10. ASSOCIATED STUDENTS' INNOVATION FUND

- A. It shall be the responsibility of the AS Director of Alumni Affairs and the AS Chief Financial Officer to assist in the stewardship of the Associated Students Endowment (AS Innovation Fund).
- B. Any expenditure from the Associated Students Endowment shall be recommended by the AS President, in consultation with the Donor Oversight Committee, and be approved with a two-thirds (2/3rds) vote of the AS Senate.
- C. Any expenditure from the Fund shall be in alignment with the Innovation Fund's intention and description:
 - a. "Associated Students' Innovation Fund contributes to student initiatives that directly serve student needs. Contributing to this fund will provide the needed funding and support for campus-wide programs, services, events and operations to enhance student life without raising student fees. Our goal is to move towards a model of self-sustainability and become less reliant on student fee increases. The financial burden on students is at an all-time high and we believe the Associated Students' Innovation Fund will contribute to the solution."

ARTICLE V – EXECUTIVE BRANCH

I. ASUCSB EXECUTIVE OFFICERS

SECTION 1. DUTIES AND POWERS OF ALL A.S. EXECUTIVE OFFICERS

- A. Provide leadership to Senate members.
- B. Act as official A.S. Representative(s) to the UCSB Administration and Academic Senate on all policy, personnel, and financial matters.

- C. Meet weekly with the Executive Director to discuss current business.
- D. Coordinate policy and issues amongst the Associated Students.
- E. Attend at least one (1) staff meeting per quarter.
 - a. The first meeting of every month shall include the complete A.S. Staff, the A.S. President, and the A.S. Executive Director.
 - b. Other staff meetings should be instigated by the A.S. President on a regular basis to ensure constant, open communication.
- F. Submit an expenditure report of all spending from their respective office once a month to the Senate.
 - a. These expenditure reports are due at the Associated Students Senate's first meeting of the month.
 - b. The reports must be submitted through email to the Senate.
- G. Shall report to the Senate a minimum of five (5) times per quarter regarding their actions and those of their office.
- H. All Executive Officers shall be required to annually participate in an Executive Officer training session the Tuesday, Wednesday, and Thursday following the Swearing In Ceremony, which will be coordinated by the Assistant Director for Governmental Affairs. This training will consist of meetings with top University officials and staff of ASUCSB as well as training by experts in the areas of leadership and student governance.
 - a. The newly elected ASUCSB Executive officers and former ASUCSB Executive officers shall coordinate a meeting/training in which several things may be discussed/taught:
 - i. Current office structure
 - ii. Tips on running an office staff
 - iii. Passing over any essential documents, procedures, or formats that may have created efficiency within ASUCSB.
 - iv. Contact information for current office staff for questions that may rise in the future
 - v. General advice and information that is not already present in the ASUCSB By-Laws.
 - b. All Executive Officers shall be required to publicly post two (2) reports per-quarter that detail what they plan to work on and/or what they have worked on for that quarter. These two reports should be posted on all social media owned by the Executive officers in order to reach the largest audience and will be posted once at either the beginning of the quarter or mid-way through the quarter and once at the end of each quarter.

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

- A. By consensus of their membership, the A.S. Executive Officers (or proxy) shall attend all meetings of the following A.S. or University Committees and affiliate groups:
 - a. Graduate Students' Association (One (1) Executive Officer)
 - b. Major Events Committee (One (1) Executive Officer)
 - c. President's Cabinet (All Executive Officers)

SECTION 3. ADDITIONAL DUTIES & POWERS OF THE PRESIDENT

- A. Be empowered to issue Executive Orders at their discretion; definition and process are outlined below:
- B. Executive Order: An immediate directive to a specific Associated Students entity, officer, or the organization as a whole to execute or refrain from a particular action.
- C. The Office of the Attorney General must be consulted on all executive orders prior to their enactment. The Attorney General is not required to approve executive orders.
- D. All Associated Students members, as defined by Article IV of the Associated Students Constitution, shall have the right to bring a case to the Judicial Council and solicit an opinion regarding the constitutionality of an executive order.
- E. The President may rescind, modify, or make exceptions to their own, or any other previous executive order.
- F. The executive order shall take effect upon association wide distribution of the directive. Acceptable mediums include, but are not limited to, email, website, and social media. The President or their designee shall make every reasonable effort to maximally distribute and publicize their order.
- G. After the executive order takes effect, it will be distributed as follows:
 - a. One (1) copy to each member of the Senate, twenty-seven (27) copies total.
 - b. One (1) copy to each Executive Officer and the Executive Director, six (6) copies total.
 - c. One (1) copy to the Daily Nexus.
 - d. One (1) copy to be placed in the minutes of the next Senate meeting.
 - e. One (1) Association-wide email with the digital executive order.
- H. Supervises the Executive Director and conducts necessary or required personnel evaluations.
- I. The A.S. President shall sit as the undergraduate representative and attend all meetings of the following A.S. or University Committees and affiliated groups:
 - a. Alumni Association
 - b. Senate Finance Committee
 - c. Campus Planning Committee
 - d. Chancellor's Coordinating Committee on Budget and Strategy
 - e. Events Center Governance Board (Ex-Officio Member)
 - f. Faculty Legislature
 - g. Getman and Villa Selection Awards Committee
 - h. Intercollegiate Athletics Policy Board
 - i. UCEN Governance Board (Ex-Officio Member)
 - j. UCSB Foundation
 - k. Recreation Center Governance Board (Ex-Officio Member)
 - l. Student Fee Advisory Committee (Advisor)
 - m. Should the A.S. President wish to sit on any additional university administration, faculty, staff, or other advisory bodies for the year, she/he must nominate her/himself and be approved by a majority vote (50% + 1) of the Senate.
- J. Attend at least three ASUCSB Workgroups as well as the quarterly A.S. Assembly.
- K. The A.S. President shall be responsible for, with thorough consultation with all of Associated Students, setting the vision for the Association every academic year.

- a. The A.S. President shall facilitate the annual update to the A.S. Strategic Plan and, in years applicable, champion the creation of a new A.S. Strategic Plan.
- L. The President is empowered to veto legislation of the Senate within two (2) business days of its adoption. The President is then responsible for submitting a statement explaining the reason(s) for the veto within three (3) business days of the passed legislation.
 - a. Distribution of the statement shall be as follows:
 - i. One (1) copy to each member of the Senate, twenty-seven (27) copies total.
 - ii. One (1) copy to each Executive Officer and the Executive Director, six (6) copies total.
 - iii. One (1) copy to the Daily Nexus.
 - iv. One (1) copy to be placed in the minutes of the next Senate meeting.
 - v. The President shall have the option of charging the secretary(ies) to inform all of the aforementioned persons via e-mail regarding the availability of the hardcopy that states the reason(s) for the veto.
 - b. The vetoed legislation shall automatically be placed on the next Senate agenda, under Old Business.
 - c. Senate may override a veto by a two-thirds (2/3) vote of the voting membership.
- M. Appoint the chair people of all Associated Students Boards and Commissions, Senate Temporary Committees, and ASUCSB Units, as well as all representatives to university administration, faculty, staff, or other advisory bodies.
- N. Shall Attend the Safe Zone/Queer 101 training by the sixth (6) week of Fall Quarter.
- O. Shall attend a sexual violence and sexual harassment prevention training by the third (3) week of Fall Quarter facilitated by a representative from the Office of Equal Opportunity, Sexual Harassment/Title IX Compliance.
- P. Shall attend an Interpersonal Violence Prevention Training by the third (3) week of Fall Quarter facilitated by a representative from the CARE office.
- Q. Shall attend a training on understanding unconscious bias and the roots of anti-Semitism by the sixth (6) week of Fall Quarter facilitated by a representative from the Anti-Defamation League.
- R. Shall attend an intercultural awareness and communications strategies training facilitated by a representative from the Office of International Students and Scholars.
- S. Shall attend an Anti-Blackness Training hosted by a paid representative of the Black community by the third week of Fall Quarter.
- T. Shall hold a minimum of eight (8) office hours per week.

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

- A. The A.S. Internal Vice President shall sit as the undergraduate representative and attend all meetings of the following A.S. or University Committees and affiliated groups:
 - a. Senate Finance Committee
 - b. Calendar Committee
 - c. Campus Elections Committee

- d. UCEN Governance Board (Advisor)
 - e. Parking Ratepayers Board
 - f. Transportation Alternatives Board
 - g. Student Fee Advisory Committee (advisor)
- B. Coordinates Committee applications and screening process in conjunction with the President.
- C. Serves as the supervisor of the Committee on Committees Chair and Vice Chair.
- D. Serves as the supervisor of the Tech and Media Services Committee.
- E. Shall hold a minimum of six (6) office hours per week.
- F. Coordinate and facilitate the completion of Senate Group Projects.
- G. Shall preside as the Chair of the Senate temporary Committee on Honoraria.
- H. Shall nominate a First and Second presiding Representative Pro-Tempore after an application and interview process has been duly conducted under the following outlined responsibilities:
- a. Shall inform the Senate-Elect of the duties, powers, and application/interview process of the First and Second Pro-Tempores by the eighth (8) week of Spring quarter, (the Inaugural Senate Meeting).
 - b. Shall determine the logistics of the application/interview process in consensus with the A.S. President.
 - c. Shall initiate an application and interview process for the First and Second Pro-Tempore positions in accordance with the A.S. Constitution.
 - d. Shall consider the Candidate's familiarity with the A.S. Legal Code and Roberts's Rules of Order.
 - e. Shall consider the Candidate's dedication, enthusiasm, and time commitment.
 - f. Shall keep and update a file of the application and interview process for future Internal Vice Presidents to review for transition purposes.
- I. Shall nominate a parliamentarian after an application and interview process has been duly conducted under the following outlined responsibilities:
- a. Shall initiate an application and interview process for the Parliamentarian by the second (2nd) regular meeting following the installation of officers.
 - b. Shall select a Parliamentarian by the fourth (4) regular meeting following the installation of officers.
 - c. Shall strongly consider the Candidate's familiarity with the A. S. Legal Code and Robert's Rules of Order.
 - d. Shall consider the Candidate's dedication, enthusiasm, and time commitment.
 - e. Shall keep and update a file of the application and interview process for future Internal Vice Presidents to review for transition purposes.
- J. The Internal Vice President shall make themselves available following every Senate meeting for the purposes of clarification and discussion of the minutes and actions of the Senate with any media in attendance.

- K. Shall coordinate the orientation of incoming and outgoing Senate members. Re-elected representatives continuing in their positions shall take the place of outgoing members when they are not available to meet with newly elected members.
- L. Shall plan and attend the Safe Zone/Queer 101 training by the sixth (6) week of Fall Quarter.
- M. Shall attend a sexual violence and sexual harassment prevention training by the third (3) week of Fall Quarter facilitated by a representative from the Office of Equal Opportunity, Sexual Harassment/Title IX Compliance.
- N. Shall attend an Interpersonal Violence Prevention training by the third (3) week of Fall Quarter facilitated by a representative from the CARE office.
- O. Shall coordinate and attend a training on understanding unconscious bias and the roots of anti-Semitism by the sixth (6) week of Fall Quarter facilitated by a representative from the Anti-Defamation League.
 - a. Shall schedule the aforementioned training by contacting the regional director of the Santa Barbara chapter of the Anti-Defamation League.
- P. Shall attend an intercultural awareness and communications strategies training facilitated by a representative from the Office of International Students and Scholars.
- Q. Shall attend an Anti-Blackness Training hosted by a paid representative of the Black community by the third (3) week of Fall Quarter.

SECTION 5. ADDITIONAL DUTIES & POWERS OF THE EXTERNAL VICE PRESIDENT FOR LOCAL AFFAIRS

- A. The External Vice President for Local Affairs acts as liaison and official Associated Students' representative to Isla Vista governmental agencies and the Santa Barbara County Board of Supervisors.
- B. Meet a minimum of once (1) a quarter with the following entities:
 - a. A.S. Isla Vista Community Relations Committee Chairperson
 - b. A.S. Community Affairs Board Chairperson
 - c. A.S. Environmental Affairs Board Chairperson
 - d. Third District Supervisor and/or Aide
 - e. Isla Vista Tenants Union (IVTU)
- C. Shall hold a minimum of six (6) office hours per week to be distributed between the A.S. and the A.S. Pardall Center.
- D. Shall attend the Safe Zone/Queer 101 training by the sixth (6) week of Fall Quarter.
- E. Shall attend a sexual violence and sexual harassment prevention training by the third (3) week of Fall Quarter facilitated by a representative from the Office of Equal Opportunity, Sexual Harassment/Title IX Compliance.
- F. Shall attend an Interpersonal Violence Prevention Training by the third (3) week of Fall Quarter facilitated by a representative from the CARE office.
- G. Shall attend a training on understanding unconscious bias and the roots of anti-Semitism by the sixth (6) week of Fall Quarter facilitated by a representative from the Anti-Defamation League.
- H. Shall attend an intercultural awareness and communication strategies training facilitated by a representative from the Office of International Students and Scholars.
- I. Shall attend an Anti-Blackness Training hosted by a paid representative of the Black community by the third (3) week of Fall Quarter.

- J. Shall attend (or designate a proxy to attend) the following meetings regularly:
 - a. Isla Vista Recreation and Park District
 - b. Isla Vista Property Owners Association
 - c. Santa Barbara County Board of Supervisors (when issues affect students)
 - d. Isla Vista Community Network
 - e. Goleta Water District (when issues affect students)
 - f. UCSB Major Events Committee when needed
 - g. Environmental Affairs Board
 - h. Isla Vista Community Relations Committee
 - i. Isla Vista Tenants Union
 - j. Senate Outreach Committee
- K. Shall work with the SEAL Voter Registration Intern and the External Vice President for Statewide Affairs to coordinate voter registration on campus and in Isla Vista.
- L. Shall be a liaison to AS Entities and the community regarding space.
- M. Shall serve on the Isla Vista Food Cooperative board until 2018.

SECTION 6. ADDITIONAL DUTIES & POWERS OF THE EXTERNAL VICE PRESIDENT FOR STATEWIDE AFFAIRS

- A. The External Vice President for Statewide Affairs acts as liaison and official Associated Students' representative to the Federal Government, State Government, UC Regents, System-wide Administration, the UC Student Association, US Students Association, and state and national student coalitions.
- B. Take into consideration the actions of UCSA and USSA along with the recommendations of their staff to advocate for UCSB undergraduates on a statewide and national level.
- C. Shall attend the Safe Zone/Queer 101 training by the sixth (6) week of Fall Quarter.
- D. Shall attend a sexual violence and sexual harassment prevention training by the third (3) week of Fall Quarter facilitated by a representative from the Office of Equal Opportunity, Sexual Harassment/Title IX Compliance.
- E. Shall attend an Interpersonal Violence Prevention Training by the third (3) week of Fall Quarter facilitated by a representative from the CARE office.
- F. Shall attend a training on understanding unconscious bias and the roots of anti-Semitism by the sixth (6) week of Fall Quarter facilitated by a representative from the Anti-Defamation League.
- G. Shall attend an intercultural awareness and communication strategies training facilitated by a representative from the Office of International Students and Scholars.
- H. Shall attend an Anti-Blackness Training hosted by a paid representative of the Black community by the third week of Fall Quarter.
- I. Hold a minimum of five (5) office hours per week.
- J. Meet a minimum of once per quarter with the:
 - a. A.S. Lobby Corps Chairs(s)
 - b. A.S. Student Commission on Racial Equality Chair(s)
 - c. A.S. Commission on Disability Equity Chair(s)
 - d. A.S. Commission for Marginalized Genders Chair(s)
 - e. A.S. Trans and Queer Commission Chair(s)

- K. Make a reasonable effort to attend all UCSA and UC Regents meetings as funds permit.
- L. Manage the activities of the EVPSA office for the express purposes of providing support and fostering leadership development.
- M. Work in coordination with the Senators to formulate resolutions in response to state and national issues.
- N. Direct all EVPSA office staff.
- O. Attend all meetings of the Senate Outreach Committee
- P. Along with the rest of the EVPSA office shall work in collaboration with the Finance Committee to grant funding from the USSA fund to underrepresented student groups for the purpose of traveling to conferences to promote campus student advocacy efforts. The process shall be as follows:
 - a. Requests may be submitted directly to either the EVPSA Office or the Finance Committee. No prior submission to the EVPSA Office is required before Finance Committee consideration.
 - b. Each party shall independently review requests according to its jurisdiction:
 - i. The Finance Committee shall ensure compliance with Associated Students Financial Policies and general fiscal accountability standards.
 - ii. The EVPSA Office shall ensure alignment with statewide and national advocacy objectives and the mission of the United States Student Association
 - c. The EVPSA office and Finance Committee shall pass funding for groups they deem to be appropriately using the fund and how much they are funding them through their meeting minutes.
 - d. These approved requests shall be sent to the opposite party with a description of the rationale for funding, and they will be deliberated at that party's next meeting. Neither representatives from the organization requesting the funding nor individuals from the EVPSA office are required to attend these meetings, as long as all relevant information is provided to the Finance Committee to make an informed decision.
 - i. Finance Committee should only deny funding that the EVPSA office approved only in the case of:
 - 1. Financial policies other than travel or food costs being broken
 - 2. An excessive amount of funding is being granted to a singular organization, to the extent that other organizations would lose their access to this funding as a result.
 - 3. Other miscellaneous mishandling of funds to the same or higher extent or scope of necessitating interjection as the above three points.
 - ii. The EVPSA Office should only deny funding that the Finance Committee approved only in the case of:
 - 1. An interpretation that the fund does not align with the Association's mission and/or does not benefit the University of California.
 - 2. An interpretation that the fund is not intended for student advocacy based travel purposes.

- iii. Funding for travel or food costs out of the USSA fund does not require a financial policy exception to be granted, and there is no limit to the amount of funding that can be granted for a particular event. With that being said, the EVPSA and Finance Committee should use their best judgment to make sure that this fund lasts to fund conferences and groups throughout the entire academic year.
- iv. A Memorandum of Understanding shall be created, edited, and/or continued and signed by the Finance Committee and EVPSA on a yearly basis, and the EVPSA and Finance Committee shall meet to discuss the state of the USSA fund, any needed improvements regarding the process of granting USSA funding, and their continued commitment to collaboration in funding the travel of underrepresented student groups to conferences. This Memorandum of Understanding, which outlines the above principles, shall be signed and the meeting shall be held each year prior to Budget Hearings.

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

- A. Provide oversight and direction to the Office of the Student Advocate.
- B. Hold the main fiscal responsibility and monetary oversight of the OSA.
- C. Educate the student body about student's rights, University and Associated Students policies, laws, regulations, procedures, and promote awareness of the availability of support and assistance services offered both by the OSA, Associated Students, and the University at large.
- D. Be available to provide assistance and support to any student, student group or student organization involved in disciplinary actions with the University of California, Santa Barbara and be empowered to challenge University policies on their behalf.
- E. Present the position of the Associated Students to the University's administration concerning student's rights, campus rules, student life and affairs, and other areas of student conduct.
- F. Grant students who seek Office of the Student Advocate General's help in addressing violations of Policy 1 the full attention and consideration of the office.
 - a. Conduct a respectful, fair investigation involving all relevant stakeholders if deemed necessary.
- G. Shall be trained in conflict resolution or mediation by UCSB Office of the Ombuds.
- H. Shall attend a training on understanding unconscious bias and the roots of anti-Semitism by the sixth (6) week of Fall Quarter facilitated by a representative from the Anti-Defamation League.
- I. Shall attend a sexual violence and sexual harassment prevention training by the third (3) week of Fall Quarter facilitated by a representative from the Office of Equal Opportunity, Sexual Harassment/Title IX Compliance.
- J. Shall attend an Interpersonal Violence Prevention Training by the third (3) week of Fall Quarter facilitated by a representative from the CARE office.
- K. Shall attend an intercultural awareness and communication strategies training facilitated by a representative from the Office of International Students and Scholars.
- L. Shall attend an Anti-Blackness Training hosted by a paid representative of the Black community by the third (3) week of Fall Quarter.
- M. Be a non-partisan representative of all undergraduate students at the University.

- a. Non-partisanship is defined as “not supporting or controlled by a political party, special interest group, or the like”
 - b. In the Office of the Student Advocate, only the position of the Student Advocate General that is required to hold a non-partisan role on behalf of Associated Students.
 - c. Staff members are allowed to be a part of any political organization they desire, and will not be selected based on political preference. The work staff members do under the Office of the Student Advocate will not create a bias for any decisions the Student Advocate General makes, or any decisions made on behalf of the office.
- N. Act as the official liaison between the OSA and all other university entities, including the University.
- O. Shall direct all OSA publicity and outreach efforts.
- P. Shall create, conduct, and implement specialized projects relating to the agenda of the OSA for the given year.
- Q. Shall be responsible for conducting weekly office meetings and sending meeting agendas.
- R. Attend all meetings of the Senate Campus Affairs Committee.
- S. Shall draft the Advocacy Agenda.
 - a. The Advocacy Agenda shall:
 - i. Be developed at the beginning of the academic year and completed no later than week fall (5) of Fall quarter.
 - ii. Consist of a series of student concerns to be advocated for by the OSA for the remainder of the year.
 - iii. Include an item or items for each division to work for or towards.
 - iv. Include a series of short, medium, and long-term goals, as well as potential strategies employed.
- T. Shall facilitate and execute quarterly office-conducted polls regarding students' opinions on AS and campus-wide needs to act as a nonpartisan representative of the undergraduate student body.
 - a. Oversee and ensure the stability of the polling process and presentation of poll results.
 - b. Deliver results and analysis developed by the OSA to the AS Senate Quarterly, highlighting key points of concern that should be advocated for as well as informing the Senate on special projects the office itself will be implementing.
- U. In the event that the offices of the President, the Vice President for Internal Affairs, External Vice President for Local Affairs and the External Vice President for Statewide Affairs should become vacant, serve as President until a new President or Vice President for Internal Affairs, External Vice President for Local Affairs or External Vice President for Statewide Affairs is duly elected.
- V. Oversee the adherence to the Student Bill of Rights.
 - a. Affirm that the Student Bill of Rights constitutes an impartial act of equity.

- b. Recommend constitutional amendments to the Student Bill of Rights and present them to the AS Senate for review and acceptance.

W. Serve a minimum of eight (8) office hours per week dedicated to fulfilling all responsibilities of the position.

X. Serve a term of one (1) academic year.

II. ASUCSB EXECUTIVE OFFICE

SECTION 1. CHARGE OF THE OFFICE

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

SECTION 2. OFFICE MEMBERSHIP

- A. Executive Officers
 - a. A.S. President
 - b. Internal Vice President
 - c. External Vice President of Local Affairs
 - d. External Vice President of Statewide Affairs
 - e. Student Advocate General
- B. President's Chief of Staff
- C. Facilities Commissioner
- D. Academic Affairs Commissioner
- E. A.S. Controller
- F. A.S. Attorney General
- G. A.S. Chief Financial Officer
- H. A.S. Committee on Committees Chair
- I. A.S. Chief Investments Officer
- J. A.S. Chief Marketing Officer
- K. A.S. Director of Alumni Affairs
- L. A.S. Chief Technology Officer
- M. A.S. Chief Operations Officer

SECTION 3. ASSOCIATED STUDENTS OFFICE OF THE PRESIDENT

- A. The Associated Students Office of the President Staff (A.S.O.P) is empowered to assist the A.S. President in the execution of their presidential duties. Each member of the Office of the President is responsible for representing the President with respect to their duties and responsibilities.
- B. The Office of the President staff shall consist of:
 - a. A.S.O.P. Core Staff
 - i. Head of Staff
 - ii. Deputy Head of Staff
 - iii. Executive Assistant
 - iv. Senior Advisor
 - v. Special Assistant to the President
 - vi. Communications Directors (2)

b. A.S.O.P Staff

- i. Director of Dream Scholar Affairs
- ii. Commissioner of Environmental Sustainability
- iii. Commissioners of Mental Health (2)
- iv. Chief Financial Officer (Budget and Resources Coordinator)
- v. Director of Alumni Affairs
- vi. Transfer Student Coordinator
- vii. Coordinator of Artistic and Cultural Affairs
- viii. Commissioner of Community and Climate
- ix. Academic Affairs Commissioner
- x. Facilities Commissioner
- xi. Special Projects Coordinators (number of coordinators is at the discretion of the President)
- xii. Marketing Team Lead
- xiii. Marketing Assistants (3)

C. The staff shall be appointed by the A.S. President without approval from the Senate, pursuant to the A.S. Constitution.

D. All members referred to above (Article V, Section 3B) shall be required to attend the weekly staff meetings, as well as the quarterly retreats with the exception of the Marketing Subcommittee.

E. The office shall form the Marketing Subcommittee to oversee the newly established partnership with LinkedIn to pilot LinkedIn Learning for UCSB students.

a. Purpose: to work alongside LinkedIn communication staff to effectively advertise to the student body the free LinkedIn Learning accounts provided to them.

i. The Marketing Committee shall consist of four (4) members:

1. Marketing Team Lead
2. Three (3) Marketing Assistants

ii. Voting privileges in this committee will be restricted to the four (4) office members. Any other officer(s) in ASOP, including the President, is allowed to be a part of the committee but will be considered an ex-officio committee member.

iii. Members of the Marketing Committee may concurrently serve other positions in ASOP and be entitled to a maximum of \$100 of additional honoraria for the work done in both positions.

iv. Marketing Committee minutes shall not be necessary, and updates will be given by the Team Lead during A.S.O.P. meetings to be included in ASOP minutes.

v. In the spring quarter, the outgoing President and Team Lead may make recommendations to the incoming President regarding the selection of the next Team Lead.

F. The duties and responsibilities of the A.S.O.P Core Staff shall be as follows:

a. Head of Staff:

- i. Responsible for organizing and operating the Office of the President
- ii. Direct the Office of the President staff, under the guidance of the President, to work on campus wide issues.

- iii. Organize and facilitate weekly staff meetings.
- iv. In concert with the President, conduct bi-quarterly one-on-one meetings with each staff member.
 - 1. The President does not need to be directly involved in these meetings, but shall be briefed on all information and updates by the Head and/or Deputy Head of Staff.
 - 2. These meetings can be more often, but may not be less often than the stipulated bi-quarterly outline.
- v. Assume or delegate the responsibilities of any vacant positions within the Office of the President staff, until such a position is filled.
- vi. Attend commitments on the President's behalf when the President is unable to attend. This responsibility can also be delegated to other core staff members at the discretion of the President.
- vii. Coordinate and chair all A.S.O.P. Staff and Core Staff meetings, maintaining agendas and minutes of all meetings.
- viii. Fills quarterly Chair Evaluations during Honoraria assessments to give an honest report of staff work and success in positions.
- ix. Serve a minimum of four (4) office hours a week dedicated to fulfilling all responsibilities of the Head of Staff position.
- x. Serve a term of one (1) academic year.
- xi. Represent the Office of the President to media outlets if requested by the President.
- xii. Shall sit on the President's Cabinet.
- b. The Deputy Head of Staff: Responsible for organizing and operating the A.S. Pearman Fellowship Program Coordinating Committee alongside the Deputy Head of Staff of the Office of the Internal Vice President.
 - i. Organize and manage the Associated Students Executive Pearman Fellowship as outlined in Article XVI of the A.S. By-laws with the Deputy Head of Staff of the Office of the Internal Vice President.
 - 1. Assist the Head of Staff in the execution of their duties.
 - 2. Be responsible for the function of the Office of the President fellows.
 - 3. Serve a minimum of four (4) office hours per week dedicated to fulfilling all responsibilities of the position.
 - 4. Serve a term of one (1) academic year.
- c. The Executive Assistant is responsible for enhancing the executive's effectiveness by representing the Office of the President on all levels, and by working in direct accordance with the President on all matters requiring executive support.
 - i. Assist the President by coordinating the nomination process for all student representative appointments to committees, task forces, etc. on every level.

1. The search and nomination process must be approved directly by the President.
 2. Committees may include (but are not limited to) University committees, Academic Senate committees, Chancellor advisory committees or task forces, Associated Students Committees in any capacity, staf search committees, etc.
 3. The Executive Assistant may also coordinate and assist in efforts to fill all vacant positions in A.S.O.P. at the discretion of the President.
 4. These nominations are required to receive final approval from the President. All appointments must be made directly by the President to the Senate or in the process outlined by the specific positions.
- ii. Support the President in curating statements to the UCSB community regarding any and all topics requested by the President.
 - iii. Represent the executive by attending meetings in the executive's absence and speaking on behalf of the executive at the discretion of the President.
 - iv. Coordinate the execution of the quarterly Outstanding BCU Award (see Article XVI Section 11).
 1. Assemble and lead a project team, which may include any members of ASOP or the wider Association.
 2. Publicize applications each quarter.
 3. Review and deliberate applications and make recommendations to the President.
 4. Compile a report of applications and decisions to be presented at the Senate for public comment.
 5. Announce the selection of the Outstanding BCU awards.
 - v. Coordinate the execution of the A.S. Student of the Quarter Award (see Article XVI Section 12).
 1. Assemble and lead a project team, which may include any members of ASOP or the wider Association.
 2. Publicize applications each quarter.
 3. Review and deliberate applications and make recommendations to the President.
 4. Announce the selection of the A.S. Student of the Quarter.
 - vi. Serve a minimum of three (3) office hours a week dedicated to organizing and maintaining the Office of the President.
 - vii. Serve a term of one (1) academic year.
- d. Senior Advisor:
- i. Responsible for tracking, analyzing, and providing advice on the full range of operational and policy issues of Associated Students, UC Santa Barbara, Isla Vista, and the UC System. The Senior Advisor also serves as the President's legislative director and shall be the President's Head liaison to the A.S. Senate and its committees.

- ii. Be knowledgeable on BCU, Senate, and other executive office matters to report to the President and staff.
 - iii. Contribute to background analyses and recommendations of documents, resolutions, and proposals for the President's use.
 - iv. Coordinate with staff in the Office of the President and provide input and guidance to staff on management views on the full range of operations, documents, and issues.
 - v. Stay up to date on all actions and affairs of the A.S. Senate and inform the A.S. President of business that is of importance to the Office of the President.
 - vi. Advocate for the passage of legislation supported by the Office of the President and Executive Office.
 - vii. Attend at least four (4) A.S. Senate meetings per quarter, and must attend all specific Senate meetings as requested by the President.
 - viii. Serve a minimum of three (3) of office hours a week dedicated to advising the Office of the President.
 - ix. Serve a term of one (1) academic year.
 - x. The individual holding this position may not serve as a proxy for an A.S. Senator due to a direct conflict of interest as the chief liaison of the President to the A.S. Senate and its committees.
- e. The Special Assistant to the President:
- i. Be knowledgeable of all short-term and especially long-term projects that the A.S.O.P. is working on. They will stay up to date with those projects and devise a constantly updated form to advise and inform the incoming President of all efforts maintained over the previous year.
 - ii. Collect and keep a file of updated reports from all office staff.
 - 1. The Special Assistant must also maintain an organized and accessible drive of all files, information, and documents handled by A.S.O.P.
 - iii. Attend at least three (3) meetings in the Office of Strategic Operations throughout each quarter to maintain an open dialogue regarding large-scale projects and assessments within the Association.
 - iv. Review all office requisitions and maintain a record of the office budget by supporting the Chief Financial Officer.
 - 1. This record will be used during budget procedures to assist the CFO and the President in the formulation of the President's office budget proposal.
 - v. Coordinate and oversee the updating of end-of-the-year transition documents for each position. Works with Core Staff members to ensure that all transition documents are prepared to be sent to the next President and their staff.
 - vi. Serve a minimum of three (3) office hours a week dedicated to organizing and maintaining the Office of the President.

- vii. Serve a term of one (1) academic year.
- f. The Communications Directors (2):
 - i. Engage the student body vis-à-vis the Office of the President's presence on campus and coordinate outreach efforts with identified campus entities. They shall work together with media outlets to publish timely A.S.O.P. information, such as press releases, brochures, and other materials. They will also develop with the A.S.O.P. team in advertising, marketing, and promotion plans and assist in the execution of marketing campaigns.
 - ii. Keep the President updated on all A.S., Student Organization, Department, Campus, and Community events and coordinate the President's presence.
 - iii. Responsible for managing the following:
 - 1. A.S.O.P. YouTube channel and all social media accounts (Instagram, Facebook, Twitter, etc.).
 - 2. Posting on social media accounts on a weekly basis.
 - 3. Updating the A.S.O.P. website with accurate information and goals.
 - 4. Quarterly recap videos or reports and "meet the team" videos to increase transparency.
 - 5. Devise a transparent communications strategy to promote the President's agenda through all media outlets.
 - iv. Ensures that all aspects of communication are covered and approved to ensure that the President's message has been delivered clearly and successfully.
 - v. Be responsible for maintaining a positive public image for the Office of the President and the Office of the President's staff.
 - a. Advise the President on all public statements and comments that the President plans on releasing, including but not limited to media statements, public commentary, letters, reports, Executive Orders, etc.
 - vi. Advertising all information necessary to maintain transparency within the Office of the President including but not limited to:
 - 1. Mental Health Mondays
 - 2. Any events hosted or sponsored by A.S.O.P.
 - 3. Presidential statements and efforts, including quarterly reports
 - 4. Yearly transitory information: statement, photo, and more information about the incoming A.S. President-elect
 - vii. Maintain a transparent Office of the President office by actively advertising major campaigns, actions, and lobby efforts through all available sources of media.
 - viii. Aid the Head of Staff and the Executive Assistant in publicizing internship and/or volunteer opportunities available in the Office of the President or on any other levels of representation at the discretion of the President in conjunction with the Executive Assistant.

- ix. All duties may be delegated to the two directors in whatever manner best suits their interests and strengths.
- x. Serve a minimum of four (4) of office hours per week dedicated to fulfilling all responsibilities of the position.
- xi. Serve a term of one (1) academic year.

G. A.S.O.P Staff

a. The Director of Dream Scholar Affairs:

- i. Provide student input to administrative bodies, create policy proposals to improve the experience of undocumented students, and monitor issues that undocumented students face.
- ii. Attend all Dream Scholar Resource Team (DSRT) meetings.
- iii. Collaborate with Committees on Committees (C.O.C.) to inform undocumented students about Associated Students and to create a welcoming environment.
- iv. Coordinate and advertise all services and resources related to the undocumented community.
- v. Establish and maintain a relationship between IDEAS, the undocumented student support and advocacy group at UCSB, and Associated Students as well as attend all general body meetings.
- vi. Facilitate the creation and maintenance of a resource page for undocumented students on the A.S. website.
- vii. Serve a minimum of at least two (2) office hours per week.
- viii. Host at least 1 event every quarter to promote awareness about the undocumented community within Associated Students.
- ix. Keep the A.S. President and Senators up-to-date with current events and information pertinent to the undocumented community.
- x. Serve a term of one (1) academic year.
- xi. Serve as the official representative to the President on all matters concerning undocumented students.

b. Commissioner of Environmental Sustainability:

- i. Provide student input to administrative bodies, create policy proposals to improve campus environmental quality, and monitor and promote sustainability efforts both on and off campus.
- ii. Act as a liaison to A.S. Environmental Affairs Board, A.S. Coastal Fund, A.S. Recycling, A.S. Department of Public Worms, A.S. Zero Waste Committee and the A.S. Food Bank.
- iii. Work in coordination with these aforementioned A.S. boards, commissions, and units and the Office of the President A.S.O.P. to identify areas of needed improvement in the quality and availability of campus facilities, and create policy proposals and resolutions that will promote those improvements.

- iv. It is strongly recommended that this position serve as the official Associated Students representative to the following Academic Senate and Administrative Advisory Committees: Campus Sustainability Committee, Biosafety Committee, Chemical Safety Committee, Natural Reserve System Committee, and the Radiation Safety Committee unless otherwise delegated by the President.
 - v. Stay informed on all actions, legislations, and pending business of the Academic Senate and Administrative Advisory Committees that deal with environmental and sustainability issues and, to the best of their ability, advocate on behalf of students when issues that affect students are discussed.
 - vi. Work on at least one project during the academic year that promotes environmental sustainability.
 - vii. Coordinate a minimum of one (1) environment-related event per quarter.
 - viii. Serve a minimum of four (4) office hours per week dedicated to fulfilling all responsibilities of the commissioner position.
 - ix. Serve a term of one (1) academic year.
- c. The Commissioners of Mental Health (2):
- i. Provide student input to administrative bodies, create policy proposals regarding the quality of student mental health and wellness services, and monitor major student mental health concerns.
 - ii. Act as liaisons to the A.S. Commission on Student Well Being and the A.S. Public and Mental Health Commission.
 - iii. Work in coordination with the A.S. COSWB, the Office of the President, and the A.S. Public and Mental Health Commission to identify areas of needed improvement in the quality and availability of campus facilities, and create policy proposals and resolutions that will promote those improvements.
 - iv. Help put on Coordinate at least one (1) quarterly programs with the A.S.O.P and/or with any other mental health-focused organizations and committees on campus to get gain useful feedback and opinions from the undergraduate student body in regards to the condition, use, and quality of campus mental health facilities.
 - v. It is strongly recommended that this position Serve as the official Associated Students representative(s) to the following: Mental Health Task Force, Academic Senate and Administrative Advisory Committees including the Alcohol and Other Drug Work Group, Student Health Advisory Committee, UCEN Health and Safety Committee, and the Gaucho Health Insurance Committee (GHI), unless otherwise delegated by the President.
 - vi. Stay informed on all actions, legislations, and pending business of the Academic Senate and Administrative Advisory Committees that deal with mental health issues and, to the best of their ability, advocate on behalf of students when issues that affect students are discussed.
 - vii. Plan and organize at least one Mental Health Town Hall per one (1) academic year that is open to all UCSB students in order to properly assess student concerns regarding mental health and facilitate discussion on how the University can help support student well-being.

- viii. Utilize A.S. President's Office social media channels to promote events and post student well-being-related information.
 - 1. Establishment of a Mental Health Monday campaign using A.S.O.P. social media outlets to post bi-weekly student wellbeing updates in collaboration with the Communications Directors.
 - ix. Serve a minimum of two (2) office hours per week dedicated to fulfilling all responsibilities of the commissioner position.
 - x. Serve a term of one (1) academic year.
- d. The A.S. Chief Financial Officer:
- i. Act as the A.S.O.P. budget and resources coordinator to provide input to the President regarding finances within the office and throughout the Association to and to improve the transparency and management of the Associated Students and campus budgets. They shall monitor spending, investments, proposed cuts, and sources of funding to the A.S.O.P., the Association, and the campus.
 - ii. Monitor and approve all office requisitions and maintain a record of the office budget. The CFO will collaborate with the Special Assistant on maintaining this record to ensure an updated record at all times.
 - iii. Work in coordination with the Student Fee Advisory Committee and the Office of the President to identify areas of needed improvement in the transparency and management of the campus budget, and create policy proposals and resolutions that will promote those improvements.
 - iv. Serve as the official Associated Students Representative to the following Academic Senate and Administrative Advisory Committees: the Coordinating Committee on Budget Strategy, and the Committee on Capital and Space Planning unless otherwise delegated by the President.
 - v. Stay informed on all actions, legislations, and pending business of the Academic Senate and Administrative Advisory Committees that deal with financial and budgeting matters and, to the best of their ability, advocate on behalf of students when issues that affect students are discussed.
 - vi. Serve a minimum of one (1) office hours per week dedicated to fulfilling all responsibilities of the commissioner position. Office hours can be merged depending on the needs of the CFO to fulfill their duties and responsibilities to the association.
 - vii. Serve a term of one (1) academic year.
- e. The Director of Alumni Affairs:
- i. Works with the President to facilitate and maintain communication between the students and alumni.
 - ii. Attend Alumni Association and Foundation events upon request of the President.
 - 1. Shall be the proxy for the President at Alumni Association or Foundation events if the President cannot attend.

2. Participate on subcommittees of the Alumni Association and Foundation upon request (ex. Alumni Association All Gaucho Reunion Committee)
 - iii. Coordinate student participation in alumni events, Committees, etc.
 - iv. Works with Associated Students career staff to update and maintain the A.S. Alumni database.
 - v. Coordinates events with alumni that include but are not limited to the Associated Students Reunion at All Gaucho Reunion every year.
 - vi. Assists in the stewardship of the Associated Students Endowment.
 - vii. Assists in the facilitation of the Senior Class Gift.
 - viii. Shall report to the Senate at least once a quarter.
 - ix. Serve a minimum of two (2) of ice hours per week.
 - x. Serve a term of one (1) academic year.
 - xi. Shall sit on the President's Cabinet.
- f. Transfer Student Coordinator:
- i. Provide student input to administrative bodies, create policy proposals regarding access and resources for transfer students, and monitor the accessibility and inclusivity of transfer students.
 - ii. Act as a liaison to the Transfer Student Center and the Transfer Student Alliance.
 - iii. Work in coordination with the Transfer Student Senator and the Office of the President to identify areas of needed improvement in the accessibility and inclusivity of various student services and facilities like the Transfer Student Orientation, and create policy proposals and resolutions that will promote these improvements.
 - iv. Stay informed on all actions, legislations, and pending business of the Academic Senate and Administrative Advisory Committees that deal with transfer student issues and, to the best of their ability, advocate on behalf of students when issues that affect students are discussed.
 - v. Coordinate a minimum of one (1) event per quarter that is directed towards transfer students.
 - vi. Serve a minimum of two (2) office hours per week dedicated to fulfilling all responsibilities of the position
 - vii. Serve a term of one (1) academic year.
- g. The Coordinator for Artistic and Cultural Affairs:
- i. Provide student input to administrative bodies, is responsible for promoting the diverse arts and cultures of UC Santa Barbara as a way to create dialogue, and ensure UCSB's varied arts and cultures are recognized and acknowledged.
 - ii. Act as a liaison to the MultiCultural Center, OISS (Office of International Students and Scholars), the Isla Vista Arts Board, and Arts and Lectures.
 - iii. Work in coordination with the above entities and the Office of the President to identify areas of improvement in the recognition and acknowledgment of various artistic and cultural events

and activities throughout campus, and create policy proposals and resolutions that will promote these improvements.

- iv. Stay informed on all actions, legislations, and pending business of the Academic Senate and Administrative Advisory Committees that deal with artistic and cultural issues and, to the best of their ability, advocate on behalf of students when issues that affect students are discussed.
 - v. Attend 3 artistic/cultural events per quarter that the President or the Coordinator does not personally identify with, as a representative of the Office of the President.
 - vi. Coordinate a minimum of one (1) art- or culture-related event per quarter.
 - vii. Serve at least two (2) office hours a week dedicated, in non-A.S. affiliated spaces.
 - viii. Serve a term of one (1) academic year.
- h. The Commissioner of Community and Climate:
- i. Herein referred to as the C.C. Commissioner, is responsible for assessing the social climate within the Office of the President. The C.C. Commissioner shall also be knowledgeable about the campus climate of the general student population.
 - ii. Facilitates bonding events within the Office of the President to curate a positive working environment among staff members, duties include but are not limited to;
 - 1. Coordinate at least one (1) bonding event per month within the Office of the President.
 - a. These events should be limited in cost in order to preserve the budget of student fees for relevant projects within the office.
 - b. These events are not mandatory for staff members to attend, but attendance should be highly encouraged within the office.
 - 2. Attend one (1) Committee on Committees (CoC) meeting a month to update the committee on A.S. internal affairs and to collaborate with A.S. wide projects held by CoC.
 - a. Responsible for reporting updates about the CoC meetings to the President.
 - iii. Administer three (3) mid-quarter evaluations (1 each quarter) within the Office of the President to analyze staff climate, and must report this information during President's office meetings.
 - 1. Work with the Presidential Head of Staff and Deputy Head of Staff as well as all other necessary members to analyze each general member's sustainment and improvements within their position.
 - 2. General members must fill out these evaluations to analyze the President, Head of Staff, Deputy Head of Staff, any other necessary members, and the climate within the general office.
 - 3. Utilize evaluation analyses to create plans to alleviate any grievances a member may have within the office.
 - iv. Serve a minimum of at least two (2) office hours per week.
 - v. Serve a term of one (1) academic year.

i. The Academic Affairs Commissioner:

- i. Serves as the Associated Students liaison to academic affairs and assists the A.S. President in all matters regarding university, college department, or individual instructor's academic policy.
- ii. Shall fill (1) Undergraduate Council Position.
- iii. Work to identify academic issues facing undergraduate students, bring them to the attention of the A.S. President, and create policy proposals and resolutions that will address those issues.
- iv. Represent the undergraduate student and the position of the Association to the relevant university administration, legislative body, and individual faculty regarding the issue of enhancing academic experience and success.
- v. Work with the Communications Directors to publicize pertinent academic-related information to the student body.
- vi. Coordinate at least one (1) academics-related event per quarter.
- vii. Serve a minimum of four (4) office hours a week dedicated to fulfilling all responsibilities of the Academic Affairs Commissioner position.
- viii. Serve a term of one (1) academic year.
- ix. Shall sit on the President's Cabinet.

j. The Facilities Commissioner:

- i. Serves as the Associated Students liaison to all groups regarding campus facilities and advises the President on all matters pertaining to campus facilities.
- ii. Work to identify areas of needed improvement in the quality and use of campus facilities, and create policy proposals and resolutions that will promote those improvements.
- iii. Help put on quarterly programs to get feedback and opinions from the undergraduate student body in regards to the condition, use, and quality of campus facilities.
- iv. It is strongly recommended that this position serve as the official Associated Students representative to the following Academic Senate and Administrative Advisory Committees: the Committee on Development and Community Relations, the Design and Review Committee, the Classroom Design and Renovation Committee.
- v. Complete at least one project by the end of the academic year that improves facilities on campus.
- vi. Stay informed on all actions, legislations, and pending business of the Academic Senate and Administrative Advisory Committees that oversee and, to the best of their ability, advocate on behalf of students when issues that affect students are discussed.
- vii. Write detailed reports on the progress of the issues they are working on and present all updates at the weekly staff meetings.
- viii. Serve a minimum of four (4) office hours per week dedicated to fulfilling all responsibilities of the commissioner position.

- ix. Serve a term of one (1) academic year.
- x. Shall sit on the President's Cabinet.
- k. The Special Projects Coordinators (number of coordinators is at the discretion of the President):
 - i. Shall be appointed as necessary by the President to fulfill projects and goals of the President.
 - ii. Oversee and facilitate projects as designated by the President.
 - iii. Assist other members of ASOP in their projects and events.
 - iv. Serve a term of at least one (1) quarter.
- l. Marketing Team Lead:
 - i. Server as the main contact point between UCSB's Associated Students and any LinkedIn representatives.
 - ii. Oversees any potential or ongoing partnerships with LinkedIn which may go beyond the LinkedIn Learning pilot program.
 - iii. Be responsible for establishing the avenues of marketing towards students that the subcommittee will take in collaboration with LinkedIn.
 - iv. Interview and select Marketing Team Assistants, which shall be recommended to the President, and approved by 50% + 1 of the Senate.
 - v. Be empowered to remove Marketing Team Assistants of the Marketing Subcommittee with a written explanation drafted and added onto the minutes of the next ASOP meeting.
 - vi. Serve a minimum of at least two (2) office hours per week.
 - vii. Serve a term of one (1) academic year.
- m. The Marketing Team Assistants:
 - i. Assist in all matters pertaining to UCSB and LinkedIn collaborations.
 - ii. Do not need any experience in Marketing, but are willing to learn and put in substantial effort.
 - iii. Complete any assignments from the Team lead in a timely, organized, and quality manner.
 - iv. Serve a term of one (1) academic year.

SECTION 4. OFFICE OF THE INTERNAL VICE PRESIDENT

A. Charge of the Office:

The Office of the Internal Vice President will provide student input to administrative bodies and create policy proposals to improve educational policies, campus academic plans, teaching quality, and other areas that become apparent. Furthermore, the office works to identify areas of needed improvement in undergraduate educational quality, and creates policy proposals and resolutions that will promote those improvements.

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

- C. The office shall be selected by the IVP and approved by 50% +1 of the Senate.
- D. The Office of the Internal Vice President shall consist of:
 - a. Head of Staff
 - b. Deputy Head of Staff
 - c. Student Fee Advisory Commissioner
 - d. Director of Accountability
 - e. First Pro-Tempore
 - f. Second Pro-Tempore
 - g. Internal Affairs Coordinator (2)
 - h. Public Relations Coordinator (2)
 - i. Internal Compliance Officer
 - j. Director of Academic Affairs
 - k. Web Development Director
- E. All members referred to above shall be required to attend the weekly staff meetings, as well as the quarterly retreats.
 - a. All members are required to work in a manner that reflects the goals of the office and in a manner that is consistent with the representation of A.S. internal affairs.
- F. Head of Staff is responsible for organizing and running the Internal Vice President's Office.
 - a. Attend all meetings on the IVP's behalf when the IVP cannot attend.
 - b. Be responsible for the general administrative and clerical functions of the IVP office.
 - c. Shall be responsible for maintaining copies of all requisitions for the IVP office.
 - d. Organize and facilitate weekly staff meetings and quarterly retreats.
 - e. Check in with office staff at least three (3) times per quarter to provide support and guidance in their work.
 - f. Serve as the official Associated Students representative to the following Academic Senate and Administrative Advisory Committees: Council on Planning and Budget.
 - g. Stay informed on all actions, legislations, and pending business of the Academic Senate and, to the best of their ability, advocate on behalf of students when issues that affect students are discussed.
 - h. Serve a minimum of four (4) office hours per week dedicated to fulfilling all responsibilities of the position.
 - i. Shall communicate extensively with the Academic Affairs component at each University of California student government.
 - j. Attends all interviews involving Committee on Committees appointments pertaining to Academic Senate (Sub) Committees and Academic Planning and Review Panel student representatives.
- G. The Deputy Head of Staff is responsible for organizing and operating the Associated Students Executive Fellowship alongside the Deputy Chief of Staff of the Office of the President.
 - a. Organize and manage the Associated Students Executive Fellowship as outlined in Article XVI of the A.S. By-laws with the Deputy Head of Staff of the Office of the President.

- b. Assist the Head of Staff in the execution of their duties.
- c. Be responsible for the function of the Office of the Internal Vice President fellows.
- d. Serve as the Commissioner of Community and Climate as a representative on behalf of the IVP.
 - i. Works with the IVP's Office to facilitate bonding events within the Office of the IVP to curate a positive working environment among staff members, duties include but are not limited to:
 - 1. Coordinate at least one (1) bonding event per month within the Office of the IVP.
 - 2. These events should be limited in cost in order to preserve the budget of student fees for relevant projects within the office.
 - 3. These events are not mandatory for staff members to attend, but attendance should be highly encouraged within the office.
 - 4. These events should be held quarterly (1 each quarter), with a budget split between each executive offices' special projects funding. This money is under the discretion of each executive officer. The commission must work with all executive officers for final decisions and allocations of money.
 - ii. Administer three (3) mid-quarter evaluations (1 each quarter) within the IVP's Office to analyze staff climate, and must report this information during IVP's office meetings.
 - 1. General members must fill out these evaluations to analyze the IVP, Head of Staff, Deputy Head of Staff, any other necessary members, and the climate within the general office.
- e. Serve a minimum of four (4) office hours per week dedicated to fulfilling all responsibilities of the position.
- f. Serve a term of one (1) academic year.

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

- a. Attend all Student Fee Advisory Committee (SFAC) meetings and provide brief written reports of the meetings to both the IVP and the Committee on Committee's Administrative Advisory liaison.
- b. Be familiar with the A.S. By-Laws concerning the University Support Lock-in Fees (Article V, Section 8) as well as the Ballot Language
- c. Contact all groups supplemented by an A.S-Administered University Support Lock-in Fee (passthrough fees) before the tenth (10th) week of Fall Quarter and construct a report of the actual appropriation of each fee checked against the voted appropriation of each fee by the fifth (5th) week of Winter Quarter.
 - i. Provide an internal report to the A.S. President, Senate, Executive Director, and the Vice Chancellor of Student Affairs should a misappropriation of funds be discovered.
 - 1. Ensure these reports contain all relevant information pertaining to the expenditures and usages of student fees.
 - 2. Meet with the above-listed entities to discuss the contents of the report.

3. A redacted version of the report shall be published for the student body unless, by a two-thirds ($\frac{2}{3}$) vote, the Senate determines that disclosure would compromise privileged protected information.
 - ii. By the tenth (10th) week of Fall Quarter, contact the Directors of Student Affairs, Arts & Lectures, the University Center, and the Events Center to formulate Memorandums of Understanding for each respective department that details the agreed-upon timeline and contents for future financial reports.
 - d. Attend both the Senate Finance Committee and Senate at least once (1) per quarter and report on any relevant issues regarding A.S.- Administered Student Lock-In Fees.
 - e. Meet with the A.S. Controllers at least once (1) per quarter to discuss the expenditures of the student fees that fall under A.S. and report back to the IVP.
 - f. Serve at least two (2) office hours per week
 - g. Be empowered to review the financial processes of the Senate and make recommendations to the Internal Vice President.
 - h. Seek the feedback and record the financial experience of all fund requesting members and be empowered to recommend policy reform for the IVP's and Senate's consideration.
- I. The Director of Accountability:
- a. Work with the IVP to ensure that all A.S. Representatives fulfill their job descriptions.
 - b. Read the minutes of A.S. Committees, and the reports of the Academic Senate or Advisory Committees to determine attendance at meetings.
 - c. Report to Senate Twice a quarter on the state of the accountability of the association.
 - d. Distribute and collect the Accountability Forms to Senate members to determine if members attended the various committees, meetings, and events that are not part of Associated Students.
 - i. Distribute and collect Accountability Forms to Senators weekly during the Fall Quarter and update a tracker to help Senators understand and fulfill their duties.
 - ii. Distribute Accountability Forms to Senators twice a quarter, during the Winter and Spring Quarters, and collect/discuss them in the electronic senator assessments.
 - e. Shall facilitate and review electronic individual senator assessments. The assessment shall be provided to senators at the last senate meeting of the quarter and must be completed by the first senate meeting of the following quarter.
 - i. Shall collaborate with First Senate President Pro-Tempore and the Second Pro-Tempore on electronic senator assessments.
 - ii. Shall create a holistic report of the information contained in the electronic individual assessments that will be submitted to the First Senate President Pro-Tempore.
 - f. Report to the Honoraria Committee with all relevant forms and information to aid in the assessment of member's job description fulfillment.
 - g. Serve as an Ex-Officio Member of Committee on Committees and Honoraria Committee.

- h. Serve at least two (2) office hours per week in the Associated Students building.

J. Duties and Powers of the Internal Affairs Coordinator

- a. Ensure that there is open communication between Boards, Commissions, and Units on matters that affect them directly and indirectly.
- b. Work with the Internal Vice President to ensure open communication between BCU's, Senate, and Executive Offices.
- c. Work with Public Relations Coordinators to public weekly BCU reports.
- d. Communicate with BCU chairs and commissioners once a month to prepare reports on individual BCU member's performance. These reports will be collected and utilized by the Honoraria Committee upon the conclusion of each quarter.
- e. Attend one meeting of each BCU per quarter to the best of their ability.

K. Public Relations Coordinator

- a. Maintain a transparent Office of the Internal Vice President by actively publicizing and advertising major actions, and publishing weekly reports on the work of Senate via the Internal Vice President's media outlets, with the help of the Coordinator(s) of Internal Affairs.
- b. Devise a transparent communications strategy to promote the Internal Vice President's agenda through all media outlets.
- c. Shall publish Senate agendas ahead of each meeting, to be distributed via all social channels.
- d. Shall publish non-partisan executive summaries within three days after each regular Senate meeting, to be distributed via all social channels.
- e. Must serve as a GoGaucho Member/Liaison.
- f. Delegates the creation and maintenance of ASUCSB Senate social media account under the handle @ASUCSBSenate, including the expansion of online platforms as deemed necessary for transparency. The delegation of this role will work with the Second Pro-Tempore to ensure Senate information is published in a routine and accurate manner.
 - i. Once established, and for every new school year, @ASUCSBSenate outlets will be updated and publish the following quarterly:
 - 1. Senator: Scheduled appointments, office hours, and contact information.
 - 2. Standing Committees: committee members, communication outlets (including social media and email contacts), and all relevant meeting details.
 - 3. Senate: Newly elected or appointed senators, campus-wide committee establishments, temporary committees, vacancies, delays, and/or all relevant meeting details.
 - ii. Post weekly Senate updates, including Senate minutes, newly passed legislation with brief descriptions, committee updates, project updates, and any pertinent information to the UCSB student body.

- iii. Compilation of a Senate quarterly report including passed legislation, Senator accomplishments, and publication of senate standing committee quarterly reports via Senate media outlets.
- iv. If the position of the Senate Second Pro-Tempore is vacant, the coordinator(s) must collaborate with the Chair of the Senate Standing Committee on Internal Affairs to the extent that they would with the Second Pro-Tempore.

L. Internal Compliance Officer:

- a. Work in conjunction with the IVP to facilitate an Association-Wide Compliance Evaluation to survey Association Members' experience and satisfaction with AS Services and All Internal Operations.
 - i. This includes but is not limited to Office functions, A.S. Spaces, A.S. Faculty and Staff, and All Appointed and Elected Officials.
- b. Will conduct the ADA Compliance Assessment to record and report areas on campus that are deemed inaccessible by students.
 - i. The survey will invite responses of the entire student body for feedback on Campus Accessibility.
 - 1. Will assess each location for ADA Compliance and Building Code Adherence.
 - 2. All reports will be submitted to governing campus and groups facilities.
 - ii. Shall seek the collaboration of other A.S. Entities to ensure all Students Rights to accessibility are maintained.
 - iii. Conduct a Campus Walk Through 1-2 times per fiscal year to assess areas of concern and collect the responses of A.S. members to evaluate Accessibility needs and interests.
- c. Will Operate and Prepare an Evaluation System for All A.S. Functions (ESAAF).
 - i. The online system will be available on the A.S. Website and record the feedback of all A.S. Internal Affairs.
 - 1. The survey will be distributed to the entire Student Body.
 - 2. All questions will focus on matters directly related to A.S. Internal Affairs and A.S. Legal Code.
 - ii. Be responsible for reporting all feedback to the Office and Respective entities.
 - iii. Be responsible for reporting to the Public Media Coordinator to ensure feedback is recorded, and made available for A.S. advancement and improvement.
 - iv. Work with the Coordinator(s) of Internal Affairs and Director of Legislative Accountability to ensure Survey is comprehensive and thoroughly addresses A.S. Internal Functions.
 - 1. Be empowered to collaborate with DLA in efforts to expand Accountability efforts with the Association.
 - v. These reports will be collected and utilized by the Honoraria Committee upon the conclusion of each quarter.

- d. Will be required to meet with the SEAL, Office of Student Code of Conduct and Department of Human Resources once per quarter to share and report relevant A.S. information based on Student Reported Feedback.
 - i. Request a respective Staff member from external offices to attend Senate to share information related to Internal Feedback improvement.

M. Director of Academic Affairs

- a. Work in conjunction with the IVP to represent student voices on matters pertaining to the development and implementation of new academic programs, updates to educational policy, and other relevant areas that become apparent.
- b. Representation and Advocacy
 - i. Attend at least one (1) Academic Senate or Academic Senate Committee meeting per quarter.
 - 1. Ensure that student concerns are being addressed and objectives are seeing progress.
 - ii. Serve as the IVP Office's official representative to all relevant academic institutions, including committees and subcommittees, that discuss curriculum development or academic planning.
 - iii. Maintain active communication with all Collegiate Senators in the ASUCSB Senate to relay student priorities and gather input on new academic initiatives.
 - 1. Present findings and coordinate action items with the Outreach Committee at least once per quarter.
- c. Program Research and Development
 - i. Annually conduct at least one (1) survey to assess student, faculty, and staff opinion on current educational policy and practices, such as demand for new minors, certificate programs, or interdisciplinary opportunities.
 - ii. Coordinate meetings with departmental officials, faculty chairs, and deans across all Colleges to explore proposed and potential programs or policy changes.
 - iii. Prepare formal program proposals or recommendations for presentation to the Academic Senate or relevant administrative offices.
- d. Reporting and Communication
 - i. Provide quarterly reports to the A.S. Senate and the IVP detailing progress on academic initiatives, survey results, and ongoing department collaborations.
 - ii. Maintain a database with all meeting notes, proposals, and survey data related to academic program development.
 - iii. Maintain active and creative engagement with the student body, both on-campus and via social media and other digital means, to hear their feedback and communicate their and the IVP's office objectives.
- e. Office and Administrative Duties

- f. Make themselves available to any AS position-holding member or student regarding the fulfillment of their goals and responsibilities.
- g. Attend all IVP Office staff meetings, retreats and activities.
- h. Serve a term of one (1) academic year.

N. Web Development Director

- a. Work in conjunction with the Internal Vice President and the Public Relations Coordinators to facilitate and manage AS Senate online presence, including but not limited to all websites associated with the Office of the Internal Vice President and the ASUCCSB Senate.
 - i. Update all legislation introduced to the Senate floor on a biweekly basis following the current format.
 - ii. Update photos, names, and contact information for all current Senators and Senate Leadership and Officers.
 - iii. Update Boards and Commissions as well as Standing and Administrative Committees on the Associated Students Legislative Branch portion of the ASUCSB website to be in agreement with their current information.

SECTION 5. OFFICE OF THE EXTERNAL VICE PRESIDENT FOR LOCAL AFFAIRS

- A. The Associated Students Office of the External Vice-President for Local Affairs is empowered to assist the EVPLA in the execution of their duties.
- B. The office staff shall be selected by the EVPLA, and approved by 50% + 1 of the Senate.
- C. The office of the External Vice President of Local Affairs shall consist of:
 - a. Head of Staff
 - b. Deputy Head of Staff
 - c. Isla Vista Community Liaison
 - d. Community Safety Coordinator
 - e. County Liaison
 - f. Resident and Housing Coordinator
 - g. Environmental Affairs Coordinator
 - h. Community Events Coordinator (2)
 - i. Public Relations Coordinator
 - j. Community Service District Coordinator
 - k. Liaison for the Police and Community Affairs Forum
 - l. Food Security Coordinator
 - m. Health Care Initiatives Coordinator
 - n. UCIV Chair
 - o. UCIV Vice Chair
 - p. UCIV Media Director
 - q. UCIV Board Members
 - r. Rate My Landlord Development Team
- D. All members referred to above shall be required to attend the weekly staff meetings, as well as the quarterly retreats.
- E. Head of Staff is responsible for organizing and running the External Vice-President of Local Affairs Office.

- a. Work with the External Vice-President of Local Affairs (EVPLA) and other office staff on local issues.
- b. Be responsible for the general administrative and clerical functions of the EVPLA office.
- c. Organize and facilitate weekly staff meetings and quarterly retreats.
- d. Publicize, outreach, and recruit interns/volunteers to work on local campaigns with which the EVPLA office is involved.
- e. Check in regularly with office staff (coordinators) to provide support and guidance in their work. This time will be used to direct the staff with their projects, advise specifically about goals, and prioritize staff work.
- f. Meet with each office member regularly for thirty (30) minutes. This time will be used to direct the staff with their projects, advise specifically about goals, and prioritize staff work.
- g. Serve a minimum of four (4) office hours per week.
- h. In the absence of the EVPLA, accept all time sensitive duties of EVPLA.
- i. Be responsible for the general administration and clerical functions of the office of the EVPLA.
- j. Schedule the EVPLA to attend club and organizations meetings, campus events, and meetings with Isla Vista and Santa Barbara County entities.
- k. Keep a file of all reports submitted by the EVPLA Coordinators and Liaisons.
- l. Serve a minimum of three (3) office hours per week, devoted to organizing and maintaining the EVPLA office.
- m. Take minutes of all proceedings at all Office of the EVPLA staff meetings
- n. Assist the Chief of Staff in management of the office staff and resources.
- o. Coordinates constituent services for the Office of the EVPLA including but not limited to: responding to email from constituents, scheduling meetings for constituents with the appropriate office staff member, helping constituents get meetings with local officials or agencies, directing constituents to the A.S. or Santa Barbara County service/agency they need to reach, tracking SeeClickFix reports, etc. etc.

F. The Deputy Head of staff is responsible for fulfilling the following tasks:

- a. Assisting the Head of staff in running the office and staff
- b. Attending all meetings that the EVPLA cannot attend and act as their representative
- c. Can work on special projects to further the achievements of the EVPLA office
- d. Assist and advise other staff members for their projects
- e. Keep notes and knowledge about all things going on in the EVPLA office to be able to properly serve as the EVPLA's alternate
- f. Contacting and meeting with staff members when necessary.

G. The Isla Vista Community Liaison will focus on projects in Isla Vista and general welfare of the Isla Vista Community.

- a. Act as a liaison to the A.S. Community Affairs Board.
 - b. Act as liaison to the Isla Vista Teen Center and attend regular meetings of the Isla Vista Community Network.
 - c. Work to nurture the relationship between long-term and short-term residents in Isla Vista, which may entail the creation of public forums and/or special events/projects in Isla Vista.
 - d. Act as a liaison to the Isla Vista Recreation and Parks District and attend one (1) IVPRD meeting per quarter.
 - e. Meet with each of the four (4) AS Entities in the Isla Vista Food Cooperative contract and oversee and address problems.
 - f. Coordinate an annual "Lighting Walk" through Isla Vista, along with the Community Safety Coordinator, utilizing EVPLA staff and other volunteers to check on street lighting and report to Southern California Edison.
 - g. Act as a liaison to the A.S. Isla Vista Community Relations Committee.
 - h. Serve a minimum of three (3) office hours per week.
- H. The Community Safety Coordinator will focus on the physical and social safety and well-being of people on campus and in Isla Vista:
- a. Act as a liaison to A.S. Queer Commission, A.S. Take Back the Night, A.S. Student Commission on Racial Equality, and A.S. Commission on Disability Equity. Attend at least two (2) meetings of each of the above Boards and Commissions per quarter and stay in constant communication with their chairs.
 - b. Meet regularly with Isla Vista Foot Patrol and the University of California Police Department, and will plan the safety measures for weekends such as Deltopia and Extravaganza.
 - c. Serve a minimum of three (3) office hours per week.
 - d. Complete at least two additional projects/campaigns that address community safety issues per quarter, such as a "Know Your Rights" campaign and a project addressing social climate issues on campus and in Isla Vista.
 - e. Facilitate the safety keeping efforts of all projects coming out of this office.
 - f. Coordinate Hate/Bias Prevention training for the EVPLA staff by week six (6) of fall quarter.
 - g. Maintain the Taxi Cab project.
 - h. Coordinate an annual "Lighting Walk" through Isla Vista, along with the Isla Vista Community Liaison, utilizing EVPLA staff and other volunteers to check on street lighting and report to Southern California Edison.
- I. The Resident and Housing Coordinator will focus on local residents' issues and rights.
- a. Act as liaison to A.S. Isla Vista Tenants' Union meetings through regular attendance of meetings and active support of the Committee's campaigns.
 - b. Act as a liaison to the Community Housing Office.
 - c. Serve a minimum of three (3) office hours per week.

- d. Shall complete at least one (1) additional project/campaign that addresses housing, non-student resident, or tenant issues in the community.
 - e. Attend at least two (2) LRC meetings per quarter.
- J. The Environmental Affairs Coordinator shall work on environmental issues.
- a. Act as a liaison to the waste management services of Isla Vista.
 - b. Act as liaison to A.S. Coastal Fund, AS Department of Public Works and Recycling, and I.V. Surfrider.
 - c. Be recommended as one of the Associated Students Representatives for the Campus Sustainability Committee and attend regular meetings.
 - d. Attend the A.S. Environmental Affairs Board meetings as the EAB Local Affairs Chair. The incoming EVPLA and incoming EAB co-chairs will select this person through an interview process.
 - e. Serve three (3) office hours per week, one of which will be held in the EAB office.
 - f. Shall complete at least one (1) additional project/campaign that addresses environmental issues in the community.
- K. The County Liaison:
- a. Serve as a legislative liaison to the External Vice President for Local Affairs office as well as to the County Board of Supervisors.
 - b. Work closely with Student Organizations on campus who currently work on political and/or education issues on a local level.
 - c. Stay informed of the actions and pending business of the Goleta Water District, Goleta City Council, Santa Barbara City Council, and the Santa Barbara County Board of Supervisors, and attend when they are discussing issues that affect students.
 - d. Shall play an active role in voter registration and voter turnout campaigns on campus and in Isla Vista.
 - e. To the best of their ability, build a rapport and working relationship with the office of public officials in our district through regular meetings.
 - f. Serve a minimum of three (3) office hours per week.
 - g. Shall serve as a Lobby Corps' Co-Director for Local Affairs.
 - h. When needed, report to Senate on county matters.
 - i. Meet with the office of the 3rd District at least once (1) per quarter.
 - j. Research any policies, ordinances, measures and legislation surfacing throughout Santa Barbara County.
 - k. Serve as a legislative liaison to the County Board of Supervisors.
- L. The Community Events Coordinator:
- a. Organize community events including: band concerts in Isla Vista, A.S. socials, and farmers markets.
 - b. Work with elected officials to plan and Office staff and execute town halls.

- c. Collaborate with the Pardall Center staff to assist in events including, but not limited to, the Pardall Carnival and food giveaways during finals week.
- d. Work with the EVPLA Police Liaison to relay information to students about Deltopia.
- e. Serve a minimum of three (3) office hours per week.

M. Public Relations Coordinator:

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

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

- a. Educating the campus on local Isla Vista governance
- b. Organizing a candidate forum for the Community Service District Board of Directors candidates
- c. Creating educational pamphlets on what residents would be voting on in Isla Vista.
- d. Coordinating volunteer efforts for non-partisan voter registration along with canvassing in the community on local measures that will be on the ballot.
- e. Attending meetings on voter registration efforts and the Community Service District
- f. Coordinating volunteer efforts for tabling and creating poll maps for election day directing people to their polling locations in IV and on-campus

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

- a. Gather stakeholders and student/community leaders to sit on the resource board.
- b. Provide a safe space for productive dialogue between IV law enforcement and the community
- c. Provide for and organize each monthly public meeting (spaces, time, lunch, agenda items)
- d. Bridge the gap in order to build mutual trust between law enforcement and the community.

- e. Maintain the Police Collaborative Board Project and hold at least two (2) meetings with the board.
- f. Act as a liaison between Isla Vista Foot Patrol, University of California Police Department, and the Office of the External Vice President for Local Affairs.

P. Food Security Coordinator

- a. Act as a liaison between the association and the Isla Vista Food Cooperative (IVFC) by communicating and participating in the integration of any new collaborations between both organizations.
- b. Prepare and attend all monthly Isla Vista Food Cooperative meetings (minimum of one (1) monthly Board of Directors meeting and possibly one (1) Executive Session and/or committee meeting).
- c. Work with the IVFC Outreach Coordinator to attend a minimum of one (1) outreach event per quarter, including Sunflower Kids Club, an Isla Vista community meeting, or other Isla Vista related tabling event that the Co-op is attending.
- d. Act as liaison to the Food Bank Board.
- e. Serve a minimum of three (3) office hours per week.
- f. Complete at least one (1) project or campaign that promotes cooperative principles and food justice and safety each quarter.
- g. Meet with the four (4) Boards, Commissions, and Units in the Isla Vista Food Cooperative contract and oversee and address any problems. These four (4) Boards, Commissions, and Units include:
 - i. Community Affairs Board
 - ii. Isla Vista Community Relations Committee
 - iii. Isla Vista Tenants Union
 - iv. Environmental Affairs Board

Q. Health Care Initiatives Coordinator

- a. Host important events and initiatives to aid Isla Vista's Public Health including: The STI Screen-a-thons in the Pardall Center as well as other Public Health events.
- b. Maintain relationships with student and non-student organizations to provide public health services, and will serve as a liaison to the Student Health Advisory Committee.
- c. Collaborate with other staff members to assist in public health initiatives including, and not limited to: water filter distribution, mold kit distribution, etc.
- d. Create original and unique events and media with the goal of promoting public health.

R. Duties of the UCIV Chair

- a. Attend a minimum of 3 UCIV shifts a quarter (scheduled as they see fit).
- b. Schedule the shifts of all UCIV members and Vice Chair at the beginning of each quarter.
- c. Attend weekly EVPLA office meetings.
- d. Meet at a minimum of twice a quarter with UCPD.
- e. Meet at a minimum of twice a quarter with IVFP.

- f. Attend the three quarterly training sessions.
- g. Be the main point of contact for UCIV board members.
- h. Ensure the overall functioning of UCIV and the betterment of the board.
- i. Establish a relationship with the Alcohol and Drug Program.
- j. Hold 3 office hours a week per quarter.
- k. Responsible for hiring the UCIV board members.
- l. Schedule weekly meetings with the UCIV Vice Chair, and Publications Director.

S. Duties of the UCIV Vice Chair

- a. Responsible for weekly recap press releases regarding UCIV, to be published on the UCIV website.
- b. Report to the EVPLA office twice a quarter on updates regarding UCIV.
- c. Responsible for three UCIV shifts a quarter at the discretion of the EVPLA.
- d. In charge of clothing and merchandise design.
- e. Run the UCIV Instagram account and website.

T. UCIV Media Director shall:

- a. Be responsible for weekly recap press releases regarding UCIV, to be published on the UCIV website.
- b. Report to the EVPLA office twice a quarter on updates regarding UCIV.
- c. Be responsible for three UCIV shifts and the discretion of the EVPLA.
- d. In charge of clothing and merchandise design.
- e. Run the UCIV Instagram account and website.

U. Duties of the UCIV Board Members

- a. There shall be 40 UCIV board members.
- b. Representatives must work at least five days (Friday or Saturday night), a quarterly orientation, and a 3 hour training on Naloxone, CPR, and First-Aid.
- c. Each Friday or Saturday night worker will pay \$60 for working a shift 9:30pm-12:30am.
- d. Representatives will be charged with the responsibility to:
 - i. Keep an eye out for residents' safety with regards to understanding citations.
 - ii. Distribute water at AS water stations throughout IV
 - iii. Connect medical services to those in need.
 - iv. Escort residents to their homes or the Pardall Center Safe Space.
 - v. Offer educational information to residents who could potentially become in violation of ordinances in order to prevent possible citations.
 - vi. Educate students on cliff and balcony safety.

- e. Representatives will be required to undergo three quarterly training sessions (Overdose Prevention Training and Mediation Training, Stop-the-Bleed Training, and Bystander Intervention Training) in order to assume their position.
- f. Disclaimer: UCIV Representatives are not responsible for preventing or stopping an overdose or other serious medical emergencies. The safety and peace of UCIV members is an integral priority for us, and we want to ensure all members feel comfortable performing duties of the board.

V. Rate my Landlord Development Team

- a. The Rate My Landlord Development Team shall maintain and expand the Rate My Landlord platform, ensuring its reliability, accessibility, and responsiveness to student needs in Isla Vista.
- b. The team shall consist of up to six (6) student developers, including a Lead Developer, who will collaborate under the supervision of the EVPLA or their designee.
- c. For the 2025–2026 academic year, any additions or replacements to the Rate My Landlord Development Team shall be approved by the Rate My Landlord Voting Council, consisting of the three (3) current developers and the three (3) Associated Students representatives as outlined in Section (e).
 - i. A proposed developer may be appointed upon a majority vote of the Council.
- d. New developers shall be appointed by the Office of the External Vice President for Local Affairs through an open and transparent hiring process, in consultation with the Lead Developer.
 - i. All appointments shall be subject to confirmation by the EVPLA to ensure proper onboarding within Associated Students.
- e. The team shall be eligible for Associated Students funding and resources, including but not limited to Creative Media support, advertising materials, and relevant stipends as approved by the Finance Committee and Senate.
- f. A Rate My Landlord Voting Council shall be established to oversee project decisions, feature implementations, and major updates. The council shall consist of six (6) members: the EVPLA Housing in Coordinator, the EVPLA, the Chair of the Isla Vista Tenants Union (IVTU), and three (3) members of the developers in the EVPLA's Office.
 - i. Any member of the council may propose a vote on issues pertaining to platform development, resource allocation, or project direction.
 - ii. Decisions shall pass by simple majority vote.
- g. In the event that the removal or replacement of a Rate My Landlord developer is considered, the decision shall require a joint discussion between the Rate My Landlord Lead Developer (or project founder) and at least one member of the EVPLA Office.
 - i. Removal shall not occur unilaterally by either party without consensus or majority approval by the Voting Council.
- h. The Rate My Landlord initiative shall operate as a partnership between the developer team and the Office of the EVPLA, with equal standing in decision-making.
 - i. The Voting Council shall serve to ensure mutual accountability and collaboration, not hierarchical control.

- ii. In the event of a tied vote within the Voting Council, the motion shall not pass.
 - 1. The issue shall return for further discussion among Council members, with the expectation of continued dialogue and follow-up meetings until a mutual agreement or majority consensus is achieved.
 - 2. The status quo shall remain in effect until consensus is reached.

SECTION 6. OFFICE OF THE EXTERNAL VICE-PRESIDENT FOR STATEWIDE AFFAIRS

- A. The Associated Students Office of The External Vice-President for Statewide Affairs is empowered to assist the EVPLA in the execution of their duties.
- B. The office staff shall be selected by the EVPSA, and approved by 50% + 1 of the Senate.
- C. The office of the External Vice President of Statewide Affairs shall consist of:
 - a. External Head Of Staff
 - b. Internal Head of Staff
 - c. Policy Analysts (2)
 - d. Communications Director
 - e. Deputy Communications Director
 - f. Organizing Director
 - g. Deputy Organizing Directors (2)
 - h. Community Outreach Liaisons (2)
 - i. UCSA Campaign Coordinators
 - j. Voter Registration Coordinator
 - k. Legislative Director
 - l. Deputy Legislative Director
 - m. Statewide Fellows
 - n. International Student Representative
 - o. Transfer Student Representative
 - p. Undocumented Student Representative
 - q. Basic Needs Director
 - r. Labor Director
 - s. Environmental Affairs Director
- D. All members referred to above shall be required to attend the staff meetings, as well as the quarterly retreats.
- E. The External Head of Staff is responsible for organizing and running the External Vice President for Statewide Affairs Office.
 - a. Attend all meetings on behalf of the EVPSA when they cannot attend.
 - b. Work with the EVPSA and other staff on statewide and national issues.
 - c. Organize, schedule, and facilitate staff meetings, all-staff meetings, quarterly retreats, and quarterly staff evaluations.
 - d. Work with the Communications Director to publicize fellowship and conference opportunities in the EVPSA Office, as well as be responsible for the selection and organization of delegations to said conferences.

- e. Work with the EVPSA to interview and appoint fellows.
 - f. Check in regularly with office staff to provide support and guidance in their work.
 - g. Serve four (4) office hours per week, devoted to management of a productive and effective EVPSA office.
 - h. Report to Senate a minimum of two (2) times per quarter.
 - i. Serve a term of one (1) academic year.
- F. The Internal Head Of Staff is responsible for organizing and directing the fellows of the Office Of The External Vice President For Statewide Affairs.
- a. Organize and manage the Associated Students Executive fellows as provided for by the Deputy Chief of Staffs of the Office of the Presidency and the Office of the Internal Vice President in conjunction with the Deputy Organizing Director.
 - b. Assist the Chief of Staff in the execution of their duties, and in the absence of the Chief of Staff, assume their duties.
 - c. Be responsible for the function and wellbeing of the Office Of The External Vice President For Statewide Affairs.
 - i. Works with the EVPSA's Office to facilitate bonding events within the Office of the EVPSA to curate a positive working environment among staff members, duties include but are not limited to:
 - 1. Coordinate at least one (1) bonding event per month within the Office of the EVPSA.
 - 2. These events should be limited in cost in order to preserve the budget of student fees for relevant projects within the office.
 - d. Administer three (3) mid-quarter evaluations (1 each quarter) within the EVPSA's Office to analyze staff climate, and must report this information during EVPSA's office meetings.
 - e. Attend all EVPSA weekly meetings and quarterly retreats.
 - f. Serve a minimum of two (2) office hours per week.
 - g. Serve a term of one (1) academic year.
- G. The Policy Analysts shall run the EVPSA office think tank for both federal and state legislation, research policy, and provide guidance around policy issues to the EVPSA office.
- a. Remain thoroughly informed on all relevant proceedings, legislation, and policy related to the work of the EVPSA office. This includes but is not limited to:
 - i. United States Congress
 - ii. California State Senate and Assembly
 - iii. UC Regents
 - iv. UC Office of the President
 - b. Work in partnership with the EVPSA and Senate to pass resolutions related to national and statewide issues.

- c. Be responsible for any assigned fellows, and conduct a weekly national and statewide policy advising staff meeting.
 - d. Respond to staff inquiries in a timely manner.
 - e. Report to the Senate a minimum of two (2) times per quarter.
 - f. Serve three (3) office hours per week devoted to research.
 - g. Attend all EVPSA staff meetings and quarterly retreats.
 - h. Serve a term of one (1) academic year.
- H. The Communications Director is in charge of getting the word out about conferences, events, and issues that the EVPSA office is working on and maintaining the office's website and social media platforms.
- a. Keep the website up to date with the newest information on board meetings, staff, office hours, etc.
 - b. Create infographics, posters, and multimedia to advertise upcoming events.
 - c. Manage all EVPSA social media platforms.
 - d. Advertise EVPSA/A.S. events on the office's website and social media platforms.
 - e. Attend all EVPSA staff meetings and quarterly retreats
 - f. Serve a minimum of two (2) office hours per week.
 - g. Serve a term of one (1) academic year.
- I. The Deputy Communications Director assists the Communications Director in getting the word out about conferences, events, and issues that the EVPSA office is working on and maintaining the office's website and social media platforms.
- a. Keep the website up to date with the newest information on board meetings, staff, office hours, etc.
 - b. Create infographics, posters, and multimedia to advertise upcoming events.
 - c. Manager all EVPSA social media platforms.
 - d. Advertise EVPSA/A.S. events on the office's website and social media platforms.
 - e. Attend all EVPSA staff meetings and quarterly retreats.
 - f. Serve a minimum of two (2) office hours per week.
 - g. Serve a term of one (1) academic year.
- J. The Organizing Director will implement and oversee all actions concerning UC, state, and national issues within the organizing staff.
- a. Act as the primary organizers of Associated Students for lobby activities, campaigns, and any other actions related to national, statewide, and UC system wide issues.
 - b. Serve on the executive board of A.S. Lobby Corps and attend all Lobby Corps meetings.
 - c. Attend all EVPSA staff meetings and quarterly retreats.

- d. Conduct a weekly Organizing Staff Meeting.
 - e. Write weekly detailed reports on the progress of the issues they are working on and present all updates to their work at the EVPSA staff meetings.
 - f. Serve three (3) office hours per week.
 - g. Report to senate a minimum of two (2) times per quarter.
 - h. Travel with the EVPSA to different conferences and meetings as needed and serve on any committees that are relevant to the work of the Organizing Director.
 - i. Oversee the UCSA Campaign Coordinators.
 - j. Serve a term of one (1) academic year.
- K. The Deputy Organizing Director will assist the Organizing Director in their duties.
- a. Oversee the Community Outreach Liaisons in conjunction with the Organizing Director.
 - b. Assist the Organizing Director with all campus advocacy efforts.
 - c. Assist the Organizing Director in the execution of their duties, and in the absence of the Organizing Director, assume their duties.
 - d. Attend UCSA Board meetings when the Organizing Director is unable to attend.
 - e. Take minutes at every Organizing Staff meeting and keep the Organizing Staff's calendar up to date.
 - f. Oversee and manage fellows in conjunction with the Deputy Chief of Staff.
 - g. Attend all EVSPA staff meetings and quarterly retreats.
 - h. Serve two (2) office hours per week.
 - i. Serve a term of one (1) academic year.
- L. The Community Outreach Liaisons will focus on bridging the gap between campus orgs, AS entities, student groups, and the EVPSA office to help carry out the office's goals.
- a. Serve as a liaison to the local Isla Vista/Goleta/Santa Barbara nonprofits, organizations, and other groups as needed to support the campaigns and efforts organized by the Organizing Director.
 - b. Maintain consistent working relationships between the Organizing Director and all aforementioned student and local groups, serving as the primary point of contact.
 - c. Serve as a liaison to the A.S. Student Commission on Racial Equity, A.S. Commission for Marginalized Genders, A.S. Trans & Queer Commission, A.S. Student Initiated Recruitment and Retention Committee, A.S. Environmental Affairs Board, A.S. Black Women's Health Collaborative, and A.S. Environmental Justice Alliance.
 - d. Attend all EVPSA staff meetings and quarterly retreats.
 - e. Attend all Organizing Staff meetings.
 - f. Serve two (2) office hours per week.

- g. Serve a term of one (1) academic year.
- M. The UCSA Campaign Coordinators shall be responsible for managing one UCSA campaign projects each and shall serve as the point of contact for said campaign. The amount of UCSA Campaign Coordinators hired will depend on the number of UCSA campaigns as decided at the UC Student Organizing Summit.
- a. Attend all EVPSA staff meetings and quarterly retreats.
 - b. Collaborate with other entities within A.S. to further the goals of any UCSA campaign they are working on.
 - c. Regularly check in with the UCSA campaign coordinator overseeing their campaign.
 - d. Attend UCSA Board meetings as needed to further campaign goals.
 - e. Serve a minimum of two (2) office hours per week.
 - f. Serve a term of one (1) academic year.
- N. The Voter Registration Director will implement and oversee all actions concerning voter registration.
- a. Act as the official organizer of activities related to voter registration.
 - b. Attend all A.S. voter registration volunteer coalition meetings and work with the VRVC to recruit volunteers.
 - c. Coordinate voter registration efforts directed at all facets of the campus community including, but not limited to residence halls, Greek life, student groups, and athletics.
 - d. Serve as a liaison to Campus Democrats, College Republicans, and any additional political organizations through SEAL.
 - e. Attend all EVPSA staff meetings and quarterly retreats.
 - f. Be responsible for any assigned fellows and conduct a weekly meeting focusing on voter registration efforts.
 - g. Present all updates to their work at the EVPSA staff meetings.
 - h. Serve as the UC We Vote Campaign Coordinator.
 - i. Serve (3) office hours per week.
 - j. Serve a term of one (1) academic year.
- O. The Legislative Director will focus on lobbying and shall be the bridge between the EVPSA and Lobby Corps.
- a. Serve as the Chair of State and National Affairs of Lobby Corps
 - b. Attend all EVPSA staff meetings and quarterly retreats.
 - c. Attend all UCSA Board meetings as funding permits
 - d. Be responsible for at least one (1) Statewide Fellow(s).
 - e. Attend all Organizing Staff meetings.
 - f. Serve a term of one (1) academic year.

- P. The Deputy Legislative Director will focus on lobbying and shall assist the Legislative Director in their duties.
- a. Serve as a member of State and National Affairs of Lobby Corps.
 - i. Refer to Advocacy Units Section 2 Part E for the rest of the position's duties.
 - b. Attend all EVPSA staff meetings and quarterly retreats.
 - c. Attend all UCSA board meetings as funding permits.
 - d. Be responsible for at least one (1) Statewide Fellow(s).
 - e. Attend all Organizing Staff meetings.
 - f. Serve a term of one (1) academic year.
- Q. The Statewide Fellows shall:
- a. Work with a staff member assigned to them by the EVPSA office's chief of staff.
 - b. Work on projects to be determined by their assigned staff member, as well as engage in self-initiated work.
 - c. Serve at least three (3) office hours per week.
 - d. Serve a term of one (1) academic year.
- R. The International Student Representative shall:
- a. Works with the EVPSA, Legislative Director, and Organizing Director to represent international students to campus administration and UCSA.
 - b. Work on projects to be determined as needed.
 - c. Serve as a liaison to OISS, A.S. Global Gaucho Commission, and the international student community.
 - d. Serve at least three (3) office hours per week.
 - e. Serve a term of one (1) academic year.
- S. The Transfer Student Representative shall:
- a. Works with the EVPSA, Legislative Director, and Organizing Director to represent transfer students to campus administration and UCSA.
 - b. Work on projects to be determined as needed.
 - c. Serve as a liaison to the Transfer Student Center, ONDAS, A.S. Transfer Student Alliance, and the transfer student community.
 - d. Serve at least three (3) office hours per week.
 - e. Serve a term of one (1) academic year.
- T. The Undocumented Student Representative shall:
- a. Works with the EVPSA, Legislative Director, and Organizing Director to represent undocumented students to campus administration and UCSA.

- b. Work on projects to be determined as needed.
- c. Serve as a liaison to the Undocumented Student Center, EOP Cultural Resource Centers, A.S. SCORE, and the undocumented student community.
- d. Serve at least three (3) office hours per week.
- e. Serve a term of one (1) academic year.

U. The Basic Needs Director shall:

- a. Work with the EVPSA, Legislative Director, and Organizing Director to bolster Basic Needs initiatives on-campus and system-wide.
- b. Work on projects to be determined as needed.
- c. Serve as a liaison to the Student Needs Advising Center, UC Basic Needs Village, A.S. COSWB, and the THRIVE initiative.
- d. Serve at least three (3) office hours per week.
- e. Serve a term of one (1) academic year.

V. The Labor Director shall:

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

W. W) The Environmental Affairs Director shall:

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

SECTION 7. OFFICE OF THE STUDENT ADVOCATE

A. Charge of Office:

- a. The Office of the Student Advocate (OSA) shall facilitate open and honest communication between students and the University by providing free and confidential peer support advice and assistance to any student, student organization, or student group involved in a dispute with the University or any other entity within the University community. All staff members of the OSA shall advocate for any student requesting the services of the OSA. It is the responsibility of the OSA to provide students with the tools and information necessary to assist and aid them to either address their situation individually, or to be assisted by an OSA staff member. In addition, the OSA shall promote students' rights as well as work to change and challenge policies of the University on behalf of the students of UCSB. The Office shall also maintain and advance its various technological functions to the benefit of the student body. Members of the OSA may accept community service hours in place of honoraria with the approval of the Student Advocate General.
- B. The office staff shall be selected by the Student Advocate General, with the exception of Software Developers of the Technology Committee and approved by 50% + 1 of the Senate. The Student Advocate General shall also select Software Developers in the case that a Software Development Team Lead has not been appointed.
- C. The Office of the Student Advocate, serving under the Student Advocate General, shall consist of:
 - a. Head of Staff
 - b. External Deputy Head of Staff
 - c. Internal Deputy Head of Staff
 - d. Director of Public Relations
 - e. Conduct Division Caseworkers (4)
 - f. Academic and Financial Division Caseworkers (4)
 - g. Grievances Division Caseworkers (2)
 - h. Directors of Public Interest (2)
 - i. Directors of Student Life and Campus Communication (2)
 - j. Commissioner of Community and Climate
 - k. Software Development Team Lead
 - l. Software Developer (5)
- D. The office shall form the Conduct and Ethics Committee (CEC) to oversee any reports regarding Policy 1 of ASUCSB's Standing Policies.
 - a. Purpose: to respond promptly to reports of Abusive Conduct/Bullying, while giving such reports the serious attention they warrant to stop, prevent, correct, and appropriately discipline behavior that violates Policy 1.
 - b. The task force shall only be activated when a report of Abusive Conduct/Bullying is presented to the office.
 - i. For reports in direct relation to any Associated Students' elections, the task force shall cooperate with A.S. Elections Board.
 - c. The A.S. Executive Director shall be considered a non-voting, ex-officio member of the task force. Motions offered by ex-officio members shall not be in order.
 - d. The CEC shall consist of six (6) nonpartisan members:
 - i. Student Advocate General: Chair, Non-Voting Member
 - ii. Head of Staff: Vice-Chair, Voting Member

- iii. External Deputy Head of Staff: Voting Member
 - iv. One (1) Director of Student Life and Campus Community: Voting Member
 - v. One (1) Director of Public Interest: Voting Member
 - vi. A.S. Executive Director: Non-Voting, Ex-Officio Member
 - e. Voting privileges in this committee will be restricted to the four (4) office members. Any other officer(s) in the OSA is allowed to be a part of the committee but will be considered an ex-officio committee member.
 - f. The Chair of the CEC shall have no vote unless they be equally divided.
- E. The office shall form the Technology Committee to oversee the development of OSA software initiatives and the maintenance of existing projects.
- a. Purpose: to build software in an agile, collaborative manner that organizes UCSB's information and makes it accessible and useful to all members of the UCSB community.
 - i. The Technology Committee shall consist of six (6) members:
 - 1. Software Development Team Lead
 - 2. Five (5) Software Developers
 - b. Voting privileges in this committee will be restricted to the six (6) office members. Any other officer(s) in the OSA, including the Student Advocate General, is allowed to be a part of the committee but will be considered an ex-officio committee member.
 - c. Members of the Technology Committee may concurrently serve other positions in OSA and be entitled to honoraria for both positions, provided adequate work is done for both positions.
 - d. Technology Committee minutes shall not be necessary, and any updates will be given by the Team lead during OSA meetings to be included in OSA minutes.
 - e. In the spring quarter, the outgoing Student Advocate General and Team Lead may make recommendations to the incoming Student Advocate General regarding the selection of the next Team Lead.
- F. The Head of Staff shall:
- a. Maintain and manage all internal office affairs, including the day to day operations of the OSA and all other communication. This includes, but is not limited to, the assignment and follow up of case work in coordination with the Division Directors and advising organizations.
 - b. Assist in all duties performed by the Student Advocate General as requested.
 - c. Be responsible for planning and implementing all staff training sessions.
 - d. Serve as one of the office policy specialists.
 - i. Be proficiently knowledgeable of University and system wide policies, rules, and regulations.
 - ii. Assist the Student Advocate General with presenting the position of the Associated Students to the University's administration concerning student rights, campus rules, and other areas of student conduct, regulations.

- e. Track and oversee the progress of quarterly projects of office projects and casework intake.
- f. Ensure that office staff members are attending campus events, club and organization meetings, and meetings with administration respective to their positions.
- g. Will be responsible for conducting meetings if SAG is not available.
- h. Hold a minimum of six (6) office hours per week dedicated to fulfilling all responsibilities of the position.
- i. In the event that the Office of the Student Advocate becomes vacant, the chief shall lead the office staff and ensure the office operates until a new SAG is duly elected.
- j. Serve as a member of the Conduct and Ethics Committee (CEC) whenever necessary.
 - i. Active only when the OSA is presented with an alleged breach of Policy 1.
 - ii. Serve a non-partisan position when active in the CEC.
 - iii. Shall attend a training on the understanding of unconscious bias.
- k. Serve a term of one (1) academic year.

G. The External Deputy Head of Staff shall:

- a. Assist the Head of Staff in the execution of their duties.
 - i. Will be responsible for conducting meetings with the Internal Deputy Head of Staff if SAG and Head of Staff are not available.
- b. Ensure that office staff members are attending campus events, club and organization meetings, and meetings with administration respective to their positions.
- c. Serve as a liaison with the other AS entities to make sure there is a clear communication between all AS offices with the OSA office.
- d. Conduct weekly meetings with the Directors of Student Life and Directors of Public Relations to produce a weekly report to present during general office meetings.
- e. Direct and facilitate all external OSA matters including overseeing the maintenance of the Office of the Student Advocate website, managing online reporting forms, and scheduling weekly office tabling, or similar outreach activities.
- f. Serve as a member of the Conduct and Ethics Committee (CEC) whenever necessary.
 - i. Active only when the OSA is presented with an alleged breach of Policy 1.
 - ii. Serve a nonpartisan position when active in the CEC.
 - iii. Shall attend a training on understanding unconscious bias.
- g. Hold a minimum of five (5) office hours per week dedicated to fulfilling all responsibilities of the position
- h. Serve a term of one (1) academic year.

H. The Internal Deputy Head of Staff shall:

- a. Be responsible for the administrative tasks of the office in collaboration with the Head of Staff (taking minutes, scheduling meeting times, organizing files, etc.).

- b. Assist the Head of Staff in the execution of their duties.
 - i. Will be responsible for conducting meetings if the SAG and Head of Staff are not available with the External Deputy Head.
 - c. Serve as a liaison and overseer of caseworkers (all divisions) to Student Advocate General, Head of Staff, External Deputy Head of Staff, and to the entire campus community.
 - d. Keep the Office of the Student Advocate Staff accountable in learning and applying university and system-wide policies, rules, and regulations.
 - e. Serve as one of the office policy specialists.
 - i. Be proficient and knowledgeable of University and system wide policies, rules, and grievances procedures.
 - ii. Assist the Student Advocate General with presenting the position of the Associated Students to the University's administration concerning student rights, campus rules, and other areas of student conduct.
 - f. They will support the Student Advocate General and/or Head of Staff in all public interest matters and advise/assist on policies affecting student organizations and the campus community.
 - i. They will assist in implementing changes that work to support the Associated Students Bill of Rights.
 - ii. Collaborate with the Student Advocate General, Head of Staff, and External Deputy Head of Staff in devising policy changes and special projects pertaining to UCSB campus community.
 - g. Hold a minimum of five (5) office hours per week dedicated to fulfilling all responsibilities of the position.
 - h. Lead casework trainings, to include but not be limited to:
 - i. Instructing proper casework procedures.
 - ii. Facilitating trainings and presentations by University officials on their work and its relevance to the OSA's functions. This shall include Grievance Caseworkers trainings held by advisors from the Title IX Office.
 - i. Serve a term of one (1) academic year.
- I. The Conduct Division Caseworkers shall:
- a. Assist in all matters pertaining to accusations of misconduct including plagiarism, cheating, hazing, theft, and other alleged violations of the University Student Code of Conduct, Academic Judicial Affairs, and Housing Conduct Policies and Procedures.
 - b. Collaborate with the Head of Staff in devising policy changes and special project casework pertaining to Housing Code of Conduct and the University Student Code of Conduct.
 - c. Conduct casework pertaining to University Residential Life, Housing Code of Conduct and the University Student Code of Conduct.
 - d. Foster a strong working relationship with judicial officers in Housing, Conduct office, and the University Office of Judicial Affairs.

- e. Be proficient and knowledgeable of Housing Conduct Policy and Procedures, Residence Hall Policies and Expectations, and UC Santa Barbara Student Code of Conduct.
- f. Analyze and track casework to plan Social Conduct and coordinate quarterly community projects pertaining to University Residential Life, campus regulations, and the Student Code of Conduct.
- g. Hold a minimum of four (4) office hours per week dedicated to fulfilling all responsibilities of the position.
- h. Serve a term of one (1) academic year.

J. The Academic and Financial Aid Division Caseworkers shall:

- a. Assist in all matters requested by the Student Advocate General and/or the Head of Staff regarding cases pertaining to Academic Judicial Affairs, academic grievances/disputes and Financial Aid processes.
 - i. Casework in the Academic division includes matters such as grade appeals, dismissal and academic probation, petitions surrounding Office of the Registrar deadlines, and assistance with withdrawing from the University.
 - ii. Casework in the Financial Aid portion of the division includes matters such as Satisfactory Academic Appeals, Expected Family Contribution appeals, On-Time Status appeals, Cost of Attendance appeals, work-study appeals, and assistance with withdrawing from the University relating to tuition and financial aid.
- b. Conduct casework pertaining to Academic Judicial Affairs, academic disputes, academic grievances, and financial aid processes.
- c. Be acquainted with administration in the Office of the Registrar, Financial Aid Office, and academic departments.
- d. Shall attend four (4) meetings of the Academic Affairs Board per quarter.
- e. Analyze and track casework to plan and coordinate quarterly community projects pertaining to Academic Affairs and Financial Aid matters.
- f. Hold a minimum of four (4) office hours per week dedicated to fulfilling all of the responsibilities of the position.
- g. Serve a term of one (1) academic year.

K. The Grievances Division Caseworkers shall:

- a. Assist in all matters requested by the Student Advocate General and/or Head of Staff regarding grievances matters and procedures.
- b. Conduct casework pertaining to matters that do not fall into academic, financial aid, or student conduct divisions.
 - i. Grievance cases include, but are not limited to: University formal grievances, sexual violence and sexual harassment (SVSH), DSP accommodations, discrimination/hate crimes reporting, and UCPD complaints.
 - ii. Collaborate with the Head of Staff and Directors of Public Interest in conducting casework pertaining to social justice.

- c. Serve as the OSA liaison for offices and departments such as Office of Title IX, CARE office, UCPD, Student Affairs, CAPS, Health and Wellness, Office of International Students and Scholars (OISS), and other respective on and off campus departments and AS entities.
- d. Serve as the OSA representative for any community town halls and community-demand meetings, including but not limited to, Title IX policy updates, Sexual Assault Town Halls, and community-specific demand meetings.
- e. Assist caseworkers and all office staff members in resources and outside office referrals.
- f. Assist the Head of Staff in the planning of office trainings and protocols.
- g. Hold a minimum of four (4) office hours per week dedicated to fulfilling all responsibilities of the position.
- h. Serve a term of one (1) academic year.

L. The Director of Public Relations shall:

- a. Assist in all matters requested by the Student Advocate General and/or the Head of Staff pertaining to the public relations of the OSA, including outreach, advertising, and recruitment.
- b. Act as the supervisor of all OSA outreach, advertising, and recruitment.
- c. Maintain visibility of the OSA via: t-shirts, banners, posters, etc.
- d. Maintain a constantly-updated presence on the OSA website and social media accounts, to include all resources relevant to the Office's functions in service of the broader student body.
- e. Be knowledgeable of local and campus resources relevant to publicity of the OSA (e.g. A.S. Publications, A.S. Graphic Design, and A.S. Media Relations).
- f. Hold a minimum of four (4) office hours per week dedicated to fulfilling all responsibilities of the position.
- g. Serve a term of one (1) academic year.

M. The Directors of Student Life and Campus Community Shall:

- a. Assist in all matters requested by the Student Advocate General and/or the Head of Staff regarding advocacy outreach.
- b. Be responsible for projects and outreach that focus on advocacy and upholding student rights.
- c. Serve as a liaison to AS entities and other student organizations involved in advocacy and outreach efforts, including but not limited to:
 - i. SCORE, Take Back the Night
 - ii. El Congreso, IDEAS
 - iii. Isla Vista Community Services District
 - iv. RHA
- d. Collaborate with other AS entities/offices/BCU's, student organizations, departments, etc. in devising special projects pertaining to advocacy and outreach.

- e. Work with the External Deputy Head of Staff, Head of Staff, and Student Advocate General.
- f. Serve as a member of the Conduct and Ethics Committee (CEC) whenever necessary.
 - i. Active only when the OSA is presented with an alleged breach of Policy 1.
 - ii. Serve a nonpartisan position when active in the CEC.
 - iii. Shall attend a training on understanding unconscious bias.
- g. Hold a minimum of four (4) office hours a week dedicated to fulfilling all responsibilities of the position.
- h. Serve a term of one academic year.

N. The Directors of Public Interest shall:

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

O. The Software Development Team Lead shall:

- a. Serve as Chief Technology Officer for all OSA technology-related projects.

- b. Maintain knowledge of the technology stack of ongoing projects and an understanding of their code bases.
- c. Be responsible for setting the direction and vision of the Technology Committee at the beginning of each quarter.
- d. Interview and select Software Developers of the Technology Committee, which shall be recommended to the President, and approved by 50% +1 of the Senate. The Student Advocate General must be consulted on all selections made, but is not required to approve selections.
- e. Be empowered to remove Software Developers of the Technology Committee with a written explanation drafted and added onto the minutes of the next OSA meeting.
- f. Be responsible for the privacy and security of any student information, data that is collected, or any other sensitive information (API keys).
- g. Be familiar with Agile software development methodologies (Scrum).
 - i. Shall hold one to four (1-4) standups in a given week to gather to discuss progress, plans, and any obstacles they are facing. Usually 15 minutes long. Each team member answers three questions: What did I accomplish yesterday? What will I do today? Are there any obstacles blocking my progress?
 - ii. Shall conduct a minimum of two (2) sprints per quarter, which are time-boxed iterations, typically lasting 1-4 weeks, where the Technology Committee works on a set of predefined tasks.
- h. Shall be responsive to current OSA development and technological needs.
- i. Serve a term of one (1) academic year.

P. The Software Developers shall:

- a. Assist in all matters pertaining to the development of OSA technology or software-related projects.
- b. Not be required to possess software development experience.
- c. Complete deliverables assigned by Team Lead in a timely, organized, and high-quality manner.
- d. Serve a term of one (1) academic year.

SECTION 8. CHIEF OPERATIONS OFFICER

- A. The Associated Students Chief Operations Officer is a position tasked with overseeing the operations and initiatives of the Association with members of the Strategic Operations Office, as it pertains to progress towards completion of goals outlined in recent and future A.S. Strategic Plans. The strategic operations office is the lead advocate and record keeper for all goals on the current Strategic Plan.
- B. The Chief Operations Officer shall:
 - a. Keep track of progress toward goals and initiatives undertaken by entities within the Associated, as outlined in previous A.S. strategic plans, through various metrics including but not limited to: Associated Students wide surveys, Undergraduate wide surveys, staff surveys, student employee surveys, progress reports, and meetings with entities and staff. Ensure that this record is passed on to the next Chief.

- b. Maintain a current record of relevant legislations and initiatives passed by the A.S. Senate to various A.S. strategic plans.
 - c. Work with the Office of the President, the Office of the Internal Vice President, and the A.S. Office of the Controller to oversee and advocate for progress toward the completion of the current A.S. Strategic Plan, as well as offer insight into long-term goals.
 - d. Shall complete an annual update report on the various A.S. strategic plans. During this report, small changes may be made to the current Strategic Plan to add any new and immediately pressing goals. No goals may be removed before the end of the Strategic Plan as outlined within the plan. Any additions must be confirmed by both agreement from the Chief of Operations Officer and a Senate vote. This report must be both written and presented to the Senate.
 - e. At the beginning of each school year, by Week 5 of Fall Quarter, send out a poll to all entities to assess current interest on each goal within the current Strategic Plan.
 - i. Organize year-long entity commitments for each goal. These commitments must be reflected.
 - ii. Encourage entities to continue on the same goals year-to-year when applicable.
 - iii. Facilitate communication between entity collaboration under the same goal.
 - iv. When a Strategic Plan goal has no BCU collaborator commitments for a year, the Chief of Operations Officer is responsible for recruiting entity interest toward said goal to the best of their abilities, regardless of previous years' interest in this goal.
 - f. Ensure awareness of the A.S. Strategic Plan among all entities, elected leadership, staff, and the student body, when applicable.
 - i. By week 3 of Winter quarter, hold an AS Long-Term Planning Town Hall, where
 - ii. Attend an AS all-staff meeting once in Spring Quarter to present the annual update report on the current AS Strategic Plan.
 - iii. Attend an AS staff advisor meeting once per quarter to encourage advisors to advocate for and integrate Strategic Plan goals relevant to their entities.
 - g. Maintain awareness of Staff, BCU, and IV strategic plans. Offer support for these plans when necessary.
 - h. Ask the Elections Board for permission to present the current Strategic Plan at Declaration of Candidacy each year to inform potential leadership of the current Strategic Plan.
 - i. Present at least one (1) report per quarter on the progress towards completion of A.S. strategic plans to the A.S. Senate.
 - j. Hold at least three (3) office hours per week.
 - k. Serve a term of one (1) academic year and be appointed by the A.S. President.
 - l. Shall sit on the President's Cabinet.
- C. The members of the Strategic Operations Office, appointed by the Chief Operations Office and confirmed by a majority of the Senate, are empowered to oversee the Strategic Vision Plan, create new Strategic Vision Plans in relevant years, and assist in initiating and developing projects that work towards the Strategic Vision.

- D. The members of the Strategic Operations Office shall consist of:
- a. Chief Operations Officer
 - b. Project Lead (2)
 - c. Strategic Analysts (5)
 - d. Outreach Coordinators (2)
- E. The Project Lead shall:
- a. Familiarize with the AS Strategic Vision plan and initiate original projects relevant to the strategic vision with the Chief Operations Officer.
 - b. Track the progress of in-office projects as they develop.
 - c. Assist the Chief Operations Officer in relevant years when creating the strategic vision plan.
 - d. Assist the Chief Operations Officer in completing an annual report on the progress of goals outlined in the Strategic Vision Plan document.
 - e. Assist the Chief Operations Officer in project management and prioritization for in-office and collaboration projects.
- F. The Strategic Analysts shall:
- a. Familiarize with Strategic Vision plan and work collaboratively with Project Leads to create priority plans in years of executing the vision plan.
 - b. Collect and analyze data for in-office projects.
 - c. Evaluate current data collection methodologies on tracking the goals in the strategic vision plan.
 - d. Interpret AS data obtained from surveys, progress reports, and minutes to track AS progress.
 - e. Develop and maintain a platform to document progress regarding goals outlined in the Student Strategic Plan.
- G. The Outreach Coordinators shall:
- a. Establish an internal meeting time at the beginning of each quarter.
 - b. Create and maintain media for the Office including but not limited to: presentations, social media, website design, and graphics.
 - c. Assist in developing surveys to maximize responses and relevance data.
 - d. Serve as a contact point between the Office of Strategic Operations and other entities.
 - e. Be familiar with other AS entities and offices in order to advise office members on resources and funding outlets.
 - f. Take responsibility for presenting data and progress to executives, administrators, and other entities in order to seek funding and share of office updates in the form of Emails, graphics, and synchronous presentations.
- H. In relevant years, the strategic operations office is tasked with managing the creation of new AS strategic goals led by the Chief Operations officer:

- a. Membership shall include:
 - i. Those in the strategic operations office.
 - ii. Any Office of the Chief of Operations Officer members as designated by the Chief of Operations Officer
 - iii. Additional members designated by the Chief operations officer. Criteria for these positions includes extensive knowledge of A.S. operations
 - iv. General member positions shall be widely advertised throughout the Association but will ultimately be appointed by the Chief of Operations Officer.
 - v. When possible, an outside consultant specializing in long term planning shall be hired to facilitate the planning process.
- I. New strategic plans shall be written with the entirety of the Association in mind, based on goals that the association would like to complete, but typically cannot do within a year and without cross-entity collaboration.
 - a. When a general consensus on a particular issue cannot be reached within the Association, the goal enacted by the strategic plan shall focus on further discussion of said issue.
 - b. Goals should be decided based on survey results, meetings, and other metrics the Strategic Vision Committee chooses to use to communicate with both undergraduates and entities within the Association.
 - c. New plans must be passed by the majority of the Strategic Vision Committee and confirmed by the majority of the Senate

SECTION 9. CONTROLS AND COMPLIANCE OFFICE

- A. Charge of the Controls and Compliance Office:
 - a. The Controls and Compliance Office shall be an independent and autonomous body, appointed by the Internal Vice President. The Office shall operate free from external influence and shall be responsible for reviewing, monitoring, and investigating compliance with legislative, financial, and university policies across all areas of the Association.
 - b. Upon completion of an investigation into financial, legal, or compliance matters, the Office shall have the authority to recommend appropriate legislative or procedural changes to the Association and all relevant parties.
 - i. This office shall have no power to convict an individual or entity through their reports.
 - ii. This office shall be enabled to report and clarify breaches in AS policy and make recommendations for correction.
 - c. The office shall be responsible for collaborating with A.S. staff, students, and all related parties during and after investigations.
 - d. The office shall remain a non-partisan, independent body with a regulatory function to support the organization's well-functioning through the clarification and guidance it offers. The findings of each report shall be based solely on all available evidence.
- B. Membership of the Controls and Compliance Office:

- a. The office shall consist of:
 - i. One (1) Chief Compliance Officer (CCO).
 - ii. Two (2) Compliance Officers.
 - iii. Any undergraduate students of UCSB deemed necessary by the Internal Vice President or the CCO, or approved by the A.S. Senate with a two-thirds majority vote. They shall have the powers, duties, and regulations of a compliance officer, but shall not receive honoraria.
- b. The IVP shall appoint the CCO.
 - i. The CCO may be removed by:
 - 1. the Senate; in accordance with the A.S. Constitution Article VI§4(L).
 - 2. the Internal Vice President.
 - ii. If the sitting IVP removes the CCO, the A.S. Senate may nullify this removal by a 2/3 majority vote.
- c. The Compliance Officers shall be hired through the IVP's office, with the Chief Compliance Officer's approval.
 - i. The CCO has the final authority on the hiring decisions of Compliance Officers.
 - ii. Compliance Officers may be removed by the Senate in accordance with Article VI§4(L) of the A.S. Constitution or by the sitting IVP.
- d. Membership within this office shall begin with one's appointment, and service shall be considered complete at the end of the Senate and IVP's term of office.

C. Powers of the Office:

- a. The office shall, within the allowance of University policy, and state, federal, and other relevant laws, be entitled to all records, audits, contracts, and paperwork within the association.
- b. The office shall be granted uncensored access to these documents by all officers, employees, and members of this association through a written notice of the Chief Compliance Officer.
- c. This office shall, through written notification and reasonable notice, be granted interviews of A.S. Staff and involved individuals that pertain directly to an ongoing investigation.
 - i. Written notification must include the purpose of the interview and a deadline to respond, with a minimum of three business days' advance notice.
 - ii. The Office shall have the authority to conduct interviews with any and all members of the Association, including but not limited to:
 - 1. BCU chairs, officers, and members.
 - 2. Association officers, executive officers, and office staff.
 - 3. Members of the Senate.
 - 4. Association pro staff.
- d. This office shall have the power to issue notices for the production of evidence to any officer of this association.

- i. There must be at least seven business days between the serving of these notices and any imposed deadlines.
 - ii. These notices must be sent to the chair(s) of BCUs or directly to the individual involved.
 - iii. The Internal Vice President must approve of these notices before they are sent out.
 - iv. Meetings conducted due to these notices will have an official minute taker present.
- e. Shall provide contra statements (henceforth con statements) to the yearly Spring General Election ballot for entities requesting reaffirmation as well as proposed new fees.
- f. This office may request additional powers through the A.S. Senate.
 - i. Requests are granted by a two-thirds majority vote.
 - ii. These powers may be revoked at any time through a two-thirds majority vote of the A.S. Senate.
 - iii. Additional powers shall expire upon:
 - 1. Conclusion of the Senate that granted the office such power(s).
 - 2. Completion of the report, which required such power(s).

D. Compliance Investigations and Reports:

- a. Investigations by the Controls and Compliance Office shall culminate in a publicly available report.
- b. Investigations may begin via:
 - i. An anonymous report or investigation request to this office by any association member.
 - ii. A written request by the IVP.
 - iii. At the discretion of the Chief Compliance Officer.
- c. A detailed method of investigation shall be included in the final report, including all revisions to plans and reasons for such changes.
 - i. A listing of all conducted and requested interviews shall be included in the final report, with transcripts available upon request.
- d. Unless an investigation specifically pertains to them, the IVP will have access to ongoing investigation materials as part of the office's oversight.
- e. The A.S. Senate may request information on ongoing investigations through a 2/3 majority vote.
 - i. The A.S. Senate will move to a closed session while receiving information on ongoing investigations.
- f. The Chief Compliance Officer is required to give final approval before publishing the internal investigation report.
- g. Finalized reports shall be made publicly available via the A.S. Compliance Website.
 - i. At the discretion of the Chief Compliance Officer and IVP, notification of the report may be shared with any relevant parties.

- h. This office shall be available for Senate questioning on any published report upon written notice sent at least 72 hours in advance from 2/3rd of the Senate.
 - i. If there are major mistakes within the original report, an announcement email must be sent to all A.S. entities notifying them of the correction.
- i. This office shall be available for follow-up discussion on any published report, and corrections shall be made promptly.
- j. The cover page shall consist of: (1) Logo of the Associated Students, (2) the CCO's name, (3) title: Internal Investigation Report, and (4) the date of completion.

E. Practices:

- a. The office shall directly report to the Internal Vice President.
 - i. The office shall maintain open lines of communication with the Internal Vice President, the Attorney General, and the Senate.
 - ii. The office shall, by a written one-week notice, be available for questioning by the A.S. Senate.
 - 1. Questioning must be conducted in a closed session if the Chief Compliance Officer deems the information involved sensitive.
- b. This office shall respond to all student concerns brought before the office.
- c. This office shall maintain a robust system for record-keeping. All investigation records for a minimum of three (3) calendar years.
- d. This office shall meet when deemed necessary by the Chief Compliance Officer to discuss and deliberate on current and future internal investigations.
- e. This office shall not make allegations or accusations against individuals in their reports.
 - i. In instances where an individual must be named in a report, the scope of mentioning should be limited to their actions and involvement related to the investigation topic, supported by concrete evidence.
- f. This office shall remain committed to protecting the privacy of individuals through their reports.

F. Minutes and Procedures of the Controls and Compliance Office

- a. Due to the sensitive nature of this office's work, there shall be no obligation to include any persons in scheduled meetings and discussions except:
 - i. Elected officials and senators may request to attend scheduled meetings by giving written notice to the Chief Compliance Officer 24 hours prior to the scheduled meeting.
 - ii. This office shall not be obligated to notify elected officials and senators if the discussion is unscheduled.
- b. This office shall publish all minutes to the public, reserving the right to censor any sensitive information within those minutes.
 - i. The IVP reserves the right to view and publish uncensored versions of minutes taken by this office.

- ii. Unless required by University policy, state law, federal law, or any other relevant governing body, all censored information must be made available to the elected officials and the Attorney General.

III. PRESIDENT'S CABINET

SECTION 1. MEMBERSHIP

- A. The President's cabinet shall consist of the following members:
 - a. Academic Affairs Commissioner (See Article V, Section 5(C))
 - b. A.S. Attorney General (See Article VIII)
 - c. A.S. Controller (See Article IX)
 - d. A.S. Director of Alumni Affairs (See Article V ASUCSB Executive Office, Section 3N)
 - e. Committee on Committees (See Article X)
 - f. Chief Marketing Officer (Article XII Events and Media Units, Section 2D)
 - g. Chief Financial Officer (See Article VI, Section 12(G))
 - h. Chief Investment Officer (See Article VI, Section 18(D)(1))
 - i. Chief Technology Officer (See Article VI, Section 16(E))
 - j. Facilities Commissioner (See Article V, Section 4(C))
 - k. Chief Operations Officer (See Article V, Section 10)

ARTICLE VI – LEGISLATIVE BRANCH

I. SENATE

SECTION 1. PUBLIC MEETING REQUIREMENTS

- A. Any and all public held meetings under the legislative branch ought to be conducted with details on the date, time, and location conveyed to members of the association and student body with ample advance notice.
 - a. Ample advance notice is defined as a minimum of 24 hours advance notice prior to the start of the regular meeting time.
 - b. Publicly held meetings under the legislative branch shall be understood as: general Senate weekly meetings, BCU meetings, and other applicable legislative meetings.
- B. If one of the aforementioned meetings cannot be held for any reason, members of the association and the student body will be provided with reason for cancellation in advance and a suitable alternative for participation.
 - a. A suitable alternative for participation may be defined as a synchronous meeting that allows speakers the accessibility to public forum, either via physical or virtual presence at the meeting. Examples of suitable alternatives are teleconference meetings or other communicative software mediums. An email vote on its own is not a suitable alternative because obtaining a live public forum is not possible.
 - i. A meeting, whether considered standard or a suitable alternative, shall be conducted according to Robert's Rules of Order as interpreted by the A.S. Internal Vice President and the A.S. Parliamentarian, subject to a majority vote of the Senate or procedural issues at the objection of two voting members.

- ii. If an email vote is to be conducted, there shall be a concurrent option for public participation. This might be a comments section that opens the day before the email vote or an official forum posted on the Internal Vice President's social media. These options are not exhaustive.
- b. Additionally, the meeting must display the outcome of the vote, including the number of members voting Aye, Nay, and abstention, to the public via physical or virtual means.
 - i. Such information must be presented to the public in an accessible and timely manner so the public may be informed of the recent motion.
- C. In the event of an unexpected emergency or academic conflicts, a meeting of the student legislature can be canceled at any moment with probable cause, so long as the public is informed as adequate information is available.
 - a. Scheduling complications due to midterms and final examinations fall under the purview of "academic conflicts."
 - b. In the event of an unexpected emergency, a meeting may also be postponed following the same rules as the aforementioned cancellation process. But, the public must be informed of the new date, time, and location with at least 24 hours notice.

SECTION 2. SENATE MEMBERS' DUTIES

Senate Members shall:

- A. Agree to the condition that Associated Students' responsibilities take precedence over any other extracurricular activity.
 - a. In order to fully commit themselves to their duties, they may not be appointed as staff-members in any executive office, and must limit their official capacity in AS entities to their duties as general members. This prohibition will not be construed to extend to external bodies, coalitions in which the Associated Students is a member organization, or entities on campus within whom the Association shared co-governance duties.
- B. Attend all regularly scheduled Senate meetings.
- C. Maintain a strong connection with their constituency and attempt to respond to all formal inquiries directed to their office in a timely manner.
- D. Agree to hold a minimum of three (3) regularly scheduled, and advertised, office hours per week.
 - a. Office Hours will be held according to their Committee work.
 - i. Liaison Committee senators will hold office hours related to their Liaison Committee function.
- E. Serve as an active member of Senate Temporary Committees as needed.
- F. All Residential and Collegiate Senators shall make a bona fide effort to attend meetings and/or events held by institutions relevant to their positions' duties and their constituents' direct interests.
 - a. These include, but are not limited to, campus, local (municipal, county, etc.), and/or UC-wide governance organizations.
- G. Transfer Senators shall attend meetings specific to their position.
 - a. Transfer Senator:

- i. Will attend at least three (3) meetings total per quarter of the AS Transfer Student Alliance (TSA).
- H. International Senators shall attend meetings specific to their position.
 - a. Shall meet with the Office of International Students and Scholars at least (1) time per quarter.
 - b. Shall attend at least six (6) Global Gaucho Commission meetings per quarter.
- I. Undertake four (4) or five (5) Groups Projects as an entire Senate during their term of office. Are encouraged to collaborate on legislation, committee work, and group projects with other Senators during their term of office. If a group project is initiated between Senators, the group shall provide regular and through updates during discussion in Senate meetings.
 - a. Group project leaders shall be in communication with A.S. and Campus staff to ensure transparency throughout the group project process.
- J. Be present at 40% of Budget Hearings as outlined in Article IV, Section 4 of the Associated Students By-Laws.
- K. Senators are elected to the ASUCSB Senate for the sole purpose of serving students and shall during Senate meetings, show the highest degree of respect, regard, and decency to their fellow students.
- L. Be encouraged to participate in a community service event at least once a quarter.
- M. Attend the mandatory A.S. Senate Training.
 - a. The A.S. Senate Training will be conducted by the Internal Vice President, the First President Pro-Tempore, and the Second President Pro-Tempore.
 - b. The A.S. Senate Training may be funded by the Leadership Fund or Senate Unallocated.
 - c. The A.S. Senate Training should prioritize Robert's Rules of Order, framing legislation, and project planning.
 - i. Project planning should encompass critical issues, policy formation, and implementation.
- N. Shall individually meet with the IVP's Director of Accountability to ensure adherence to their position's duties.
- O. Review the draft of the Senate Strategic Vision Plan ratified by the Senate Executive Committee and propose amendments and/or revisions. All amendments and/or revisions must be completed and approved by a $\frac{2}{3}$ 'rd's vote of the entire Senate by the Week 3 Senate meeting of Fall Quarter each term. Once approved and ratified, the senate web developer in the IVP Office shall update the Senate Strategic Vision Plan section on the ASUCSB Senate. The Senate media coordinator in the IVP office shall also work on advertising the strategic plan across all social media platforms.
 - a. During any future senate meeting after Week 3 of Fall, any part of the Strategic Vision Plan can be amended with a $\frac{2}{3}$ 'rds voting approval of the senate to allow for flexibility as goals evolve throughout the year. The senate web developer shall update the senate website accordingly. The Strategic Vision Plan should also incorporate High-Impact Projects (HIPs) that senators work on throughout the year, which must be added to the Strategic Vision Plan via a motion made under the Action Items portion of the Senate agenda.

SECTION 3. DUTIES OF THE FIRST AND SECOND SENATE PRESIDENT PRO-TEMPORE'S

- A. The Shared Duties of the President Pro Tempores:

- a. Will, when requested, provide assistance and guidance to all Senators.
- b. Will ensure—through organization, management, delegation, and administrative work—that the Senate is able to function within all of its enumerated constitutional responsibilities.
- c. Will promote and facilitate collaboration across Standing Committees.
- d. Will hold working meetings in accessible locations.
- e. Will attend all meetings of the Office of the Internal Vice President, or remain informed of the contents thereof to the satisfaction of the Internal Vice President.
- f. Will encourage vigorous debate, active participation, and informed discussion among the Senate.
- g. Will participate in the Executive Committee of the Senate.
- h. Will work with the Internal Vice-President to set the policy goals of the Senate each term and create an initial draft of the Annual Senate Strategic Vision Plan, consisting of long and short term goals/projects for all standing, administrative, and temporary committees by the beginning of Summer Session B.

B. The Duties of the First Senate President Pro-Tempore are as follows:

- a. Shall follow up on all Action Items passed by the A.S. Senate and ensure that business is properly completed.
- b. Be responsible for formulating the budget package of the Senate and presenting it at the Finance and Business Committee budget allocation hearings.
- c. Will serve as Vice Chair of the Honoraria Committee.
- d. In the event that the office of the Internal Vice President becomes vacant; the First Pro-Tempore shall serve as Vice President of Internal Affairs until a new Internal Vice President is duly elected.
- e. May delegate responsibilities, including chairships, with the consent of the recipient, to the Second President Pro-Tempore.

C. The Duties of the Second Senate President Pro-Tempore are as follows:

- a. The Second Pro-Tempore shall assume all the responsibilities of the First Pro-Tempore in the absence of the First President Pro-Tempore. In the event that the First Pro-Tempore and Second Pro-Tempore cannot attend or has a proxy for an Associated Student's Senate meeting, the position and its responsibilities shall be temporarily filled by an elected member of the Senate chosen by the chair, with two thirds (2/3) approval of the Senate.

SECTION 4. SENATE LEADERSHIP STAFF

A. Charge of the Senate Leadership Staff:

- a. The Senate Leadership Staff serve to increase the effectiveness of the Senate in enacting wise policy, positively representing the Association, and conducting detailed due diligence. The Senate Leadership Staff provide special assistance in particular to the Senate Leadership in their conduct of Senate Business.

B. Direction of the Senate Leadership Staff

- a. The Senate Staff complete their duties at the direction of their respective Head of Staff. Heads of Staff receive their direction from their respective President Pro-Tempore. The Senate may direct the Senate Leadership Staff by resolution, overriding these typical orders of direction.

C. First President Pro-Tempore Head of Staff will:

- a. Serves as the principal administrative officer of the First President Pro-Tempore, through the delegation and direction of the same. The Head of Staff is responsible for organizing and operating the Office of the First President Pro-Tempore.
- b. Represents the President Pro-Tempore. The Head of Staff represents the President Pro-Tempore at meetings, through email, text messages, and phone calls, and through all other modes of official communication.
- c. Serve as a delegate for administrative, operational, management, or other non-legislative tasks by the President Pro-Tempore.
- d. Direct, manage, and oversee—under the guidance of the First President Pro Tempore—the Office's staff, if applicable and be responsible for setting up all Office meetings and other staff activities.
- e. Maintain an up-to-the-week updated spreadsheet of all Association appointments approved by the ASUCSB Senate throughout the duration of the term, to be publicly and easily accessible through the ASUCSB Senate Website and relevant digital and social media means.

D. Second President Pro-Tempore Head of Staff

- a. All duties, responsibilities, restrictions, honoraria, and other legal code attributes of the Second President Pro-Tempore Head of Staff are identical to those of the First President Pro-Tempore Head of Staff, with the exception that the former follows the direction of—and represents—the Second President Pro-Tempore.
- b. The Second President Pro-Tempore Head of Staff will conduct a peer evaluation of the First President Pro-Tempore Head of Staff on a quarterly basis; providing in writing at least one positive and one constructive piece of feedback. They will cooperate with their corresponding peer evaluation by the First President Pro-Tempore Head of Staff.

E. First President Pro-Tempore Senior Advisor

- a. The First President Pro-Tempore Senior Advisor shall be responsible for conducting research on topics of interest to the Pro-Tempore, including ASUCSB, UCSB, Isla Vista/Local Government, and UC-wide policy issues.
- b. Shall assist the Pro-Tempore in curating statements to the larger UCSB community, provide advice on policy and operational issues, and attend as many meetings alongside the Pro-Tempore at the latter's discretion to serve as a notetaker and consultant.
- c. They shall also be the primary point of contact for the Pro-Tempore regarding all financial matters including drafting the budget packet of the senate, working with relevant offices to track AS passthrough lock-in fees, and assisting with the Senate's role in the yearly ASUCSB fiscal budget process.
- d. They shall also be the primary point of contact for the Pro-Tempore regarding all Constitutional duties of the Senate and the Legislative Branch's relationship with all other branches of the Association, and provide advice to the Pro-Tempore in these areas.

F. Second President Pro-Tempore Senior Advisor

- a. All duties, responsibilities, restrictions, honoraria, and other legal code attributes of the Second President Pro-Tempore Senior Advisor are identical to those of the First President Pro-Tempore Senior Advisor, with the exception that the former follows the direction of—and represents—the Second President Pro-Tempore.

G. First President Pro-Tempore Project Director

- a. The First President Pro-Tempore Project Director shall oversee all Senate Group Projects, High Impact Projects (HIPs), or other projects of the Senate that their respective Pro-Tempore delegates them to oversee and manage. They will ensure all projects are completed to the best of their ability and potential, and ensure all projects are completed according to the relevant legal code procedures. They may also provide feedback and revisions to the Pro-Tempore or the senators themselves to make the project more in coherence with the Annual Senate Strategic Vision Plan or the A.S. Strategic Vision Plan.

H. Second President Pro-Tempore Project Director

- a. All duties, responsibilities, restrictions, honoraria, and other legal code attributes of the Second President Pro-Tempore Project Director are identical to those of the First President Pro-Tempore Project Director, with the exception that the former follows the direction of—and represents—the Second President Pro-Tempore.
- b. Shall be responsible for communicating with Registered Campus Organizations (RCOs), campus departments, and local organizations in Isla Vista on behalf of the Pro-Tempore, and for keeping the Pro-Tempore updated on relevant events and developments on campus and in the Isla Vista community.

I. Second President Pro-Tempore Outreach & Media Coordinator

- a. All duties, responsibilities, restrictions, honoraria, and other legal code attributes of the Second President Pro-Tempore Outreach & Media Coordinator are identical to those of the First President Pro-Tempore Outreach & Media Coordinator, with the exception that the former follows the direction of—and represents—the Second President Pro-Tempore.

SECTION 5. SENATE TRAINING

- A. First-term Senators are required to attend all Senate Training Sessions curated by Senate Leadership, the Internal Vice President, and the First and Second Presidents Pro Tempores.
- B. Senators shall be required to complete the following Training Sessions per Article XIII Section 4:
 - a. How to Write Legislation
 - b. University Budget Review
 - c. University Center & Other Student Fee Facilities
 - d. ASUCSB Financial Policies and Procedures
 - e. Intro to Legal Code (ASUCSB Constitution, By-Laws, Policies, and Procedures)
 - f. ASUCSB Enterprise Activities
 - g. Robert's Rules of Order
 - h. History and Structure of Associated Students

- C. Senators who do not attend all of the provided training sessions shall be counted as missing three standing committee and Senate meetings for attendance purposes. Further, the Internal Vice President shall send the Honoraria Committee a list of Senators who have not completed all of the Administrative training courses.
- D. All candidates running for office the preceding Spring Quarter shall be notified at the candidates' meeting about the required training dates for the upcoming Fall Quarter by the Elections Board Chair and Attorney General.
- E. The purpose of the Senate Training is to introduce new Senators to the structure and operation of ASUCSB, educate Senators on the communities affiliated to senators-elect through community workshops, provide senators with a workshop focusing on the University budget, provide senators with a workshop regarding sustainability, introduce Senators to the Constitution, By-Laws, and Rules of Order, provide training on issues of diversity, and protect the institutional memory of ASUCSB. Therefore, it is incumbent upon the outgoing Senate class to contribute to the transitioning of the incoming Senate class by participating in the Senate Training and actively engaging with the subsequent and incoming ASUCSB student leaders.

SECTION 6. SENATE CONTINUITY

- A. All Senators are required to submit transitional reports to document their accomplishments for the past year. These transitional reports shall serve as supplementary tools to the Senate Leadership Network Training outlined in Article V Section 3.
- B. The incumbent Internal Vice President shall be responsible for compiling the project reports and making these documents accessible online to all newly elected Executive Officers and Senators prior to the start of Executive Officer Training Session, or by Memorial Day Holiday.
- C. Each Senator shall include an email address for contact purposes, a section providing general advice to senators, and a list of committees/liaison positions that the senator has held during their term.
- D. Each Senator shall be responsible for writing one report for every initiated project. Each report shall clearly indicate the name(s) of the author(s) of the report. In the case where multiple Senators are involved, only one report needs to be submitted per project.
- E. Information provided in project reports is recommended to include, but not be limited to, the following:
 - a. Project Name
 - b. Project Timeframe
 - c. Type of Project (New or Old)
 - d. Personnel Requirements
 - i. Names of Elected Officials Involved:
 - ii. Number of Student Staff Involved:
 - iii. Number of Participants:
 - iv. Key Administrators Involved:
 - 1. Name
 - 2. Position
 - 3. Contact Information (if available)
 - 4. Describe the collaboration
 - e. General Description

- f. Purpose and Relationship to the Missions of the ASUCSB
- g. In conjunction with another Office/Student Organization?
- h. If so, please state:
 - i. Costs
 - ii. Special Problems
 - iii. Overall Evaluation/Suggestions for Improvement
 - iv. Attachments

F. The Internal Vice President shall direct the Webmaster to make these documents available online, in a database format similar to that of Senate Bills.

G. The following disclaimer shall be added to this Transitional Report before becoming a public document:

- a. DISCLAIMER: The information contained in this document has not been fact-checked or verified by ASUCSB in any way. The source of information contained in this document comes entirely from the listed author(s).

SECTION 7. PARLIAMENTARIAN

A. Charge of the Parliamentarian:

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

B. Selection and Term of Office:

- a. The Parliamentarian shall be appointed by the Internal Vice President.
- b. The Parliamentarian must be in continual regular undergraduate attendance at UCSB.
- c. The Parliamentarian shall not concurrently hold an elected office in Associated Students.
- d. The Parliamentarian must be a student in good standing (GPA of 2.0 or above).

C. Duties of the Parliamentarian:

- a. Shall be familiar with the policies and procedures of the Senate.
- b. Shall be familiar with Robert's Rules of Order.
- c. Shall be familiar with ASUCSB Legal Code.
- d. Shall attend all Senate meetings for their full duration and be subjected to the attendance policy of the Senate under Article XI, Section 5.
- e. In the case that the Attorney General is not present, shall read relevant excerpts from The Legal Code aloud when requested by a Senator or the Internal Vice President during Senate meeting without adhering to the speakers list.
- f. Shall give direction when the Internal Vice President or Senators have any questions on the procedures of the Senate.

- g. Shall give a presentation during the Fall Quarter Senate retreat regarding policies and procedures of the Senate.
- h. Be as neutral as possible with regards to the pending business and discussions of the Senate during the Senate meetings and other public Associated Students forums.
- i. Shall hold at least one (1) office hour per week, which shall be primarily devoted to assist Senators who have parliamentary questions or concerns.

II. LEGISLATIVE COMMITTEES

SECTION 1. SENATE STANDING COMMITTEES

- A. Senate Standing Committees shall be:
 - a. Finance Committee
 - b. Liaison Committee
 - c. Outreach Committee
 - d. Advocacy Committee
 - e. Executive Committee
- B. Senate Standing Committees are the primary bodies charged with reviewing all Senate legislation.
- C. Senate Standing Committees shall also, from time to time, hear specialized reports regarding their purview.
- D. Senate Standing Committees shall be empowered to investigate all matters falling under their purview and draft necessary legislation.
- E. All visiting Senators are considered non-voting Ex-Officio members of any Senate standing committee.

SECTION 2. TEMPORARY COMMITTEES

- A. Temporary Committees may be established by a majority vote of the Senate through organizational resolutions. These Committees shall dissolve upon completion of their designated task and shall include a complete Senate membership list.
- B. Executive Officers sitting on temporary committees will be removed from those committee(s) upon four (4) temporary committee absences.

SECTION 3. ADMINISTRATIVE COMMITTEES

- A. Senate Administrative Committees shall be:
 - a. Committee on Honoraria
 - b. Technology and Media Services Committee
 - c. Investments Advisory Committee
 - d. Elections Board
 - e. Committee on Committees (See Article XI)
- B. Administrative Committees may be established by a vote of the Senate. These permanent committees shall meet regularly to provide oversight over a specific task or function of the association.
- C. Each Administrative Committee shall have at least three (3) members, with the maximum number of members determined by the Senate.

- D. Executive Officers sitting on Administrative Committees will be removed from those committee(s) upon four (4) Administrative Committee absences.

SECTION 4. APPOINTMENT TO COMMITTEES

- A. The Internal Vice President shall nominate and the Senate shall confirm, by a two-thirds (2/3) vote of the entire Senate, the membership of all standing and administrative committees (excluding Student-at-Large Members), unless otherwise specified in the Constitution and/or By-Laws.
- B. Appointments of Chairs, Vice Chairs and Senator Voting Members shall last for one (1) academic quarter. The Internal Vice President shall submit appointments at the beginning of each quarter.
- C. Any Student at Large member of a Senate Committee can be removed by a two-thirds (2/3) Vote of the Senators duly chosen and sworn in.
- D. Any visiting Senator shall have the right of a non-voting ex-officio member on any standing committee.

SECTION 5. COMMITTEE MEETINGS

- A. Regular Committee Meetings
 - a. Each Committee shall establish by unanimous consent, and announce for the minutes, a regular meeting time and place at its first meeting of a Senate Session. Subsequent changes must be reported to the Senate.
- B. Special Committee Meetings
 - a. Special Committee meetings must be called at least forty-eight (48) hours before the meeting time (unless called during a Senate meeting); and must be called by two-thirds (2/3) of the voting membership of the Committee, unless otherwise provided for in these By-Laws or in the Constitution.
 - b. Special Committee meetings may be held during a Senate meeting at the call of the Chair of the Senate.
 - c. Notification of the time and place of a special meeting shall be posted at the Main Front desk, and each member notified by voice and by electronic mail.
- C. Committee meetings, whether standing or Administrative, cannot be conducted behind closed or locked doors.
- D. Committee Meeting Procedures:
 - a. Unless otherwise noted in this article, Senate Standing and Administrative Committees shall be conducted according to the guidelines set forth for Senate Meetings, in Policy 5 of Policies and Procedures.

SECTION 6. STANDING COMMITTEE CHAIR AND VICE-CHAIR

- A. The Internal Vice President shall nominate the Chairs and Vice chairs for each committee through an application process facilitated by the Office of the Internal Vice President.
- B. The Committee Chair shall be responsible for:
 - a. Presiding at Committee meetings;
 - b. Creating an agenda for the meetings;

- c. Informing Committee members of the meeting times and places;
 - d. Reporting the Committee's activities, proposals, amendments, attendance, and recommendations to the Senate;
 - e. The effective functioning of the Committee;
 - f. Carrying out any other duties as set forth in the By-Laws and/or assigned by the Senate or the Committee.
- C. The Vice-Chair shall be responsible for:
- a. Assuming the duties of the Chair if the Chair is not present at the Senate or Committee meeting -- or is temporarily or permanently unable to perform their duties. In the event that neither the Chair nor the Vice-Chair is present at the Senate or Committee meeting, then the Committee may select a temporary Chair for that meeting.
 - b. Tracking and reporting the actions taken on Bills and Resolutions, no later than twenty-four (24) hours after a meeting is adjourned.
- D. The Internal Vice President shall arrange, by unanimous consent of all Chairs and Vice-Chairs of each standing committee of the Senate, a special orientation session by the third Senate meeting of Fall Quarter. This orientation session shall instruct the Chairs and Vice-Chairs how to conduct a committee meeting properly. Attendance at this meeting is mandatory and will result in a committee absence for anyone not in attendance.

SECTION 7. STANDING COMMITTEE ATTENDANCE

- A. A meeting will count for attendance purposes if one-third (1/3) of the voting members are present and the meeting did not take place during a Senate meeting.
- B. If any committee member is absent from five (5) regular committee meetings (of the same committee) in any given quarter, that committee member shall be removed from the Committee and the Senate.

SECTION 8. REFERRAL OF LEGISLATION TO COMMITTEES

- A. It is highly recommended that all legislation including bills and resolutions must be referred and heard by the most relevant standing committee prior to a senate vote. When a Bill is referred to a committee, that Committee shall have until the third Regular Meeting thereafter to make amendments and recommendations concerning the Bill and report it out of Committee. After this time period a Committee may still hold a Bill in Committee; however, the Bill may come to the floor by a one-third (1/3) vote of the Senate.
 - a. It is at the discretion of the Internal Vice President as to if a bill or resolution must be referred.
- B. A Bill may not be reviewed by more than one committee at a time. If a Bill is referred to multiple committees, then the Internal Vice President determines the order in which the Bill travels through committees; however, the Liaison Committee always receives the Bill last.
 - a. If a Bill 'fails' in the first committee it is assigned to, the bill is still forwarded to the next committee with the committee's recommendation that the Bill fail.
- C. The Senate may, by a two-thirds (2/3) vote of the entire Senate, specify a shorter than normal response period of no less than one week.

- D. Late items referred to a Committee must be reported out of the Committee by the end of the meeting for which the items were submitted, unless otherwise specified by the Senate.
- E. Any Bill may be re-committed by the Senate for a specified period of time.
- F. All Bills are automatically reported out of Committee at the beginning of the last Regular Meeting of the Session.

SECTION 9. COMMITTEE AMENDMENTS

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

SECTION 10. DEAD BILLS

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

SECTION 11. SENATE FINANCE COMMITTEE

- A. Charge of the Committee:

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

- B. Voting Membership:

- a. Chair (1 Senator)
- b. Vice-Chair
- c. Seven (7) Senators
- d. A.S. Chief Financial Officer
- e. A.S. Chief Compliance Officer (CCO)
- f. Finance Officer of Technology
- g. Finance Officer of SEAL Liaisonship (4)
- h. Finance Office of Transparency
- i. Finance Officer of AS Liaisonship
- j. Finance Officer of External Funding (2)
- k. Finance Officer of Special Projects (4)
- l. A.S. Internal Vice President (only in the case of a tie)

- C. Non-Voting Ex-Officio Membership

- a. President
- b. Executive Director

- c. Assistant Director for Budget & Finance (advisor)
- d. Controller
- e. Attorney General
- f. Accounting Intern

D. Nomination and Approval Process of Finance Committee Leadership:

- a. The nominations for the Chair and Vice Chair must be approved by a two-thirds ($\frac{2}{3}$) majority of the voting membership of the Senate.
- b. If the Senate rejects the nomination for the Chair, the Internal Vice President must nominate a different Senator for consideration.
- c. If the Senate rejects the nomination for the Vice Chair, the Internal Vice President must nominate a different nominee for consideration.
- d. This process shall continue until the Senate approves the Chair and Vice Chair by the required majorities.

E. Joint Duties of the Chair and Vice Chair of the Senate Finance Committee

- a. Creating an agenda for the meetings;
- b. Informing Committee members of the meeting times and places;
- c. The effective functioning of the Committee;
- d. Carrying out any other duties as set forth in the By-Laws and/or assigned by the Senate or the Committee.
- e. In the event that neither the Chair nor Vice Chair is present at the Senate or Committee meeting, then the Committee may select temporary Chairs for that meeting.
- f. Tracking and reporting the actions taken on Bills and Resolutions, no later than twenty four (24) hours after a meeting is adjourned.

F. Additional Duties of the Chair:

- a. Presiding at Committee meetings;
- b. Be responsible for making the weekly agenda and giving it to the Secretary. If the amount of the money requested for a week exceeds the amount of money in unallocated account for the quarter, the agenda shall be prioritized based on the funding goals and objectives listed in Article IV, Section 2(E) of the By-Laws.
- c. Be responsible for assigning Finance Committee members (including themselves) to student groups as liaisons and assisting them when needed, with the education (workshops) of the Financial Policies and Procedures to student groups. The Chair will also not assign more than six (6) student groups to Senators.
- d. Shall, in collaboration with the Vice Chair and Chief Financial Officer, grant a minimum of 5 publicly announced workshops prior to week 4 of Winter Quarter in order to inform and answer questions of the association regarding the budget process, budget questionnaire, and state of the current budget.
- e. Serve as the liaison between the Senate and the Senate Finance Committee.

- f. Report regularly to the Senate on the Committee's activities, decisions, and financial recommendations.

G. Additional Duties of the Vice Chair:

- a. Maintain an accurate spreadsheet of all Finance Committee member's email addresses, office hours, and student groups.
- b. Be responsible for knowing, and reading aloud the amount of money remaining in the unallocated account after every appropriation has been passed through the Finance Committee.
- c. Obtain an association email account and check it daily.
- d. Ensures that weekly minutes are open to the public on the Finance website.
- e. Ensure that the Committee's activities align with the overall financial strategy and goals set by the Senate.

H. Selection and Term of Office:

- a. The Chief Financial Officer and minimum of nine (9) Finance Officers shall be recommended by the Committee on Committees, then nominated by the President and approved by the Senate for a term of one (1) academic year. The outgoing CFO shall be closely involved in the process.
 - i. Nine Finance Officers shall be recommended by the Committee on Committees and their specific Finance Officer position (e.g. of Transparency, of SEAL Liaisonship) shall be determined by Finance Committee Leadership in collaboration with the Committee on Committees after their recommendation by the Committee on Committees but before Senate approval.
- b. The Chair shall be appointed in collaboration with the current Finance Chair and the newly elected Internal Vice President. The appointment will be approved upon a 2/3 vote by the Senate.
 - i. Candidates shall apply through the form created by the newly elected Internal Vice President. All applications will be reviewed and all candidates will be interviewed by both the current Finance Chair and the newly elected Internal Vice President.
 - ii. A Finance Chair must be appointed prior to the end of Spring Quarter in which the new Senate is sworn in.
 - 1. Should the Senate be unable to convene to ratify a Finance Chair, an appeal process by the outgoing Finance Chair shall be pursued through the executive branch or judicial council.
 - 2. Should the Senate be unable to ratify the Finance Chair by a 2/3rds vote, an appeal process by the outgoing Finance and Business Chair shall be pursued through the executive branch or judicial council.

I. Attendance:

- a. Candidates for Finance Chair shall be required to be a Senator.
- b. Candidates for Finance Vice Chair shall not be required to be a senator, but must demonstrate extensive knowledge of and facility with the Association's Financial Policies and Procedures.

- c. A Finance Officer who acquires two (2) unexcused absences in an academic quarter shall be subject to removal by the Finance Committee Chair, and two-thirds (2/3) vote by Senate, pending review by the Finance and Budget Committee of mitigating circumstances.
- d. A Finance Officer is allowed an excused absence only if the Finance and Budget Committee Chair has received prior notification by twelve noon (12:00 PM) on the day of the Finance Committee meeting.
- e. When a voting member is to be represented by a proxy, the member must present this fact to the Finance Committee Chair before twelve noon (12:00 PM) on the day of the Finance Committee meeting. A voting member may not represent another voting member by proxy and a proxy does not necessarily mean that the absence was excused.

J. Duties and Powers of the Committee:

- a. Oversee the yearly Association wide audit process through regular reports by Staff.
- b. After budget hearings, draft a proposal budget for the President.
- c. Allocate and oversee all funds as delegated by the Senate, Legal Code, and student referenda.
- d. Approve all travel and entertainment in the association (with the exception of Executive Officer travel and provisions in Lobby Corps's by-laws).
- e. Maintain a publicly-accessible website archive in collaboration with the Elections Board of the following:
 - i. Submitted and approved Fee Proposal Forms through the elections processes.
 - ii. Annual reports that are driven by career staff.
 - iii. Rollover Requests—on an annual basis through the Senate.

K. Duties of the Chief Financial Officer:

- a. Be responsible for implementing the budget hearings. In preparation, the Chief Financial Officer must advertise, schedule, prepare budget binders, and outline the budget process for Finance Committee members. The CFO must contact:
 - i. Legislative Committees
 - ii. Boards and Commissions
 - iii. Executive Officers
 - iv. Units
- b. Hold at least five (5) office hours per week, excluding the committee meeting.
- c. Attend five (5) Senate meetings per quarter to report on the state of the Budget and fiscal activity within the Association.
- d. Act as liaison for all entities and be responsible for educating (conducting workshops) on the Financial Policies and Procedures.
- e. Obtain an association electronic mail address and to check it daily.
- f. Review all bills affecting the Financial Policies and Procedures from the year prior to their term of office, and make updates accordingly during the summer to be approved by the Senate with a two-thirds (2/3) majority.

- g. Be responsible for meeting with the newly appointed Chief Financial Officer and informing them of the duties of the position as well as any long-term project that needs to be continued.
- h. The Chief Financial Officer shall have the power to impound funds and return them to the unallocated account from all student groups, as well as entities, they deem dormant, provided protections for these funds do not otherwise exist.
 - i. The Chief Financial Officer shall issue a report to the Finance Committee and Senate of all dormant groups and the amounts proposed to be impounded, two weeks prior to any action on these accounts.
 - ii. As needed, the Finance Committee shall approve or deny the Controller's action by a majority (50%+1) vote on the subsequent meeting relevant to this report. Following the Finance Committee's approval, the Senate shall approve or deny the Controller's action by a majority (50% + 1) vote on the following meeting subsequent to said report under the action items portion of their meeting.
- i. Shall work closely with the President, Controller, and Executive Office to maintain the financial well-being, transparency, and stability of Associated Students.
- j. Assisting the Senate with their accounts.
- k. Analyze proposed capital expenditures.
- l. Shall sit on the President's Cabinet.
- m. Shall assist in the stewardship of the Associated Students Endowment.
- n. Shall serve as the Budget and Finance Coordinator in the A.S. Office of the President. Additional duties and responsibilities are outlined in A.S.O.P. Legal Code (Article V, Section 3Fv.)

L. Chief Compliance Officer

- a. Assist the Internal Vice President and Senate in the oversight of all financial actions, decisions, and policies and assist in ensuring their adherence to the standards set by the Senate, Legal Code, and student referenda.
- b. Monitor and review the financial activities of the Association to ensure compliance with financial regulations and standards.
 - i. Coordinate with the Chief Financial Officer and Finance Committee to develop and implement compliance checks within the financial operations of the Association.
 - ii. Collaborate with the Chief Financial Officer and Finance Committee in the development and implementation of corrective actions in case of non-compliance.
- c. Act as the primary point of contact for all compliance-related issues within the Finance Committee and the Association at large.
- d. Conduct regular compliance audits and present the findings to the Internal Vice President and the Senate.
- e. Develop, initiate, maintain, and revise policies and procedures of all internal control within the association.

- f. Attend three (3) Senate meetings per quarter to report on the state of Compliance within the Association.
- g. Assist the Student Fee Advisory commissioner and the Internal Vice President campus-designated lock-in fee oversight and compliance.
- h. The CCO shall be enabled to send a Compliance Officer as a proxy to Finance Committee meetings.

M. Duties of Finance Officer of Technology:

- a. Review the Financial Policies and Procedures as needed.
- b. Hold at least three (3) office hours per week excluding Finance Committee meetings.
- c. Be responsible for educating (conducting workshops) student groups on A.S. Financial Policies and Procedures, and completing the authorized signers sheet, before their student group requests money from the Finance Committee.
- d. Maintain an electronic mail address and check it bi-weekly at a minimum.
- e. Update the Finance Committee website as needed. This includes updating committee members' office hours listed on the website every quarter.
- f. Working with the Finance Officer of Transparency to upload graphics to the Finance website regarding allocations of student fees given out by the Finance Committee.
- g. Upload financial transparency documents to the website as applicable.
- h. Working on maintaining and expanding the applications of Fluxx.
- i. Work with the Finance Officer of External Funding to implement a comprehensive funding guide of funding sources available to UCSB students on the Finance and Business website.

N. Duties of the Finance Officer of SEAL Liaisonship (2)

- a. Review the Financial Policies and Procedures as needed.
- b. Hold at least three (3) office hours per week excluding Finance Committee meetings.
- c. Be responsible for educating (conducting workshops) student groups on A.S. Financial Policies and Procedures, and completing the authorized signers sheet, before their student group requests money from the Finance Committee.
- d. Be responsible for assisting and serving as a liaison for SEAL groups in seeking out sources of funding within and outside of the University, and helping prepare budget breakdowns before the SEAL groups present before the Finance Committee.
- e. If needed, the Finance Officer of SEAL Liaisonship should schedule a meeting to help students/SEAL groups with requisition procedures for requesting purchase orders, checks and transfers.
- f. Be in contact with SEAL advisor(s) in order to update the committee on any changes regarding SEAL funding or ask any questions related to SEAL groups and their funding needs

O. Duties of the Finance Officer of Transparency

- a. Review the Financial Policies and Procedures as needed.

- b. Hold at least three (3) office hours per week excluding Finance Committee meetings.
- c. Be responsible for educating (conducting workshops) student groups on A.S. Financial Policies and Procedures, and completing the authorized signers sheet, before their student group requests money from the Finance Committee.
- d. Maintain an electronic mail address and check it bi-weekly at a minimum.
- e. Compile graphics visually summarizing allocations of student fees distributed by the Finance Committee.
- f. Coordinate with the Finance Officer of Technology to upload graphics regarding allocations of student fees distributed by the Finance Committee and financial transparency documents to the Finance Committee website.
 - i. These positions should collaborate to upload these allocations and transparency graphics to the Finance Committee.
- g. Compile graphics visually summarizing where all Associated Students allocations are going to.
 - i. These should include multiple graphics that include but not are limited to the following:
 1. A graphic that accounts for the distribution of all A.S. funds, including campus departments (e.g. student health, intramural sports), lock-in fees, and all A.S. organizations.
 2. A graphic just for A.S. organizations and departments, which excludes campus departments, but includes lock-ins outside of campus departments.
 3. A graphic just for A.S. organizations and departments that excludes both campus departments and lock-ins.
 4. Any other graphics deemed appropriate for accurately and transparently informing the student body over how funds are distributed.

P. Duties of the Finance Officer of A.S. Liaisonship

- a. Review the Financial Policies and Procedures as needed.
- b. Hold at least three (3) office hours per week excluding Finance Committee meetings.
- c. Be responsible for educating (conducting workshops) student groups on A.S. Financial Policies and Procedures, and completing the authorized signers sheet, before their student group requests money from the Finance Committee.
- d. Maintain an electronic mail address and check it bi-weekly at a minimum.
- e. Be responsible for assisting A.S. groups in seeking out sources of funding within and outside of the University, and helping prepare budget breakdowns before the A.S. groups present before the Finance Committee.
- f. If needed, the Finance Officer of A.S. Liaisonship should schedule a meeting to help students/A.S. groups with requisition procedures.
- g. Serve as a financial liaison as needed for A.S. groups.

- h. Ensure that A.S. groups are requesting exceptions to financial policy as needed and assist in helping A.S. organizations request these exceptions from the Finance and Business Committee.
- i. Be in contact with A.S. advisors in order to update the committee on any fiscal needs or challenges being experienced by BCUs and other A.S. organizations.
- j. Be informed and prepared to be a pivotal resource during Budget Hearings and Deliberations regarding the fiscal state of A.S. groups.

Q. Duties of the Finance Officer of External Funding

- a. Review the Financial Policies and Procedures as needed.
- b. Hold at least three (3) office hours per week excluding Finance Committee meetings.
- c. Be responsible for educating (conducting workshops) student groups on A.S. Financial Policies and Procedures, and completing the authorized signers sheet, before their student group requests money from the Finance Committee.
- d. Maintain an electronic mail address and check it bi-weekly at a minimum.
- e. Compile sources of funding outside of the Finance committee and inform student groups of other sources as needed. This includes if groups' funding request breaks Finance Committee policy and they must turn to alternative sources.
- f. Create and compile communication networks between the Finance Committee and other sources of funding available to UCSB students and work with the Finance Officer of Technology to implement a comprehensive funding guide of funding sources available to UCSB students on the Finance website.
- g. Coordinate an open forum between the student body and all funding sources that are available to UCSB students prior to the end of fall quarter in order to inform students of these resources.
 - i. This should be adequately advertised, including a school-wide email being sent out advertising the event as allowed.
 - ii. Finance Leadership shall help with coordinating and conducting this open forum.

R. Duties of the Finance Officer of Special Projects (3)

- a. Review the Financial Policies and Procedures as needed.
- b. Hold at least three (3) office hours per week excluding Finance Committee meetings.
- c. Be responsible for educating (conducting workshops) student groups on A.S. Financial Policies and Procedures, and completing the authorized signers sheet, before their student group requests money from the Finance Committee.
- d. Maintain an electronic mail address and check it bi-weekly at a minimum.
- e. Meet with the Chair, Vice Chair, and Chief Financial Officer of the Finance Committee once a week to determine specific special projects for the Finance Officers of Special Projects to engage in.
 - i. These special projects may include but are not limited to assisting other Finance Officers with their duties if deemed necessary by Finance Leadership.

S. Finance Committee Meeting Procedures:

- a. Unless otherwise noted in this section, the Finance Committee shall be conducted according to the guidelines set forth for Senate Meetings, in Policy 1 of the Policies and Procedures.
- b. When hearing a request for funds, the student group will first be allowed to present uninterrupted. The Chairperson will then move to a question and answer session.
- c. The Finance Committee shall hear all petitions for allocations before any debate is allowed. Such petitions shall be heard in no particular order.
- d. Once all petitions are heard and all questions and answer sessions have been completed, Finance Committee shall debate any allocations.
- e. When an amendment is made to a motion, the author of the motion shall have the privilege of accepting it as friendly, or not accepting it as unfriendly. If friendly, the amendment automatically becomes the main motion of the floor. If unfriendly, the amendment will require two-thirds (2/3) majority vote to become the main motion on the floor. If unfriendly, the author of the current motion may state as to why the amendment is unfriendly before the vote takes place. When the amendment becomes the main motion, the author of the amendment will become the author of the motion on the floor.

SECTION 12. LIAISON COMMITTEE

A. Charge of the Committee:

Shall primarily oversee all Senate activities regarding the ability of the Association to complete its objectives. This includes, but is not limited to, matters pertaining to Boards, Commissions, and Units, as well as Human Resources, Auditing, Organization, and Management. Furthermore, the Committee will review the legal code and make recommendations to the Senate, considering the input of relevant parties, on needed legislation, as well as review and give recommendations regarding Constitutional and By-Laws legislation proposed by the Senate. It will also oversee all matters regarding procedure, such as appointments, selection processes, and discussion rules for legislation.

B. Voting Membership:

- a. Chair (Senator)
- b. Vice-Chair (Senator)
- c. Five (5) Senators
- d. Three (3) Students at Large
- e. Two (2) Members of any BCU who are not also Senators

C. Non-Voting Membership:

- a. The Internal Vice President

D. Duties and Powers of the Committee:

- a. To review all main motions introduced in the Senate related to the following matters, to monitor the developments of these matters, and to propose main motions as necessary related to these matters.
 - i. Changes to the Constitution, Bylaws, or Policies of the Association.
 - ii. The governance of the Association or any entities therefore of.
 - iii. Procurement authority (see section 10 below)
- b. Maintains the Standing Rules for parliamentary procedure.

- i. With cooperation from the Parliamentarian, the Committee will maintain a document that keeps all standing rules relevant to the running of the meeting.
 - 1. Motions pertaining to Standing Rules require a 50% +1 to pass.
- c. Assist the Assistant Director of Governmental Affairs in maintaining the bill book and legislation tracker.
- d. Maintain the Omnibus Legal Adjustments Bill
 - i. Omnibus Legal Adjustments will have all proposed amendments to legal code noted with the initials of each consenting chair of any BCU that requests changes to their legal code or operational status in A.S. Legal Code.
 - ii. The Omnibus Legal Adjustments Bill will be introduced Week 8 of each quarter, for passage by Week 9.
- e. Will introduce rapid legal code changes if necessary for the continued and convenient operation of BCU's or other entities that require said services.
- f. Will meet with all BCU's at least once per quarter.
 - i. In an order determined by the chair, the Committee will invite BCU's to the Committee meeting, or send liaisons to a BCU meeting, and will guarantee an open line of communication for every BCU in the Association.
 - ii. If BCU's are unable to meet, a reasonable line of communication (e.g. small threads, shared contact sheets, liaison attendance, etc) must be established between the Liaison Committee and its stakeholders.
- g. Will maintain authority over discussion related to procurement activity.
 - i. If procurement is discussed in the Senate or Committee meeting, the Liaison Committee will collaborate with A.S. Finance Committee and A.S. Administration Committee to select one (1) Senator and one (1) Student-at-Large from each standing committee (Liaison, Finance, Advocacy, and Outreach) to attend A.S. Administration Meetings when discussing issues regarding procurement.
 - 1. It shall be the responsibility of each of the above selected senators and students-at-large to create a bi-monthly report on the relevant information and updates discussed during A.S. Administration Meetings to distribute to all BCU chairs at least 24 hours before the following Senate meeting.
 - 2. If in the event of procurement authority deviates from its original structure, it shall be the duty of both the Liaison Committee and A.S. Finance Committee to work together, and advise administrative and A.S. related entities.
 - 3. When discussing issues related to procurement authority, the non-voting Membership of the Committee shall be expanded to include:
 - a. Director of Technical Assistance and Internal Operations
 - b. Director of Procurement Services
 - c. Chancellor of UC Santa Barbara
 - d. Acting Assistant Chancellor for the Office of Budget and Planning
 - e. Vice Chancellor of Student Affairs

- f. Chairs of any A.S. Boards, Commissions, and Units
 - g. USSA Representative
 - h. Attorney General
 - i. Chief Financial Officer
- 4. When discussing issues or policies related to procurement authority, the Voting Membership of the Committee shall be expanded to include:
 - a. Finance Committee Chair
 - b. Finance Committee Vice-Chair
 - c. One (1) Senator
 - d. Five (5) Financial Officers
- 5. When discussing the implementation of new procurement policies and procedures, the authority of decision-making shall fall under the jurisdiction of the Finance Committee.
- h. Will assist in ensuring Policy 40 is followed by holding a public hearing, and reporting a recommendation to Senate before confirmation, during the nomination and confirmation process of new Judicial Councilmembers.

SECTION 13. OUTREACH COMMITTEE

A. Charge of the Committee

The Outreach Committee will serve as the primary outreach arm of the Association's legislative branch. Outreach Committee members will be directly in charge of tabling, building data, polling, and serving as the liaison between the general student body, and the Association as well as the Senate specifically.

B. Voting Membership

- a. Chair (Senator)
- b. Vice-Chair (Senator)
- c. Five (5) Senators
- d. Seven (7) Members-at-Large
- e. Secretary

C. Duties and Powers of the Committee

- a. To consider and recommend positions to the Senate on all matters relating to the general well-being of the student body.
 - i. To research and initiate action to improve University housing and academics.
 - ii. Review and hear reports from student representatives to Academic Senate and Administrative Advisory Committees and draft necessary legislation in response.
 - iii. Hear recommendations on position papers from the Executive Vice Presidents and A.S. Lobby Corps regarding UC Regent/UCOP Policy, legislation, and other government actions.
 - iv. Hear reports from the External Vice President of Local Affairs regarding the state of the Isla Vista and Surrounding Community.
 - v. Hear reports from the External Vice President of Statewide Affairs regarding the state of the UC Students Association and United States Students Association.

- vi. If time permits, act on legislation presented at UCSA Board of Directors meetings.
- b. To send emails on behalf of Associated Students to the student body, which should include, but are not limited to:
 - i. Meeting Day and Time of Senate Meetings
 - ii. Explain how to speak at Public Forum and encourage students to come and voice their concerns.
 - iii. Bills and Resolutions which are passed each week by the Senate, including the name of the Author, Second, and Student Sponsor(s).
- c. Will be the primary senators in tabling and canvassing initiatives.
- d. To collaborate with the relevant offices to conduct surveys, email polling, and library polling for all general affairs that will better help orchestrate the Senate's legislative agenda.
- e. Perform get-out-to-vote initiatives during election season to improve voter turnout.
- f. Will maintain Senate Records, in collaboration with all Standing Committee Chairs.
 - i. Senate Records will be contained in a data asset management system, with access provided to all Senators.
 - ii. Questions released by the Outreach Committee to collect information in a survey format must be published on the A.S. or Senate website, to protect confidentiality and sanctity of responses.
 - iii. Senate Records will comprise the following documents, or sources of documents:
 - 1. Advocacy Committee's Administration Contact Sheet
 - 2. Outreach Committee's Survey Data
 - 3. Liaison Committee's Omnibus Legal Code changes
 - 4. Finance Committee's Yearly Budgets

D. Special Duties of the Outreach Committee Chair

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

E. Special Duties of the Outreach Committee Vice Chair:

- a. Create temporary subcommittees for the purposes of administration, events, or anything else needed for the effective functioning of the Outreach Committee.
 - i. Temporary subcommittees will dissolve at the end of the Senate's term or at the discretion of the Vice Chair.
 - ii. The creation of temporary subcommittees must be ratified by the Outreach Committee through at 50% +1 vote.

F. Duties and Responsibilities of Outreach Committee Members-at-Large

- a. Work on special topics at the discretion of the Chair and Vice Chair.
- b. Maintain legislative initiative on specific issues that they may present to the Committee for introduction to the Senate on the behalf of the Outreach Committee, or which the Chair or Vice Chair tasks them with bringing to the Senate.
- c. Maintain the independent social media functions of the Committee as an integral component of serving as the Senate's outreach arm. This social media presence will include making the agenda for each Committee meeting accessible to the entire student body, promoting all Committee projects and initiatives, as well as those of other Standing and Ad-Hoc Committees at the request of their respective Chairs and Vice Chairs.
- d. Remain thoroughly informed on all relevant proceedings, legislation, and policy related to the work of the Outreach Committee.
 - i. This shall include proceedings at the federal, state, local, and university level, or any policy updates that will affect the Association.
- e. Serve a term of one (1) academic year.
- f. Serve on subcommittees at the discretion of the Chair and Vice Chair.

G. Duties and Responsibilities of Outreach Committee Secretary

- 1) Take thorough minutes of Outreach Committee meetings and communicate with the ASUCSB Senate and other key stakeholders, maintaining transparency about Committee operations.
- 2) Draft and submit Association-wide and/or campus-wide emails and other communications at the direction of the Chair or Vice Chair.

SECTION 14. ADVOCACY COMMITTEE

A. Charge of the Committee

The Advocacy Committee will focus on ensuring that all UCSB student priorities and needs are well represented and advocated for through communication and collaboration with University Administrators and Departments. The Committee will address concerns with all matters involving University actions and policies, both academic and nonacademic. The Committee will also be responsible in assisting local basic needs organizations, relaying important information affecting livelihood security on the UC Campus and UC System as a whole, and serving as advocates for basic needs efforts. The Committee will be project-oriented, and will build a network of resources to enhance the development and quality of projects and legislative initiatives.

B. Voting Membership

- a. One (1) Chair (Senator)
- b. One (1) Vice Chair (Senator)
- c. Five (5) Senators
- d. One (1) Campus Project Liaison (Member-at-Large)
- e. One (1) Treasurer (Member-at-Large)
- f. One (1) Public Relations Officer (Member-at-Large)

C. Duties and Powers of the Committee

- a. From the original charger of its predecessor, the A.S. Basic Needs Committee, the Advocacy Committee will continue to oversee basic needs efforts within UCSB campus.
 - i. Collaborate and advise on basic needs efforts within the Association, the UC Basic Needs Program, Chancellors, Vice-Chancellors, and any other relevant entities.
- b. By week three (3) of Fall Quarter, the Committee will reach out to the following listed entities to attempt to establish an open line of communication, enumerate goals, and begin the process for project implementation for the following year.
 - i. List of liaisons entities:
 1. All A.S. Administrative Committees
 2. Food Security and Basic Needs Taskforce
 3. Campus's Academic Advisory Committees
 4. A.S. Executive Director
 5. Assistant Director for Legislative Affairs
 6. Chancellor
 7. Vice-Chancellor & Chief of Staff
 8. County Board of Supervisors
 9. UCEN Governance Board
 10. Pardall Center Governance Board
 11. Strategic Operations Office
- c. Collaborate with relevant offices (Strategic Operations Office, Food Security and Basic Needs Taskforce, etc) to identify objectives and goals for the academic year, and present these goals to the Office of the Vice Chancellor for Student Affairs in early Fall Quarter.
- d. Maintain legislative oversight over all main motions introduced in the Senate related to communication with UCSB administration or basic needs, monitoring the development of these matters, or main motions governing Senate special projects.
- e. The committee must partner with at least one (1) executive office on campus each term to bring a larger project to fruition and encourage collaboration in Associated Students.
- f. Create a turnover report by Week 8 of each quarter, containing a list of work accomplished, persons of interest with respect to each project, and ideas for future projects, to be stored in Senate Records. Unfinished projects may be taken upon by the Senate or any Committee for completion.
- g. Have at least one member of the committee attend at least two (2) Food Security and Basic Needs Taskforce meetings per quarter, and keep track and stay up to date on any other meetings that occur. The entire committee needs to meet with the Basic Needs Task Force as early as possible in the term (Fall) to gain understanding of the basic needs community on campus.
- h. Have at least one member of the committee attend relevant at least one (1) statewide summit, meeting, or conference that fosters opportunities for the exchanging of knowledge in regards to basic needs security work at other campuses and institutions, such as, but not limited to, the California Higher Education Basic Needs Summit.
- i. One committee member will be assigned by the chair, or be the chair themselves, to act as the liaison to the Menstrual Health and Equity Coalition in the following ways:
 - i. To attend meetings scheduled by the A.S. COSWB Womxn's Health Coordinator

- ii. To actively support and advance the mission of MHEC by cultivating the progress of menstrual health product accessibility on campus.
- j. To report back to their committee on the work of MHEC

SECTION 15. EXECUTIVE COMMITTEE

A. Charge of the Committee

- a. The Executive Committee ("ExComm") comprises the core leadership of the Senate, which includes the Internal Vice President, the First and Second President Pro Tempore, and the Chairs of all Standing Committees. The Charge of this Committee is to facilitate policy formation, consideration of legislation with implications for two or more Standing Committees and implementation of special projects. ExComm will oversee various Temporary Committees.

B. Voting Membership

- a. One (1) Chair (Internal Vice President)
- b. One (1) Vice Chair (First President Pro Tempore)
- c. One (1) Second President Pro Tempore
- d. One (1) Advocacy Committee Chair
- e. One (1) Liaison Committee Chair
- f. One (1) Outreach Committee Chair
- g. One (1) Finance Committee Chair
- h. Two (2) Senators, as described in Section 21. Executive Committee Subsection C.7

C. Duties and Powers of the Committee

- a. Only legislation which involves the functions of two or more Standing Committees, or carries wide-ranging implications for the Association or the student body, will be referred to this committee for adjustments or amendments.
- b. Meet at least three times per quarter to discuss the policy goals of the Senate on a quarter-by-quarter basis.
 - i. One of the three minimum meetings must be convened in Week 7 of every quarter to discuss the implementation of Honoraria.
 - ii. Two of three minimum meetings must be convened prior to Week 7 to discuss topics that include, but are not limited to, strategic goals, Senate vacancies, or Senate special projects.
- c. Maintain accountability of Senators by drafting quarterly reports to present to the Senate on the ongoing work, accomplishments, and future priorities of each standing committee.
- d. Meet additional times as necessary throughout the quarter to maintain legislative continuity and ensure compliance with Legal Code directives.
- e. Along with the Chair, the Vice Chair reserves the right to convene any ExComm meeting.
- f. Be solely empowered to recommend to the Chair of the Senate that they place before the Senate a motion to lawfully expel a Senator.
- g. The Executive Committee will contain two (2) Senators randomly selected from the pool of senators serving in the Senate.

- h. Review the initial draft of the Senate Strategic Vision Plan created by Senate leadership and propose amendments and/or revisions. All amendments and/or revisions must be completed and approved by a 2/3rd's vote of the Senate Executive Committee before the first week of Fall Quarter each term.

SECTION 16. ELECTIONS BOARD

A. Charge of the Board:

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

B. Elections Board Composition:

- a. The Elections Board shall consist of a composition of the following:

- i. Voting Membership:

- 1. Seven (7) At-Large Representatives

- a. One (1) Vice-Chairperson
 - b. Three (3) Advertising and Publicity Coordinators
 - c. Three (3) Elections Regulations Enforcers

- ii. Non-Voting Membership:

- 1. Chairperson
 - 2. A.S. Advisor(s)
 - 3. A.S. Executive Director
 - 4. Two (2) A.S. Senate Members
 - 5. A.S. President
 - 6. A.S. Attorney General
 - 7. A.S. Assistant Director for Media and Technology

C. Selection and Term of Office of the Chairperson and Voting Members:

- a. The Chairperson and the seven (7) At-Large Representatives shall be recommended by the Committee on Committees, in collaboration with and advisement from the Elections Board, then nominated by the President and appointed by the Senate for a term of one (1) academic year. The two (2) Senators shall be nominated by the Internal Vice President and approved by the Senate for the term of one academic (1) year.
- b. If the Committee on Committees does not recommend a Chairperson or At-Large Representative within thirty (30) days of any vacancy during the academic year, the application and interview process shall be under the purview of the Elections Board. The Committee on Committees would still have final recommendations of vacancies.
- c. No voting member or Chairperson of the Board may be holding any other elected office within Associated Students.
- d. Once a student has committed to being part of the Elections Board, the student cannot declare candidacy for any Associated Students elected position or be a representative for any party. By the sixth (6th) week of Winter quarter all Elections Board members and non-voting members must submit signed forms committing themselves exclusively to the Elections Board in order to attend closed Elections Board meetings.

D. Duties of the Chair:

- a. Call and preside over meetings throughout the school year.
- b. Report on the major activities of the Board to the Senate.
- c. Responsible for being an authorized signature on the A.S. Elections Account.
- d. Involved in the recruitment of Board members.
- e. Represents the A.S. Elections Board on the Campus Elections Commission.
- f. Responsible for the creation of a timeline for elections.
- g. Shall maintain absolute impartiality in the administration and conduct of all elections.
- h. Shall have jurisdiction over all Associated Students election related processes during the academic school year.
- i. Ensure that each Elections Board member has been designated a specific duty and that the Elections Board as a whole is working toward upholding the Elections Code.
- j. Hold office hours as necessary.

E. General Duties of Elections Board Members:

- a. Responsible for attending scheduled Board meetings.
- b. Determines processes for on-line voting in accordance with parameters defined by the contracted agency.
- c. Preside over the assessment of on-line results.
- d. Shall be responsible for the implementation and interpretation of the Elections Code.
- e. Schedule, arrange, and moderate a Candidates' Forum and any other public activity to further aid the electorate in understanding ballot issues and Candidates' platforms.
- f. Shall be the sole determiner of eligibility for those running for an elected position, and shall:
 - i. Enforce the Constitution and By-Laws in all aspects of eligibility for an elected position.
 - ii. Declare the eligibility decision on all Candidates in writing to the Candidates on or before the first (1st) Friday of Spring quarter.

F. Specific Duties of Elections Board Members:

- a. Duties of the Vice-Chairperson
 - i. Responsible for assisting the Chairperson with their duties.
 - ii. Responsible for being an authorized signature on the A.S. Elections Account.
 - iii. Involved in the recruitment of Board members.
 - iv. Responsible for presiding over meetings in the absence of the Chairperson.

- v. Serves and assists in all other positions (Advertising/Publicity Coordinator and Enforcer) in the completion of their duties.
 - vi. Responsible for taking minutes during Elections Board Meetings and forwarding them to the appropriate Entities.
- b. Advertising/Publicity Coordinators:
- i. Shall arrange for all advertising to be in accordance with the Election Code.
 - ii. Produce advertising campaigns to impartially promote voting and/or all other election events.
 - iii. Responsible for meeting with the Elections Board Chair to request that the necessary funds for all advertising be included in the Elections Board overall budget.
- c. The Election Regulations Enforcers:
- i. Shall be in charge of ensuring that the elections regulations set forth in the Election Code are adhered to all times by the Candidates and others.
 - ii. Responsible for maintaining a written log of all election violations committed by Candidates or by others, and at the conclusion of the election must turn the log over to the Judicial Council for review.
 - iii. Responsible for informing the Elections Chair and Elections advisor of any violations of the election regulations upon such violations becoming known.
 - iv. In the event of an on campus election, there will be individuals appointed by the Elections Board to serve as the Elections Enforcement Officers. It will be up to the Board to appoint the people who they feel are the most unbiased individuals. Duties of Enforcement Officers are:
 - 1. To make daily rounds on campus and locate any illegally posted campaign signs.
 - 2. To remove these signs that are illegally posted.
 - 3. All removed signs are to be kept in the Elections Office until the end of elections.
 - 4. Must notify whomever the sign is endorsing that they had illegally posted signs and state to them the infractions(s) that can be issued for continuing to post illegally.
 - 5. Serve as witness(es) to the Attorney General for any cases brought before the Judicial Council concerning illegal posting.
- d. The Elections Regulations Enforcers shall be responsible for enforcing the Student Conduct Policy outlined in Article XVIII Section 5.D and Section 5.E.
- i. The Elections Regulations Enforcers shall be responsible for reporting a violation to the Elections Chair and Advisor for investigation.
 - ii. The Elections Regulations Enforcers shall serve as witnesses for any cases brought before the Elections Board or the Judicial Council concerning student conduct policy violations.

SECTION 17. A.S. INVESTMENT ADVISORY COMMITTEE (ASIAC)

- A. Charge of the Committee:

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

B. Structure:

- a. The ASIAC shall consist of an Executive Board, various sub-committees, and a general body known as the Town Hall.
- b. The voting members of the ASIAC shall be the Executive Board of Directors. The non-voting members shall be the Committee's general membership.
 - i. Voting Members:
 1. A.S. Chief Investment Officer (only in case of a tie)
 2. Vice Chairperson
 3. Up to Nine (9) Portfolio Managers
 4. Senator
 - ii. Ex-Officio Members (non-voting):
 1. Economic Analyst
 2. Senior Analyst(s)
 3. Junior Analyst(s)
 4. A.S. Executive Director
 5. A.S. Committee on Committees Chair
 6. A.S. Controller(s)
 7. A.S. Attorney General
 8. A.S. Internal Vice President
 9. A.S. President
 10. Any current registered UCSB undergraduate student.

C. Selection and Term of Office:

- a. The ASIAC Chairperson shall be the A.S. Chief Investment Officer. The A.S. Chief Investment Officer and Vice Chairperson shall be recommended by the outgoing Executive Board to the A.S. Committee on Committees, then nominated by the A.S. President and approved by a majority (50% + 1) of the Senate for a term of one (1) academic year.
- b. The Portfolio Managers, Portfolio Analyst, Economic Analyst, Senior Analyst(s) and Technology Officer shall be recommended through a joint interview process with Committee on Committees and ASIAC executive board, with final discretion in the hands of ASIAC executive board, then nominated by the A.S. President and approved by a majority (50%+1) of the Senate for a term of one (1) academic year.
 - i. All interviews shall consist of the Chief Investment Officer or Vice-Chairperson. The Committee on Committees chairperson (or designee) shall have the option to participate in interviews if they wish.
- c. The Senate Representative shall be nominated by the Internal Vice President in consultation with the ASIAC Chair and Vice Chairpersons, and approved by a majority (50% + 1) of the Senate for a term of one (1) academic year.
- d. The Junior Analysts shall be selected by an internal process created by the Executive Board.

- i. If a Senior Analyst position becomes available after interviews by the Committee on Committees have been completed the vacancy may be filled by the same process, subject to the approval of the Committee on Committees Chairperson.

D. Duties and Powers of Executive Board Members:

a. A.S. Chief Investment Officer (CIO):

- i. Presides over all Executive Board and Town Hall meetings.
- ii. Formulates the operating budget and presents it to A.S. Finance Committee.
- iii. Formulates the agenda for each Executive Board and Town Hall meeting.
- iv. Attends at least two (2) non-consecutive Senate meetings per month to report on the Committee's action.
- v. Shall attend all AS Assembly meetings.
- vi. Shall serve at least three (3) regular posted office hours per week.
- vii. Shall appoint the Chairpersons of each sub-committee.
- viii. Shall assign the sub-committee that each Portfolio Manager is responsible for.
- ix. Shall assign tasks to the sub-committee Chairs.
- x. Shall sit on the President's Cabinet.

b. The Vice Chairperson:

- i. Fulfills the duties of the Chair if the Chair is unable to do so.
- ii. Attends all Executive Board and Town Hall meetings.
- iii. Shall be responsible for taking and submission of all minutes.
- iv. Shall serve two (2) regular posted office hours per week.
- v. Publicizes events via radio, print, and Internet media.
- vi. Organizes at least one (1) event per quarter.
- vii. Maintains communication with their assigned sub-committees and gives feedback on their assignments regularly.
- viii. Reads all reports produced by the ASIAC sub-committees.

c. Portfolio Managers:

- i. Oversees certain sub-committees and helps make investment decisions.
- ii. Attends weekly Executive Board and Town Hall meetings.
- iii. Maintains communication with their assigned sub-committees and gives feedback on their assignments regularly.
- iv. Reads all reports produced by ASIAC sub-committees.

- v. Shall serve at least one (1) regularly posted office hour per week.
- d. Senator:
 - i. Serves as a liaison between the Senate and ASIAC.
 - ii. Shall advise ASIAC on Senate practices, regulations, and methodologies, and vice versa.
 - iii. Updates and maintains the ASIAC Internal by-laws.
 - iv. Responsible for drafting, editing, and submitting properly formatted bills to the Senate.
 - v. Shall serve at least one (1) regularly posted office hour per week.
 - vi. Reads all reports produced by ASIAC sub-committees and shall be knowledgeable on all ASIAC investments in order to accurately answer any questions the Senate may have regarding the use of funds by the ASIAC.
 - vii. Attends all Executive Board and Town Hall meetings.
 - viii. Fulfills other duties as assigned by the Chief Investment Officer.
- e. Duties and Powers of all other ASIAC Officers:
 - i. Economic Analyst:
 - 1. Shall chair the Macroeconomic sub-committee.
 - 2. Provides weekly reports or presentations to the Executive Board on major macroeconomic events and its potential impact on the portfolio of ASIAC.
 - 3. Attends all Town Hall meetings and provides reports or presentations when necessary.
 - 4. Shall serve at least one (1) regularly posted office hours per week.
 - ii. Senior Analysts:
 - 1. Shall be responsible for delivering requested research reports on time.
 - 2. Work with Junior Analysts to complete research reports, meeting with them for at least three (3) hours a week.
 - 3. Attend all Town Hall meetings.
 - 4. Shall prepare adequately for each Town Hall meeting by conducting all relevant and assigned research. If the analyst is consistently unprepared, they are subject to dismissal following the procedure outlined in E.4-a of this section.
 - iii. Junior Analysts:
 - 1. Shall be responsible for completing the tasks assigned to them by the Senior Analyst.
 - 2. Shall meet with the Senior Analyst at least three (3) hours a week.
 - 3. Attend all Town Hall meetings.

4. Shall prepare adequately for each Town Hall meeting by conducting all relevant and assigned research. If the analyst is consistently unprepared, they are subject to dismissal following the procedure outlined in E.4-a of this section.

f. Meetings:

i. The Executive Board:

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

ii. Town Hall:

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

iii. At all meetings, time will be provided for any interested students to express their opinions or suggestions regarding A.S. investments subject to reasonable time constraints.

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

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

g. Voting:

- i. A quorum of a three-fifths (3/5ths) of the appointed Executive Board members is needed for all ASIAC actions.
- ii. The Senate representative shall not count for the purposes of establishing quorum.
- iii. To constitute a formal Executive Committee recommendation to the Senate or the A.S. Executive Director, a two-thirds (2/3rds) majority of those present is needed. For all other matters (unless otherwise specified), a simple majority (50% +1) will suffice.

- iv. In the event of a tie vote, the CIO shall have the ability pass or fail the motion. Before casting the additional vote, the CIO will allow all members of the Executive Board and any interested undergraduate student to speak and provide an argument for or against the motion. After taking all of the arguments for and against the motion into account the CIO will decide whether to pass or fail the motion.
- v. When action must be taken before the next regularly scheduled Executive Board meeting, the CIO shall conduct a phone or email vote with the process established by Policy 4 of the ASUCSB Policies and Procedures.
 - 1. The result of the phone vote will be sent to all of the Executive Board members as "Rush Vote Minutes," as well as to the Senate for approval.
 - 2. The "Rush Vote Minutes" shall include all pro/con statements and the names and positions of each member who participated in the vote. Additionally, the vote of each member ("yay" or "nay") shall be included next to their position, as well as a note describing if the rush vote passed or not.
- h. Sub-committees:
 - i. There shall be nine (9) standing sub-committees of the ASIAC, one (1) Macroeconomic sub-Committee, and eight (8) sub-committees which follow different sectors of the economy:
 - 1. The Macroeconomic Sub-Committee will look at economic trends of the USA and provide a weekly report to the Executive Board and present during Town Hall Meetings. The sub-Committee will also complete tasks (such as reports on other countries or geographic areas) assigned by the CIO.
 - 2. The Sector sub-committees shall be the Consumer Staples and Discretionary, "Energy and Utilities," "Commodities and Industrials," "Financials," "Healthcare," "Fixed Income," "Technology, Media, and Telecommunications," "Special Situations," and "Real Estate (REITS)" sub-committees. The sector sub-committees will provide weekly updates to the Executive Board of current ASIAC investments in that sector of the economy. They will meet at least three (3) hours a week. They will complete tasks (such as produce stock and industry reports) assigned by the CIO. All sub-committees' analysts will report directly to their assigned Portfolio manager or the ASIAC Vice Chairperson, and the CIO.
 - ii. The CIO shall have the authority to appoint any member of the ASIAC as a sub-committee chairperson or vice chairperson.
 - iii. The Executive Committee shall have the authority to create and disband sub-committees as necessary.
- i. ASIAC Internal By-laws:
 - i. The ASIAC reserves the right to create internal guidelines and by-laws.
 - ii. These by-laws shall not conflict with any Associated Students stated or implicit regulations and oversight. Senate retains the right to implement and enforce all A.S. rules and regulations.
 - iii. The by-laws shall outline the missions, goals, and intentions of the ASIAC.

- iv. The by-laws shall be drafted exclusively by Committee members and are subject to a two-thirds (2/3) majority vote of the Executive Board in order to take effect.
- v. The ASIAC Senator shall be charged with updating and maintaining the internal by-laws.
- vi. These internal by-laws shall be kept on file in the AS Main Office.

ARTICLE VII - JUDICIAL BRANCH

SECTION 1. A.S. JUDICIAL COUNCIL

A. Charge of the Council

The Judicial Council shall be empowered to hear and decide any case under original jurisdiction as set forth in Article VII of the A.S. Constitution. Included in this provision is the responsibility to adjudicate completely and diligently questions pertaining to The A.S. Legal Code, and as such the By-Laws and policies of any A.S. entity including, but not limited to, all A.S. Boards and Committees, KCSB and all A.S. Business Services in order to render a just and equitable resolution. Accordingly, the Judicial Council may hear, under the auspices of just representation, cases on alleged violations by a Candidate of the Elections By-Laws. Fines for substantiated campaign violations may be imposed, including, but not limited to, illegal printing of literature, improper expenditure filing, improper leafleting, illegal use of A.S. email accounts, and failure to file endorsements. Moreover, the Judicial Council may hear cases regarding balloting issues including, but not limited to, review of ballot wording. The Judicial Council may hear cases on Code of Conduct only as they pertain to a direct violation of Legal Code. In addition, the Judicial Council shall operate independently and with unabridged sovereignty from the Student/Faculty Commission on Student Conduct. Furthermore, the Sub-Judicial Council is to conduct preliminary hearings into cases referred to the Judicial Department (with the exception of Mandatory Fee Refund Applications, as mandated by Smith v. Regents, which shall only be heard by the Judicial Council and are, therefore, not open to appeal). The Judicial Council shall act as the final appellate body, to which all appeals are directed. Additional guidelines of Sub-Judicial Committees are addressed with some detail in Article VII, Section 6 of the A.S. Constitution. Cases pertaining to violations of A.S. Policy 1. Code of Conduct must be initially referred to the Office of the Student Advocate.

SECTION 2. RELEASE OF PUBLIC RECORDS

- A. Prior to release of information, all matters of a confidential nature will be handled by Judicial Council in accordance with University Policies and Regulations as well as in accordance with all applicable State and Federal laws.

SECTION 3. JUDICIAL COUNCIL HEARING PROCEDURES

A. Petition for Hearing:

- a. Only individuals with an active affiliation to UCSB may bring a case to Judicial Council
 - i. Active affiliation is defined as anybody who is full or part-time student at, or faculty/staff member of, UCSB.
- b. Anyone eligible to bring a case concerning an A.S. Constitutional, By-Law, or policy matter must submit to the Judicial Council Chair, through the Judicial Council website online form, a petition which must include:
 - i. Petitioner name, phone number, and who they are representing
 - ii. Respondent name, phone number and who they are representing
 - iii. Charges and contentions

- iv. Policy or By-Law at issue
 - v. Statement of the case
 - vi. Evidence (including names and phone numbers of all persons involved, all written evidence and any documentation)
 - vii. Remedy sought
- c. Upon receipt of petition, Judicial Council will date and number it. At this point the petition becomes a public document.
 - d. Judicial Council will notify the respondent, Attorney General, and Executive Director of a case submitted within two (2) days of receiving petition.
 - e. Judicial Council is responsible for serving the Petitioner and the Respondent with the petition.
 - f. Judicial Council will consider the Legal Code at the time of the petition for hearing. Updates to Legal Code made before the Formal Hearing but after the petition for hearing will not be considered.

B. Preliminary Hearing:

- a. Judicial Council will decide whether or not to hear the case. This decision should be made at the next regularly scheduled mandatory meeting of Judicial Council.
 - i. The hearing will occur not less than two (2) weeks from the time of preliminary hearing unless circumstances dictate otherwise.
 - ii. If any portion of the petition is unclear, Judicial Council may request clarification.
 - iii. Judicial Council will notify both petitioner and respondent within two (2) days after the decision has been made on whether the case will be heard.
 - iv. The concurrence of two (2) members of the Judicial Council shall be sufficient in making an affirmative decision on whether or not to hear a case.
 - v. The last day of the quarter to turning a complete petition is the Wednesday of the Eighth (8th) week. Any petition received later than this date will only be heard at the insistence of two thirds (2/3) of the council, otherwise it will be addressed at the beginning of the following academic quarter.
- b. If Judicial Council does not accept the case, it will be dropped.
- c. If Judicial Council accepts the case, a hearing date will be set.
 - i. Both parties will be given at least three (3) days of notice of scheduled hearing.
 - ii. All hearing dates, times, and locations must be on the Judicial Council website and announced to the Association by email as soon as it is available until the date of the hearing, with at least three (3) days of notice.
 - iii. In case of extenuating circumstances, the three (3) days of notice may be waived by a unanimous vote of Judicial Council. However, with no exception, all hearing dates must be announced to both parties at least 24 hours in advance.
- d. The Petitioner and Respondent both shall submit to the Judicial Council Chair, via email, a brief outlining their case no later than a deadline determined by the Judicial Council Chair. Briefs shall not exceed ten (10) pages in length without special approval from the Judicial Council.

- i. The Judicial Council Chair shall serve both sides with written copies of briefs no later than one (1) full day prior to the scheduled hearing.
 - ii. The Petitioner(s) and Respondent(s) will also include any written testimony with their briefs, signed by the author. Any turned in late will not be accepted.
 - iii. If all conditions are not met, the case will be put on hold pending further decision by the Judicial Council.
- e. Should the date of the hearing prove to allow insufficient preparation, a written Motion for Continuance must be submitted to Judicial Council no less than twenty-four (24) hours before the scheduled Hearing date.
 - i. All other motions are due, and will be considered by the Chair of Judicial Council at this time as well.
- f. At this time the Judicial Council may issue a temporary restraining order and/or an injunction with a majority vote.

C. Formal Hearing Procedures:

- a. Format:
 - i. Adjudication of outstanding motions
 - ii. Opening Statements
 - iii. Presentation of arguments, evidence, and cross-examination
 - iv. Rebuttals and Refutation
 - v. Summation
 - vi. Courtroom returns to Executive Session
- b. Judicial Council has the authority to impose time limits on proceedings.
- c. Judicial Council has the authority to limit the number of witnesses and/or active participants.
- d. Judicial Council will enter private deliberation and decide the issue(s) based on the arguments and evidence presented.
- e. Judicial Council shall not hear or decide matters not originally raised by the Petitioner(s) in their Petition for Hearing.
- f. The Chair shall decide all motions to dismiss, motions in lieu of either witnesses or other evidence, motions for summary judgments, motions for continuances, motions to substitute, demurrers, other administrative matters of the Council, and all objections. Such decisions shall be subject to appeal by the full Council upon the objection of either party. Judicial Council shall determine whether or not to allow debate on these matters.

D. Contempt of Council:

- a. Contempt of Council is defined as actions meant to undermine the judicial process. It includes, but is not limited to:
 - i. Verbal abuse

- ii. Failure to appear when reasonably summoned
 - iii. Deliberate lying during testimony
 - iv. Lack of adherence to hearing procedures
 - v. Deliberate ignoring of correspondence so as to prolong or delay procedures.
- b. The Chairperson of Judicial Council shall whenever possible issue warning prior to declaring a respondent, petitioner, witness or participant in the hearing in contempt. Situations in which the deliberate ignoring of correspondence is under consideration, the Chairperson shall issue two (2) warnings, with at least twenty-four (24) hours separating them, before considering contempt of council.
- c. Judicial Council may find someone in contempt of council by a two-thirds (2/3) majority vote.
 - i. If found in contempt, all testimony by that participant may be stricken from the record and the witness shall be removed from the hearing.
 - ii. If the participant holds a position within Associated Students, their position may be suspended for a specified length of time. If the participant holds an elected or appointed office, after a review of the facts of the situations, Senate may reinstate a suspended officer by a three-quarters (3/4) majority vote.
 - 1. Suspension shall be defined as removal from all positional Associated Students functions, including meetings, office hours, events and position obligations and any privileges of the position.
 - 2. Suspensions may not be given for longer than ten (10) weeks.
 - 3. The duties and responsibilities of any positions for which an executive officer was suspended shall be transferred or delegated temporarily in accordance with the rules that would apply to that position in the event of a vacancy.
 - 4. Suspensions may not deprive members of the basic privileges of membership, some of which are outlined in Article II of the A.S. By-laws.

E. Release of Decision(s) and Opinion(s):

- a. The opinion of the Court will be written by the appointee of the Chairperson or the senior member of the majority. The other members may either sign the opinion, write a concurring opinion, or write a dissenting opinion.
- b. Opinion(s) will be released within one (1) week of the hearing.
- c. Copies of the decision(s) and opinion(s) will be distributed as follows:
 - i. Judicial Council Members (5)
 - ii. Principals of the case
 - iii. A.S. Executive Director (1)
 - iv. A.S. President (1)
 - v. Campus Media (1)
 - vi. A.S. Attorney General (1)

F. Judicial Council has the authority to: extend all time limits, hold all timelines firm, and bring forward any timelines.

- G. All members serving on the Judicial Council as well as the Lower (sub) Judicial Council shall attend a mandatory weekly meeting on a specified day at a specified time as set forth and prescribed by the Judicial Council Chairperson during the regular school session, unless otherwise provided herein.
 - a. Except during Dead Week and Finals Week of each quarter.
- H. Any Judicial Council member missing two (2) "unexcused" meetings per quarter shall be permanently dismissed from their position by the Judicial Council, with the unanimous approval of Senate.
 - a. The term "unexcused" shall be determined by a quorum vote of the Judicial Council.
 - b. In the absence of quorum, the President shall have the power to remove delinquent members with the unanimous approval of the Senate.
 - c. Sub-Judicial Council members missing two (2) "unexcused" meetings per quarter shall be permanently dismissed from their positions.
- I. The Judicial Council may adopt its own additional rules for the administration of cases not subject to Senate approval, provided they are published on the Judicial Council Website and accessible to all, not adopted in ex post facto, and do not otherwise conflict with the Legal Code, or any other directive of the Senate.
- J. Whenever applicable, Judicial Council should defer to relevant university, state, federal and constitutional protections, though it may in some cases have the authority to decide the extent to which protections are relevant for the situation.

SECTION 4. APPOINTMENT OF THE CHAIRPERSON

- A. The A.S. President shall appoint the Chairperson of Judicial Council within two (2) school weeks of vacancy, with two-thirds (2/3) approval of the Senate.
- B. The duties of the Chairperson of Judicial Council are as follows:
 - a. The handling of all the administrative duties of Judicial Council.
 - b. The setting of the agenda during regular Judicial Council meetings.
 - c. The setting of the date/time/location of regular Judicial Council meetings.
 - d. The presiding of all Judicial Council meetings and hearings.

SECTION 5. APPOINTMENT AND DUTIES OF THE VICE-CHAIRPERSON

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

SECTION 6. APPOINTMENT PROCESS OF NEW JUDICIAL COUNCIL MEMBERS

- A. Judicial Council nominees shall be selected by the President, and submitted to the Liaison committee with two (2) weeks notice.
 - a. This two (2) weeks notice may be waived by a 2/3 vote of the Senate under the recommendation of the Senate Liaison Committee.

- b. Dead week and finals week do not factor into the two weeks notice.
- B. The Liaison Committee will question the Judicial Council nominees. At the Senate meeting following this questioning, the Liaison Committee Chair will provide a summary to the full Senate, who will then cast a binding vote on their appointment.
 - a. The vote to confirm Judicial Council nominee(s) must meet a two-thirds (2/3) majority of the voting membership of the Senate.
 - b. The confirmation process should follow the standing policy on the Confirmation Process of New Judicial Council Members. However, the Senate may suspend the standing policy in part or in full by a $\frac{3}{4}$ majority vote.

SECTION 7. SUB-JUDICIAL COUNCIL

- A. Charge of the Sub-Judicial Council:
 - a. The Sub-Judicial Council shall be empowered to hear and decide any case under original jurisdiction as set forth in Article VII of the A.S. Constitution. Additionally, Sub-Judicial Council is charged with the same responsibilities entrusted to Judicial Council as set forth in Article VIII, Section 1, subsection 1 of the A.S. Legal Code.
- B. Sub-Judicial Council Operating Procedures:
 - a. The Sub-Judicial Council shall follow all of the operating procedures as written and enumerated for Judicial Council in Article VIII of the A.S. Legal Code.
- C. Appointment of the Chairperson:
 - a. The Chairperson of the Sub-Judicial Council shall be appointed by the Judicial Council Chairperson, and approved by a two-third (2/3) majority vote of the Senate.
 - b. The voting members of the Sub-Judicial Council besides the chairperson shall be nominated by the Chairperson of Judicial Council, and confirmed by a majority (50% + 1) vote of the Senate.
- D. Terms of Office:
 - a. All Sub-Judicial Council members, including the Chairperson will serve a term of one (1) academic year.
- E. Office Hours:
 - a. The Sub-Judicial Council Chairperson shall be required to hold a minimum of two (2) office hours each school week, per Quarter, per academic year.
 - i. Except during Dead Week and Finals.
 - ii. These office hours must be posted on the Judicial Council Website, and held in the Judicial Council Office.
- F. Sub-Judicial Council Hearing Procedures:
 - a. All Sub-Judicial Council hearing procedures will be in accordance with Article VII, Section 3 of the A.S. Legal Code, unless otherwise provided for herein.

SECTION 8. CASE HISTORY AND PUBLIC ACCESS

- A. All material, including but not limited to, documents, recordings, evidence, Petitions for Hearing, and statements by the Council or Principals of the case shall be included in the case file.
- B. All case files shall be kept in the Judicial Council office indefinitely to ensure adherence to judicial precedent and to serve as a knowledge base for future Judicial Councils.
 - a. When privacy issues arise, the Chairperson shall have the authority to seal a case file, making it only accessible to members of the Judicial Council and the Associated Students Executive Director.
 - i. In the case that only some parts of the case files are private, the Chairperson shall have the authority to redact sensitive information, and remove sensitive evidence from the case file in accordance with all proper laws.
 - b. Should issues of storage space arise, the Chairperson will designate an appropriate means of storage with majority (50% + 1) vote of the Senate.

SECTION 9. APPEALS PROCESS

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

SECTION 10. JUDICIAL COUNCIL CLERKSHIP

- A. The Judicial Council Chairperson shall appoint, with a majority vote (50% +1) in approval by the regular Judicial Council membership, one (1) to three (3) individuals to serve as clerks within the Judicial Council.
 - a. One (1) of these clerks shall be designated to assist the Chairperson in ensuring the efficacy of administrative goals of the Judicial Council.
 - b. Two (2) of these clerks shall be designated the responsibility of generally assisting the Judicial Council with legal code and meeting based matters, such as the recording of minutes.
 - c. Clerks may be utilized on a quarterly basis by the Judicial Council as needed.
- B. The confirmation of the Judicial Council Clerks is subject to a majority vote (50% +1) by the Senate.
- C. The Judicial Council Clerks must sign a confidentiality agreement before being allowed to sit in any Judicial Council meetings or view any Judicial Council documents.

- D. The removal of a Judicial Council Clerk is subject to a two-thirds (2/3) vote by the Senate, or by dismissal of the Judicial Council.
- E. For the purposes of Honoraria calculation, Judicial Council Clerks may receive Honoraria as outlined by Article XVI §4(C)1 of the A.S. By-Laws.

ARTICLE VIII– A.S. ATTORNEY GENERAL

SECTION 1. CHARGE OF OFFICE

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

SECTION 2. SELECTION AND APPOINTMENT

The Attorney General shall be appointed by the President and shall be approved by a majority vote of the Senate. Judicial Council reserves the right to co-interview applicants with the President. The Attorney General in its place must be a student in good standing (GPA of 2.0 or above).

SECTION 3. TERM OF OFFICE

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

SECTION 4. DUTIES AND POWERS

- A. Be empowered to investigate and prosecute any potential violations of the ASUCSB Legal Code.
 - a. The Attorney General and Solicitor General shall have the chief responsibility for litigation presented by the office.
- B. Advise those who bring their own cases.
- C. Hold a minimum of three (3) weekly office hours.
- D. Be an Ex-Officio member of all A.S. Boards and Commissions, Senate Committees, and Units.
- E. Maintain a working knowledge of the Constitution and By-Laws.
- F. Maintain a strong knowledge of the A.S. Legal Code as well as the A.S. Financial Policies and Procedures.
- G. Work with all Associated Students groups or officials to prevent violations of the A.S. UCSB Legal Code.
- H. Represent the Associated Students in the prosecution of policy violations in which case the Attorney General will represent their office. This Clause, clause I, can only be changed by a three-fourths (3/4) vote of the Senate.
- I. Attend at least five (5) meetings per quarter of the Associated Students Senate.
- J. Attend at least three (3) meetings per quarter of the Senate Standing Committee on Finance and Business.
- K. Attend at least one (1) meeting per quarter of all other Associated Students regular meetings as time permits.

- L. Be knowledgeable on the actions of the A.S. Executives as well as their job duties as stated in the A.S. UCSB Legal Code.
- M. Meet regularly with the following entities:
 - a. The Internal Vice President bi-monthly
 - b. The President bi-quarterly
- N. Act as the Chief Legal Counsel to the A.S. Senate.
- O. Ensure there is proper implementation of all directives made by the A.S. Senate.

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

- A. The Attorney General shall be empowered to appoint and remove an officer within the following positions:
 - a. Solicitor General
 - b. OAG Caseworkers
 - c. All members referred to above (Article VIII, Section 5. A) shall:
 - i. Be required to attend the weekly staff meetings.
 - ii. Contribute to office projects and casework.
 - iii. Be empowered to investigate and prosecute any potential violations of the A.S. UCSB Legal Code at the discretion of the Attorney General.
 - iv. Serve a term of office that shall be concurrent with that of the Attorney General.
- B. The Solicitor General is the chief litigation advisor to the Attorney General, and the OAG Chief of Staff, responsible for organizing and running the Attorney General's Office.
 - a. The Solicitor General shall:
 - i. Maintain a strong knowledge of the A.S. UCSB Legal Code as well as the A.S. Financial Policies and Procedures.
 - ii. In the absence of the Attorney General, assume the duties and powers of the Attorney General.
 - 1. If the Attorney General is temporarily absent for a quarter (i.e. studying abroad), the Solicitor General shall assume the duties and powers of the Attorney General until the Attorney General returns.
 - iii. The Solicitor General shall be the primary spokesperson of the ASUCSB if it is a defendant in any case. Shall serve as the A.S. Public Defender.
 - iv. Assist and advise the Attorney General with the prosecution of cases brought to Judicial Council.
 - v. Direct the OAG staff, under the guidance of the Attorney General, to work on cases involving violations of the A.S. UCSB Legal Code, including the assignment and follow-up of case-work.
 - vi. Organize and co-facilitate weekly staff meetings.

- vii. Check in regularly with office staff to provide support in their work.
 - viii. Assume or delegate the responsibilities of any vacant positions within the OAG until such position is filled.
 - ix. Attend three (3) Senate meetings on behalf of, or in addition to, the Attorney General.
 - x. Hold a minimum of two (2) weekly office hours.
 - xi. Attempt to attend at least one (1) meeting per quarter of all other Associated Students regular meetings as time permits.
 - xii. Attend at least two (2) meetings per quarter of the Senate Standing Committee on Finance.
 - xiii. Actively seek out violations of the elections code to be reported to the Elections Board.
- C. The OAG Caseworkers are responsible for doing research and managing cases for the OAG and supporting the Attorney General and Solicitor General in the completion of their responsibilities.
- a. The OAG Caseworkers Shall:
 - i. Maintain a strong knowledge of the A.S. UCSB Legal Code and Financial Policies and Procedures.
 - ii. Attend at least one (1) meeting of the Senate and A.S. Senate Standing Committee on Finance per quarter, but shall be highly encouraged to attend more.
 - iii. Shall attend at least two (2) meetings of assigned A.S. Entities.
 - iv. Assist with casework as assigned.
 - v. Review the minutes of all A.S. Entities in order to ensure that all A.S. Entities are operating within the parameters provided in the A.S. UCSB Legal Code and the Financial Policies and Procedures.
 - vi. Fulfill other duties as assigned.
- D. The Office of the Attorney General shall be entitled to the same honoraria amounts as Boards, Commissions, and Units (BCUs).

SECTION 6. PROSECUTORIAL GUIDELINES

A. Investigation and Disciplinary Process

In the event of an allegation against a member of A.S., for any of the violations under Article VIII, Section 6, the investigative process will occur as outlined below.

- a. Interview with the Attorney General's Office
 - i. Upon receipt of a violation inquiry, the AG's office, at the discretion of the Attorney General, will be charged with reaching out to the offending party to engage in a compulsory interview process with a staff member present as an unbiased third party. This will create a dialogue and an understanding of why the violation occurred. Prosecution may not be necessary following this step; the Attorney General reserves the right to engage in, or forego prosecution, depending upon the available evidence.

- ii. In this state, the AG is tasked with asking questions about the alleged violation with the purpose of determining intent and educating the offending party on the compliance standards of Legal Code.
- b. Interim Stage
 - i. This stage consists of evidence collection and investigation by the Attorney General's office to determine if prosecution is warranted.
 - ii. In the interim stage, the offending party is placed on a "probationary period."
 - 1. Defendants will be expected to not commit any further violations during this period. If further violations are committed, the violations committed during the probationary period will be used as further evidence for a prosecution. This will essentially move the needle towards prosecution in events where the decision to prosecute is being considered, but has not yet been officially made.
- c. Public Statement
 - i. If prosecution is deemed a necessary and proper step pursuant to the probationary period detailed above, the AG's office will explain that issuing a public statement is compulsory to ensure the retention of the A.S. position.
 - ii. The purpose of the statement is for the offending party to issue a public apology addressing the error or violation committed. This does not mean the offending party must admit guilt.
 - iii. This will be done with the following stipulations:
 - 1. Writing the statement is the responsibility of the individual
 - 2. Issuing the statement is the duty of the OAG
 - 3. In the circumstances that the individual refuses to write a statement, the attorney general reserves the right to issue a statement on their behalf stating the refused to write the statement.
- d. Docking Honoraria
 - i. Upon receipt of a notice of a repeat offense (defined as the second offense), the AG's office holds the authority to dock the honoraria of the offending party.
 - ii. Docking honoraria of A.S. members is reserved as one of the last actionable accountability measures.
- e. Removal of Office
 - i. Depending on the offense, a case may be filed through Judicial Council with the individual's removal from office as the primary remedial measure at the discretion of the Office of the Attorney General.
 - ii. At this point, it is understood that the Office of the Attorney General has taken extensive remedial measures and has followed through with the tiered accountability system to ensure that all students are aware of the expectations placed upon them. Three or more offenses, or less depending on the offense and at the discretion of the Office of the Attorney General, may be grounds for removal, depending on the severity of the offense(s) committed.

1. If an offense is determined to be especially egregious, than reaching three or more offenses is not required for recommendation for removal as a remedial measure at the discretion of the Office of the Attorney General.

B. Statute of Frauds: Misrepresentations & Coercion

a. Misrepresentation & False Statements used to Deceive Others during the Legislative Process

- i. Whoever, in any matter involving the creation of legislation or negotiation thereof, knowingly and willfully:
 1. Falsifies, conceals, or covers up by a trick, scheme, or device a material fact; or
 2. Makes any materially false, fictitious, or fraudulent statements or representations, or makes or uses any materially false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry, in connection with the creation of legislation, shall be required to:
 - a. Issue a public statement of apology for the violation they have committed, upon being proven by prosecutors within the Office of the Attorney General. This will be done with the following stipulations:
 - i. Writing the statement is the responsibility of the individual.
 - ii. Issuing the statement is the duty of the OAG.
 - iii. In the circumstances that the individual refuses to write a statement, the attorney general reserves the right to issue a statement on their behalf stating they refused to write the statement.
 - b. In addition to the statement of apology, the guilty party shall be on a probationary period for a minimum of three (3) weeks.
 - i. The termination of the probationary period shall be at the discretion of the Office of the Attorney General, not exceeding ten (10) weeks.
 - c. If a subsequent violation is proven to have been committed, the guilty party will be subject to a discretionary reduction of honoraria not exceeding 50% of their full honoraria award, or to the removal of their post within Associated Students.

b. Coercion

- i. Whoever intentionally and knowingly uses of violent or non-violent intimidation and/or threats to, included but not limited to deals or exchanges in monetary gain, to:
 1. Force someone to commit an act they have a legal right to do or not to do as delineated in Legal Code; or
 2. Prevent someone from doing something they have a legal right to do or not to do as delineated in Legal Code, shall be required to:
- ii. Issue a public statement of acknowledgement an apology. This statement must address the members involved, actions taken, and scope of the matter(s). This will be done with the following stipulations:

1. Writing the statement is the responsibility of the individual.
 2. Issuing the statement is the duty of the OAG.
 3. In the circumstances that the individual refuses to write a statement, the attorney general reserves the right to issue a statement on their behalf stating they refused to write the statement.
- iii. If a subsequent violation is proven to have been committed, the guilty party will be subject to a discretionary reduction of honoraria not exceeding 50% of their full honoraria award, or to the removal of their post within Associated Students.
 - iv. *Coercion must involve the knowing intention of the act by the perpetrator, but the subject of coercion may act without the knowledge that they are being coerced.
- c. Concealment of Financial Transactions
- i. Concealment of financial transactions consists of:
 1. Failure to disclose or partial disclosures of information required on a financial application form, in which an UCSB Associated Students entity is dispersing funds to an external vendor, and (or) a service provider.
 2. In investigating and prosecuting a potential or actual concealment of financial transactions, the Office of the Attorney General must prove that the defendant had a duty to disclose the facts in question at the time of the alleged concealment of them.
 3. Concealment may also involve a merely physical act of concealment. Such physical acts of concealment may include, but are not limited to:
 - a. Destroying evidence of checks disbursed by the A.S. entity, or intentionally misrepresenting the amount of funds that were requested or disbursed.
 4. The Office of the Attorney General, if prosecuting a case of concealment, is required to prove that the "concealment" consisted of affirmative acts.
 5. If an individual is found guilty of concealment, they must:
 - a. Issue a public statement of acknowledgement an apology. This statement must address the members involved, actions taken, and scope of the matter(s). This will be done with the following stipulations:
 - i. Writing the statement is the responsibility of the individual.
 - ii. Issuing the statement is the duty of the OAG.
 - iii. In the circumstances that the individual refuses to write a statement, the attorney general reserves the right to issue a statement on their behalf stating the refusal to write the statement.
 6. If a subsequent violation is proven to have been committed in bad faith, the guilty party will be subject to a discretionary reduction of honoraria not exceeding 50% of their full honoraria award, or to the removal of their post within Associated Students.

C. Violations of Public Transparency or Meeting Logistics:

- a. Violation of Public Transparency consist of:
 - i. Failure to disclose a time and location of meetings within the legislative branch to the public at least 24 hours before the meeting occurs. Publicly held meetings under the legislative branch shall be understood as: general Senate weekly meetings, BCU meetings, and other applicable legislative meetings.
 - ii. Holding a meeting where public forum is not available in a live format.
 - iii. If the Senate conducts an email vote, and fails to disclose what is being voted on and the results of the vote.
 - iv. The offender must write and issue a public apology addressing the errors. This will be done with the following stipulations:
 - 1. Writing the statement is the responsibility of the individual.
 - 2. Issuing the statement is the duty of the OAG.
 - 3. In the circumstances that the individual refuses to write a statement, the attorney general reserves the right to issue a statement on their behalf stating the refused to write the statement.

D. Negligence and Abuse of Power

- a. Negligence is understood as knowingly failing to fulfill required positional duties as outlined by Legal Code.
- b. An abuse of power is understood to be the action(s) of knowingly overusing one's power to:
 - i. Encroach upon the responsibilities of another member, committee, or office's power.
 - ii. Abusing a position of power for the benefit of oneself or the progression of their biases (party affiliation, committee, office, expansion of powers, etc.)
 - iii. Whether an individual engages in action (a) or (b), there is a clear distinction to draw between simply not understanding or knowing one's duties and responsibilities or the limitations of such, and intentionally disregarding the rules.
 - iv. By being sworn in or appointed, it is expected that all of the duties are understood and accepted without reservation. Furthermore, upon swearing in or appointment, it is assumed that the individual has a meaningful understanding of the contract they sign when they enter the office.
 - v. The initial report of negligence can come from any person of the affected groups. This simply means any person of the UCSB student body eligible to vote in elections can report negligence to the Office of the Attorney General for review.
- c. If an individual is found to be culpable of negligence or guilty of an abuse of power, they must:
 - i. Issue a public statement of acknowledgement and apology. This statement must address the members involved, actions taken, and scope of the matter(s). This will be done with the following stipulations:
 - 1. Writing the statement is the responsibility of the individual.

2. Issuing the statement is the duty of the OAG.
 3. In the circumstances that the individual refuses to write a statement, the attorney general reserves the right to issue a statement on their behalf stating the refused to write the statement.
- ii. If a subsequent violation is proven to have been committed in bad faith, the guilty part will be subject to a discretionary reduction of honoraria not exceeding 50% of their full honoraria award, or to the removal of their post within Associated Students.

E. Referrals of Violations

- a. In the event that any Associated Students entity, including but not limited to BCUs, needs to refer the violation of internal rules within a subcommittee for review, they reserve the right to request the responsibility of taking punitive measures against the subject in question to the Office of the Attorney General for prosecution through the process established by Judicial Council.

ARTICLE IX - A.S. OFFICE OF THE CONTROLLER

SECTION 1. CHARGE

The Office of the Controller will serve as an independent recommending body for all ASUCSB Units to the Senate, Executive Officers, and the A.S. Executive Director. In conjunction with the Business Managers, will make recommendations to the Senate Standing Committee on Finance and Budget regarding the yearly budget. It will review, evaluate, and ensure compliance with business policies and contracts. It will also serve as a liaison between A.S. Business Managers, student employees and Senate. The Office will seek proposals for other business enterprises or ventures and will serve as the recommending body to the Senate for all proposals for future ASUCSB Units.

SECTION 2. SELECTION AND APPOINTMENT

- A. The Controller shall be appointed by the A.S. President and shall be approved by a majority (50% + 1) vote of the Senate. They must be a student in good standing (GPA of 2.0 or above).
- B. The Controller shall serve a term of office of one (1) academic year.

SECTION 3. A.S. OFFICE OF THE CONTROLLER

- A. The Office of the Controller shall consist of:
 - a. Controller
 - b. Assistant Controller
 - c. Three (3) Senior Business Analysts
 - d. Six (6) Business Analysts
 - e. One (1) Communications and Marketing Director
- B. The Office of the Controller shall:
 - a. Conduct a yearly evaluation of all A.S. Units, Boards, and Commissions.
 - b. Recommend and implement actions to increase the profitability, sustainability, and higher quality of service to students of A.S. Units.
 - c. Implement new units across campus which meet the following criteria: sustainability, profitability, high quality of service to students.

- d. Serve as an independent fiscal authority within A.S. to ensure the fair, safe, ethical, and most efficient use of all student fees employed throughout the association.
- e. Serve as a formal recommending body to Senate for all business and fiscal affairs.
- f. Conduct oversight over all A.S. Business Units
- g. Create and manage actionable strategies for all A.S. Business Units aimed at increasing the profitability, sustainability, and quality of service to students.
- h. Improve and maintain networking between A.S. Business Units and the rest of the Associated Students.

C. The Controller:

- a. Shall hold weekly meetings with the Office of the Controller.
- b. Shall direct and manage all the work and projects done in the Office of the Controller.
- c. Is an Ex-Officio Member of all A.S. Legislative bodies and Units.
- d. Is authorized to request any information from any Board, Committee, Unit, Office, pertaining to the maintenance of sound business and fiscal practices. The Board, Committee, Unit, Office, shall submit the requested information within ten (10) days of the request.
- e. Shall be in the Executive Office as the liaison to A.S. Units.
- f. Shall hold at least three (3) weekly office hours
- g. Shall meet once a quarter (at least) with all Business Manager to discuss current business plans, profitability, areas for potential growth, and any other relevant business related topics.
- h. Attend all business manager staff meetings.
- i. Be highly involved in the development of each Business Unit's long-term plan
- j. Advise Senate on all policies of all A.S. Business Units
- k. Assist the units in the formation of the annual budget
- l. Shall sit on the President's Cabinet.

D. Assistant Controller:

- a. Shall attend all Office of the Controller meetings.
- b. Shall run staff meetings in the absence of the Controller.
- c. Shall record all the work done in the Office in an organized manner, with the contribution of Business Analyst(s) of his/her choosing.
- d. Shall provide guidance to the Senior Business Analysts and the Business Analysts regarding the direction of their work.
- e. Shall give formal feedback to the Senior Business Analysts and the Business Analysts with regards to their performance.

- f. Shall work with the Controller to determine and manage all assigned projects in the Office of the Controller.
- g. Shall serve a term of one (1) academic year.

E. Senior Business Analysts:

- a. Shall work on projects assigned to him/her by the Controller and Assistant Controller and complete them within the deadlines given.
- b. Shall manage the projects in detail and guide up to two (2) Business Analysts for each project, as assigned by the Controller and Assistant Controller.
- c. Shall maintain open communication with the Controller, Assistant Controller, and Business Analyst(s) regarding the assigned projects.
- d. Shall give regular feedback to the Business Analyst(s) regarding their work.
- e. With approval of the Controller, is authorized to request any information from any BCU pertaining to fiscal and business practices.
- f. Shall serve a term of one (1) academic year.

F. Business Analysts:

- a. Shall be responsible for completing the tasks assigned to them by the Senior Business Analyst, the Assistant Controller, and the Controller.
- b. Shall work in groups of up to 2 on the projects assigned to them by the Controller and Assistant Controller, and led by the Senior Business Analyst.
- c. With approval of the Controller, is authorized to request any information from any BCU pertaining to fiscal and business practices.
- d. Shall serve a term of one (1) academic year.

G. Communications and Marketing Director:

- a. Shall be responsible for marketing the services of A.S. Business Units to the appropriate target audience.
- b. Shall manage the Social Media accounts of all A.S. Business Units, as well as the Social Media accounts of the Office of the Controller.
- c. Shall coordinate marketing efforts with the Senior Business Analysts.
- d. Shall keep the A.S. Office of the Controller abreast of all news on campus that might be important for the A.S. Office of the Controller to know; this shall be done in the form of a weekly presentation.

H. Shall serve a term of one (1) academic year.

ARTICLE X - COMMITTEE ON COMMITTEES

SECTION 1. THE CHARGE OF THE COMMITTEE

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

SECTION 2. THE MEMBERSHIP OF THE COMMITTEE

A. Voting

- a. External Chair
- b. Internal Chair
- c. Vice Chair
- d. Two (2) Internal Liaisons
- e. Four (4) A.S. Outreach and Recruitment Coordinators
- f. One (1) Senator
- g. A.S. Internal Vice-President
- h. A.S. President

B. Non-voting

- a. A.S. Assistant Director for Government Affairs
- b. A.S. Executive Director
- c. A.S. Controller
- d. A.S. Attorney General

SECTION 3. SELECTION AND TERMS OF OFFICE

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

SECTION 4. DUTIES AND RESPONSIBILITIES OF THE COMMITTEE

- A. Assist in the application and interview process for A.S. entities as needed and submit all appointments to the Internal Vice President to be approved by the Senate.
- B. Design and implement programs, as necessary, to increase communication and collaboration among student representatives, and within A.S. and Senate.

- C. Serve as the primary liaison between undergraduate representatives to Academic Senate and Administrative Advisory Committees, as well as Associated Students.
- D. The Committee shall be responsible for recommending to the A.S. President and the Senate the removal of any student from an Academic Senate or Administrative Advisory Committee based on that student's lack of attendance to their appointed Committee meetings.
- E. Hold quarterly recruitment drives in order to recruit students from all backgrounds and experiences.
- F. Coordinate and advertise events on behalf of the Association during UCSB Week of Welcome.
- G. Ensure that Boards, Commissions, Committees and Units follow through with their orientation meetings between in-coming and out-going Committee members as outlined in Article XI, Section 1, C of the By-laws of the Associated Students of UCSB.
- H. Coordinate and Facilitate meetings of the A.S. Assembly.
- I. Collaborate with Creative Media to publish an annual AS Brochure and quarterly AS Newsletters.
- J. Coordinate an AS Leadership Orientation for all students appointed to AS positions.
- K. Recruit for and maintain a Proxy Bank of students interested in proxying at Senate and Senate Standing Committee meetings.

SECTION 5. DUTIES OF THE COMMITTEE OFFICERS

- A. Duties and responsibilities of the Committee Internal Chair:
 - a. Ensure that the responsibilities of the Vice Chair, Internal Liaisons, Shared Governance Coordinator, Internal Climate Coordinators and Outreach and Recruitment Coordinators are met.
 - b. Report at three (3) Senate meetings each quarter including the Senate meeting immediately following a meeting of the A.S. Assembly.
 - c. Work with the Committee to schedule, advertise, and attend interviews of applicants for A.S. Committee positions (when needed) and student representative positions on Academic Senate and Administrative Advisory Committees.
 - d. Plan AS Assembly including but not limited to coordinating location, programming and advertising.
 - e. Hold at least five (5) regular-posted office hours per week.
 - f. Must work with the A.S. Internal Vice President to put Committee appointments on the A.S. Senate agenda for ratification and submit relevant contact information for new appointees to the AS List Serves.
 - g. Report weekly to the Committee on Committees on which positions are open; track all resignations and removals from office.
 - h. Work with the chairs of A.S. entities to ensure necessary membership is met.
 - i. Ensure a positive climate is maintained in Associated Students through the direct oversight of internal climate projects and events that facilitate communication, teamwork, and leadership development.
 - j. Chair all of the Committee on Committees meetings with the External Chair.

- k. Be an active member of the Office of the Internal Vice President.
- l. Be a non-voting, Ex-officio member of all other A.S. entities.
- m. Collaborates with the External chair to plan quarterly retreats for the Committee.
- n. Be responsible for the fiscal management of the Committee and in conjunction with the External Chair, shall prepare the Committee's budget for the following year.
- o. Works in conjunction with the Committee on Committees Internal Liaison a to run the AS Proxy Bank and conduct any necessary training.

B. Duties and Responsibilities of the Committee External Chair:

- a. Ensure that the responsibilities of the Vice Chair, Internal Liaison, Shared Governance Coordinator, Internal Climate Coordinators and Outreach and Recruitment Coordinators are met.
- b. Report at the three Senate meetings each quarter including the Senate meeting immediately following a meeting of the A.S. Assembly.
- c. Work with the Committee to schedule, advertise, and attend interviews of applicants for A.S. Committee positions (when needed) and student representative positions on Academic Senate and Administrative Advisory Committees.
- d. Shall be responsible for coordinating an Association wide Week of Welcome recruitment effort and quarterly recruitment fairs.
- e. Hold at least five (5) regular-posted office hours per week.
- f. Shall plan and coordinate AS Leadership Orientation for all members of Associated Students.
- g. Shall be responsible for the Committee's Social Media presence in collaboration with the Outreach and Recruitment Coordinators.
- h. Works with the chairs of A.S. entities to ensure necessary membership is met.
- i. Chair all of the Committee on Committees meetings with the External Chair.
- j. Be an active member of the Office of the Internal Vice President.
- k. Be a non-voting, Ex-officio member of all other A.S. entities.
- l. Collaborate with the Internal Chair to plan quarterly retreats for the Committee.
- m. Be responsible for the fiscal management of the Committee and in conjunction with the Internal Chair, shall prepare the Committee's budget for the following year.

C. Duties and responsibilities of the Committee Vice Chair:

- a. Assume the duties of the Chairpeople when they are absent or as designated.
- b. Assists the Chair with Committee oversight, including tracking office hours and meeting attendance for all committee members.
- c. Keep an accurate and unbiased record of all meetings of the Committee on Committees, A.S. Assembly, and Candidate Deliberations.

- d. Coordinate the scheduling of all interviews for the Committee on Committees.
- e. Work with the Committee to schedule, advertise, and attend interviews of applicants for A.S. Committee positions (when needed) and student representative positions on Academic Senate and Administrative Advisory Committees.
- f. Holds at least four (4) regular-posted office hours per week.
- g. Ensure that all Candidates are informed of their acceptance or rejection, and maintain a record of who accepts and who declines.
- h. Follow up on all items proposed by the A.S. Assembly and ensure that business is properly completed.
- i. Maintain an accurate list of vacant positions on the Committee on Committees website.
- j. Work with all the chairs of boards, Committees, and commissions to ensure necessary membership is met.
- k. Creates an appropriate questions list and scoring rubric prior to interviews.
- l. Attend all meetings of the Committee on Committees and A.S. Assembly.
- m. Fulfill other duties and responsibilities as assigned by the Chair.
- n. Ensure that all Committee members are adequately prepared for Candidate deliberations.

D. Duties and Responsibilities of the A.S. Internal Liaison:

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

E. Duties and Responsibilities of the Outreach and Recruitment Director and Coordinators:

- a. Be responsible for planning and organizing at least one (1) major recruitment fair per quarter. This recruitment fair shall be considered an A.S.-wide event.
- b. Collaborates with the External Chair to coordinate Associated Students Week of Welcome events and tabling.
- c. Table for a minimum of five (5) hour per quarter in a public place. These hours must be spent actively recruiting students to A.S. entities and Administrative Advisory Committees or Academic Senate Committees.
- d. Publicize Associated Students and Committee on Committees through social media.
- e. Develop new and innovative ideas for targeted recruitment.
- f. Hold a minimum of two (2) office hours per week.
- g. Attend all meetings of the Committee on Committees.
- h. Coordinate tabling for events at UCSB and in Isla Vista including but not limited to Week of Welcome, Pardall Carnival, SEAL Organization Fairs and Spring Insight.
- i. Publicize the AS Newsletter and AS Brochure developed by the Internal Liaisons.
- j. The specific demographic designations of each Outreach and Recruitment Coordinator shall be as follows:
 - i. The On-campus Outreach and Recruitment Coordinator shall be responsible for creating innovative ways of recruiting students living in university owned facilities, specifically transfers and first year students.
 - ii. The Off-Campus Outreach and Recruitment Coordinator, who shall be responsible for creating innovative ways of outreaching to the students who live off campus.
 - iii. The Outreach and Recruitment Coordinators shall be responsible for creating innovative ways of outreaching to all students, especially groups that currently are or have historically been underrepresented in A.S. This includes, but is not limited to, College of Creative Studies students, College of Engineering students, etc.
 - iv. Each Coordinator shall be responsible for coordinating at least one (1) outreach or recruitment event per quarter that targets their demographic.
- k. Fulfill other duties and responsibilities as assigned by the Chair.

ARTICLE XI – BOARDS AND COMMISSIONS

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

- A. The selection of commission members shall be determined by the A.S. President with the aid of the Committee on Committees. For clarity and simplification of the election and initiation process, the A.S. President, CoC, and all BCUs must comply with the following timeline.
 - a. All BCUs shall begin advertisements for applications by the seventh (7th) week of Winter Quarter.

- b. In order to ensure full consideration for Spring appointments, applications shall be received by Monday of the fifth (5th) week of Spring quarter.
- c. Interviews will begin the Wednesday of the fifth (5th) week of Spring Quarter and end in the seventh (7th) week of Spring Quarter.
- d. If a Board, Commission, or Unit fails to initiate its internal election process by the sixth (6th) week of the Spring Quarter and fails to complete the process by the end of the eighth (8th) week, the process shall be considered procedurally invalid.
 - i. Initiation of an internal recruitment process shall be defined as: the public posting of a recruitment or election application, with a clearly stated timeline in which the internal voting or appointment process concludes no later than the end of Week Eight (8), and an identified process for candidate selection.
 - ii. Initiation of an internal election process shall be defined as: the commencement of deliberations and voting by the BCU, with the finalization of selections no later than the end of Week Eight (8).
- e. Notification of placement will be sent out by the eighth (8th) week of Spring Quarter.
- f. The President-Elect shall submit the appointments to the Senate-Elect by the Sunday of the eighth (8th) week of Spring Quarter to be approved by majority vote (50%+1) in the ninth (9th) week.
- g. A BCU may request an electoral extension from the ASUCSB Senate no later than the start of the ninth (9th) week of Spring Quarter, which may be granted by a $\frac{2}{3}$ affirmative vote of the Senate.
 - i. The extension request from the BCU must be in the form of an email to the AS Senate, along with the Internal Vice President, including the following information:
 - 1. Reasoning as to why the original deadline had not been met.
 - 2. The date by which internal elections will be completed and sent to the President.
 - ii. The dates provided in this communication must be strictly adhered to in order for the extension to be valid.
 - iii. These requirements will be in order beginning October 1st, 2025, before which time the ASUCSB Senate can grant any needed election extensions by a $\frac{2}{3}$ affirmative vote without being bound by the aforementioned conditions.
- B. Each BCU may create its own interview structure, and its recommendations shall be forwarded to the A.S. President for ratification by Senate. All information gathered during said interviews shall be compiled and forwarded to the President-Elect by Monday of the eighth (8th) week of Spring quarter for their consideration, or in the case of a Senate-granted extension, by the time of the internal election's conclusion.
- C. Any internal election or appointment process conducted outside the defined timeline and without a granted extension from the Senate shall be considered procedurally invalid.
 - a. In the case of a procedurally invalid internal election or appointment process, the affected BCU may pursue one of the following resolutions:
 - i. Request a retroactive extension from the ASUCSB Senate no later than the start of Week Nine (9). An extension shall be considered officially granted upon a two-thirds ($\frac{2}{3}$) affirmative vote of the Senate. The extension must include a firm deadline for completion. In the event that no

eligible outgoing leadership remains to conduct the election, the process shall be overseen by the Committee on Committees, who will make a good-faith effort to abide by the indicated extension deadline.

- ii. Refer the appointment process to the Committee on Committees (CoC), which shall proceed to fill the vacant positions in accordance with its standard recruitment procedures and appointment protocols, to be initiated no later than the start of Week Nine (9).
 1. If a BCU fails to pursue one of the above resolutions by the start of Week Nine (9), the Committee on Committees shall automatically assume responsibility for recruiting to fill the vacant positions.
 2. If BCU requests a retroactive election and fails to complete it within the requested timeline, the filling of vacant positions shall automatically default to the Committee on Committees.
 - b. If Committee on Committees assumes responsibility for filling internal vacancies, the Executive Director must ensure that the A.S. President-Elect (or their designee) and one (1) Senator-Elect are present at the selection process for the Chair (or equivalent) position.
 - c. The persons recommended for appointments must also complete the Committee on Committees appointment application, for the Executive Officers and Senate's own records.
 - d. If a BCU chooses to undergo an internal election, both the Chair(s) and the Advisor must count the votes.
 - e. Once a Board or Commission's process is completed, the outgoing leadership shall forward to the Committee on Committees and President-Elect the statement of intent from the newly selected chair(s) and all information gathered during interviews.
- D. All candidates for Chair(s) must complete a statement of intent before their interview or the internal process of a unit.
- E. Term of Office of BCU members shall be one (1) academic year, unless otherwise specified.
- F. In accordance with the University of California Nondiscrimination Statement, the recruiting BCU and President shall conduct outreach to all students, including those of historically underrepresented groups, during the recruitment process. Their selection of these applicants to Boards, Committees, Commissions, and open offices on the Senate and Senate Finance and Business Committee shall be considered based on enthusiasm, dedication, and time commitment.

SECTION 2. AUTONOMY OF A.S. BOARDS, COMMITTEES AND COMMISSIONS

- A. Recommendations for By-Law changes that may affect any Board, Committee, or Commission must have either written or oral consultation with all parties involved.
- a. All parties involved shall be determined by the following:
 - i. The Board, Commission, or Unit's leadership/chairperson.
 - ii. The members of said BCU. .
 - iii. The Senate Liaison Committee.
 - iv. Any interested undergraduate who has attended at least two-thirds (2/3) of the meetings of the said BCU and is not otherwise identified by the above.

- b. Oral consultation with involved parties shall be attempted first, with written consultation as a fallback. If oral or written consultation with all parties is not possible, proposers must consult with as many involved parties as feasible and document all attempts.
 - c. These guidelines for proposing By-Law changes do not apply in the case of the President issuing an Executive Order; however, the President is encouraged to follow the outlined steps unless there is a reasonable justification not to do so, left to the discretion of the President. Any executive order issued by the President altering an organization's By-Laws can only be overturned if a party involved or other entity files an appeal to the Judicial Council and a majority of the council rules in favor of the appeal.
- B. All BCUs that receive an operating budget through Associated Students must submit minutes to A.S. Senate for each official meeting of the group. These minutes must enumerate all expenses over fifty (\$50.00) dollars. Failure to do so will result in the immediate suspension and freezing of the account in question; all requisitions/reimbursements will be denied. Suspended accounts can be re-activated pending Senate approval of back minutes. The chairs and advisors of all Committees subject to suspension will be given a directive to comply with this policy via the Senate Liaison Committee, and each Committee will have one (1) week to submit back minutes before accounts are suspended. In the event that extenuating circumstances or accidental oversight prevent approval of minutes, appeals can be made directly to Senate. The Council can override this policy on a case by case basis by two-thirds (2/3) majority vote.
 - a. All minutes submitted to Senate must include:
 - i. A list of which members were present and, when available, which members were absent.
 - ii. Any information related to the passage of any motion, including:
 - 1. The motion that was made.
 - 2. The name of the member who made/seconded the motion.
 - 3. The number of members who voted for/voted against/abstained.
 - 4. When available, the names of members who voted for/voted against/abstained.
 - iii. Any information related to any expense/allocation over fifty (\$50.00) dollars, including:
 - 1. The amount of the expense/allocation.
 - 2. What the funds will be used for.
 - 3. The reason for the expense/allocation.
 - 4. If an external allocation, the name of the group requesting the allocation.
- C. Recommendations for By-Law changes/revisions for inactive or non-functional Boards, Committees or Commissions shall be allowed without any consultation, if there are no members/chairperson to do so otherwise.
- D. Any and all honoraria changes or revisions must have direct consultation with the respective Board, Committee, and Commission, before being forwarded to the Senate for approval.
- E. All BCU Chairs must fill out an evaluation sheet of their Senator Liaison at the end of each quarter.
- F. All the Chairs of each BCU must read the minutes from each Senate meeting.

SECTION 3. PROCEDURES FOR "SAFE SPACES"

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

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

SECTION 4. ROLES AND RESPONSIBILITIES

- A. All Boards and Commissions are responsible for ensuring the Senate and Executive Officers are adequately advised and informed on the issues facing their constituency.
- B. The direction, goals and agenda of each Board and Commission shall be determined by the respective parties, with respect to the campus community, student needs and the constituency represented at board meetings.

SECTION 5. A.S. BOOK BANK COMMISSION

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

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

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

- B. Voting Membership
 - a. One (1) External Co-Chair
 - b. Two (2) Internal Co-Chairs
 - c. Two (2) Outreach Chairs
 - d. Three (3) Marketing
 - e. One (1) Secretary
 - f. One (1) Treasurer
 - g. Any liaison from a UCSB student organization who, after attending three (3) consecutive meetings, demonstrates and interest, and is eligible for appointment by the President to a voting position on the Board.

C. Non-Voting Membership

- a. A.S. President
- b. A.S. External Vice President for Statewide Affairs
- c. A.S. Letters and Science Collegiate Senators
- d. A.S. Controller(s)
- e. A.S. Committee on Committees Chairs
- f. A.S. Executive Director

D. Selection and Term of Office

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

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

- a. Set up and pick up the donation pick up boxes.
- b. Delegate tasks to volunteers in labeling, organizing, and cataloging for the Book Bank.
- c. Recruit volunteers for the Book Bank to service in maintaining the functions of the Book Bank.

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

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

G. Duties and Powers of the Outreach Chairs:

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

- ii. Winter: Reflect on Fall Quarter with Advisor and Chairs and re-adjust timeline and goals. Collaborate with other organizations and allies.
 - iii. Spring: Reflect and reformulate timeline and goals and determine status for the succeeding year and incoming leadership of an ongoing campaign.
- d. Collaborate with relevant on-and-off-campus organizations.
- e. Involve non-voting and voting members in the chosen campaign.
- f. If campaign to span more than elected year, train successors.

H. Duties and Responsibilities of Marketing Interns:

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

I. Duties and Responsibilities of all other Voting Members:

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

J. Duties and Responsibilities of the Secretary:

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

K. Duties and Responsibilities of the Treasurer:

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

SECTION 6. A.S. COMMISSION ON DISABILITY EQUITY

A. Charge of the Commission:

The Commission on Disability Equity (CODE) is dedicated to transforming the status of students with temporary or permanent disabilities on campus and in the community, by recognizing that ableism is not a single-issue concern and intersects with other forms of oppression. CODE shall outreach, network, and explore ways to increase retention and graduation rates, and promote social, educational, and academic programs regarding the disabled student community. In addition, CODE will have the authority over the operation and staffing of the Disability Culture Center (DCC). CODE is committed to advocating for disabled and educating the campus community on the importance of institutional support for the diverse access needs of all people, by raising disability issues, interests, and awareness on a local, state, and national level.

B. Voting Membership:

- a. Two (2) Commission Co-Chairs: External Affairs Officer and Internal Coordinator
- b. One (1) Recording/Historian Officer
- c. One (1) Programming and Marketing Director
- d. Two (2) Outreach Coordinators: Gender and Sexual Equity Outreach Coordinator, Racial Justice Outreach Coordinator
- e. One (1) DSP Liaison
- f. One (1) Basic Needs Accessibility Coordinator
- g. One (1) Pearman Fellow
- h. Two (2) DCC Operating Officers
- i. Any student who attends three (3) meetings.

C. Non-voting Membership:

- a. A.S. President
- b. One (1) A.S. Senator
- c. A.S. Attorney General
- d. A.S. Controller(s)

D. Selection and Term of Office:

- a. The Commissioners shall be first selected and approved by the Commission by a two-thirds (2/3) vote, then nominated by the A.S. President and confirmed by Senate for a term of one (1) academic year. In the event that the Commission fails to meet for one (1) entire quarter, the Commission on Commissions shall hold an interview process and appoint a new Commissioner for the following quarter.

- b. The following officers shall be selected and approved by the commission by a vote of fifty percent plus one (50% +1) for a term of one (1) academic year:
 - i. Recording Officer
 - ii. One (1) Disabled Students' Community Public Relations Officer
 - iii. One (1) Programming and Marketing Director
 - iv. Two (2) Outreach Coordinators

E. Duties and Responsibilities of Officers:

- a. The Commission Co-Chairs (2)—the External Affairs Coordinator (1) and Internal Affairs Coordinator (1)—shall:
 - i. Serve as the official representatives and spokespersons of the Commission.
 - ii. Facilitate and attend all weekly Commission meetings.
 - iii. Have the primary responsibility for fiscal management.
 - iv. Prepare the Commission's budget for the following year.
 - v. Present at least two (2) reports to the Senate per quarter regarding the activities of the Commission.
 - vi. Hold a minimum of four (4) regularly scheduled office hours per week.
 - vii. Meet at least once (1) a week outside of Commission meetings to plan weekly and quarterly agendas.
 - viii. Shall meet with the SEAL at least once (1) per quarter.
 - ix. Work collaboratively with the MCC and other campus entities to promote disability justice awareness on campus.
- b. The External Affairs Officer shall:
 - i. Attend all meetings of the A.S. Assembly and at least one (1) ASUCSB Workgroup.
 - ii. Meet with the DSP Office at least twice (2) per quarter to discuss DSP budget developments and communicate student feedback.
 - iii. Manage outreach outside of UCSB campus.
 - iv. Plan weekly Commission agenda and facilitate administrative actions during weekly Commission meetings.
- c. The Internal Coordinator shall:
 - i. Co-facilitating Commission campus-wide "public forum" program by collaborating with other commissioners at least once (1) a year.
 - ii. Plan quarterly Commission campus engagement agenda.
 - iii. Organize the involvement of Commission members in the planning and facilitating all programs and activities.

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

- iv. Attend at least two (2) Commission campus events per quarter.
- g. Gender and Sexual Equity Outreach Coordinator shall:
 - i. Serve as a liaison to Fem. Studies listservs, Women's Center, A.S. Trans & Queer Commission, student orgs, etc. to publicize Commission programs.
 - ii. Represent the Commission during relevant meetings and events to address accessibility concerns.
 - iii. Works collaboratively with general members to organize and facilitate events or community spaces regarding the intersection of heterocissexism and ableism at least once (1) per quarter.
- h. Racial Justice Outreach Coordinator shall:
 - i. Serve as a liaison to EOP resource centers, A.S. SCORE, Black Women's Health Collaborative, student orgs, etc. to publicize Commission programs.
 - ii. Represent the Commission during relevant meetings and events to address accessibility concerns.
 - iii. Works collaboratively with general members to organize and facilitate events or community spaces regarding the intersection of racism and ableism at least once (1) per quarter.
- i. Basic Needs Accessibility Liaison shall:
 - i. Provide consistent representation in AS Workgroup spaces, such as the "Menstrual Health and Equity Coalition" and the "UCSB Food Security and Basic Needs Task Force."
 - ii. Give consultation for accessibility inquiries from various campus entities.
 - iii. Manage accessibility initiatives when it comes to distribution of basic needs.
- j. DSP Liaison shall:
 - i. Meet with administrators and students from the office of the Disabled Students Program at least three (3) times per quarter.
 - ii. Establish and maintain a working relationship with DSP, and report DSP specialist feedback on student population to the Commission.
 - iii. Provide direct feedback and collaboration with DSP peer mentor events.
 - iv. Provide updates on CODE's activities to DSP.
- k. DCC Operating Officers will:
 - i. Be responsible for the daily operation of the Disability Culture Center
 - ii. Complete other reasonable tasks assigned to them by the Commission.

F. Duties and Responsibilities of the Commission:

- a. Meet regularly once (1) per week.
- b. Organize a campus-wide programs that promote disability justice.

- c. Advocates with the disabled community to establish a disabled students' cultural space.
- d. Act as a referral source for students on any matter concerning disability issues.
- e. Advise the Senate on issues pertaining to disabled students.
- f. Provide student representation for Associated Students on temporary administrative Committees concerning disabled students' interests.

SECTION 7. COMMISSION ON STUDENT WELL BEING

A. Charge of the Committee:

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

B. Membership:

a. Mandatory Membership:

- i. Two (2) Chairs
- ii. One (1) Vice Chair
- iii. One (1) Internal Coordinator
- iv. One (1) Financial Coordinator
- v. Two (2) Publicity Coordinators
- vi. Three (3) Fitness Coordinators
- vii. One (1) Special Projects Coordinator
- viii. One (1) Mental Health Coordinator
- ix. One (1) External Coordinator
- x. One (1) Nutrition Coordinator
- xi. One (1) Womxn's Health Coordinator
- xii. One (1) Community Outreach Coordinator
- xiii. One (1) Culture and Inclusivity Coordinator

b. Voting Membership:

- i. All mandatory membership.
- ii. Any student upon attending three (3) or more meetings in a year.

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

- a. The two (2) Chairs and all Coordinators shall be recommended by the previous voting membership, to the A.S. Committee on Committees, then nominated by the A.S. President with final approval given by the Senate for a term of one (1) academic year.
 - i. The recommendation process of the Commission On Student Well Being for the two (2) Chairs and all of the Coordinators requires a vote by all those considered in the category of "Voting Membership". The individuals pursuing those aforementioned positions must acquire a majority of votes. The vote reflects the formal selection of the Commission to the A.S. President.

D. Duties and Powers of the Commission:

- a. Act as a reference point for student social services related to mental or physical health and student well-being at UCSB.
- b. Work to educate the campus on issues pertaining to student mental or physical health.
- c. Create viable and effective communication between UCSB students and various campus departments focused on student social services at UCSB and the UC system.
- d. Advocate for improving and protecting counseling services at UCSB and the UC system.
- e. Coordinate speakers, lectures, entertainment, and other events to promote the holistic well-being of UCSB students and educate the community about relevant issues.
- f. Provide funding for the Mental Health First Aid Training Program.

E. Duties and Powers of the Chair:

- a. Facilitate weekly meetings of the Commission.
- b. Be aware of issues related to mental or physical health locally, nationally, and in the University of California system.
- c. Handle public relations for the Commission and be the official spokesperson for the Commission.
- d. Set a minimum of two (2) regularly scheduled office hours per week.
- e. Be responsible for all fiscal transactions in the Commission.
- f. Prepare the Commission's budget for the following year in conjunction with the Financial Coordinator of the Commission.
- g. At least one (1) Chair shall attend the quarterly A.S Assembly.
- h. Organize, with assistance from other members of the Commission, at least one (1) major event per quarter, which is open to all students and related to either physical, mental, or social well-being.
- i. Serve as an available aid to other Coordinators in their event planning.
- j. Meet with COSWB advisor every 2 weeks to discuss progress, updates, and to work on ways to deal with issues that are related to mental or physical health locally and in the University of California system.
- k. Attend all other Commission events to the best of their ability.

F. Duties of Vice- Chair:

- a. Serve as proxy for the Chair if in any event they are unable to fulfill the duties of being a chair.
- b. Ensure that other members of the committee are fulfilling their duties to the full extent of what is required of them.
- c. Give at least one (1) report to the Senate per quarter regarding the activities of the Commission.
- d. Organize one (1) COSWB officer retreat per quarter.

- e. Attend all meetings of the Pardall Center Governance Board and act as a liaison between COWB and the Pardall Center Governance Board to the best of their ability, or delegate this responsibility to another board member.
- f. Serve as an available aid to the chairs and other Coordinators in their event planning.
- g. Attend all other Commission events to the best of their ability.

G. Duties of the Internal Coordinator:

- a. Distribute the meeting minutes to board members prior to meetings and record the minutes at each meeting.
- b. Schedule weekly meetings of the Commission and reserve a meeting space at the Pardall Center.
- c. Organize and keep track of all COSWB supplies in the Pardall Center.
- d. Serve as an available aid to other Coordinators in their event planning.
- e. Attend all other Commission events to the best of their ability.

H. Duties of the External Coordinator:

- a. Serves as liaison between other Boards, Commissions and Units within Associated Students that are associated with mental, physical, and nutritional health.
- b. Serves as liaison between Student Health, Career & Counseling Services, the Psychology Department and Student Organizations.
- c. Be responsible for emailing and outreaching the student body about upcoming events via a weekly Shoreline newsletter.
- d. Compile and maintain contact lists for the Commission.
- e. Serve as a proxy for the Chair in the occasion that the Chair is unable to attend an outside meeting or make a report to the Senate.
- f. Be responsible for representing the Commission at the meetings of other organizations.
- g. Attend at least six (6) outside meetings of a Boards, Commissions, and Units or student organization that are related to improving mental health on campus per quarter.
- h. Serve as an available aid to other Coordinators in their event planning.
- i. Attend all other Commission events to the best of their ability.

I. Duties of the Financial Coordinator:

- a. Be responsible for fiscal management of the Commission.
- b. In conjunction with Chairs, shall prepare the Commission budget for the following year.
- c. Give a financial report to the Committee every other week, starting with week two (2).
 - i. Reports include: unallocated funds, motions, expenditures, and any other financial matters that pertain to the Committee.

- d. Serve as an available aid to other Coordinators in their event planning.
- e. Attend all other Commission events to the best of their ability.

J. Publicity Coordinator:

- a. Be responsible for creating, organizing, and distributing promotional materials for all COSWB events and initiatives.
- b. Manage the COSWB Instagram account by publicizing events, responding to direct messages, and doing outreach when necessary.
- c. Regularly update the COSWB website.
- d. Work closely with Chairs and coordinators during planning of events to determine advertising and publicity needs, strategies, budgets, deadlines, etc.
- e. Maintain a working relationship with the Daily Nexus, Bottom Line, and other media outlets.
- f. Serve as an available aid to other Coordinators in their event planning.
- g. Attend all other Commission events to the best of their ability.

K. Duties of the Fitness Coordinator:

- a. Organize a weekly fitness event for weeks 1-9 of each quarter (Fall, Winter, Spring).
- b. Be responsible for securing a location, contacting instructors and making sure instructors are paid.
- c. Be responsible for supervising, or delegating another member of the Commission to supervise, the weekly fitness event.
- d. Be responsible for materials including, but not limited to: fitness equipment, waivers, audio, merchandise, snacks, etc.
- e. Serve as an available aid to other Coordinators in their event planning.
- f. Attend all other Commission events to the best of their ability.

L. Duties of the Special Projects Coordinator:

- a. Organize at least four (4) events per quarter related to mental, physical, or nutritional well-being.
 - i. Facilitate, contact, and coordinate one (1) Finals Essentials Booth per quarter (Fall, Winter, Spring) in collaboration with COSWB's Nutrition Coordinator, PMHC, the Senate Advocacy Committee, and all other interested parties.
 - ii. Facilitate, contact, and coordinate one (1) Bike Repair Workshop per year.
- b. Maintain awareness of mental, physical, and nutritional health issues locally, nationally, and in the University of California system.
- c. Serve as an available aid to other Coordinators in their event planning.
- d. Attend all other Commission events to the best of their ability.

M. Duties of the Mental Health Coordinator:

- a. Organize at least two (2) mental health related events and/or educational workshops per quarter
- b. Serve as a liaison between the board and the PMHC Mental Health First-Aid Training Program subcommittee.
- c. Be responsible for running the MHFA program, including but not limited to the following duties:
 - i. Chair the MHFA subcommittee
 - ii. Provide funding to the MHFA program
 - iii. Sit on the advisory board to consult the supervision of the MHFA Program Coordinator
 - iv. Attend regular meetings with stakeholders of the program
 - v. Coordinate communications between stakeholders of the program.
- d. Maintain awareness of mental health issues locally, nationally, and in the University of California system.
- e. Serve as an available aid to other coordinators in their event planning.
- f. Attend all other Commission events to the best of their ability.

N. Duties of the Nutrition Coordinator:

- a. Organize at least three (3) nutrition-related events per quarter.
 - i. Organize at least one (1) collaboration with a nutrition-related organization.
 - ii. Organize at least one (1) educational food demonstration.
- b. Maintain awareness of mental health issues locally, nationally, and in the University of California system.
- c. Serve as an available aid to other Coordinators in their event planning.
- d. Attend all other Commission events to the best of their ability.

O. Duties of the Womxn's Health Coordinator

- a. Organize at least two (2) Womxn's Health related events per quarter.
 - i. Organize one (1) collaboration with a womxn's health-related organization.
- b. Work to implement and oversee a sustainable, long-term program providing free menstrual products on campus while recognizing that menstrual health is not solely a womxn's related issue.
- c. Serve as a liaison and resource to other womxn's health-related organizations on campus and in the community, and stay up-to-date on their activities.
- d. Preside over and chair the Menstrual Health and Equity Coalition.
 - i. Establish an annual review and modification of any agreements, create or review a Memorandum of Understanding between stakeholders, and/or scheduling an annual meeting / retreat for dialogue between all participating parties.

- ii. Establish communication between the activities of the coalition and public and private partners/stakeholders that may appreciate gathering to discuss next steps and celebrating accomplishments.
 - e. Maintain awareness of womxn's health-related issues locally, nationally, and in the University of California system.
 - f. Serve as an available aid to other Coordinators in their event planning.
 - g. Attend all other Commission events to the best of their ability.
- P. Duties of the Community Outreach Coordinator:
- a. Organize or participate in at least two (2) tabling events per quarter.
 - i. This may include tabling on campus, in Isla Vista, or by invitation of another organization at an event.
 - b. Organize at least one (1) volunteer event per quarter.
 - c. Organize at least one (1) outreach event per quarter targeting freshmen or transfer students.
 - d. Collaborate with COSWB's Publicity Coordinators and External Coordinator to expand COSWB's outreach efforts to new and diverse organizations on campus.
 - e. Serve as an available aid to other Coordinators in their event planning.
 - f. Attend all other Commission events to the best of their ability.
- Q. Duties of the Culture & Inclusivity Coordinator:
- a. Organize at least three (3) events per quarter promoting cultural awareness, accessibility, and/or inclusivity.
 - i. Organize at least one (1) collaboration with a cultural, disability-focused, and/or diversity-focused organization on campus.
 - b. Serve as a liaison to cultural, disability-focused, and diversity-focused campus organizations.
 - c. Work with other Coordinators to ensure that COSWB events are inclusive and accessible.
 - d. Maintain awareness of culture, diversity, and inclusivity-related issues locally, nationally, and in the University of California system.
 - e. Serve as an available aid to other Coordinators in their event planning.
 - f. Attend all other Commission events to the best of their ability.
- R. Sub Committees:
- a. Mental Health First Aid Committee:
 - i. The Mental Health First Aid Committee shall be in charge of the planning, organizing, and facilitating of the bi-quarterly Mental Health First Aid training.
 - b. Membership of the Mental Health First Aid Committee:

- i. The Mental Health First Aid Committee shall consist of the following seven (7) members:
 - 1. Two (2) Chairpersons, COSWB's Mental Health Coordinator and PMHC's Mental Health Special Projects Coordinator; Non Voting Members.
 - 2. Two (2) Mental Health First Aid Facilitators; Voting Members.
 - 3. One (1) Logistics & Operations Coordinator; Voting Member.
 - 4. One (1) Publicity Coordinator; Voting Member.
 - 5. One (1) Event Coordinator; Voting Member.
- ii. Duties of the Mental Health First Aid Facilitators:
 - 1. Shall get complete Mental Health First Aid certification and maintain certification for the duration of their term.
 - 2. Shall run a minimum of three (3) Mental Health First Aid trainings.
 - 3. Shall attend all meetings held by the Mental Health First Aid sub-committee.
- iii. Duties of the Logistics and Operations Coordinator:
 - 1. Responsible for finding potential candidates to facilitate the Mental Health First Aid training.
 - 2. Shall be in charge of assisting the potential candidates on getting the necessary training and certification needed to be a facilitator.
 - 3. Shall be knowledgeable about the process to become certified as a Mental Health First Aid facilitator and be the main point of contact for those wishing to complete the necessary training.
 - 4. Shall complete the Mental Health First Aid training.
 - 5. Shall attend all meetings held by the Mental Health First Aid subcommittee.
- iv. Duties of the Publicity Coordinator:
 - 1. Shall be responsible for tabling three (3) times per year (once per quarter) to advertise the Mental Health First Aid training and ensure each training session meets capacity.
 - 2. Responsible for social media outreach and the creation of flyers to further advertise Mental Health First Aid trainings.
 - 3. Shall complete the Mental Health First Aid training.
 - 4. Shall attend all meetings held by the Mental Health First Aid sub-committee.
- v. Duties of the Events Coordinator:
 - 1. Shall be in charge of the organization of each Mental Health First Aid training. This includes, but is not limited to, booking the room for the event, coordinating with the Assistant Director of Mental Health Outreach & Programs, organizing event setup the day of the training, and signing in and registering people for the training.

2. Shall complete the Mental Health First Aid training.
 3. Shall attend all meetings held by the Mental Health First Aid sub-committee.
- vi. Funding of the Mental Health First Aid Committee:
1. The Commission on Student Well-Being, and Public and Mental Health Commission shall split the funding for the Mental Health First Aid subcommittee.
 - a. This funding shall be passed each fiscal year by each respective commission.
 - b. This funding shall cover the training, certification, and program planning fees.

SECTION 8. A.S. ENVIRONMENTAL AFFAIRS BOARD

A. Charge of the Environmental Affairs Board:

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

B. Voting Membership:

- a. Two (2) Executive Chairs
- b. Four (4) Administrative and Communications Chairs
- c. Two (2) Earth Day Chairs
- d. Four (4) Event Chairs
- e. Four (4) Education Chairs
- f. Four (4) Advocacy Chairs
- g. Two (2) Environmental Justice Chairs

C. Non-Voting Membership:

- a. A.S. President
- b. A.S. External Vice President for Local Affairs
- c. A.S. Controller(s)
- d. A.S. Committee on Committees Chair
- e. A.S. Executive Director
- f. A.S. Attorney General
- g. Any and All Interested Undergraduate Students
- h. A.S. Environmental Programs Advisor

D. Selection and Term of Office:

- a. Executive Chairs shall be selected by a vote from the previous year's core. All other voting members shall be selected by the incoming Executive Chairs along with the outgoing Executive Chairs in the Spring Quarter of the preceding year and approved by the Senate for a term of one (1) academic year.
- b. Executive Chairs should be returning voting members of EAB.
- c. For all voting membership positions, the Environmental Affairs Board shall conduct a recruitment process and provide the A.S. President and Senate with a recommendation.

E. Duties and Responsibilities of the EAB Executive Chairs:

- a. Coordinate the activities of the voting and non-voting members of EAB.
- b. Serve as an official representative and spokesperson of the Environmental Affairs Board.
- c. Organize and chair weekly officer and general meetings.
- d. Attend biweekly meetings with each EAB core position.
- e. Attend at least one (1) Senate meeting per quarter to report on the activity of the Board.
- f. Act in the capacity of any EAB Chair in the event of that person's absence.
- g. Organize a leadership retreat for the beginning of the academic year, Winter quarter and Spring quarter.
- h. Serve as main organizers for the first meeting of the year.
- i. Train successor Executive Chairs.
- j. Attend AS Assemblies and A.S. Chair meetings as required.
- k. One committee member will be assigned by the chair, or be the chair themselves, to act as the liaison to the Menstrual Health and Equity Coalition in the following ways:
 - i. To attend meetings scheduled by the A.S. COSWB Womxn's Health Coordinator
 - ii. To actively support and advance the mission of MHEC by cultivating the progress of menstrual health product accessibility on campus
 - iii. To report back to their committee on the work of MHEC

F. Duties and Responsibilities of All Other Voting Members:

- a. Attend weekly core and general meetings.
- b. Coordinate snacks for at least one general meeting per quarter.
- c. Attend biweekly meetings with EAB Executive Chairs and advisor.
- d. In addition to breakout sessions specifically required by each position, hold any relevant or necessary breakout session during weekly general meetings.
- e. Engage with general members and ensure opportunities for involvement.
- f. Work with Administrative and Communications Chairs to ensure that activities and break sessions are properly advertised and table as needed.
- g. Work with Executive Chairs to help office organization efforts at least once per quarter, maintaining a clean work environment.
- h. Attend at least two (2) events hosted by other EAB Chairs, in an effort to show support for these events (including hikes, bike rides to farmer's market, sign painting, etc.)
- i. Train successor Chairs.

- j. Create and maintain an outline journal of any and all efforts, events, campaigns, and other experiences that occurred throughout the year.

G. Duties and Responsibilities of EAB Administrative & Communications Chairs:

- a. Ensure that UCSB students and the larger community are aware of EAB's activities and actions.
- b. Take minutes during EAB Core meetings on Mondays.
- c. Track all budget approvals and expenditures and submit paperwork for reimbursements.
- d. Manage the EAB Instagram account by responding to messages, creating and uploading weekly meeting posts by Tuesday afternoon, sharing sister organizations' events and posts, and posting recaps of EAB events.
- e. Coordinate with other chairs to advertise all upcoming events and projects on social media, relevant campus listservs, and Digiknows.
- f. Compile and send out the weekly newsletter via Shoreline.
- g. Update content on the EAB website.
- h. Act as the liaison for external outreach events. (This includes registering EAB for tabling events, such as campus organization fairs or sister organization events).
- i. Keep detailed, written records of EAB developments from this year and incorporate them into established EAB historical documents (breakout sessions, general meetings, external events, etc)

H. Duties and Responsibilities of the Earth Day Chairs:

- a. Plan the IV Earth Day Festival.
- b. Coordinate additional Earth Week activities with the help of other EAB Chairs
- c. Plan the Earth Week Trivia Night.
- d. Hold one (1) breakout session during Fall Quarter to related to Earth Day planning
- e. Hold one (1) breakout session during Spring Quarter for Earth Day preparations

I. Duties and Responsibilities of the Event Chairs:

- a. Facilitate games/activities 15 minutes before general meeting begins.
- b. Plan three (3) Wednesday, Friendsdays, an organized activity after general meeting, per quarter: Game Night, Bob Ross Paint Night, Valentine's Card Making, etc.
- c. Organize nine (9) additional events per quarter, as specified below:
 - i. Three (3) social events such as hikes, museum trips, trips to the farmer's market, etc.
 - ii. Three (3) EABlock clean ups per quarter.
 - iii. Three (3) volunteer events such as restoration events, tree planting, etc.

J. Duties and Responsibilities of the Education Chairs:

- a. Plan an energy and/or transportation focused event in Fall Quarter.

- b. Plan the annual Plastics Free Fair in Winter Quarter.
- c. Plan a Green Chef event each quarter.
- d. Host a pop up swag event (clothing, books, puzzles, etc.) each quarter, one of which should take place at IV Earth Day.
- e. Encourage individual action and an environmentally forward lifestyle among general members through hand-ons and interactive education.
- f. Plan and host five (5) quarterly general meeting breakout sessions centered on applied environmental practical know-how (i.e. how does the Santa Barbara bus system work, how can I purchase things at the Goleta farmers market?)
- g. Serve as a representative to the Menstrual Health and Equity Coalition.

K. Duties and Responsibilities of the Environmental Justice Chairs:

- a. Act as a liaison to social justice groups on campus, such as the Environmental Justice Alliance and Human Rights Board.
- b. Plan two (2) events per quarter in coordination with other campus or community groups, such as hosting speakers, planning workshops, panels, etc.
- c. Plan and host two (2) quarterly general meeting breakout sessions centered on discussion of environmental justice or in collaboration with other campus or community groups.

L. Duties and Responsibilities of Advocacy Chairs:

- a. Plan and lead action campaigns around relevant and timely issues (ExxonMobil trucking proposal, Cat Canyon oil development, UC fossil fuel divestment)
- b. Organize and facilitate all ECOalition meetings to encourage collaboration between environmental student organizations and UCSB.
- c. Communicate and coordinate meetings and town halls with campus and local government officials.
- d. Plan and host five (5) quarterly general meeting breakout sessions.

SECTION 9. A.S. ENVIRONMENTAL JUSTICE ALLIANCE

A. Charge of the Alliance for Environmental Justice

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

B. Voting Membership

- a. Two (2) Co-Chairs
- b. Two (2) Publicity Chairs
- c. Four (4) Project Chairs

- d. One (1) Administrative Coordinator
- e. One (1) Environmental Affairs Board Liaison
- f. One (1) Human Rights Board Liaison
- g. Any liaison from a UCSB Student Organization who, after attending three (3) consecutive meetings, demonstrates an interest, and is eligible for appointment by the President to a voting position on the Board.

C. Non-Voting Membership

- a. A.S. President
- b. A.S. External Vice President for Local Affairs
- c. One (1) A.S. Senator
- d. A.S. Controller(s)
- e. A.S. Committee on Committees Chair(s)
- f. A.S. Executive Director
- g. A.S. Attorney General
- h. A.S. Environmental Programs Advisor

D. Selection and Term of Office

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

E. Duties and Powers of the Executive Chairs

- a. Coordinate the activities of the voting and non-voting members of EJA.
- b. Serve as official representatives and spokesperson of Environmental Justice Alliance and chair the weekly meetings.
- c. Organize and chair general meetings.
- d. Attend at least one (1) Senate meeting per quarter to report on the activity of the Alliance.
- e. Hold a minimum of four (4) office hours per week.
- f. Act in the capacity of any EJA Officer, EJA Coordinator or Liaison in the event of that person's absence.
- g. Organize a leadership retreat for the beginning of the academic year, winter quarter, and spring quarter.
- h. Maintain good relations with the Environmental Studies Department Chair, as well as faculty and staff from other ethnic studies departments.
- i. Maintain active involvement with the Bren School's Environmental Justice Club, unless this task is designated to the Student Affairs Chair at the start of the year.
- j. Maintain relationships with University of California Office of the President's (UCOP) Diversity, Equity, and Inclusion (DEI) office and Sustainability office for environmental justice advocacy efforts.

- k. Work with Student Affairs Chair to connect and facilitate efforts throughout UC campuses.
- l. Work with Community Affairs Chair to connect and facilitate environmental justice related efforts throughout Isla Vista, Goleta, and Santa Barbara communities.
- m. Host quarterly safe space discussion forums for BIPOC students and queer and trans BIPOC students, unless this task is designated to the Student Affairs Chair or Campaign Coordinator Chair at the start of the year.
- n. Train successor Chairs.
- o. Attend all AS Assemblies.

F. Duties and Responsibilities of all other Voting Members

- a. Attend weekly Officer meetings.
- b. Attend a minimum of three (3) community events, teach-ins, or workshops related to environmental justice per quarter.
- c. Work with Publicity Chairs to engage in two (2) hours of outreach efforts per quarter.
- d. Engage with one Project chair for two (2) hours per quarter to support their efforts (events, projects, campaigns, and other experiences throughout the year).
- e. Train successor officers during an orientation that shall occur during week nine (9).
- f. Create and maintain a quarterly journal of any and all efforts, events, projects, campaigns, and other experiences that occurred throughout the year.
- g. Be mindful of existing environmental injustices.
- h. Attend an RCSGD education training during fall quarter of their term.
- i. Attend an anti-blackness/implicit bias training during fall quarter of their term, if one is available.
- j. Attend a minimum of three (3) group work sessions per quarter.
- k. Attend relevant campus coalition meetings, such as ECOalition meetings, as the representative of EJA.

G. Duties and Responsibilities of EJA Publicity Chairs

- a. Serve as an official representative of EJA during outreach activities.
- b. Inform UCSB students and community members of EJA activities and other relevant environmental justice issues and events. Utilize campus, community, national, and online media outlets.
- c. Coordinate with all other chairs regarding events and activities that need to be publicized.
- d. Maintain all social media accounts affiliated with EJA such as Facebook, Instagram, and Twitter.
- e. Participate in or develop social media campaigns that focus on more inclusion and diversity in the environmental movements.
- f. Share and distribute environmental justice related resources and news stories (local, national, or global).

- g. Develop and put out a biweekly newsletter on Shoreline.
- h. Develop, order, and maintain Publicity materials, such as tabling materials (banner, stickers, flyers, brochures, zines, etc.)
- i. Promote other Chairs' events, campaigns, etc. to other student organizations with similar missions.
- j. Outreach to off-campus and on-campus organizations to promote EJA materials and develop collaborations.
- k. In collaboration with Co-Publicity Chair, divide duties and communicate on efforts.

H. Duties and Responsibilities of the Project Chairs

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

I. Duties and Responsibilities of the Administrative Coordinator

- a. Take minutes at every meeting unless an excused absence is obtained.
- b. Attend an official A.S. Agenda & Minute Taking Template Workshop prior to starting position in the Fall, unless they previously held the position and already attended and completed the workshop.
- c. Send weekly minutes in word document format to all necessary email accounts in order to obtain Senate approval.
- d. Collaborate with Publicity Chairs to distribute environmental justice (EJ) related news stories and resources via social media, EJA's website, and EJA's email newsletter.
- e. Oversee the fiscal management of the committee.
- f. Prepare the committee's budget request for the following year in conjunction with the co-chairs and present at Budget Hearing.
- g. Manage all requisition forms with support of A.S. Advisor.

- h. Know the current standing of the Environmental Justice Alliance's budget and expenditures at all times.
 - i. Be available at the chairs' request to aid in any money-related inquiries.
 - j. Keep track of funding requests and check their eligibility with AS Funding Guidelines.
 - k. Provide monthly report on finances.
- J. Duties and Responsibilities of the Student Organization Liaisons
- a. Attend at least four (4) officer meetings for EJA per quarter.
 - b. Collaborate with at least one (1) chair per quarter pertaining to the chair's duties and responsibilities. This may be hosting an event together or becoming a partner on one of the chosen campaigns.
 - c. Provide updates and insight on their organizations' current events, projects, etc.

SECTION 10. GLOBAL GAUCHO COMMISSION

A. Mission Statement – Charge

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

B. Voting Membership

- a. Chair
- b. Vice Chair
- c. Secretary
- d. Treasurer
- e. Policy Director
- f. Communications Director
- g. Design Specialist
- h. Four (4) Project Officers

C. Non-voting Membership

- a. International Senator Senate Liaison
- b. Twenty (20) Community Contribution Specialists (serving a term of one quarter)
- c. A.S. Advisor
- d. A.S. Executive Director
- e. A.S. Committee on Committees Chair
- f. A.S. Controller
- g. A.S. Attorney General
- h. A.S. President
- i. OISS Advisor

D. Duties and Powers of the Chair:

- a. Preside over all GGC meetings and oversee all Commission activities.
- b. Set the agenda for meetings in collaboration with the Vice Chair.
- c. Act as the primary representative of GGC to external organizations and university administration.
- d. Establish, refine, and clarify GGC's mission, strategic goals, and operational priorities as needed to ensure continued alignment with the evolving needs of international students and the Commission.
- e. Ensure all GGC activities align with the Commission's mission, strategic goals, and operational priorities.
- f. Direct and oversee all messaging, branding, and communications.
- g. Supervise budgetary planning and financial decisions in coordination with the Treasurer.
- h. Conduct performance reviews of GGC officers and facilitate team coordination.
- i. Assign, modify, or clarify the responsibilities of any officer as needed to align with GGC's mission, strategic goals, and operational priorities.
- j. Delegate Chair-reserved duties under Robert's Rules of Order Newly Revised to relevant officers when appropriate.

E. Duties of the Vice Chair

- a. Assist the Chair in leadership responsibilities and decision-making.
- b. Assume the duties of the Chair when they are unavailable.
- c. Support the Chair in coordinating external partnerships, outreach efforts, and student engagement initiatives.
- d. Act as the liaison between GGC and other campus organizations.
- e. Oversee and guide the work of Project Officers, including but not limited to hosting bi-weekly meetings to ensure alignment with GGC's mission, strategic goals, and operational priorities.
- f. Provide regular reports to the Commission on all ongoing and upcoming projects, initiatives, and outreach efforts.
- g. Maintain an updated list of all active projects and track progress.
- h. Take on additional responsibilities at the discretion of the Chair.

F. Duties of the Secretary

- a. Maintain accurate records of all meetings and distribute minutes to relevant parties.
- b. Manage internal communications and ensure organizational transparency.
- c. Keep an updated contact list of all GGC members.
- d. Archive all GGC documents, event summaries, and relevant reports for future reference.
- e. Take on additional responsibilities at the discretion of the Chair.

G. Duties of the Treasurer

- a. Maintain accurate records of all financial transactions and expenditures.
- b. Prepare and present a financial report at each GGC meeting, detailing funds, expenditures, and other fiscal matters.
- c. Ensure all financial activities comply with Associated Students Financial Policies and the GGC Funding Guidelines.
- d. Assist the Chair, Vice Chair, and other Commission members in event and project planning, specifically regarding budget allocation and financial oversight.
- e. Take on additional responsibilities at the discretion of the Chair.

H. Duties of the Policy Director:

- a. Monitor university policies affecting international students and advocate for policy improvements.
- b. Collaborate with the Chair to develop and implement initiatives that reflect GGC's mission, strategic goals, and operational priorities, including but not limited to cultural awareness and mental health support.
- c. Advise the commission in discussions with campus policymakers and other relevant stakeholders.
- d. Work with relevant UCSB offices to advocate for equitable international student services.
- e. Take on additional responsibilities at the discretion of the Chair.

I. Duties of the Communications Director

- a. Support the Chair in implementing communications strategies for GGC.
- b. Work with the Design Specialist to execute promotional efforts across various platforms.
- c. Collaborate with relevant parties to ensure all promotional efforts accurately reflect GGC's mission, strategic goals, and operational priorities.
- d. Ensure all communications, including but not limited to promotional efforts such as social media and website updates, align with GGC's mission, strategic goals, and operational priorities and receive the Chair's approval before publication.
- e. Take on additional responsibilities at the discretion of the Chair.

J. Duties of the Design Specialist:

- a. Create promotional materials, including but not limited to graphics, flyers, and digital content that align with GGC's mission, strategic goals, and operational priorities.
- b. Assist the Communications Director on promotional efforts.
- c. Maintain a consistent and visually appealing GGC presence in media and events.
- d. Provide design expertise for projects, events, and initiatives, collaborating with relevant officers as needed.
- e. Take on additional responsibilities at the discretion of the Chair.

K. Duties of Project Officers:

- a. Develop and implement special projects that align with GGC's mission, strategic goals, and operational priorities.
- b. Meet with the Vice Chair bi-weekly to provide detailed progress reports on ongoing projects.
- c. Present project updates at each GGC meeting.
- d. Work closely with relevant officers to ensure seamless project execution.
- e. Take on additional responsibilities at the discretion of the Chair.

L. Non-Voting Positions

- a. Duties of International Senator Senate Liaison
 - i. Serve as the bridge between GGC and the Associated Students Senate.
 - ii. Provide reports on legislation relevant to international students.
 - iii. Offer guidance on procedural matters related to the Senate.

M. Non-Voting Honoraria-earning Positions

- a. Duties of Twenty (20) Community Contribution Specialists
 - i. Engage in community service initiatives that reflect GGC's mission, strategic goals, and operational priorities.
 - ii. Contribute to advocacy, cultural events, and student support programs.
 - iii. Receive honoraria based on demonstrated contributions to GGC's mission.
 - iv. Not required to attend GGC meetings but must provide service reports.
- b. Honoraria and Commitment Clause
 - i. The honoraria for these positions shall be funded exclusively from the Global Gaucho Commission lock-in fee and shall not be grounds for additional budget allocation during the AS budget process.
 - ii. Although attendance at GGC weekly meetings is not required, Community Contribution Specialists must provide substantial and demonstrable service to international students to qualify for full honoraria.
- c. Process of Appointing Community Contribution Specialists
 - i. Candidates may be recommended by student organizations or apply directly to the GGC Board.
 - ii. Applicants must submit a written application detailing their extracurricular involvement and previous community service contributions. The Board of GGC shall determine the application format and specific requirements.
 - iii. The Board will conduct a holistic review of all applications, evaluating candidates based on their measurable impact and contributions to international students.

- iv. Final appointments shall be made by the GGC Board with a two-thirds (2/3) majority vote and approved by the Senate
- d. Evaluation Criteria for Honoraria Eligibility
 - i. Applicants will be evaluated based on their past contributions within a timeframe determined by the GGC Board, considering the following:
 - 1. Providing career, financial, and academic assistance to international students.
 - 2. Hosting events that celebrate international students' cultures, practices, and customs.
 - 3. Connecting international students with university resources and Associated Students services.
 - 4. Any other contribution that the Board, by a three-fourths (3/4) vote, deems a significant service to the international student community.

SECTION 11. A.S. HUMAN RIGHTS BOARDS

A. Charge of the Human Rights Board:

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

B. Voting Membership:

- a. Two (2) Co-Chairs
- b. One (1) Vice-Chair
- c. One (1) Human Rights Week/Festival of Culture (HRW/FOC) Chair
- d. Two (2) Pages for Individuals in Prison (PIP) Director
- e. Two (2) Students for Reproductive Justice (SRJ) Co-Directors
- f. One (1) Publicity Chair
- g. One (1) Treasurer
- h. One (1) International Student Liaison
- i. One QTPOC Community Liaison
- j. Any liaison from various campus and community organizations who, after attending five (5) consecutive meetings, demonstrates an interest, and is eligible for appointment by the HRB Executive Board to a voting position on the Board.
- k. Any current registered undergraduate UCSB student who, after attending five (5) consecutive meetings, demonstrates an interest, and is eligible for appointment by the HRB Executive Board to a voting position on the Board.

C. Non-Voting Membership:

- a. A.S. President
- b. A.S. External Vice President of Statewide Affairs

- c. One (1) A.S. Senator
- d. A.S. Controller(s)
- e. A.S. Executive Director

D. Selection and Term of Office:

- a. The Co-Chairs, Vice Chair, Treasurer, PIP Co-Directors, SRJ Co-Directors, Publicity Chair, HRW/FOC Chair, Treasurer, International Student Liaison, and QTPOC Community Liaison shall be internally elected, recommended by Committees on Committees, nominated by the President and approved by Senate for a term of one (1) academic year.

E. Attendance:

- a. Board members are expected to attend all meetings. In the case a voting member must miss a meeting they must immediately contact one of the two co-chairs .

F. Full Autonomy of Member Organizations:

- a. The Human Rights Board shall acknowledge member organization's respective autonomies. Therefore, no AS and/or SEAL group shall be bound to a HRB directive without the full consent of its constituency. Individual organizations may or may not arrive with separate agendas to the Board, as the rights of the Board do not supersede the agenda of respective member organizations.

G. Duties and Powers of the Co-Chairs:

- a. Shall be the general manager of this Organization and have, subject to the control of the Board, general supervision and direction of the affairs and officers of this Board.
- b. Shall preside at all meetings of the Board.
- c. Shall assist in the completion of the budget package for the following year.
- d. Shall be in charge of creating, promoting, and interviewing new board members for the following school year.
- e. Shall be required to attend at least one (1) Senate meeting per quarter to report on the activity of the Board.

H. Duties and Powers of the Vice Chair:

- a. In the absence or disability of both Co-Chairs, the Vice Chair shall perform all the duties of the Co-Chairs, and shall have all the powers of, and be subject to all the restrictions upon, the Co-Chairs.
- b. Shall perform such other duties that may be prescribed for them respectively by the Board.
- c. Shall record and distribute the minutes for the weekly Human Rights Board meetings.

I. Duties of Pages for Individuals in Prison Co-Directors:

- a. Shall prepare weekly updates on the special projects of the board.
- b. Shall be the Directors of the Pages for Individuals in Prison Subcommittee.
- c. Attend and facilitate all PIP Meetings.
- d. Report on the activities of PIP to the Executive Board.

- e. Must host two (2) book-packing events per quarter.
 - f. Shall assist in appointing new board members during Spring Quarter recruitment.
- J. Duties of the Student for Reproductive Justice (SRJ) Co-Directors:
- a. Shall attend all Executive Board Meetings of the Human Rights Board.
 - b. Shall attend and facilitate all meetings of AS HRB—SRJ
 - c. Shall report to the Executive Board members about all projects and updates regarding HRB—SRJ.
 - d. Shall be responsible for running the Reproductive Justice Programming Fund (RJPF), including but not limited to the following duties:
 - i. Provide funding to the RJPF program
 - ii. Supervise the RJPF subcommittee
 - iii. Sit on the advisory board to consult the supervision of the RJPF Program Coordinator.
 - iv. Attend regular meetings with stakeholders of the program.
 - v. Coordinate communications between stakeholders of the program.
 - e. Shall work to appoint new board members to the SRJ subcommittee during the Spring Quarter of every academic year, alongside the HRB Co-Chairs recruitment processes.
- K. Duties of the Human Rights Week/Festival of Culture Chair:
- a. Shall be responsible for coordinating and collaborating with the Board on at least one Human Rights Week per academic year.
 - b. Shall be responsible for coordinating and collaborating with the Executive Board on at least one Festival of Culture per academic year.
 - c. Shall be empowered to create a Committee or staff to assist them in that process. Including but not limited to:
 - i. QTPOC Community Liaison
 - ii. International Student Liaison
 - d. Shall assist the Publicity Chair and Publicity Committee in advertising for the events.
 - e. Shall delegate tasks between the two chairs.
- L. Duties of the Publicity Chair:
- a. Shall be responsible for advertising and publicity for all Human Rights Board events.
 - b. Shall act as a liaison to and report Human Rights Board events to campus and local media.
 - c. Shall coordinate any press releases or articles for the Human Rights Board.
 - d. Shall be empowered to lead a sub-committee consisting of, but not limited to, Social Media Coordinators, Advertising Coordinators, Graphic Design Coordinators,, and Website Coordinators.

- e. Shall be in active communication with other AS entities and maintain an active presence on HRB social media. This includes but is not limited to responding to Direct Messages and asking other accounts to repost HRB graphics.

M. Duties of the Treasurer:

- a. Shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of accounts of the properties and business transactions of this Organization.
- b. Shall prepare the Board's budget for the following year in conjunction with the Co-Chairs.
- c. Shall give a weekly fiscal report to the Board which includes a summary of the recent purchases and requisitions processed by the board.
 - i. Must document the process of requisitions in the budget sheet weekly before the board meeting.
- d. Shall submit the monthly Financial Transparency and Accounting Act by the 3rd of each month.
- e. Shall be responsible for collecting all requisitions and returning them to the Co-Chairs.
- f. Must complete requisition forms for any SEAL organization that has been approved funding by the board within a week of the meeting in which it was approved.

N. Duties of the International Student Liaison

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

O. Duties of the QTPOC Community Liaison

- a. Shall attend all Executive Board Meetings of the Human Rights Board.
- b. Shall report to the Board with weekly updates on current programs and activities.
- c. Shall collaborate with and facilitate communication between the Board and LGBTQIA+ and BIPOC organizations/departments on campus to promote open education and awareness through event forums and educational campaigns.
 - i. Must host one (1) event or online campaign per quarter pertaining to their individual project.
- d. Shall be empowered to create a sub-committee to facilitate them in their awareness campaigns.
- e. Shall collaborate with the Publicity Committee to create BIPOC and QTPOC infographics and campaigns quarterly.

P. Human Rights Board Internal By-Laws:

- a. A.S. HRB reserves the right to create internal guidelines and by-laws.
- b. These by-laws shall not conflict with any Associated Students stated or implicit regulations and oversight. Senate retains the right to implement and enforce all A.S. rules and regulations.
- c. The by-laws shall outline the missions, goals, and intentions of the A.S. Human Rights Board.
- d. The by-laws shall be drafted exclusively by the Board's members and are subject to a two-thirds (2/3) majority vote of the Executive Board in order to take effect.

SECTION 12. A.S. TRANS & QUEER COMMISSION

A. Charge of the Commission:

The A.S. Trans & Queer Commission shall serve as an educational and advocacy forum for Lesbian, Gay, Bisexual, and Transgender, Queer, Intersex, and Asexual (LGBTQIA) students' rights, with a commitment to representing and improving the status of LGBTQIA students on campus and in the community. The A.S. Trans & Queer Commission a diverse group of members that provides education, funding, and advocacy for the queer community at UCSB and also the Tri-County areas. The Commission will also work together with other campus and community groups to overcome problems such as homophobia, heterosexism, transphobia, biphobia, hate incidents/crimes and other forms of oppression.

B. Membership:

a. Voting Membership:

- i. Two (2) Co-Chairs
- ii. Two (2) Vice Co-Chairs
- iii. One (1) Administrative Chair
- iv. One (1) Internal Coordinator
- v. One (1) External Coordinator
- vi. One (1) International Student Engagement Coordinator
- vii. One (1) Trans and Gender Non-Conforming Advocacy Coordinator
- viii. One (1) Queer & Trans People of Color (QTPOC) Engagement Coordinator
- ix. One (1) Media & Marketing Commissioner
- x. Two (2) Special Projects Commissioner(s)
- xi. Two (2) Emerging Leader Commissioner(s)
- xii. Two (2) Pride Commissioner(s)
- xiii. One (1) UndocuQT Advocacy Coordinator
- xiv. One (1) QT Disabilities Advocacy Coordinator
- xv. Any members having attended two (2) meetings or more per quarter.

b. Non-voting Members:

- i. A.S. President
- ii. One (1) A.S. Senate
- iii. A.S. Attorney General
- iv. A.S. Controller(s)

C. Selection and Term of Office of the Elected Membership:

- a. Two (2) outgoing members of the elected membership who are not running for re-election will facilitate an election process for the following year's two (2) Co-Chairs, two (2) Vice-Chairs, one (1) Administrative Chair, five (5) Coordinators, and six (6) commissioners (Media, Projects, Pride) by the 7th

week of Spring quarter. All of the commission's voting members during Spring Quarter are allowed to participate in this election. The internally elected Commission will then be recommended to the A.S. President for nomination and sent to Senate for approval of a term lasting one (1) academic year.

- b. The elected membership will use the first two (2) weeks of Fall quarter to outreach to possible Emerging Leader Commissioners. The Co-Chairs will create an application process that will be distributed electronically and at outreach events such as RHA mixers, and other recruitment efforts made by Associated Students or other Trans & Queer organizations. The voting membership will then use a normal election process to elect two (2) Emerging Leader Commissioners through a simple majority to then recommend the interns and then sent to the Senate for approval of a term ending during Spring elections.
- c. In the event of a vacant position during the year, the first step will be to see if any of the already elected membership feels more comfortable moving into the vacated position, and appointed by a majority vote. An application process similar to the process for commissioner positions will be used to select the vacant position where the voting membership will vote on approval. Anyone that ran for a position during the previous Spring elections and was not elected will then be contacted and invited to run for any vacant positions at the next meeting.
- d. Attend all meetings.
- e. Responsible for outreaching to find Co-Chairs if not elected during Spring Elections.

D. Duties and Powers of the Commission:

- a. Be an advocacy group aimed at improving the status of Trans & Queer students both on campus and in the community.
- b. Be aware of and work to support the projects of other trans & queer student organizations on campus and in the community.
- c. Act as a referral source for students on any matter concerning LGBTQIA+ issues.
- d. Work to educate the campus on issues pertaining to the LGBTQIA+ community.
- e. Advise the Senate on issues pertaining to LGBTQIA+ students.
- f. Provide student representation for Associated Students on temporary administrative Committees
- g. Work on advocating for the rights of all LGBTQIA+ students on campus.
- h. Maintain a working relationship with the Resource Center for Sexual and Gender Diversity staff.

E. Duties and Powers of the Co-Chairs of the A.S. Trans & Queer Commission:

- a. Stay abreast of the political environment in the community.
- b. Facilitate all Commission meetings or, if unable, delegate said responsibility to another officer.
- c. Handle public relations for the Commission and serve as the official spokesperson(s) for the Commission.
- d. Coordinate the operations of all special projects and attempt to be of help in any problem or issue that may arise.
- e. Hold a minimum of three (3) regularly scheduled office hours per week.

- f. Be responsible for the fiscal management of the Commission and for checking and maintaining the Trans & Queer Commission email in collaboration with the Administrative Chair.
- g. Prepare the Commission's budget for the following year.
- h. Present at least two (2) reports to the Senate per quarter regarding the activities of the Commission.
- i. AS Quarterly each quarter.
- j. Be available for reference with respect to questions and inquiries on past Commissions.
- k. Have a working relationship with all of the A.S. Executive Officers, and keep the A.S. Executive Offices accountable to issues pertaining to the trans & queer community.
- l. Coordinate a quarterly retreat for all of the Commission's membership in order to create strategy charts for the Commission's special projects, as well as create a schedule of deadlines and events for the quarter.
- m. Meet with each Trans & Queer Commission officer at the beginning of each quarter (and follow up with an additional meeting if necessary) to keep officers accountable and aware of their position's responsibilities, expectations, and project(s).
- n. Recruit Co-Chairs if not selected during Spring Elections.
- o. Collect quarterly progress reports from each board member by Week 9 of every quarter.
 - i. To attend meetings scheduled by the A.S. COSWB Womxn's Health Coordinator
- p. Attend all Pride Meetings.

F. Duties and Powers of the Vice Co-Chairs

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

G. Duties and Powers of the Internal Coordinator:

- a. Stay abreast of the political environment on the campus community.
- b. Serve as a liaison to other campus organizations whose mission statement seeks to improve the status of students with queer sexualities and genders and their allies such as, but not limited to: Queer and Trans Community, Friendly Undergraduate Queers in it Together (FUQIT), La Familia De

Colores, Black Quare, Queer Asian Pacific Islanders (QAPI), Keshet, Out in Science, Technology, Engineering, and Mathematics (oSTEM).

- c. The Internal Coordinator shall serve as the co-chair of the Queer Leadership Council Meetings alongside a representative of the Resource Center for Sexual and Gender Diversity. They will be involved with the planning and facilitation of Queer Leadership Council meetings meant to provide space for Queer and Trans organizations to come together and update each other on their events, projects, and allow them to have a unified voice.
- d. During weeks 1-3, the internal coordinator shall meet with the professional staff of the RCSGD to begin the planning for the Queer Leadership Council and Queer Town Hall.
- e. Work to outreach to the queer and trans community by gaining and building membership.
- f. Maintain maximum communication (i.e. weekly updates) with Trans & Queer (QT) organizations, specifically about UCSB Pride Week, to ensure maximum participation from all QT organizations on-campus.
- g. Hold a minimum of two (2) regularly scheduled office hours per week.
- h. Attend all Pride Meetings.

H. Duties and Powers of the External Coordinator:

- a. Stay abreast of the political environment and issues pertaining to the trans & queer community on a local, State-wide and National level and give a brief update to the commission at each meeting.
- b. Serve as a liaison and attend to state and union wide organizations such as University of California Student Association (UCSA), the Office of the External Vice President of Local Affairs, the Office of the External Vice President of State Affairs, and the University of California LGBTQIA+ Steering Committee (SCOM/UCQC) and to the greater University of California queer and trans community.
- c. Bring LGBTQIA+ visibility to the state-wide/national forefront by maintaining a working relationship with Lobby Corps.
- d. Hold a minimum of two (2) regularly scheduled office hours per week.
- e. Work on outreach to the surrounding Tri-County queer high school/youth, and/or alumni communities.
- f. Attend all Pride Meetings.

I. Duties and Powers of the International Student Engagement Coordinator

- a. International Coordinators are international students who are newly introduced to UCSB and the UCSB LGBTQIA+ community.
- b. Stay abreast of the political environment and issues pertaining to the Trans & Queer Community on an international level and give brief updates to the commission at each meeting.
- c. Serve as a liaison & attend meetings to other campus organizations whose mission statement seeks to improve the status of students with queer sexualities and genders for international students and their allies, such as Queer Asian Pacific Islanders (QTAPI) and UndocuQueer and UndocuTrans.
- d. Work with the Vice (Pride) Chairs to ensure at least one international outreach/advocacy event is planned for UCSB Pride Week.

e. Hold a minimum of two (2) regularly scheduled office hours per week.

f. Attend all Pride Meetings.

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

a. Maintain the website and social media groups, pages, and accounts and update them regularly with events the commission organizes and sponsors, with articles and news stories relevant to the queer and trans community at UCSB and beyond.

b. Create flyers for the commission's events, programming and board member projects.

c. Oversee the overall aesthetic of the commission and maintain a professional and clean image for the organization (this includes updating websites, graphics, logos, banners, etc. at any time when deemed necessary).

d. Actively be working on a project that will bring positive change to the queer community. Create a strategy chart and give themselves a set of deadlines that will lead to the end of the quarter or the completion of the project. Revise deadlines as the project advances. At the end of each quarter, turn in a progress report and indicate potential changes or improvements.

e. Work with the Administrative Chair to publish the minutes taken at every meeting, including those taken during Pride Committee meetings, on the official A.S. Trans and Queer Commission website.

f. Attend all Pride Meetings.

K. Duties and Powers of the Administrative Chair:

a. Record and be responsible for distribution of minutes to members, officers, and Senate.

i. Distribute minutes to members upon request.

ii. Keep a record of all meeting attendees and an updated list of all voting members.

b. Maintain an updated record of the budget that will be updated weekly and includes all expenditures of the commission and distribute to all officers on a regular basis.

c. Record and be responsible for Pride minutes.

i. Distribute Pride minutes to members in A.S. Trans and Queer Commission on a weekly basis.

d. Present tri-weekly reports on what funds remain in the budget for the quarter for Trans & Queer Commission.

e. Hold two (2) regularly scheduled office hours per week.

f. Maintain an updated record of the history of stipulations given by Queer Commission to organizations we have funded.

g. Work with Co-Chairs to address all emails in a timely fashion.

h. Outreach to community organizations (such as the RCSGD, Black Quare, La Familia de Colores, etc.) at the beginning of every quarter to ensure a bridge of communication is maintained to reassure Trans & Queer Commission's commitment to funding LGBTQIA+ events.

i. Attend all Pride Meetings.

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

- a. Queer & Trans People of Color Engagement Coordinator is a dedicated leader within the UCSB LGBTQIA+ community. A non-QTPOC student who is an emerging leader in the UCSB LGBTQIA+ community can be appointed to this position with a two-thirds (2/3) majority approval by the voting membership.
- b. Serve as a liaison to other campus organizations that are QTPOC oriented whose mission statement seeks to improve the status of students with queer sexualities and genders and their allies such as, but not limited to Black Quare, La Familia de Colores, and Queer Asian Pacific Islanders.
- c. Work with the RCSGD to plan at minimum one (1) event dedicated to the outreach/advocacy of QTPOC at UCSB per quarter.
- d. Actively be working on a project that will bring positive change to the queer and trans community. Create a strategy chart and give themselves a set of deadlines that will lead to the end of the quarter or the completion of the project. Revise deadlines as the project advances. At the end of each quarter, turn in a progress report and indicate potential changes or improvements.
- e. Hold a minimum of two (2) regularly scheduled office hours per week.
- f. Attend all Pride Meetings.

M. Duties and Powers of Emerging Leader Commissioner:

- a. Emerging Leader Commissioners are first-year and/or transfer students who are experiencing their first year with the UCSB LGBTQIA+ community. A non-first year student who is an emerging leader in the UCSB LGBTQIA+ community can be appointed to this position with a two-thirds (2/3) majority approval by the voting membership.
- b. Work in collaboration with the rest of the elected membership in order to cultivate knowledge of the climate and the needs of the LGBTQIA+ community.
- c. Assist with projects and events initiated by the commission (including, but not limited to, the Pride events and projects).
- d. Serve two (2) regularly scheduled office hours per week.
- e. Work with the Trans & GNC Coordinator to plan and execute two (2) community dine-outs per academic year.
- f. Attend all Pride Meetings.

N. Duties and Powers of Special Project Commissioners:

- a. Special Projects Commissioners will actively work on special projects that will benefit the status of LGBTQIA+ students at UCSB.
- b. Create a strategy chart and give themselves a set of deadlines that will lead to completion of the project. Revise deadlines as the project advances. At the end of the quarter turn in a debrief of the progress made in the quarter and any changes the project may need.
- c. Keep an updated list of current ongoing projects.
- d. Shall actively seek advice/meet with the Co-Chairs to learn and develop new skills and to review project goals when projects progress or change.

- e. With the help of the Emerging Leaders Commissioners, plan and execute at least one (1) event per quarter promoting the Trans & Queer Commissions mission statement.
- f. Hold two (2) regularly scheduled office hours per week.
- g. Attend all Pride Meetings.

O. Duties and Powers of Trans and Gender Non-Conforming Advocacy Coordinator

- a. Serve as a liaison to the Trans Task Force and other trans-specific organizations on campus such as, Trans People of Color Coalition, the Society for Accessible and Safe Spaces (S.A.S.S.) and Transgender Social Group (TSG).
- b. Serve as a liaison to Santa Barbara Transgender Advocacy Network (SBTAN).
- c. Be aware of and advocate for the needs of trans and gender non-conforming students.
- d. Hold an event during Pride Week with the intent of creating community spaces for trans and gender non-conforming students.
- e. In Winter & Spring quarter, hold a focus group for trans students in collaboration with CAPS, Residential and Community Living, Student Health and the RCSGD.
- f. Hold two (2) office hours per week.
- g. Work with the emerging Leader Commissioners to plan and execute two (2) community dine-outs per academic year.
- h. Attend all Pride Meetings.

P. Duties and Powers of Pride Commissioners:

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

Q. Duties and Powers of the UndocuQT Advocacy Coordinator:

- a. Serve as a liaison to the Undocumented community on campus, specifically UndocuQueer and UndocuTrans services; including, but not limited to, the UCSB Undocumented Student Services (USS), Empowerment Circle at CAPS, the Monarch Lounge, Improving Dreams Equality Access and Success (IDEAS), and the UCSB UndocuQueer/UndocuTrans.
- b. Be aware of and advocate for the needs of LGBTQIA+ Undocumented folk.

- c. Plan and execute a minimum of one (1) event per quarter, with the intent of creating community spaces for UndocuQueer/UndocuTrans students on campus; with one of these events mandated to be held during PRIDE Week, in collaboration with PRIDE Committee during Spring Quarter.
- d. Work with other organizations on campus that help provide visibility for UndocuQueer and UndocuTrans folk (conferences, events, programs, etc.)
- e. Hold a minimum of two (2) regularly scheduled office hours per week.
- f. Attend all Pride Meetings.

R. Duties and Powers of QT Disabilities Advocacy Coordinator

- a. QT Disabilities Advocacy Coordinators are disabled students of the UCSB LGBTQIA+ community.
- b. Organize and facilitate events or community spaces regarding the intersection of LGBTQIA+ identities and disabilities, developing at least one event or project per school year to highlight this intersection and to promote disability justice awareness on campus.
- c. Be aware of and advocate for the needs of queer and trans disabled students on campus.
- d. Ensure all TQC events are inclusive and accessible to students, regardless of disability.
- e. Give consultation for accessibility inquiries from various campus entities or students regarding queer and trans disability issues or concerns.
- f. Manage accessibility initiatives for internal TQC events and projects.
- g. Serve as liaison to A.S. Commission on Disability Equity, the Americans With Disabilities Act Advisory Group, CAPS, the office of the Disabled Students Program, and other campus organizations dedicated to fighting ableism and uplifting disabled students' voices.
- h. Hold two (2) office hours per week.
- i. Attend all Pride Meetings.

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

A. Charge of the Committee:

The A.S. Student Commission on Racial Equity (SCORE) is a body funded by the UCSB undergraduates concerned with providing a positive and comfortable learning environment for persons from diverse and underrepresented ethnic and racial backgrounds (i.e., Latinx/Chicanx, Blacks, African-American, Asian American, Pacific Islander, South Asian, Southwest Asian/North African/Middle Eastern, First Nation, Native American, etc.). Its purpose is to confront and proactively resolve issues of ethnicity-related concerns and create and promote programs to educate the student body on issues concerning the campus and community that affect students of UCSB. This Commission shall implement and support rules and regulations that will help provide a safer atmosphere for students of color on this campus, and network with other groups campus departments or other universities to help combat racism at UCSB or other educational institutions. The Commission shall form subcommittees as deemed necessary.

B. Voting Membership:

- a. Two (2) Co-Chairs
- b. One (1) Conference Director
- c. One (1) Administrative Coordinator

- d. Two (2) Outreach Coordinators
- e. One (1) Financial Director
- f. One (1) Multimedia Director
- g. Two (2) Education Coordinators

C. Non-voting Membership:

- a. A.S. Advisor
- b. A.S. Executive Director
- c. A.S. Committee on Committees Chair
- d. A.S. Controller(s)
- e. A.S. Attorney General
- f. One (1) A.S. Senator
- g. A.S. President

D. Selection and Term of Office:

- a. The Co-Chairs for the following academic year, shall be recommended by the Commission through an internal election. These recommendations will be forwarded to the Committee on Committees, appointed by the A.S. President, and approved by Senate for a term of one (1) academic year.
- b. At least one (1) Co-Chair should be a returning SCORE Executive Board member.
- c. The Senator(s) shall be appointed by the Internal Vice President and approved by the Senate for the term of one (1) academic year based off of recommendation from SCORE.
- d. The Conference Director, Outreach Coordinators, Financial Director, Administrative Coordinator, Multimedia Director, and Education Coordinators shall be selected from the active group membership at the end of an academic year through an internal election.

E. Duties and Powers of the Commission:

- a. Advise Senate on all issues affecting students of color on the UCSB campus and in the community.
- b. Coordinate all members of the Campus Advisory, Academic Senate, and statewide organizations concerned with ethnicity issues.
- c. Act as a referral source to all students seeking resources and/or programs dealing with ethnicity or minority advocacy and support.
- d. Advocate measures and programs designed to combat racism, white supremacy, antisemitism, anti-blackness, zionism, islamophobia and overall ethnocentricity on campus, and help students and groups towards achieving their goals on campus.
- e. Collect and disseminate information regarding the needs of students of color to the student body and to campus organizations, departments, faculty and Committees.
- f. Coordinate speakers, lectures, entertainment, and other events in which to educate and make the campus and/or community aware of issues.
- g. Strive to achieve cohesion and positive relations among the different racial groups on campus.
- h. Create committees with numerous other organizations for the annual UCSA Student of Color Conference (SOCC) in order to create a delegation that will ultimately aim to represent all communities at UCSB.

- i. Make it a requirement to collaborate with the AS Senate to approve and install cultural competency programming specifically for the senators. This is also to require that a training is allocated for senators since we are the elected/appointed student leaders that are mainly in charge with tackling student issues on our campus.

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

- a. Responsible for ensuring that all Executive Board members fulfill their duties and responsibilities and will support the board in accomplishing these tasks.
 - i. Maintain a safe social space for the Executive Board.
- b. Have ultimate responsibility for the fiscal management of the entire Commission.
- c. Present once per quarter to the Senate concerning the financial and programming activities of the Commission.
- d. Be aware of the operations of all Committees and attempt to be of help to students or student groups in any problems or issues which may arise.
- e. Set a minimum of three (3) regularly scheduled office hours per week.
- f. Shall plan one (1) office retreat per academic year.
- g. Shall attend AS Assembly each quarter
- h. Create a digital folder with all yearly documentation created through fulfilling these requirements.

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

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

H. Duties of the Administrative Coordinator (1):

- a. Shall be responsible of recording and distributing weekly meeting minutes to the Internal Vice President and other interested or affected parties.

- b. Follow up with organizations after funding requests to let them know the status of their request and make them aware of any stipulations that were added.
- c. Responsible for coordinating with the Financial Director to ensure requisition forms are submitted for money approved and allocated.
- d. Coordinate general body meeting preparations.
- e. Hold at least two (2) office hours per week.
- f. Create a digital folder with all yearly documentation created through fulfilling these requirements.

I. Duties of the Outreach Coordinators (2):

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

J. Duties of the Finance Director (1):

- a. Has responsibility for fiscal management of the Committee.
- b. In conjunction with the Executive Board, shall prepare Committee's budget for the following year.
- c. Give a weekly financial report to the Committee.
- d. Create the funding request process for the given academic year based on previous years' models.
- e. Send out status of funding requests between 1-3 business days of the organization's presentation.
- f. Responsible for creating and submitting requisition forms, but not liable for following up on the relevant funding of the requisitions submitted.
- g. Create a digital folder with all yearly documentation created through fulfilling these requirements.
- h. Hold two (2) regularly scheduled office hours per week.

K. Duties of the Multimedia Director (1):

- a. Create a yearly binder with information about the Commission including pictures, articles, fliers, minutes, and any other relevant material.
- b. Handle public relations for the Commission, including publicizing programs and workshops to the campus community.
- c. Maintain and update all social media outlets for official SCORE business.

- d. Hold two (2) regularly scheduled office hours per week.

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

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

M. Funding Requests for Student Organizations from SCORE:

- a. In order for funding requests to be submitted to SCORE, student organizations (SEALs) and boards/commissions/units (BCUs) must attend a minimum of three General Body Meetings throughout the quarter and attend the quarterly SCORE Symposium that deals with issues on campus and community.
- b. Whether funding is given is up to the discretion of the SCORE Executive board.
- c. Funding requests must be submitted after the general body meetings and during the Executive meetings shortly after.
- d. Student organizations are highly expected to attend and participate in other SCORE events.
- e. Student organizations that receive funding but fail to attend meetings afterwards detrimentally affect the integrity of their organization with future funding requests.

SECTION 14. A.S. TAKE BACK THE NIGHT COMMITTEE

A. Charge of the Committee:

The charge of the Take Back the Night Committee is to raise awareness about issues surrounding sexual violence through activism, advocacy and survivor empowerment. It aids survivors in finding and demonstrating their empowerment, provides a forum for survivors and allies alike to make their voices heard, and creates an environment in which survivors of sexual violence can begin to heal.

B. Voting Membership:

- a. One (1) External Chair
- b. One (1) Internal Chair
- c. One (1) Ourstorian
- d. Any members having attended two (2) or more meetings a quarter.
- e. One (1) Finance Coordinator
- f. One (1) Publicity Coordinator
- g. One (1) On-Campus Outreach Coordinator
- h. One (1) Off-Campus Outreach Coordinator
- i. One (1) Intersectionality Liaison Coordinator
- j. One (1) Greek Life Liaison Coordinator

C. Non-Voting Membership:

- a. A.S. Advisor
- b. A.S. Committees Chair
- c. A.S. Executive Director
- d. A.S. Attorney General
- e. A.S. State Affairs Organizing Director
- f. One (1) A.S. Senator
- g. A.S. President
- h. A.S. Controller(s)

D. Selection and Term of Office:

- a. The two (2) Take Back the Night Co-Chairs shall first be recommended to the A.S. Committee on Committees by the Take Back of the Night Committee, then nominated by the A.S. President with final approval being given by the Senate with a two-thirds (2/3) vote for a term of one (1) academic year.
- b. The Senator shall be nominated by the A.S. Internal Vice President, with final approval being given by the Senate with a two-thirds (2/3) vote for a term of one (1) academic year.
- c. All Coordinator positions shall apply to the Take Back the Night Committee and be interviewed and recommended to the Committee on Committees by the Co-Chairs for appointment, which is then nominated by the A.S. President with the final approval being given by the Senate with a two-thirds (2/3) vote for a term of one (1) academic year.

E. Duties and Powers of the Committee:

- a. To organize Take Back the Night events, annual Sexual Assault Awareness Month events, Halloween campaign (including organizing a safe space), and other events, programs, or campaigns that address issues of sexual violence in our community.
- b. Be aware of and work to support the projects of other women's organizations both on campus and in the community.
- c. Provide funding for other student organizations that address issues regarding safety, harassment or sexual violence.
- d. Undertake the charge of, and be responsible for the mission, directive, obligations, and finances of Students Against Sexual Assault (SASA). Take Back the Night will hold the authority to appoint membership and call SASA meetings when necessary. Students Against Sexual Assault will be considered a subcommittee of Take Back the Night for all purposes.

F. Duties and Powers of the Co-Chairs:

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

G. Duties and Powers of the External Chair:

- a. Shall handle public relations for the committee and shall be the official spokesperson for the committee.
- b. Shall facilitate collaboration between the committee, administrators and SEAL organizations.
- c. Shall work with the Publicity Coordinator to advertise and publicize events and membership within the committee.

H. Duties and Powers of the Internal Chair:

- a. Shall facilitate and chair all Take Back the Night meetings.
- b. Shall have ultimate responsibility for the fiscal management of the entire committee.
- c. Shall facilitate collaboration between the committee and other Associated Students organizations.

I. Duties and Powers of the Ourstorian:

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

J. Duties and Powers of the Finance Coordinator:

- a. Shall maintain all fiscal management of the Committee in conjunction with the Internal Chair.
- b. Shall collaborate and discuss with the Co-Chairs and prepare an annual budget for the Committee.
- c. Shall give a weekly financial report to the Committee.
- d. Shall prepare allocation requests and requisition forms for all financial matters.
- e. Shall hold two (2) regularly scheduled office hours per week.

K. Duties and Powers of the Publicity Coordinator:

- a. Shall prepare and manage all publicity efforts of the Committee.
- b. Shall give a weekly report to the Committee regarding publicity efforts.
- c. Shall work in conjunction with the Outreach Coordinators to publicize Committee recruitment and events.
- d. Shall hold two (2) regularly scheduled office hours per week.

L. Duties and Powers of the On-Campus Outreach Coordinator:

- a. Shall work to outreach to the on-campus community, specifically targeting the residence halls and other on campus housing to gain and build membership.
- b. Shall attend at least one (1) Residence Hall Association and one (1) Student Apartment Community Council meeting a quarter to announce upcoming events and meeting times.

- c. Shall work with the Publicity Coordinator.
- d. Shall collaborate with the Off-campus Coordinator to organize an outreach effort at least once (1) a quarter.
- e. Shall hold two (2) regularly scheduled office hours per week.

M. Duties and Powers of the Off-Campus Coordinator:

- a. Shall plan and conduct outreach to the community at large, specifically towards the off-campus population, other UCSB campus organizations, and the Greek life community to gain and build membership.
- b. Shall coordinate with the Publicity Coordinator.
- c. Shall collaborate with the On-Campus Coordinator to organize an outreach effort at least once (1) a quarter.
- d. Shall hold two (2) regularly scheduled office hours per week.

N. Duties and Powers of the Intersectionality Liaison Coordinator

- a. Shall be the point person for organizations on campus focusing on various identities (such as SCORE, HRB, WomCom, and Queer Commission).
- b. Shall work with On-Campus Coordinator and Off-Campus Coordinator as well as Co-Chairs.
- c. Shall hold two (2) regularly scheduled office hours per week.

O. Duties and Power of the Greek Life Liaison Coordinator

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

SECTION 15. A.S. COMMISSION FOR MARGINALIZED GENDERS

A. Charge of the Commission:

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

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

B. Membership:

a. Voting Membership:

- i. Two (2) Co-Chairs
- ii. One (1) Administrative Chair
- iii. One (1) Treasurer
- iv. One (1) Ourstorian
- v. One (1) Queer & Trans* Coordinator
- vi. Any student who has attended two (2) meetings throughout the year.

b. Non-voting Members:

- i. A.S. Advisor
- ii. A.S. Controller(s)
- iii. A.S. Committee on Committees Chair
- iv. A.S. Executive Director
- v. A.S. Attorney General
- vi. Statewide Organizing Director
- vii. One (1) A.S. Senator
- viii. A.S. President

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

- a. The two (2) A.S. Commission for Marginalized Genders Co-Chairs shall first be recommended to the A.S. Committee on Committees by the Commission for Marginalized Genders, then nominated by the A.S. President, with final approval being given by the Senate for a term of one (1) academic year.
- b. Each Coordinator shall be first be recommended to the A.S. Committee on Committees by the Commission for Marginalized Genders, then nominated by the A.S. President, with final approval being given by the Senate for a term of one (1) academic year.

D. Duties and Powers of the Commission:

- a. Be an advocacy group aimed at improving the status of women, non-binary, and trans* folks both on campus and in the community.
- b. Be aware of and work to support the projects of other women, non-binary, and trans* organizations on campus and in the community.
- c. Act as a referral source for students on any matter concerning women, non-binary, and trans*.
- d. Work to educate the campus on issues pertaining to women, non-binary, and trans* folks.
- e. Advise the Senate on issues pertaining to women, non-binary, and trans* folks.
- f. Provide student representation for Associated Students on temporary committees concerning women, non-binary, and trans* issues.
- g. Attend meetings when relevant of cross-cultural and various other women, non-binary, and trans* groups (e.g. MUJER, AKANKE, Take Back the Night) on campus to serve as a liaison between those groups and Associated Students. Additionally, Commission for Marginalized Genders shall provide financial support to these organizations when possible.
- h. Shall be a liaison to the A.S. Human Rights Board.

E. Duties and Powers of the Co-Chairs:

- a. Stay abreast of the political environment on campus and in the community.
- b. Facilitate all Commission meetings.
- c. Handle public relations for the Commission and shall be the official spokespersons for the Commission.
- d. Have ultimate responsibility for the fiscal management of the entire Commission, including the preparation of the budget for the following year with the Treasurer.
- e. Present at least two (2) reports to the Senate per quarter regarding the activities of the Commission.
- f. Coordinate the operations of all Committees and attempt to be of help in any problems or issues which may arise.
- g. Plan yearly retreat with new incoming Board.
- h. Attempt to establish and maintain communication among women, non-binary, and trans* organizations throughout the UC system.
- i. Hold a minimum of three (3) regularly scheduled office hours per week.
- j. Shall attend all meetings of the A.S. Senate and at least one (1) ASUCSB Workgroup.
- k. Attend all commission meetings.

F. Duties and Responsibilities of the Administrative Chair:

- a. Record and be responsible for the distribution of minutes to members, officers, and Senate.
 - i. Distribute minutes to members upon request.
 - ii. Keep a record of all meeting attendees and an update list of all voting members.
- b. Hold two (2) regularly scheduled office hours per week.
- c. Work with Co-Chairs to address all emails in a timely fashion.
- d. Attend all commission meetings.

G. Duties and Responsibilities of the Treasurer:

- a. Maintain an updated record of the budget that will be updated weekly and includes all expenditures of the commission and distribute to all officers on a regular basis.
- b. Present tri-weekly reports on what funds remain in the budget for the quarter for Commission for Marginalized Genders.
- c. Assist the Co-Chairs in preparation of the next year's budget.
- d. Attend Senate Finance Committee budget hearings with co-chairs.
- e. Shall be responsible for preparing the requisition forms for the allocation of funding of groups and organizations that have been approved by the commission.
- f. Hold two (2) regularly schedule office hours per week.
- g. Attend all commission meetings.

H. Duties of the Ourstory:

- a. Shall be responsible for the recruitment of Committee members of two to five (2-5) people.
- b. Have ultimate responsibility for the fiscal management of the Women's Journal (e.g. fundraising, sponsorship, and donations).
- c. Oversee the production and distribution of Ourstory.
- d. Explore the controversial and complicated issues of identity anthologies, the politics of publication, and artistic/political expression.
- e. Shall hold at least two (2) regularly scheduled office hours each week.
- f. Attend all commission meetings.

I. Duties and Responsibilities of the Queer & Trans* Coordinator:

- a. Shall maintain awareness of concerns and issues within the LGBTQIA+ community.
- b. Shall host at least one (1) event or program per quarter that aid the LGBTQIA+ community.
- c. Shall maintain a strong connection to the LGBTQIA+ community on-campus and in the community. Shall serve as a liaison to the A.S. Trans & Queer Commission, RCSGD, and student organizations.
- d. Shall keep the rest of the committee up to date on concerns within the LGBTQIA+ community.
- e. Shall hold a minimum of two (2) office hours per week.
- f. Attend all commission meetings.

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

A. Charge of the Collaborative

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

B. Membership

- a. Voting Membership:
 - i. Two (2) Co-Chairs

- ii. One (1) Administrative Director
- iii. One (1) Finance Director
- iv. One (1) Black Queer & Trans* Director
- v. One (1) BCU Liaison
- vi. One (1) Internal Needs Advocate
- vii. One (1) External Needs Advocate
- viii. One (1) Marketing and Social Media Director
- ix. One (1) Sex Positive Health Director
- x. One (1) Retention Chair
- xi. One (1) EASA Liaison
- xii. One (1) NSBE Liaison
- xiii. One (1) BSU Liaison

b. Non-Voting Membership:

- i. Multi-Cultural Center Administrative Representative
- ii. Counseling and Psychological Services Administrative Representative
- iii. Office of Black Student Development Administrative Representative
- iv. Peer Mentors of the African Diaspora Cultural Resource Center Representative
- v. Associated Students Executive Director
- vi. Associated Students Attorney General

c. Conferred Voting Membership

- i. Any attending member can gain a voting membership upon the attendance of four (4) meetings in the same quarter followed by the approval of the Chair(s).

C. Selection and Term of Office of the Elected Membership

- a. Two (2) outgoing members of the elected membership who are not running for re-election will facilitate an election process for the follow year's two (2) Co-Chairs, one (1) Administrative Director, one (1) Finance Director, one (1) Black Queer & Trans* Director, one (1) Marketing and Social Media Director, two (2) Advocates, one (1) Sex Positive Health Director, and one (1) BCU Liaison by the 7th week of Spring quarter. All of the collaborative's voting members during Spring Quarter are allowed to participate in this election. The internally elected Collaborative will then be recommended to the A.S. President for nomination and sent to the Senate for approval of a term lasting one (1) academic year.
- b. In the event of a vacant position during the year, the first step will be to see if any of the already elected membership feels more comfortable moving into the vacated position and appointed by a majority vote. An application process similar to the process for intern positions will be used to select the vacant position where the voting membership will vote on approval. Anyone that ran for a position during the previous Spring elections and was not elected will be contacted and invited to run for any vacant positions at the next meeting.
- c. Attend all meetings except for excused absence approved by the Co-Chair.
- d. Responsible for outreaching to find Co-Chairs and establish a Pride Committee in a timely manner if not elected during Spring Elections.

D. Sessions, Meetings & Quorum

- a. Sessions: Each session of the Collaborative shall commence with the second week of the quarter.
- b. Meetings: The Collaborative shall regularly meet at least once a week during periods of regular instruction, herein referred to as "school weeks." Special meetings may be called by the Co-Chair(s), by petition of at least one-third (1/3) of the voting membership of the Collaborative, or by petition signed by two percent (2%) of the Associated Students' membership.
- c. Quorum: A quorum shall consist of a majority (50% +1) of the voting membership of the Senate.
- d. Voting Matters: The voting margin for nonfinancial matters shall be a simple majority (50% +1). While all financial matters shall require a two-thirds majority (2/3rds)

E. Vacancy

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

F. Duties and Powers of the Collaborative

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

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

- a. Stay abreast of the political environment in the community.
- b. Facilitate all Collaborative's meetings, or if unable, delegate said responsibility to another officer.
- c. Handle public relations for the Collaborative and serve as the official spokesperson(s) for the Collaborative.

- d. Coordinate the operations of all special projects and attempt to be of help in any problem or issue that may arise.
- e. Hold a minimum of three (3) regularly scheduled office hours per week.
- f. Be responsible for the fiscal management of the Collaborative and for checking and maintaining the Black Women's Health Collaborative email in collaboration with the Administrative Director.
- g. Oversees the preparation of the Collaborative's budget by the Financial Director as ex-officio facilitators for the following year.
- h. Present at least one (1) report to the Senate per quarter regarding the activities of the Collaborative.
- i. Attend one (1) A.S. Assembly each quarter.
- j. Be available for reference with respect to questions and inquiries on past Collaboratives.
- k. Have a working relationship with all of the A.S. Executive Officers, and keep the A.S. Executive Offices accountable to issues pertaining to the Black Women's Health Collaborative community.
- l. Coordinate a quarterly retreat for all of the Collaborative's membership in order to create strategy charts for the Collaborative's special projects, as well as create a schedule of deadlines and events for the quarter.
- m. Meet with each collaborative officer at the beginning of each quarter (and follow up with additional meetings if necessary) to keep officers accountable and aware of their position's responsibilities, expectations, and project(s).
- n. Recruit Co-Chairs if not selected during Spring Elections.
- o. Collect quarterly progress reports from each board member by Week 9 of every quarter.
- p. Attend all meetings; excused absence upon the approval of the Administrative Director or Present Co-Chair.

H. Duties and Powers of the Administrative Director

- a. Record and be responsible for distribution of minutes to members, officers, and Senate.
 - i. Distribute minutes to members upon request.
 - ii. Keep a record of all meeting attendees and an updated list of all voting members.
- b. Assist the Finance Director's maintenance of the Collaborative's budget, by providing assistance in Finance Director required weekly update and oversee the accessibility of budget for the A.S. Black Women's Health office computer and or the distribution to all elected members.
- c. Oversee the A.S. Black Women's Health Collaborative historic database; comprised of archived research and details regard the Black Women's Health.
- d. Distribute weekly agenda/minutes to voting members and/or UCSB organizations which request weekly update (e.g. Black List Serve)
 - i. The Black List Serve will include Black Student Union, East African Student Association, Black Quare, and BPRO, the Office of Black Student Development.
- e. Hold two (2) regularly scheduled office hours per week.

- f. Maintain and updated record of the history of stipulations given by Black Women's Health Collaborative to organizations we have funded.
- g. Work with Co-Chairs to address all emails in a timely fashion.
- h. Attend all meetings; excused absence upon the approval of the Chair(s).

I. Duties and Powers of the Finance Director

- a. Keep a record of funding requests, the budget, and keep an excel sheet with the Collaborative's budget to be updated weekly that will be kept on the A.S. Black Women's Health Collaborative office computer and/or distributed weekly to all of the elected members.
- b. Maintain an updated record of the budget and all expenditures of the Collaborative and distribute it to all officers on a regular basis.
- c. Work with Co-Chairs to address all financial emails in a timely fashion.
- d. Present tri-weekly reports on what funds remain in the quarter for the Black Women's Health Collaborative.
- e. Hold two (2) regularly scheduled office hours per week.
- f. Attend all meetings; excused absence upon the approval of the Chair(s).

J. Duties and Responsibilities of the Black Queer and Trans* Director

- a. Black Queer and Trans* Director is a dedicated leader within the UCSB LGBTQIA+ community. A non-QT student who is an emerging leader in the UCSB can be appointed to this position with a two-thirds (2/3) majority approval by the voting membership.
- b. Create a strategy chart and give themselves a set of deadlines that will lead to the completion of the project. Revise deadlines as the project advances. At the end of the quarter, turn in a debrief of the progress made in the quarter and any changes the project may need.
- c. Keep an updated list of current on-going projects.
- d. Attend all meetings; excused absence upon the approval of the Chair(s).
- e. Shall actively seek advice/meet with the Co-Chairs to learn and develop new skills and to review project goals when projects progress or change.
- f. With the assistance of the Co-Chairs and Internal Needs Advocate, plan and execute at least one (1) event per quarter contending with the improvement of the conditions of Black Queer and Trans* students.
- g. Hold two (2) regularly scheduled office hours per week.
- h. Shall be the lead Director in Programming the Collaboration's Black Women's (Health Care) Pride Week (Celebration), to highlight and bring awareness to the contribution made by Black Women of PRIDE in the Trans* and Queer Communities.
 - i. Shall address UCSB intrinsic need for further visibility.
 - ii. Shall have the ability to call upon BCU Liaison for assistance.
 - iii. Shall have the ability to propose the programming budget.

- iv. Shall have the support of the entire Collaboration.

K. Duties and Responsibilities of the BCU Liaison

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

L. Duties and Responsibilities of the Internal Needs Advocate

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

M. Duties and Responsibilities of the External Needs Advocate

- a. Stay abreast of the political environment of the local, national, and global diaspora.
- b. Serve as a liaison to other campus organizations whose mission statement seeks to improve the status of Black students.

- c. During weeks 1-4, the External Needs Advocate shall meet or attempt to establish a meeting with the professional staff of the Office of Black Student Development, Multi-Cultural Council, Counseling and Psychological Services, Women, Gender, and Sexual Equity, Resource for Gender and Sexual Diversity, and Undocumented Student Services to chart and further develop the relationships between the departments and the Collaborative.
- d. During weeks 1-4, the External Needs Advocate shall meet with the Associated Students Lobby Corps to ensure the needs of the Black community are being advocated for.
- e. Work to outreach to the local Black community through facilitating events and community building.
- f. Advocate for the needs of system impacted, undocumented, queer and trans*, disabled, and other marginalized communities.
- g. Attend all meetings; excused absence upon the approval of the Chair(s).

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

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

O. Duties and Responsibilities of the Sex Positive Health Director

- a. The Sex Positive Health Director shall attempt to work in tandem with Student Health Services, Counseling and Psychological Services, and Campus Advocacy, Resource & Education in order to advocate for the needs for the Black Women, Women-Aligned, and Non-Binary students.
- b. Shall maintain contact with Black organizations (e.g. Black Quare).
- c. Shall serve as an aid to the other members of the Collaborative in the preparation and planning of their events.
- d. Work with the Administrative Chair to publish the minutes taken at every meeting, to be published on the official A.S. Black Women's Health Collaborative website.
- e. Organize at least one event and/or social media campaign per quarter.
- f. Attend all meetings; excused absence upon the approval of the Chair(s).

P. Duties and Responsibilities of the Retention Chair

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

Q. Duties and Responsibilities of the EASA Liaison

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

R. Duties and Responsibilities of the NSBE Liaison

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

S. Duties and Responsibilities of the BSU Liaison

- a. The BSU Liaison will be responsible for the coordination of collaborative programming between the Black Women's Health Collaborative and the Black Student Union in a manner that is mutually relevant to both organization's mission statements.
- b. The BSU Liaison will be responsible for the outreach of the Black Women's Health Collaborative's resources to outside organizations that align with the Collaborative's mission statement.
- c. The BSU Liaison shall serve as an aid to the other members of the Collaborative in the preparation and planning of their events.

T. Removal Process

- a. One (1) executive co-chair or Two (2) Executive Board Members or Four (4) Voting Members or the A.S. Advisor may propose the removal of any of the executive board members.

- b. The executive board will discuss the proposal including any concerns the proposal was based off at the following executive board meeting.
- c. It is required that the Committee must have unanimous vote in order to immediately remove the officer, with the vote excluding the member being considered for removal.
- d. It is required that in order to move the removal to consideration given one (1) week, the Collaborative shall approve with a fifty percent plus one (50%+1) vote.
- e. It is required that in order to remove the officer after hearing the considering the board's response, there must be a vote of 2/3 in consensus.

SECTION 17. A.S. JEWISH COMMISSION

A. Charge of the Commission:

The A.S. Jewish Commission for Protection, Education, Advocacy, and Cultural Exchange—hereafter and otherwise referred to as A.S. Jewish Commission for PEACE, A.S. Jewish Commission, or A.S. J-Comm—is a BCU dedicated to creating a campus culture and environment where Jews are safe, heard, and welcome. This commission aims to empower Jewish students and foster an inclusive and educational environment on campus for individuals wishing to become involved in Jewish advocacy, learning more about the Jewish people, or the combatting of antisemitism. Additionally, A.S. Jewish Commission will provide the student body with programs, advocacy events and training. The driving force behind this commission is the ongoing and rapid rise of antisemitism on campus and in the United States.

B. Mission Statement:

A.S. Jewish Commission aims to serve the Jewish community and beyond at UCSB. Its mission is to promote and celebrate Jewish culture, traditions and values within the university community. J-Comm aims to provide a welcoming and inclusive space for any individual looking to broaden their perspective and understanding of Jewish heritage and history. Additionally, J-Comm seeks to combat antisemitism and other forms of prejudice and discrimination. Ultimately, A.S. J-Comm hopes to contribute to the intellectual, social and moral development of the university community as a whole. A.S. Jewish Commission does not discriminate in any of its proceedings, policies, events, actions, or decisions on the basis of race, gender, sex, ethnicity, religion, national origin, disability, sexual orientation, status within or outside the university, or political belief.

C. Voting Members, Executive Board

- a. One (1) Chair
- b. One (1) Vice-Chair
- c. One (1) Secretary
- d. One (1) Treasurer
- e. One (1) Events Coordinator
- f. One (1) Religious Accommodation Coordinator
- g. One (1) University Administration Coordinator
- h. One (1) Publicity and Outreach Coordinator

D. Non-voting Members, ex officio, Executive Board

- a. A.S. President
- b. A.S. Internal Vice President
- c. One (1) A.S. Senator
- d. A.S. Executive Director
- e. A.S. Staff Advisor for A.S. J-Comm

E. General Members

- a. The Commission may compile a list of "general" members, who shall be considered in good standing if they maintain regular attendance of J-Comm events—as defined by the Executive Board.

F. Selection and Terms of Office for Voting Members

- a. All other voting members of A.S. J-Comm shall be appointed by the Committee on Committees (COC), in a process overseen by the current A.S. J-Comm.
- b. Voting Members shall serve a one-year term, with no limit on the number of terms served consecutively or otherwise.

G. Duties and Powers of the Chair

- a. The Chair shall serve as the Chief Executive Officer of A.S. J-Comm. They shall have general supervision, direction, and control of the activities, officers, agents, employees, and property of the Commission.
- b. The Chair shall set the agenda for and preside over all A.S. J-Comm meetings.
- c. The Chair shall have the power to sign papers and instruments on behalf of A.S. J-Comm.
- d. The Chair shall hold a minimum of three (3) office hours per week.
- e. The Chair shall present a minimum of one (1) report per quarter to the Senate regarding the activities and accomplishments of the Commission.
- f. The Chair shall, before the conclusion of Week 1 of each regular academic quarter, compile a list of organizations at and around UCSB that contribute to the intrinsic functioning of the Jewish community at UCSB and in Isla Vista. These organizations will include, but not be limited to, RCOs, community organizations, clubs, fraternities, sororities, synagogues, and businesses. These organizations do not need to be officially registered or affiliated with A.S. or UCSB.

H. Duties and Powers of the Vice-Chair

- a. The Vice-Chair shall serve in the above outlined capacities and role of the interim Chair, should that office be vacant.
- b. The Vice-Chair shall have the power to sign papers and instruments on behalf of A.S. J-Comm, with the written and recorded consent of the Chair.
- c. In the absence of the Chair, the Vice-Chair shall preside over A.S. J-Comm meetings.
- d. The Vice-Chair shall, in the absence of a regular budget allocation for A.S. J-Comm, collaborate with the Treasurer in petitioning other BCUs and the Finance & Business Committee for funding.
- e. The Vice-Chair shall hold a minimum of two (2) office hours per week.
- f. The Vice-Chair shall perform any other duties as assigned by the Chair.

I. Secretary

- a. The Secretary shall serve in the above outlined capacities and role of the interim Vice-Chair, should that office be vacant.
- b. The Secretary shall keep all A.S. J-Comm correspondence, records, and archives.

- c. The Secretary shall prepare and present to the Senate for approval accurate official minutes of all A.S. J-Comm meetings and proceedings.
 - i. The Secretary may delegate this responsibility to another member in their absence. Should they fail to delegate this responsibility in their absence, the Vice-Chair or Chair may do the same.
- d. The Secretary shall perform any other duties as assigned by the Chair.

J. Treasurer

- a. The Treasurer shall keep and maintain all financial records and related matters of A.S. J-Comm. This shall include the maintenance of adequate records of all expenditures, incomes, donations, or other financial transactions.
 - i. The Treasurer shall keep a digital spreadsheet of the same.
- b. The Treasurer shall assist the Chair in updating the budget as necessary.
- c. The Treasurer shall be responsible for determining and writing grant proposals as necessary, and will oversee fundraising efforts of A.S. J-Comm.
- d. The Treasurer shall be responsible for notifying A.S. J-Comm of any funding requests by outside organizations, coordinating a time for those organizations to present to A.S. J-Comm, and notifying the outside organizations requesting funds if their funding request has been approved.
- e. The Treasurer shall perform any other duties as assigned by the Chair.

K. Events Coordinator

- a. The Events Coordinator shall be responsible for the planning and execution of A.S. J-Comm events.
- b. The Events Coordinator will coordinate educational programming for A.S. J-Comm.
- c. The Events Coordinator shall coordinate with all other organizations as designated by the Chair per Section G, subsection 6, of this statute.
- d. The Events Coordinator shall perform any other duties as assigned by the Chair.

L. Religious Accommodation Coordinator

- a. The Religious Accommodation Coordinator shall be responsible for advocacy and coordination of religious accommodations for religiously observant Jewish students with varying levels of practice, and varying traditions of observance.
- b. The Religious Accommodation Coordinator shall coordinate with all relevant persons to ensure access to reasonable Kosher food accommodations for Jewish-identifying students at UCSB.
 - i. The Religious Accommodation Coordinator shall also work to ensure reasonable Halal food accommodations are available for Muslim-identifying students. They may delegate this responsibility to another person.
- c. The Religious Accommodation Coordinator shall meet regularly with organizations and individuals representing observant Jewish students, and report their findings from such meetings to A.S. J-Comm.

- d. The Religious Accommodation Coordinator shall perform any other duties as assigned by the Chair.

M. University Administration Coordinator

- a. The University Administration Coordinator shall be responsible for ensuring a positive and productive relationship between A.S. J-Comm and the UCSB Administration and related units.
- b. The University Administration Coordinator shall report to, and coordinate with, the University's administration and relevant agencies where there is an instance of antisemitism on campus or in the surrounding communities.
 - i. This shall include instances of antisemitism per the International Holocaust Remembrance Association definition of antisemitism, and/or the UC Regents Working Definition of antisemitism.
- c. The University Administration Coordinator shall confer with the Religious Accommodation Coordinator when there is a conflict between religious observance and the academic calendar.
- d. The University Administration Coordinator shall perform any other duties as assigned by the Chair.

N. Publicity and Outreach Coordinator

- a. The Publicity and Outreach Coordinator shall maintain and monitor all J-Comm social media accounts, outreach efforts, advertising campaigns, etc.
- b. The Publicity and Outreach Coordinator shall be responsible for organizing any campus-wide announcements for J-Comm.
- c. The Publicity and Outreach Coordinator shall work with the Events Coordinator during the planning of events to determine advertising and publicity needs.
- d. The Publicity and Outreach Coordinator shall perform any other duties as assigned by the Chair.

SECTION 18. RAÍCES DE MI TIERRA: GRUPO FOLKLÓRICO DE UCSB

A. Charge of the Board:

The purpose of Raíces de mi Tierra is to promote and cultivate at UCSB the study and performance of traditional Mexican dance forms from various regions. The name "Raíces de mi Tierra," translating to "Roots of My Land," underscores the organization's commitment to grounding its activities in cultural authenticity, historical awareness, and pride in Mexican heritage. Raíces de mi Tierra recognizes dance as a revolutionary act—a medium through which marginalized communities assert their presence, resist systemic erasure, and celebrate resilience. Through outreach programs, Raíces de mi Tierra offers workshops, school visits, and community events that invite participants of all ages to engage with Mexican culture, bridging gaps in understanding and promoting intercultural dialogue. Raíces de mi Tierra stands as a testament to the transformative power of art.

B. Voting Membership:

- a. One (1) Internal Chair
- b. One (1) External Chair
- c. Two (2) Choreographer
- d. One (1) Advocacy Officer
- e. Two (2) Social Officer
- f. One (1) Historian
- g. One (1) Treasurer

- h. Three (3) Artistic Director
- i. Two (2) Publicity Officer
- j. One (1) Academic Officer

C. Non-Voting Membership

- a. General Members

D. Ex-Officio Members:

- a. Senator Liaison

E. Selection and Term of Office:

- a. All Officer Board positions shall be filled through an interview process conducted by the current active board. Applicants will be interviewed by both Co-Chairs and the current position-holder(s), unless the position is vacant.
- b. In the case that a current Officer Board member is seeking reappointment to the same position, their interview shall be conducted by the entirety of the active Officer Board, excluding the individual seeking reappointment. Chairs with priority consideration on active participation and demonstration of ability to complete duties of officer position in the year prior.
- c. The Officer Board shall finalize all appointments by consensus or majority vote, with priority given to demonstrated commitment, active participation, and alignment with the mission of Raíces de mi Tierra.

F. Duties and Responsibilities of the Board:

- a. The Officer Board shall be responsible for the planning and execution of Raíces de mi Tierra's Annual Showcase, including choreography selection, dancer assignments, and logistical coordination.
- b. The Officer Board shall coordinate participation in local school performances, community events, cultural festivals, and regional travel opportunities that promote the mission and visibility of Raíces de mi Tierra.
- c. Choreographers shall assign dancers to performances based on skill level, availability, and commitment, while ensuring equitable participation and maintaining artistic standards.
- d. Choreographers shall maintain internal documentation for each scheduled performance, including but not limited to: performance date, time, location, region(s) to be performed, dancer assignments, required attire (trajes), media files, and point-of-contact information.
- e. Choreographers shall present all pending and confirmed performance requests at Officer Board meetings and may respond to time-sensitive requests, provided their decisions are reported to the full board.
- f. The Officer Board shall actively advocate for the preservation, education, and celebration of Mexican cultural heritage through campus programming, community partnerships, and performance-based engagement.

G. Attendance and Voting Rights:

- a. All Voting members and General Body members with voting status must maintain attendance at a minimum of 80% of scheduled meetings per academic quarter in order to retain voting privileges.

- b. In the event a voting member is unable to attend a scheduled meeting, they may appoint a proxy. The proxy must be approved by a majority vote of the Board.
- c. Proxy appointments do not count toward a member's attendance record and may not be used to meet quorum

H. Duties and Powers of the Internal Chair (1) of the A.S. Raíces de mi Tierra :

- a. The Internal Chair is responsible for overseeing the internal operations, cohesion, and administrative management of Raíces de mi Tierra. Their duties include:
- b. Meeting Facilitation:
 - i. Organize and facilitate all officer and general-body meetings.
 - ii. Decide, in collaboration with the officer board, the format of meetings (in-person or virtual).
 - iii. Develop and distribute agendas prior to every meeting to ensure efficiency and preparedness.
 - iv. Schedule meetings at times convenient for the majority of members.
- c. Internal Evaluation and Improvement
 - i. Conduct officer evaluations at the end of Fall and Winter quarters; Spring quarter evaluations are discretionary.
 - ii. Review and discuss progress reports to determine eligible active members.
 - iii. Provide progress reports to Choreographer for Winter observations and feedback.
 - iv. Create and maintain an anonymous submission form to allow members and officers to provide feedback or raise concerns, ensuring continuous improvement.
- d. Conflict Resolution:
 - i. Address and resolve internal issues, conflicts, or problematic behaviors among officers or members as they arise.
 - ii. Ensure professionalism and maintain a positive and welcoming group environment.
- e. Internal Operations:
 - i. Identify and mentor shadow(s) beginning in the Fall to prepare potential candidates for leadership positions.
 - ii. Serve as liaisons for internal decisions regarding event logistics, practice schedules, and member participation.

I. Duties and Powers of the External Chair (1) of the A.S. Raíces de mi Tierra

- a. The External Chair is responsible for representing Raíces de mi Tierra in external engagements, managing outreach, and overseeing the organization's public image. Their duties include
 - i. Act as the primary representative of Raíces de mi Tierra in all external communications and partnerships.

- ii. Foster transparency in external decision-making and collaborations affecting the organization.
- b. Outreach and Engagement
 - i. Organize and coordinate the group's participation in external events such as Danzantes Unidos and other conferences, festivals, or performances.
 - ii. Handle logistics for external events.
 - iii. Serve as a liaison between Raices de mi Tierra and campus organizations like Associated Students and other advocacy-oriented groups.
- c. Public Relations
 - i. Collaborate with the Publicity Chair to promote the organization's initiatives and events on social media and other platforms.
- d. Event Coordination
 - i. Oversee the design, approval, and distribution of tickets for the annual showcase and other major events.
 - ii. Organize informational sessions at the start of Fall quarter to recruit new members, including showcasing clips from previous performances and highlighting the group's mission.
- e. Collaboration and Partnerships
 - i. Develop partnerships with other student organizations, departments, and community groups to expand the reach and impact of Raices de mi Tierra.
 - ii. Act as advocates for the group's mission during external meetings, events, and conferences.
- f. Leadership Development
 - i. Identify and mentor shadow(s) to prepare for future leadership roles, focusing on external operations and partnerships.

J. Duties and Responsibilities of the Academic Officer (1):

- a. The Academic Officer will maintain the balance needed between Raíces de mi Tierra events and the member's academic duties/assignments. The assigned duties consist of:
- b. Conducting study hours at a convenient place either on campus or Isla Vista; accessible to all members.
 - i. Study hours must be at least two hours per week.
 - ii. The Academic Officer should try their best to hold study hours during a weekday
 - iii. The Academic chair must be able to attend the whole time
 - 1. If the Academic Officer cannot attend all or most of the study hours, they must make sure there is at least one officer present the entire time.
- c. The Academic Officer should keep a log of who attended study hours and for how long.
 - i. This log must be shared with the Secretary in order to help them create their quarterly reports

- ii. The time log can be shared to other officers if the Academic chair will not be present
- d. The Academic Officer will be in charge of hosting a study jam once per quarter
- e. The Academic Officer should have thorough knowledge of applicable resources the University Offers, and they should be able to inform members of these on campus resources.
- f. May create certificates for outstanding members concerning academics such as bookworms, study-worms, etc. (This can be based on study hours)
- g. Set-up at least one college bound event with Semillas de mi Tierra
- h. Can conduct sessions for resume building, cover letter critiques, and interview tips
 - i. May inform members concerning free on-campus events for test taking purposes (GRE, LSAT, etc.) and create a timeline for members interested in graduate school.
- i. Remind members of any career/Graduate/Educations events held at UCSB such as career fairs or info sessions
- j. Acquire a shadow(ers) beginning in the Fall and continuing throughout the year for those interested in this position. Teach shadower the ins-and-outs of this position to prepare the member if they decide to run for the position the following year.

K. Duties and Responsibilities of the Treasurer (1)

- a. The treasurer is responsible for all funds within the group. Responsible for creating rapport with Associated Students. The assigned duties consist of:
- b. Must create and maintain a yearly financial report
 - i. This yearly financial report includes items such as expenses and revenues throughout the year.
- c. Keep a folder with records of receipts, budgets, statements,
 - i. This can be done through Excel or Google Docs
- d. The Treasurer, alongside Co-Chairs, will be in charge of creating a budget for the group
- e. Must provide a budget and financial update at every meeting.
- f. Attend AS Budget Hearings to present the annual budget.
- g. Acquire a shadow(ers) beginning in the Fall and continuing throughout the year for those interested in this position. Teach shadower the ins-and-outs of this position to prepare the member if they decide to run for the position the following year.

L. Duties and Responsibilities of the Publicity Officer (2)

- a. The Publicity Officers are to be devoted to promoting a positive image of Raices through the use of social media. The assigned duties consist of:
- b. Create flyers, posters for advertising purposes.
- c. Responsible for monitoring social media account regarding Raices de mi Tierra

- d. Help publicize for the end of year show through: flyers, posters, TV, radio (KCSB), Internet (through department list servers), newspapers (Daily Nexus), lecture hall visits, etc.
- e. Help create the program for our yearly show.
- f. Publicity Officers should make an effort to keep our social media accounts active by posting regularly to keep attracting attention and recognition by the school and the public
- g. Passwords for social medias and gmail should be changed regularly each new academic year
- h. Publicity will be the only ones who have access to the groups social media, such as instagram, tiktok, etc..
- i. Publicity, Secretary, and Co-Chair(s) will be the only officers who have access to the gmail account(s).
 - i. The officer board may decide to vote on giving access to other officers as they deem necessary.
- j. Acquire a shadow(ers) beginning in the Fall and continuing throughout the year for those interested in this position. Teach shadower the ins-and-outs of this position to prepare the member if they decide to run for the position the following year.

M. Duties and Responsibilities of the Social Officers (2):

- a. The Social Officer is in charge of bringing cohesiveness to the group.
- b. Plan two group retreats per year
- c. Organize at least two official socials throughout the year.
- d. Plan at least 3 to 4 socials for Fall quarter and for Winter quarter, and plan at least 2 to 3 socials for Spring quarter.
- e. Plan socials with other UCSB organizations
- f. Organize the group to attend Danzantes Unidos.
 - i. Ex) Take care of registration.
- g. Plan one mandatory officer retreat per year
- h. Plan a banquet for Spring quarter
- i. Plan one Alumni Social
- j. Promote attendance to Semillas events and practices to Raíces members
- k. Acquire a shadow(ers) beginning in the Fall and continuing throughout the year for those interested in this position. Teach shadower the ins-and-outs of this position to prepare the member if they decide to run for the position the following year.

N. Duties and Responsibilities of the Secretary (1):

- a. The Secretary must be present to record the minutes in a detailed fashion. These details include: issues voted on, voting results, a detailed account of what was discussed/decided at the meetings.
- b. Send a detailed summary of the meetings to their respective meeting members.

- c. Maintain attendance rosters for practices, meetings, and events.
- d. Create a progress report per quarter.
 - i. Responsible for submitting progress reports to Chairs
- e. The Secretary will be responsible for the efficiency of meetings
 - i. For officer meetings, this includes keeping track of time each officer or officer team has to present their announcements and updates.
- f. Ensure that everyone who wants to receive Raices' emails/messages does so.
- g. Send reminders of upcoming events, meetings and practices via text or email.
- h. Acquire a shadow(ers) beginning in the Fall and continuing throughout the year for those interested in this position. Teach shadower the ins-and-outs of this position to prepare the member if they decide to run for the position the following year.
- i. Upload weekly meeting minutes to the " To Be Approved" Google Drive folder for A.S. Senate ratification

O. Duties and Responsibilities of the Historian (1):

- a. This position researches and provides information about our organization as well as the regions being taught. With this, the traditions are kept alive, and true knowledge and appreciation of the dances are obtained. The assigned duties consist of:
- b. Keep alumni informed about the group.
 - i. This includes any updates such as:
 - 1. Letting alumni know when the yearly showcase will take place
 - 2. Letting alumni know about recent events or performances (could be done through quarterly emails)
- c. Be responsible for the curation of Google Photos albums via the Raices Google account
- d. Keep a list of events.
- e. Create the scrapbook
- f. Be present at the photo-shoot to incorporate pictures within the scrapbook and slide show for the day of the annual show
- g. Help create the slideshow and voiceovers for the annual show.
- h. Plan and execute yearly reunion
 - i. In the past, it has been hosted during the Winter or Spring Quarter. In addition, the historian should message Alumni a few months ahead of time before the date of the reunion.
- i. Acquire a shadow(ers) beginning in the Fall and continuing throughout the year for those interested in this position. Teach shadower the ins-and-outs of this position to prepare the member if they decide to run for the position the following year.

P. Duties and Responsibilities of the Advocacy Officer (1):

a. Advocacy Campaigns and Initiatives

- i. Develop and implement campaigns promoting cultural awareness and equity within UCSB and the surrounding community.
- ii. Organize workshops and events addressing cultural advocacy.
- iii. Support Sabores de mi Tierra: Latine/Hispanic Food Market, showcasing Latine/Hispanic culture and fostering cultural exchange through food and community.
- iv. Oversee Semillas de mi Tierra, the community outreach program teaching folklórico to local schools and community members.

b. Collaboration with Campus and Community Partners

- i. Act as liaison between Raíces de mi Tierra and campus advocacy organizations.
- ii. Develop partnerships with local organizations and schools to advance educational and cultural initiatives.

c. Policy and Advocacy Research

- i. Research and present relevant policies and issues affecting Raíces and its communities. Submit detailed reports to the officer board, ensuring alignment with the group's mission.

d. Education and Outreach

- i. Design and lead educational programming, including guest speaker events, forums, and discussion panels.
- ii. Direct outreach efforts to K-12 schools, prioritizing cultural pride and advocacy among younger generations.
- iii. Coordinate the expansion and promotion of Semillas de mi Tierra.

e. Shadowing and Succession Planning

- i. Identify and train shadows beginning in the Fall quarter to ensure leadership continuity.
- ii. Teach shadows the roles and responsibilities of the position, preparing them for future service.

f. Representation and Presence

- i. Represent Raíces de mi Tierra at campus events, town halls, and forums, emphasizing the importance of Sabores de mi Tierra and Semillas de mi Tierra.
- ii. Advocate for the needs and interests of the group and its community in all forums.

Q. Duties and Responsibilities of the Artistic Directors (3):

- a. The Artistic Directors are responsible for all of the trajes owned by Raíces. Working very closely with the Choreographer, the Artistic Director play a key role in the efficiency of Raíces Having access to a car is a necessity. The assigned duties consist of:

- b. Keep storage room organized
- c. Keep track of inventory of trajes, practice skirts, props, and accessories
 - i. This includes the number, condition, etc.
- d. Distribute and collect trajes and accessories for performances as needed
- e. Work closely with the Choreographer to know which trajes, accessories, and props pertain to each region
 - i. Co-Chairs will mediate any conflicts that may arise from decision making
- f. The Artistic Director will be in charge of making the itinerary for the photoshoot and for choosing the locations.
 - i. The vestuarios in the photoshoot must reflect the showcase as best as possible
 - ii. The Artistic Director should closely communicate about vestuario details for the photoshoot or showcase with ample time.
 - 1. Ample time implies at least two weeks before the date of the photoshoot or showcase
- g. Order necessary trajes, props, accessories and other items from catalogs or stores (i.e. bloomers, earrings, base bun, etc.)
- h. Order shoes for the group (if necessary) or provide information for shoe and other vestuario connects if members ask
- i. Acquire a shadow(ers) beginning in the Fall and continuing throughout the year for those interested in this position. Teach shadower the ins-and-outs of this position to prepare the member if they decide to run for the position the following year.

R. Duties and Responsibilities of the Choreographers (2):

- a. Responsible for making all major decisions when dealing with any upcoming performances. They are to decide when practices will be held. The goal of the Choreographer should be to create a welcoming environment for all, where anyone can learn as much as possible to properly prepare for the annual show and upcoming performances. The assigned duties consist of:
- b. Organize small performances throughout the year (split evenly).
 - i. Typically open to all members but placements/participation will be at the discretion
- c. Facilitate practices (split evenly).
- d. Make music accessible to the dancers.
- e. Choreographers must distribute region assignments for the annual show based on point system reports provided by the Secretary.
- f. Book Campbell Hall for show and dress rehearsal with the help of Co-Chair(s).
- g. Along with one Co-Chair or another representative, attend Spring Events.
- h. Meet with Campbell Hall representative(s).

- i. Direct technical aspects of show lighting, sound, backdrops, decoration, etc.
- j. The choreographer will be in charge of the group's practice speaker, or bringing one to practice, and taking it to and from practice.
 - i. If the Choreographers are unable to, then they must plan accordingly for who will be responsible for bringing the speaker and who is most capable to routinely bring the speaker, but ultimately the responsibility of the speaker will fall on the Choreographer
- k. Acquire a shadow(ers) beginning in the Fall and continuing throughout the year for those interested in this position. Teach shadower the ins-and-outs of this position to prepare the member if they decide to run for the position the following year.

S. Duties and Responsibilities of the Senate Liaison

- a. The A.S. Senate liaison shall be appointed by the Internal Vice President, approved by the Senate with final approval by the Board , for a term of one (1) academic year.

ARTICLE XII – ASUCSB UNITS

SECTION 1. SELECTION, NOMINATION & TERM OF OFFICE

- A. The selection of Units shall be determined by the A.S. President with the aid of the Committee on Committees under the following timeline.
 - a. Advertisement for applications to the Units will begin the seventh (7th) week of Winter quarter.
 - i. In order to ensure full consideration for Spring appointments, applications shall be received by Monday of the fifth (5th) week of Spring quarter.
 - ii. All Units, regardless of process, must comply with the determined advertisement.
 - b. Interviews will begin the Wednesday of the fifth (5th) week of Spring Quarter and end in the seventh (7th) week of Spring Quarter. The interview process must consist of members of the Committees-on-Committees, A.S. President-Elect, and if necessary, with guidance from the currently acting A.S. President.
 - c. The President-Elect shall submit the appointments to the Senate-Elect by the Monday of the eighth (8th) week of Spring Quarter.
 - d. Notification of placement will be sent out by the ninth (9th) week of Spring Quarter.
- B. All interviews shall be conducted by a minimum of three (3) members of the Committee on Committees. All information gathered during said interviews shall be compiled by the Committees Coordinator and forwarded to the President-Elect by Monday of the eighth (8th) week of Spring quarter for their consideration.
- C. Each Unit may create its own interview structure, separate from the present Committee on Committees format, and their recommendations shall be forwarded to the A.S. President for ratification by Senate. Furthermore, each year during Spring quarter if a Unit has not initiated an internal recruitment process by the sixth (6th) week of Spring quarter to fill positions for the following year, then the Committee on Committees will recruit to fill these positions.
 - a. If a Unit chooses this option, the Director must have the A.S. President-Elect (or designee) and one (1) Senator-Elect present at their selection process for their Director (or equivalent) position.

- b. The persons recommended for appointments must also complete the Committee on Committees appointment application, for the Associated Students Administration Office's own records.
 - c. If a unit chooses to undergo an internal election, both the Unit Director(s) and the Advisor must count the votes.
 - d. All information gathered during said interviews shall be compiled by the Committee on Committees Chair and forwarded to the President-Elect by Monday of the eighth (8th) week of Spring quarter for their consideration. There must be detailed notes taken during the deliberation process.
 - e. Once a Unit's process is completed, the outgoing leadership shall forward to the Committee on Committees and President-Elect the statement of intent from the newly selected director(s) and all information gathered during interviews.
- D. All candidates for Unit Directorships must complete a statement of intent before their interview or the internal process of a unit.
- E. Term of Office of Unit membership members shall be one (1) academic year, unless otherwise specified. Executive Officers and Senators' Board, Committee and Commissions' membership shall go from Week 8 of Spring Quarter until the following Week 8 of Spring Quarter.
- F. In accordance with the University of California Nondiscrimination Statement, the President shall outreach to all students, including those of historically underrepresented groups, during the recruitment process. Their selection of these applicants to Boards, Committees, Commissions, and open offices on the Senate and Senate Finance Committee shall be considered based on enthusiasm, dedication, and time commitment.

SECTION 2. AUTONOMY OF ASUCSB UNITS

- A. Recommendations for By-Law changes that may affect any Unit must have written or oral consultation with all parties involved.
- a. All parties involved shall be determined by the following:
 - i. The Unit's leadership/chairperson.
 - ii. The members or employees of that Unit.
 - iii. The Senators who are liaisons to that Unit.
- B. All A.S. Units that receive an operating budget through Associated Students must submit minutes to A.S. Senate for each official meeting of the group. These minutes must enumerate all expenses over fifty (\$50.00) dollars. Failure to do so will result in the immediate suspension and freezing of the account in question; all requisitions/reimbursements will be denied. Suspended accounts can be reactivated pending Senate approval of back minutes. The chairs and advisors of all Units targeted for suspension will be given a directive to comply with this policy via their Senators, and each Unit will have one (1) week to submit back minutes before accounts are suspended. In the event that extenuating circumstances or accidental oversight prevent approval of minutes, appeals can be made directly to Senate. The Senate can override this policy on a case- by-case basis by two-thirds (2/3) majority vote.
- a. All minutes submitted to Senate must include:
 - i. A list of which members were present and, when available, which members were absent.
 - ii. Any information related to the passage of any motion, including:
 - 1. The motion that was made.
 - 2. The name of the member who made/seconded the motion.

3. The number of members who voted for/voted against/abstained.
 4. When available, the names of members who voted for/voted against/abstained.
- iii. Any information related to any expense/allocation over fifty (\$50.00) dollars, including:
1. The amount of the expense/allocation.
 2. What the funds will be used for.
 3. The reason for the expense/allocation.
 4. If an external allocation, the name of the group requesting the allocation.
- C. Recommendations for By-Law changes/revisions for inactive or non-functional Units shall be allowed without any consultation, if there are no members/chairperson to do so otherwise.
- D. Any and all honoraria changes or revisions must have direct consultation with the respective Unit, before being forwarded to Senate for approval.

SECTION 3. DUTIES AND RESPONSIBILITIES OF ALL UNITS

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

SECTION 4. TYPES OF ASUCSB UNITS AND DEFINITIONS

- A. Enterprise - An A.S. Enterprise is one that is defined as an enterprise that offers a well-defined service to the student body of UCSB as well as the surrounding community. Any A.S. "enterprise" which employs personnel, and operates in full or in part on earned revenue shall be deemed an A.S. Business Enterprise and be subject to the policies and rules governing such.

- B. Events and Media - There are several units within ASUCSB that inform and entertain the student population while simultaneously giving students experience within various forms of media.
- C. Advocacy - These units lobby on behalf of the student body on student issues at various levels of authority.
- D. Philanthropic - These units give back to the community through active volunteerism, donations, or a mix of both.

I. ENTERPRISE UNITS

SECTION 1. THE A.S. BIKE SHOP

- A. Charge of the Bike Shop:
 - a. The A.S. Bike Shop is an A.S. funded nonprofit serving the UCSB community since 1975, dedicated to promoting bicycle safety and keeping campus bikes running smoothly. Staffed by student mechanics, the shop provides full-service bicycle repairs, guidance, and resources to support the campus cycling community. The shop is open Monday–Thursday, 10:00 AM–4:00 PM, and Friday, 10:00 AM–3:00 PM, at UCSB Building 344, just north of the Bus Loop.

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

- A. Charge of the AS Cashier's and Ticket Office:
 - a. The A.S. Ticket Office provides ticketing services for campus events, including Athletics, Theater and Dance, Music, and Student Organization programs. It offers discounted tickets for local movie theaters, theme parks, and bus passes, as well as course readers, notes, and emergency loans for undergraduates. Located in UCEN Room 1535, the office supports student engagement by facilitating convenient and affordable access to events and resources.

SECTION 3. A.S. LEGAL RESOURCE CENTER

- A. Charge of the Unit:

The primary purpose of this service shall be to offer legal advice and education on any matters of concern to UCSB undergraduates that are not prohibited by its contract. It shall be administered by a Student Unit Director, who will determine the direction, outreach, financial wellbeing, and structure of this service.

- B. Selection and Term of Office:
 - a. The Student Unit Director shall be recommended by the A.S. Committee on Committees, then nominated by the A.S. President and approved by the Senate for a term of one (1) academic year.
 - b. The ASLRC Attorney shall be hired to facilitate this service. They will be hired as an independent contractor, and not a University employee, and shall be fully hireable and accountable to the student body, via the Senate. The contract will be subject to Senate approval and shall state that any action pursued will not be directed by one UCSB student against another, nor against any student group on campus. The lawyer shall be contracted on a yearly basis.
 - i. The bidding process for the Legal Services contract will be overseen by a bidding Committee consisting of: the Student Unit Director of the Legal Resource Center, no more than two (2) A.S. Senators, the A.S. Controller, and the A.S. President. The A.S. President may designate another Executive Officer to serve on the bidding Committee in their place. The A.S. Executive Director may serve as an ex-officio member of the bidding Committee. The Committee will

make a recommendation in the name of Associated Students as to who should receive a contract bid. The recommendation will be provided to the Associated Student's President and the Executive Director.

C. Internship Program:

- a. The ASLRC Attorney shall be responsible for the selection of interns and may delegate interviews of applicant interns to the Caseworker.
- b. Duties and Powers of Interns:
 - i. Shall sign the LRC intern agreement.
 - ii. Shall perform client intake to extract critical information to better articulate the circumstances to the Attorney or Caseworker.
 - iii. Shall utilize and maintain the client intake database to identify growing trends and issues of concern to better serve future clients.
 - iv. Shall assist the Attorney or Caseworker in conducting legal research including case studies, law studies, case precedence, and different laws to further aid the clients.
 - v. Shall perform secretarial tasks including, but not limited to: confirming appointments, responding to E-mails and phone calls, performing follow-up surveys.
 - vi. Shall work a minimum of 3 hours per week.

D. Duties and Power of the Student Unit Director:

- a. Shall provide oversight and direction to the Legal Resource Center.
- b. Shall promote awareness of the availability of the legal services offered by the Legal Resource Center.
- c. Shall hold the main fiscal responsibility and monetary oversight of the Legal Resource Center.
- d. Shall consult with the LRC advisory Board, comprised of the Attorney, Caseworker, and Interns, on an as-needed basis for decisions regarding the following:
 - i. Expenditures of the Legal Resource Funds in excess of \$250;
 - ii. Co-sponsorship or collaborative event with another organization;
 - iii. Appointment of subcommittee members; and
 - iv. Changes to the Legal Resource Center Legal Code, execution of any contracts on behalf of the Legal Resource Center, or any other major changes to the service.
- e. May serve as a member of the Isla Vista Tenants Union Board of Directors, unless a conflict of interest has been established.
- f. Shall promote the awareness of the availability of the legal services offered by the Legal Resource Center.
- g. Shall stay up-to-date with all issues concerning the operation of the Legal Resource Center.

- h. Shall direct all Legal Resource Center publicity and outreach efforts, including website updates and maintenance.
- i. Shall create, conduct, or be in the process of implementing at least one (1) specialized project each year relating to the Charge of the Unit.
- j. Shall attend all meetings of the A.S. Assembly and at least one (1) ASUCSB Workgroup.
- k. Shall act as the official liaison between the Legal Resource Center, other A.S. entities, and the Legal Resource Center Attorney and Caseworker.

SECTION 4. A.S. PUBLICATIONS AND NOTETAKING

A. Charge of the Unit:

- a. A.S. Publications provides printing and publication services for the UCSB community, including color and black-and-white printing, brochures, reports, flyers, posters, lamination, and course reader services. The unit supports faculty and students by offering both hard copy and e-reader options for class materials and assists with projects to meet the community's printing and publication needs.

SECTION 5. A.S. ZERO WASTE COMMITTEE

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

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

B. Voting Membership:

- a. ASZWC Co-Chair (2)
- b. ASZWC Administrative Coordinator
- c. ASZWC Public Outreach Coordinator (2)
- d. ASZWC Treasurer
- e. ASZWC Compost Coordinator (2)
- f. ASZWC Activities Coordinator (2)
- g. ASZWC Zero Waste Festival Coordinator (2)
- h. ASZWC Zero Waste Athletics Coordinator (2)
- i. Any student present at 3 (three) or more meetings

C. Non-Voting Membership

- a. A.S. Advisor
- b. A.S. Executive Director

- c. Two (2) Senators
- d. A.S. President
- e. A.S. Attorney General
- f. A.S. Controller(s)

D. Selection and Term of Office:

- a. A.S. Zero Waste Committee Co-Chairs (2), Public Outreach Coordinators, Administrative Coordinator, Zero Waste Festival Coordinators (2), Compost Coordinators (2), Activities Coordinators (2), Zero Waste Athletics Coordinators (2), and Treasurer shall be internally elected by ASZWC's voting members during the 6th week of Spring quarter, then nominated by the A.S. President, with final approval by the Senate for a term of one (1) academic year.
- b. Current officers intending to maintain or switch their positions for the following academic year must inform the Co-Chairs by the end of Spring Break. Vacant positions will then be reflected on an application due by the end of week 2. Up to week 4 of Spring quarter, current officers will interview candidates. During week 4, the committee votes on the candidates who met the requirements and completed the interview process. In the event of a tie, the following meeting should include a re-vote for that position. New officers begin meeting with current officers starting Week 8 to learn about the position.

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

- a. Serve as a formal recommending body to the Senate regarding issues relating to recycling, composting, and reducing waste on and outside of campus.
- b. To coordinate the education and execution of waste education projects in order to support recycling, composting, and other waste diversion practices and efforts on campus.
- c. Develop and implement educational projects designed to raise awareness regarding recycling and compost related issues for the campus and surrounding communities.
- d. Outreach to students, faculty and staff on waste reduction issues. Promote waste reduction, reuse, recycling, and composting by providing relevant information to all students, faculty and staff.
- e. Collaborate and consult the AS Recycling and Department of Public Works on how to better service the UCSB students and community regarding waste management and reduction.

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

- a. Plan, schedule and facilitate all ASZWC meetings.
- b. Attend every meeting unless an excused absence is obtained. Maintain necessary communication with the committee regardless of attendance.
- c. Coordinate the activities of the Committee members, subcommittees and volunteers.
- d. Serve as the official representative and spokesperson of the ASZWC .
- e. Attend at least one (1) Senate meeting per quarter to report on the activity of the Committee.
- f. Office hours are made by appointment. Meet with all individuals twice per quarter, ideally once in the beginning and the other at the end.
- g. Attend AS Assembly each quarter.

- h. Attend AS Sustainability Coalition meetings and other relevant meetings as necessary.
- i. Attend meetings with AS Staff Advisor as needed.
- j. Provide training to Committee members on project planning and structure of Associated Students.
- k. Communicate with the entities of Associated Students on a regular basis.
- l. Act in the capacity of any officer position in the event of that person's absence.
- m. Maintain records of progress for current and future ZWC members.
- n. One committee member will be assigned by the chair, or be the chair themselves, to act as the liaison to the Menstrual Health and Equity Coalition in the following ways:
 - i. To attend meetings scheduled by the A.S. COSWB Womxn's Health Coordinator
 - ii. To actively support and advance the mission of MHEC by cultivating the progress of menstrual health product accessibility on campus
 - iii. To report back to their committee on the work of MHEC

G. Duties and Powers of the ASZWC Treasurer:

- a. Oversee the fiscal management of the committee.
- b. Attend every meeting unless an excused absence is obtained. Maintain necessary communication with the committee regardless of attendance.
- c. Prepare the committee's budget request for the following year in conjunction with the Co-Chairs and present at Budget Hearing.
- d. Manage all requisition forms.
- e. Know the current standing of the Zero Waste Committee's budget and expenditures at all times.
- f. Available at the chairs' request to aid in any money-related matters.
- g. Manage Zero Waste Committee's compostable products program including but not limited to tracking the invoices, revenue report, requisitions and updated stock inventory.
- h. Track funding requests and check their eligibility with AS Funding Guidelines.
- i. Provide financial reports on a monthly basis.
- j. Attend A.S. Sustainability Coalition meetings and other relevant meetings as necessary.
- k. Meet with Co-Chairs and Advisor at least twice per quarter.
- l. Maintain records of progress for current and future ZWC members.

H. Duties and Powers of the ASZWC Administrative Coordinator:

- a. Attend every meeting unless an excused absence is obtained.
- b. Take minutes at every meeting unless an excused absence is obtained. Maintain necessary communication with the committee regardless of attendance.

- c. Attend an official A.S. Agenda & Minute Taking Template Workshop prior to the first meeting.
 - d. Compose and send out the Zero Waste Committee's weekly newsletter after every meeting.
 - e. Send weekly minutes in Word document format to all necessary email accounts in order to obtain Senate approval.
 - f. Handle all room reservations for meetings.
 - g. Manage an active event calendar for the committee.
 - h. Manage and frequently update the Zero Waste Committee's website.
 - i. Meet with Co-Chairs and Advisor at least twice per quarter.
 - j. Maintain records of progress for current and future ZWC members.
- I. Duties and Powers of the ASZWC Public Outreach Coordinators (2):
- a. Serve as a liaison between the Zero Waste Committee and other campus organizations or other entities (both on and off campus) by giving a weekly report on other group activities and projects in addition to maintaining a list of contacts from other entities.
 - b. Attend every meeting unless an excused absence is obtained. Maintain necessary communication with the committee regardless of attendance.
 - c. Organize volunteers and participate at all relevant tabling opportunities.
 - d. Manage and frequently update the Shoreline Group, Facebook Page and Instagram Account.
 - e. Attend all or ensure attendance at ECOalition meetings and report back to the committee.
 - f. Create social media campaigns to publicize programs and increase engagement.
 - g. Meet with Co-Chairs at least twice per quarter.
 - h. Maintain records of progress for current and future ZWC members.
- J. Duties and Powers of the ASZWC Zero Waste Festival Coordinators (2):
- a. Serve as a liaison between the Zero Waste Committee and other campus organizations or other entities (both on and off campus) for the Zero Waste Festival
 - b. Attend every meeting unless an excused absence is obtained. Maintain necessary communication with the committee regardless of attendance.
 - c. Organize a Zero Waste Festival Planning Team to help with tasks related to the Zero Waste Festival.
 - d. Hold the Zero Waste Festival in Winter Quarter.
 - e. Allocate funding for the expenses of the Zero Waste Festival.
 - f. Meet with Co-Chairs and Advisor at least twice per quarter.
 - g. Maintain records of progress for current and future ZWC members.
- K. Duties and Powers of the ASZWC Compost Coordinators (2):

- a. Work with UCSB's Housing and Dining's Environmental & Energy Programs Manager to expand composting infrastructure in the residence halls
- b. Work with RHA Environmental Awareness Chairs to host educational workshops on composting
- c. Gather feedback from the campus community regarding compost & recycling infrastructure and projects.
- d. Work with key campus stakeholders such as Facilities Management's Refuse, Recycling & Water Efficiency Manager and AS Recycling to expand/improve campus compost infrastructure
- e. Research and applying for grant opportunities to improve compost infrastructure and programs on campus
- f. Work with Public Outreach Coordinator to encourage composting & potential recycling opportunities on campus through multiple mediums.
- g. Attend every meeting unless an excused absence is obtained. Maintain necessary communication with the committee regardless of attendance.
- h. Meet with Co-Chairs and Advisor at least twice per quarter.
- i. Maintain records of progress for current and future ZWC members.

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

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

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

- a. Serve as a liaison between the Zero Waste Committee and other campus organizations or other entities (both on and off-campus)
- b. Work closely with the Athletics Department and Student-Athlete Advisory Committee to organize zero-waste athletic programs.

- c. Work with the Housing and Dining's Concessions Manager to develop sustainable food options for athletic events.
- d. Work with Facilities Management's Refuse, Recycling, and Water Efficiency as well as A.S. Recycling to implement and improve waste disposal infrastructure for the athletic programs.
- e. Organize shoe collecting boxes to be placed in the Recreation Center and Intercollegiate Athletics Center in addition to end-of-quarter shoe drives.
- f. Attend every meeting unless an excused absence is obtained. Maintain necessary communication with the committee regardless of attendance.
- g. Work with the Public Outreach Coordinator to encourage zero-waste athletic culture through multiple mediums.
- h. Meet with Co-Chairs and Advisor at least twice per quarter.
- i. Maintain records of progress for current and future ZWC members.

N. Voting:

- a. A quorum of half plus one (50% +1) the number of officers in voting members is required for a meeting to be held to make any decision regarding ASZWC.
- b. A (50%+1) approval of voting members present is required for any ASZWC decisions.
- c. A two-thirds (2/3) approval by voting members present is required for constitutional changes.
- d. To hold a closed session meeting, a two-thirds (2/3) majority vote of members present is required in accordance with the Brown Act.

SECTION 6. A.S. FOOD BANK AND FOOD BANK ADVISORY COMMITTEE

A. Charge of the Unit:

The Food Bank Advisory Committee advises, supports, and brings awareness to the Associated Students Food Bank Enterprise. The Associated Students Food Bank is a student-run service that is available to all UCSB students, both graduate and undergraduate. We aim to eliminate the experience of hunger from our campus by providing basic food supplies, toiletries, and information about additional resources to students in need. In order to promote the comfort and moral support of students, the AS Food Bank will be open during regular school hours and will respect the confidentiality of its users. The Food Bank Advisory Committee will conduct advertising and tabling events in order to inform students about the Food Bank and all it has to offer. Tabling events will be conducted to boost awareness and donation walks and/or events coordinated to help other campus organizations and stock the AS Food Bank.

B. Charge of the Advisory Committee:

C. Membership of the Advisory Committee:

a. Voting Membership:

- i. One (1) Chairperson
- ii. One (1) Vice Chair
- iii. One (1) Treasurer
- iv. Two (2) Internal Affairs Coordinators
- v. One (1) External Affairs Coordinator

- vi. One (1) Publicity Coordinator
- vii. One (1) Undergraduate representative to the A.S. Business Services Committee
- viii. One (1) Graduate representative to the Graduate Student Association
- ix. Any students currently employed by the A.S. Food Bank
- x. Any current registered undergraduate UCSB student who after attending two (2) consecutive meetings and/or events and demonstrates an interest is eligible for a voting position to the board.

b. Non-Voting Membership:

- i. Representative of the University Center Governance Board
- ii. Representative of the Educational Opportunity Program
- iii. Representative of SEAL
- iv. Representatives of Student Health
- v. Representatives of Financial Aid
- vi. Representatives of Counseling and Career Services
- vii. Representative of Dining Services
- viii. Representative of Environmental Health and Safety
- ix. Representative of Parking Services
- x. Associated Students Executive Director
- xi. A.S. President
- xii. One (1) A.S. Senator
- xiii. A.S. Attorney General
- xiv. A.S. Controller(s)
- xv. A.S. Food Bank Unit Director

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

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

E. Voting:

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

F. Duties and Powers of the Advisory Committee:

- a. Responsible for working with A.S. advisors to manage the operations of the Committee office.
- b. Promote and expand the services of the A.S. Food Bank.
- c. Coordinate on-going donations campaigns such as food-drives, bin-collecting, door-knocking in Isla Vista and Santa Barbara, monetary donations via PayPal, etc.
- d. Create and sustain long-term relationships with on-campus service departments and administrators, local businesses, donors, and community agencies, and food bank services at universities across the state and nation.

- e. Be aware of issues related to food and financial need on campus, locally, nationally and in the University of California system.
- f. Act as a reference point for student social services related to food and financial need at UCSB and in the greater Santa Barbara community.
- g. Work to educate the campus on issues pertaining to student food and financial need.

G. Duties of the Chairperson:

- a. Hold a minimum of two (2) weekly office hours.
- b. Schedules and chairs weekly office meetings of the AS Food Bank.
- c. Reports to the A.S. President, Vice Presidents, and the Senate. The Chairperson shall be responsible for attending at least two (2) non-consecutive Senate meetings per quarter to report on the Board's actions.
- d. Prepare the A.S. Food Bank's budget with the Treasurer and the AS Food Bank advisor/staff for the following year.
- e. Be responsible for overseeing the coordination of all the cooperative's programs and activities of the members, subcommittees, workers and volunteers.
- f. Serve as the official representative and spokesperson of the A.S. Food Bank.
- g. Stay aware of the food security and basic needs of the student body on campus and in the community.
- h. Attend AS Assembly each quarter.
- i. Maintain working relationships with AS Food Bank Business Services in order for both organizations to work towards a common goal.
- j. Meet with each Committees voting members individually at least once a quarter.
- k. Serve as a liaison and attend the AS Assembly each quarter.

H. Duties for Vice Chair:

- a. Organize and keep an updated contact list of the A.S. Food Bank's members, volunteers, and those interested in the cooperative.
- b. Proactively recruit and retain volunteers.
- c. Organize volunteers and committee members to participate in tabling, donation drives, presentations, and any other A.S. Food Bank activities.
- d. Shall assume the duties of the Chair in their absence, or as designated.
- e. Shall be responsible for minute taking during meetings and sending out the minutes via e-mail to A.S. Administration, Senate and the AS Food Bank Listserv.
- f. Shall be responsible for answering the AS Food Bank emails and responding accordingly.
- g. Shall help oversee the successful record keeping of the Committee reports from the representatives that sit on The Food Bank.

- I. Duties of the Treasurer:
 - a. Has responsibility for fiscal management of the Committee.
 - b. In conjunction with the Chair, shall prepare the Committee's budget for the following year.
 - c. Give a report to the Committee after fiscal endeavours.
 - d. Shall be responsible for collecting all requisitions and returning them to the Chair.
 - e. Maintain historical financial records of the Food Bank.
 - f. Shall contact funding requestors within two (2) days after the meeting to inform them of the Committee's decision.
 - g. Be a liaison to the A.S. Business Services Committee.
- J. Duties for Internal Affairs Coordinators (2):
 - a. Outreach to at least three (3) student organizations per quarter via informational and or educational workshops such as RHA, AS Groups, SEAL Groups, EOP interns, etc.
 - b. Coordinate at least (1) food donation bins per year on campus with staff buildings
 - c. Coordinate with local groups on campus on creating at least one (1) workshop a quarter on food nutrition and hunger issues.
 - d. Be responsible for emailing and outreaching the student body about upcoming events
 - e. Compile report of outreach projects/events concerning campus initiatives to be used for the A.S. Annual Report.
- K. Duties for External Affairs Coordinator:
 - a. Serve as the liaison to the Santa Barbara Food Bank, local food growers, local businesses, community members in the greater Santa Barbara area, and other food bank services.
 - b. Coordinate at least (1) food donation bins per year in isla-vista
 - c. Coordinate with local groups in isla vista on creating at least one (1) workshop a quarter on food nutrition and hunger issues.
 - d. Be responsible for emailing and outreaching the local Santa Barbara and Isla Vista organizations about upcoming events
 - e. Compile report of outreach projects/events concerning Isla Vista initiatives to be used for the A.S. Annual Report.
- L. Duties for Publicity Coordinator:
 - a. Be responsible for collaborating with the A.S. Food Bank Social Media Lead and updating the A.S. Food Bank website, social networking sites, and other publicity sources weekly with information about A.S. Food Bank Advisory Committees upcoming events and projects.
 - b. Be responsible for emailing and outreaching the student body about upcoming events.

- c. Take and compile the pictures, articles and other accomplishments of the Committee in the Food Bank Media Archive.
- d. Develop outreach materials such as flyers, posters, banners, email-blurbs, etc.
- e. Report all A.S. Food Bank and A.S. Food Bank committee events and activities to relevant outlets such as the Daily Nexus, the Bottom Line, and any other local media sources.
- f. Collaborate with the external affairs coordinator to publicize through local media sources.
- g. Compile the electronic materials to be sent to the A.S. Annual Report.

M. Duties of Voting Members:

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

SECTION 7. A.S. ALTERNATIVE TRANSPORTATION UNIT

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

B. Structure:

a. Voting Membership:

- i. One (1) Student Director
- ii. Deputy Director
- iii. Internal Affairs Coordinator
- iv. External Affairs Coordinator
- v. Treasurer
- vi. Publicity Coordinator
- vii. A.S. Senator - CODE Liaison
- viii. Undergraduate representative to the A.S. Business Services Committee
- ix. Any students currently employed by the A.S. Alternative Transportation Unit.

b. Non-Voting Membership:

- i. Representative of the Disabled Students Program
- ii. Representatives of Student Health
- iii. Representative of Parking Services
- iv. Associated Students Executive Director
- v. A.S. President
- vi. One (1) A.S. Senator
- vii. A.S. Attorney General
- viii. A.S. Controller(s)
- ix. A.S. Chief Operating Officer

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

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

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

D. Voting:

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

E. Duties and Powers of the Unit:

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

F. Duties of the Student Director:

- a. Hold a minimum of two (3) weekly office hours.
- b. Schedules and chairs weekly office meetings of the AS Alternative Transportation Unit.
- c. Reports to the A.S. President, Vice Presidents, and the Senate. The Chairperson shall be responsible for attending at least two (2) non-consecutive Senate meetings per quarter to report on the Board's actions.
- d. Prepare and manage the A.S. Alternative Transportation Unit lock-in proposal and subsequent annual budgets with the Treasurer and the advisor/staff, including the ATP fund from the Parking and Transportation lock-in recharge.
- e. Be responsible for overseeing the coordination of all the cooperative's programs and activities of the members, Sub-Committees, workers and volunteers.
- f. Serve as the official representative and spokesperson of the A.S. Alternative Transportation Unit.

- g. Stay abreast to the conditions of mobility needs on campus and in the community.
- h. Attend AS Assembly each quarter.
- i. Maintain working relationships with Office of the Vice Chancellor for Administrative Services, Disabled Students Program (DSP), Student Health, and Transportation and Parking Services in order for all organizations to work towards a common goal of providing an alternative transportation program for students with mobility needs.
- j. Meet with each Committees voting members individually at least once a quarter.

G. Duties for Deputy Student Director:

- a. Hold a minimum of two (2) weekly office hours.
- b. Schedule and lead general meetings in the absence of the Student Director.
- c. Meet with each committee member individually at least once a quarter.
- d. Organize and keep an updated contact list of the A.S. Alternative Transportation Unit's members, volunteers, and users.
- e. Maintain a list of eligible users, as determined by the Disabled Students Program and the Student Health office.
- f. Organize volunteers to participate in tabling, donation drives, presentations, and any other A.S. Alternative Transportation Unit activities.
- g. Shall assume the duties of the Chair in their absence, or as designated.
- h. Shall be responsible for minute taking during meetings and sending out the minutes via e-mail to A.S. Administration, Senate and the AS Alternative Transportation Listserv.
- i. Shall be responsible for answering the AS Alternative Transportation Unit emails and responding accordingly.
- j. Shall help oversee the successful record keeping of the Committee reports from the representatives that sit on the Unit.

H. Duties of the Treasurer:

- a. Hold a minimum of two (2) weekly office hours.
- b. Has responsibility for fiscal management of the Unit.
- c. In conjunction with the Chair, shall prepare the Committee's budget for the following year.
- d. Give a weekly report to the Committee.
- e. Shall be responsible for collecting all requisitions and returning them to the Chair.
- f. Maintain historical financial records of the Alternative Transportation Unit.
- g. Coordinate contracts with AS Administration and University Staff
- h. Take charge of all applications, follow-ups, and updates regarding ballot initiatives for the Alternative Transportation Unit.

- i. Sustain a fund for future capital improvements and emergency repairs.

I. Duties for Internal Affairs Coordinator:

- a. Hold a minimum of two (2) weekly office hours.
- b. Shall maintain a professional relationship with all business and on-campus partners, especially the Office of the Vice Chancellor for Administrative Services, Disabled Students Program (DSP), Student Health, and Transportation and Parking Services.
- c. Coordinate all communications with Associated Students Staff and Entities.
- d. Be informed of rules and regulations pertaining to the Unit at a campus-wide level. This includes, but not exclusively, policies regarding disability equality, parking and transportation, infrastructure, and campus construction.
- e. Attend on campus conferences and conventions.
- f. Maintain a list of eligible students, as determined by the Disabled Students Program and Student Health.
- g. Update and coordinate routes, drop-off points, and address any issues that may impede with the operation of the service.

J. Duties for External Affairs Coordinator:

- a. Hold a minimum of two (2) weekly office hours.
- b. Serve as the liaison to external agencies, including MTD, ride-share partners, government agencies, and other disability transportation services in the University of California System and at universities across the nation.
- c. Be aware of issues related to mobility needs need at a local, statewide, and national level external to the UCSB campus.
- d. Work with AS Alternative Transportation Unit Staff and assist with any external fundraising efforts.

K. Duties for Publicity Coordinator:

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

II. EVENTS AND MEDIA UNITS

SECTION 1. KCSB

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

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

- a. General Manager
- b. Program Director
- c. Assistant Program Director
- d. External News Director
- e. Internal News Director
- f. Sports Director
- g. External Music Director
- h. Internal Music Director
- i. Music Librarian
- j. KJUC Manager
- k. KJUC Program Director
- l. Promotions Director
- m. Publications Coordinator
- n. Production Coordinator
- o. Digital Media Coordinator
- p. Business Coordinator
- q. Assistant Engineer
- r. Archives Coordinator

SECTION 2. THE BOTTOM LINE

A. Charge of The Bottom Line:

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

B. Voting Membership:

- a. Editor-in-Chief
- b. Managing Editor
- c. Executive Content Editor
- d. News Editors (2)
- e. Features Editor
- f. Science & Tech Editor
- g. Arts & Entertainment Editor
- h. Opinions Editor
- i. Photo Editor
- j. Art Director
- k. Campus Beat Reporter
- l. Isla Vista Beat Reporter

- m. State/National Beat Reporter
- n. Investigative Beat Reporter
- o. Copy Editor (3)
- p. Marketing Director
- q. Advertising Director
- r. Social Media Coordinator
- s. Web Editors
- t. Senior Layout Editor
- u. Layout Editor (3)
- v. Video Editors (2)

C. Non-voting membership:

- a. Executive Director
- b. Journalism Advisor

D. Selection and Term of Office:

- a. The two (2) Senators shall be nominated by the Internal Vice President and approved by the Senate for the term of one (1) academic year.
- b. Terms of voting membership shall be up to the discretion of The Bottom Line.

E. The Executive Board

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

F. Duties and Responsibilities of The Bottom Line:

- a. Hold regularly scheduled private meetings with an agenda.
- b. Produce regularly scheduled print newspapers as well as online content.
- c. Encourage and foster free-thinking and principled press.
- d. Maximize the relevance of content to the surrounding UCSB and Isla Vista community.
- e. Strive to report information accurately to the student-body.

- f. Encourage student growth and development of new skills and expertise in the area of journalism, writing, art, and photography.
- g. Provide an informed, structured learning experience for students.

G. Policies of The Bottom Line:

- a. Abide by Robert's Rules of Order in order to facilitate orderly meetings; however, informal meeting procedures may be used at the discretion of the Executive Editors.
- b. A quorum shall consist of a majority (50%+1) of the voting membership of The Bottom Line.
- c. All financial expenditures must be approved by a majority (50%+1) of the voting membership of The Bottom Line.
- d. No group shall use the name of The Bottom Line for sponsorship or other purpose without the express approval of a majority (50%+1) of The Bottom Line.
- e. Payment of the editorial board shall be made at a minimum of once a quarter through independent contracting. Individual payments will be completed after approval by the Associated Students Executive Director.
- f. TBL's editorial board shall hold complete, exclusive control over all content and branding decisions.

SECTION 3. A.S. MEDIA CENTER AND CREATIVE MEDIA UNIT

A. Charge of the Units:

The Entity is composed of the A.S. Media Center, the Creative Media Unit and the UCSB TV Subcommittee. The Media Center provides a variety of free tools to students pertaining to the realm of media and communications. Such resources may include, but are not limited to, equipment rentals as well as informational and educational programming. The Creative Media Unit serves to provide opportunities for undergraduate students to hone and advance their multimedia skills, particularly pertaining to the fields of graphic and web design, photography, and videography. The mission of the Creative Media Unit is to market and promote the work of Associated Students as a whole on a campus-wide level. The Unit should also fund the Media Center and UCSB TV. UCSB TV strives to keep the UCSB community informed about news, sports and events through weekly videos. UCSB TV should deliver timely updates on significant activities of the Association, but shall retain autonomy and impartiality in doing so.

B. Voting Membership:

- a. One (1) A.S. Chief Marketing Officer
- b. One (1) A.S. Chief Technology Officer
- c. Two (2) A.S. Marketing Directors
- d. One (1) A.S. Social Media Coordinator
- e. Two (2) UCSB TV News Directors
- f. Two (2) A.S. Student Graphic Artists
- g. One (1) A.S. Student Videographer
- h. Two (2) A.S. Student Photographers
- i. Any interested student is eligible after attending three two (3 2) consecutive meetings

C. Non-voting Membership

- a. A.S. Art Director (Advisor)
- b. A.S. Media Center Specialist (Advisor)

- c. A.S. President
- d. A.S. Controller
- e. A.S. Attorney General
- f. A.S. Assistant Director of Technology
- g. A.S. Web Developer
- h. UCSB TV Subcommittee
 - i. Two (2) General Assignment Reporters
 - ii. Two (2) Sports Reporters
 - iii. Two (2) Videographers
 - iv. Two (2) Editors

D. Selection and Terms of Office:

- a. The A.S. Chief Marketing Officer shall be selected through an interview by the A.S. Art Director, the A.S. President and at least one Board member. They shall then be nominated by the President and approved by the Senate for a term of one (1) academic year, renewable unless they choose to resign.
- b. The two (2) A.S. Marketing Directors and the A.S. Social Media Coordinator shall be selected by the Board, recommended by the Committee on Committees and approved by the Senate for a term of one (1) academic year, renewable unless they choose to resign.
- c. The two (2) UCSB TV News Directors shall be internally elected from the UCSB TV Subcommittee by the resigning or continuing News Directors. They shall be appointed by the Board and approved by the Senate for a term of one (1) academic year, renewable unless they choose to resign.
- d. The two (2) A.S. Student Graphic Artists, the A.S. Student Videographer and the two (2) A.S. Student Photographers shall be hired by the A.S. Art Director with assistance from the A.S. Media Center Specialist, appointed by the Board and approved by Senate for a term of one (1) academic year, renewable unless they choose to resign.
- e. The UCSB TV Subcommittee shall be selected by the UCSB TV News Directors, appointed by the Board and approved by the Senate for a term of one (1) academic year, renewable unless they choose to resign.

E. Attendance:

- a. Board members are expected to attend all meetings. In the case a voting member must miss a meeting, they must inform the Chair ahead of time, complete their report and review the meeting minutes after said meeting or send in a proxy.
- b. Non-voting members of the UCSB TV Subcommittee are not required to attend Board meetings but are expected to attend all required meetings of the Subcommittee.

F. Duties and Powers of the A.S. Chief Marketing Officer:

- a. Presides over all media and marketing matters pertaining to the entire Association.
- b. Serve as Chair of the Creative Media Unit.
- c. Develop and oversee a marketing strategy for Associated Students and all of its entities.
- d. Oversee the Operating and Honoraria budget for the Creative Media Unit.
- e. Shall sit on the President's Cabinet.

G. Duties and Powers of the A.S. Chief Technology Officer:

- a. Preside over all technology-related projects of the Association.
- b. Update and manage the Association's websites and applications.
- c. Support the Association in resolving technology issues.
- d. Make recommendations for A.S. Media Center software and equipment purchases.
- e. Shall sit on the President's Cabinet.

H. Duties and Powers of the two (2) A.S. Marketing Directors:

- a. Work to develop and enact Association-wide promotional or marketing campaigns such as but not limited to:
 - i. A.S. General Elections Campaign
 - ii. Publicity campaigns for Boards, Committees and Units of the Association
 - iii. Publicity campaigns for projects of the Executive Offices.
- b. Serve as a resource for A.S. entities to assist in promoting their events and/or service.

I. Duties and Powers of the A.S. Social Media Coordinator:

- a. Maintain and monitor all official Associated Students social media accounts, including Instagram and TikTok.
- b. Stay informed with A.S. events, sharing updates on social media.
- c. Create engaging and interactive social media content.
- d. Formulate a social media outreach strategy to increase student engagement with the Association A.S.

J. Duties and Powers of the two (2) UCSB TV News Directors:

- a. Hold a minimum of one (1) weekly meeting with the UCSB TV Subcommittee.
- b. Produce a minimum of one (1) weekly episode on YouTube and social media.
- c. Produce timely content that informs the student body about important legislative occurrences and events within the Association.
- d. Train a team of on-air and off-air journalists.

K. Duties and Powers of the tTwo (2) A.S. Student Graphic Artists:

- a. Provide graphic design services to A.S. entities by request, such as posters, logos, apparel designs, social media graphics, advertisements, brochures, etc.
- b. Assist with Associated Students promotional materials from concept to production, and other projects as needed by CMU.
- c. Make recommendations for A.S. Media Center software and equipment purchases.

L. Duties and Powers of the A.S. Student Videographer:

- a. Films and edits videos for A.S. student entities by request, such as promotional videos, event recaps, and how-to videos, and directing shoots for promotional assignments.
- b. Assist with Associated Students promotional materials from concept to production, and other projects as needed by CMU.
- c. Make recommendations for A.S. Media Center software and equipment purchases.

M. Duties and Powers of the two (2) A.S. Student Photographers:

- a. Provides photography services for A.S. entities by request, such as event photos and professional headshots.
- b. Assist with Associated Students promotional materials from concept to production, and other projects as needed by CMU.
- c. Hosts professional headshot sessions open to all students.
- d. Makes recommendations for A.S. Media Center software and equipment purchases.

SECTION 3. PROGRAM BOARD

A. Charge of the Board:

The Associated Students Program Board (ASPB) is a student-funded, student-run campus organization dedicated to producing and supporting entertaining and culturally diverse events for the UCSB campus and surrounding community. The Board also provides an opportunity for students to gain a wide range of experience in planning and producing university activities and entertainment.

B. Voting Membership:

- a. Deputy Commissioner
- b. Concerts Coordinator
- c. Concerts Assistant
- d. Special Events Coordinator
- e. Special Events Assistant
- f. Lectures & Cultural Arts Coordinator
- g. Lectures & Cultural Arts Assistant
- h. Film Coordinator
- i. Graphics Coordinator
- j. Graphics Assistant
- k. Event Safety Coordinator
- l. Event Safety Assistant
- m. Production Coordinator
- n. Production Assistant
- o. Publicity Coordinator
- p. Publicity Assistant
- q. Ticket Coordinator
- r. Digital Media Coordinator
- s. Volunteer Coordinator
- t. Member at Large (1)

C. Non-voting membership:

- a. Program Board Commissioner (except to break a tie)

- b. Assistant Director for Student Programs, Events and Services
- c. Executive Director
- d. Program Board Advisor
- e. Attorney General
- f. Controller(s)
- g. Local Affairs Organizing Director
- h. Two (2) A.S. Senators
- i. A.S. President

D. Selection and Term of Office:

- a. The Program Board Commissioner, the Deputy Commissioner, and each voting member shall be hired and recommended by a Committee of out-going Program Board members, nominated by the President, and final approval being given by the Senate for a term of one (1) academic year.
- b. The two (2) Senators shall be nominated by the Internal Vice President and approved by the Senate for the term of one (1) academic year. The Program Board Commissioner has the ability to veto any nominations.
- c. In consultation with the outgoing ASPB Commissioner and Assistant Director, the incoming ASPB Commissioner will select no more than 7 Program Board members to serve both during A and B Session on a summer Program Board. The summer Program Board will host a weekly film screening and a variety of small events for students enrolled in summer sessions. Both outgoing and incoming Program Board Coordinators are eligible to serve on Summer Program Board.

E. Duties and Responsibilities of Program Board:

- a. Hold and attend regularly scheduled public meetings with public agenda approximately every week during periods of regular school instruction, excluding Study Week.
 - i. In the event that a Board member cannot attend meetings, they shall be required to send a qualified proxy in their place.
- b. Plan and produce a diverse schedule of entertaining and cultural events.
- c. Encourage and foster creativity and diversity in programming.
- d. Maximize student input into the programming area.
- e. Continually improve the quality of student activities.
- f. Encourage student growth and development of new skills and expertise in the area of program planning and production.
- g. Solicit student input for all programming areas, recruit Committee and Board members, provide avenues for student participation at the Committee and Board level, and delegate authority to Committee members for completion of specific tasks.
- h. Establish and constantly update a set of operating policies.
- i. Prepare and present to Senate Finance Committee, in conjunction with the Commissioner, the annual Program Board budget.
- j. Report weekly to Senate (by way of Program Board minutes and Senators), and twice per quarter by a report from the Commissioner.

- k. Each Coordinator must hold at least five (5) regularly scheduled office hours per week in order to be available for agents, promoters, musicians/bands, lecturers, vendors, interested students, staff, etc. as appropriate.
- l. Each assistant shall hold three (3) office hours per week.
- m. Act as primary board of approval for all Program Board events and expenditures.
- n. All Program Board Members, excluding Production and Event Staff, shall attend three (3) Tuesday night movies. Production and Event Staff shall be required to attend two (2) Tuesday night movies.
- o. All Program Board members shall attend at least one (1) noontime show per quarter.
- p. Each board member must attend at least half (50%) of all board events each quarter.
- q. All Program Board members must write an in-depth report at the end of each quarter to describe the job-related experiences that they faced during that quarter to serve as a guide for future individuals holding the position.

F. Policies of Program Board:

- a. Abide by Robert's Rules of Order in order to facilitate orderly meetings; however, informal meeting procedures may be used at the discretion of the Chair.
- b. A quorum shall consist of a majority (50%+1) of the voting membership of Program Board.
- c. All proxies for Program Board must be approved by a two-thirds (2/3) vote of Program Board.
- d. All Program Board meetings shall be facilitated by the Program Board Commissioner, or in their absence, by the Deputy Commissioner. In the event that the Deputy Commissioner is not able to chair the meeting, the Commissioner shall appoint a qualified replacement as chair.
- e. Program Board Selection Committee may give preference, if it chooses, to Candidates with previous or present Program Board or other association for the positions of Program Board Commissioner, Special Events Coordinator, and Concerts Coordinator.
- f. Candidates with previous or present Program Board or other association experience, other Program Board Commissioner, Special Events Coordinator, and Concerts Coordinator, will not be given preference in the hiring process to ensure fairness and non-bias.
- g. All financial expenditures must be approved by a majority (50%+1) of the voting membership of Program Board.
- h. No group shall use the name of Program Board for sponsorship or other purpose without the express approval of a majority (50%+1) of Program Board.

G. Duties and Powers of the Program Board Commissioner:

- a. Serve as official representative of A.S. Program Board in all campus, system wide, local, state, and federal matters, unless otherwise provided herein; shall be the official spokesperson for the Board.
- b. Facilitate all Program Board meetings.
- c. Hold at least five (5) regularly scheduled office hours per week.
- d. Be responsible for the fiscal management of the entire Board.

- e. Prepare and present to Senate Finance Committee, in conjunction with Program Board, the yearly Program Board budget.
- f. Coordinate the operations of all Program Board Coordinators and assist in solving any programming problems or issues which may arise.
- g. Conduct Program Board phone and email votes when the action in question must be taken before the next regularly scheduled Board meeting. The Commissioner must provide pro and con statements to each voting member when conducting a phone vote.
- h. Attend, or send a designate to, at least two (2) Senate meeting per quarter to report on Program Board's activities.
- i. Coordinate all Program Board office activities including, but not limited to, hiring and supervising of student office staff, and student staff supervision.
- j. The Commissioner or their designate shall be responsible for coordinating the Program Board office during the Summer session, including supervising any paid office staff, and shall coordinate, with the advisor, planning for the upcoming academic year.
- k. Shall meet with each Coordinator at least twice per quarter and shall meet with the Associate Director and the Deputy Commissioner regularly.
- l. Shall attend A.S. Assembly each quarter.
 - i. In the event should the Commissioner be unable to attend A.S. Assembly, they shall be required to send another board member in their place.
- m. Shall attend all campus Major Events Meetings.
- n. Shall organize the interview process for selecting next years' board.
- o. Shall attend all pre-event meetings.

H. Duties and Powers of the Program Board Deputy Commissioner:

- a. Hold at least five (5) regularly scheduled office hours per week.
- b. Attend all Program Board meetings as a voting member, and chair meetings in the absence of the Commissioner. Assist the Commissioner as necessary.
- c. Serve as primary liaison for Program Board to campus agencies and student groups.
- d. Seek funding/support from both large corporations and local businesses in order to finance the annual Extravaganza and other Program Board events.
- e. Make regular reports to Program Board on status of all funding related co-sponsorships.
- f. Upon the vacancy of the position of Commissioner, shall assume all duties of the Commissioner and act as interim Commissioner until such time as a new Commissioner can be appointed and approved.
- g. Coordinate A.S. Program Board presence at campus events, including UCen fair and Campus Activities Fair.
- h. Coordinate and order all general promotional items.
- i. Maintain an internal calendar for all ASPB events.

- j. Coordinate Bagel Day.
 - k. Shall attend all pre-event meetings.
- I. Duties and Powers of all Program Board Coordinators:
- a. Have ultimate fiscal responsibility to the Program Board for each event they produced.
 - b. Responsible for communicating and working with all relevant campus agencies, in conjunction with the Deputy Commissioner, before, during, and after any event.
 - c. Ensure that the Program Board maintains a positive reputation within the entertainment community and with other college campuses.
 - d. Draft or maintain a training manual to be used in consequential years for training purposes.
- J. Duties and Powers of the Program Board Special Events Coordinator:
- a. Coordinate the planning and production of ECEN Concerts for UCSB and the surrounding community.
 - b. Shall be responsible for the planning and coordination of Storke Plaza shows.
 - c. Serves as Representative to ECen Governance Board.
 - d. Shall attend all campus Major Events Meetings.
 - e. Responsible for annual production and planning for annual Extravaganza.
 - f. Work closely with the Programming Assistant for upcoming events.
 - g. Shall maintain an ongoing relationship with talent agents.
 - h. Responsible for keeping up with current entertainment trends.
 - i. Shall hold regular pre-event meetings with relevant stakeholders and parties prior to all major events.
- K. Duties and Powers of the Program Board Concerts Coordinator:
- a. Coordinate the planning and production of a variety of UCen and Campbell Hall events and concerts.
 - b. Shall be required to serve as the Representative to UCen Governance Board.
 - c. Work closely with the Programming Assistant for upcoming events.
 - d. Shall maintain an ongoing relationship with talent agents.
 - e. Responsible for keeping up with current entertainment trends.
 - f. Shall hold regular pre-event meetings with relevant stakeholders and parties prior to all events.
- L. Duties and Powers of the Program Board Programming Assistant:
- a. To assist Special Events or Concert Coordinators in any duties they feel necessary.
 - b. Shall be required to attend concerts and special events.
 - c. Shall coordinate Noon Storke Shows during Winter and Spring quarters.

- d. Shall coordinate annual Battle of the Bane and Battle of the DJs shows.
- e. Shall serve as hospitality support for their coordinators respective shows.

M. Duties and Powers of the Program Board Lectures and Cultural Arts Coordinator:

- a. Coordinate the planning and production of a wide variety of lectures, as well as cultural and fine arts events for UCSB and the surrounding community.
- b. Coordinate events to co-sponsor with various campus organizations and student groups, such as Cultural Weeks, and work with the chairs of different cultural boards to keep the board informed about different of Cultural Weeks and special dates.
- c. Work with the MCC, EOP, and other campus departments including academic units, for co-sponsorships.
- d. Shall hold regular pre-event meetings with relevant stakeholders and parties prior to all events.

N. Lectures and Cultural Arts Assistant

- a. To assist Lectures and Cultural Arts Coordinator in any duties they feel necessary.
- b. Shall be required to attend Cultural Events.
- c. Catalog events for ASPB historical archives.
- d. Reach out to cultural organizations on campus for collaboration and co-sponsorships.
- e. Serve as hospitality for all cultural events.
- f. Plan and coordinate at least one event in the year related to lectures and cultural events.

O. Duties and Powers of the Publicity Coordinator:

- a. Works closely with Programming Coordinators and the Graphics Coordinator during the planning of events to design and implement marketing timelines (including social media calendar), advertising plans, and publicity needs, strategies, budgets, deadlines, etc., delegating tasks as necessary.
- b. Coordinate and attend bi-weekly marketing meetings to develop and execute marketing strategies and innovate/reflect upon past strategies.
- c. Act as liaison for the Program Board to campus and local media, including television, radio, and newspaper agencies, as well as on and off campus graphics and printing services.
- d. Work closely with all Programming Coordinators and the Deputy Commissioner to research possible co-sponsorships, promotional tie-ins, etc. for Program Board events.
- e. Maintain a working relationship with KCSB, the Daily Nexus, and The Bottom Line.
- f. Coordinate the research and writing of all public service announcements, press releases, and reviews for all upcoming Program Board events.
- g. Shall be responsible for selecting and overseeing the ASPB Ambassadors in conjunction with the Volunteer Coordinator.
- h. Work closely with Deputy Commissioner to find co-sponsorship and publicity opportunities with the local community.

- i. Shall run and create content for the various social media platforms Program Board is active on and keep updated on trends that can help with the creation of said content.
- P. Duties and Powers of the Program Board Publicity Assistant:
- a. Responsible for publicizing smaller Program Board events including, but not limited to, Free Tuesday Films, Noon Storke Shows, BOTB, BOTDJs, Free Bagel Day, Holiday Photos.
 - b. Shall be responsible for maintaining ASPB's sandwich boards and assisting in the coordination of flyer distribution and tabling.
 - c. Shall assist Publicity and Volunteer Coordinators in organizing and maintaining ASPB Ambassador Team.
 - d. Shall be required to attend bi-weekly marketing meetings.
 - e. Shall assist the Publicity Coordinator in any duties they deem necessary.
- Q. Duties and Powers of the Program Board Graphics Coordinator:
- a. Shall work with the Publicity coordinator to coordinate the design and implementation of advertising and publicity for all Program Board events.
 - b. Maintain a working relationship with KCSB, the Daily Nexus, and the Bottom Line.
 - c. Shall create and/or commission all artwork necessary for ads, posters, flyers and other promotional material for Program Board events.
 - d. Shall be required to attend bi-monthly marketing meetings.
 - e. Shall create designs or logos for all merchandise.
- R. Duties and Powers of the Program Board Graphics Assistant:
- a. Shall assist the Graphics Coordinator to Coordinate the design and implementation of advertising and publicity for all Program Board events.
 - b. Shall assist the Graphics Coordinator with the design and distribution of the Program Board Thursday Slide, Free Tuesday Film, and Noon Storke Show posters.
 - c. Shall assist the Graphics Coordinator to create and/or commission all artwork necessary for ads, posters, flyers, and other promotional material for Program Board events.
 - d. Shall be required to attend bi-weekly marketing meetings.
 - e. Shall help to create designs or logos for all merchandise.
- S. Duties and Powers of the Program Board Film Coordinator:
- a. Responsible for organizing the annual Lagoon Lawn Movie Showing during Welcome Week.
 - b. Shall maintain a working relationship with the staff at IV Theater and Campbell Hall.
 - c. Shall be responsible for the regular screening of IV Theater movies.
 - d. Shall be responsible for maintaining relationships with theatrical distributors.

- e. Coordinate special screening, including but not limited to, pre-screenings, Lagoon Lawn screenings, and sneak peeks.
- f. Shall be responsible for the creation of pre-show marketing materials alongside the graphics coordinator.
- g. Write film reviews for the ASPB blog.
- h. Research film trends to gauge what students would be interested in seeing for the weekly film series.
- i. Maintain working relationships with other organizations that screen films in IV theater i.e. Magic Lantern.
- j. Plan one film event that isn't a screening, i.e. film trivia, oscars or awards screening party.

T. Duties and Powers of the Program Board Production Coordinator:

- a. Assemble, train, and supervise a paid production crew, to perform production duties for all Program Board events; and shall be responsible for scheduling of all production employees and submitting to the Program Advisor.
- b. Coordinate production (sound, stage, and lighting) for all program Board events, including arranging for the use of Program Board production equipment and crewmembers, and, if necessary, contracting for production services from off-campus companies.
- c. Shall be responsible for the upkeep of Program Board production equipment; shall research sound, stage, and lighting requirements for capital improvements of Program Board production equipment; and shall oversee loaning and rental of Program Board equipment.

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

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

V. Duties and Powers of the Program Board Event Safety Coordinator:

- a. Assemble, train, and supervise a paid event staff crew to perform ushering duties for all Program Board events.
- b. Shall be responsible for schedule preparing payroll of all security employees and submitting to the Program Advisor.
- c. Coordinate security for all Program Board events, including arranging for the use of CSO's and UCSB Police and, if necessary, contracting for professional security services from off-campus companies.
- d. Shall be responsible for the upkeep of Program Board security equipment including barricade, staff T-shirts, placement of all event banners and flashlights. Shall research barricade and security requirements for capital improvements of Program Board when necessary.

- W. Duties and Powers of the Program Board Event Safety Assistant:
- a. Shall assist the Event Safety Coordinator in any duties they deem necessary.
 - b. Shall assist in scheduling and managing staff at events.
 - c. Shall be required to attend pre- and post-show meetings in the absence of the Event Safety Coordinator.
 - d. Shall be required to attend concerts and special events, including, but not limited to, Welcome Back, Delirium, The Warm Up, and Extravaganza.
- X. Duties and Powers of the Program Board Volunteer Coordinator:
- a. Shall assemble and maintain an active membership of volunteers to assist in Program Board events, and maintain a database of all current volunteers.
 - b. Coordinate volunteers to work at Program Board events, including ticket takers, line monitors, hospitality, etc.
 - c. Work with RHA to increase the Program Board's outreach to incoming freshmen.
 - d. Maintain an online newsletter for the volunteers to brief them on upcoming events.
 - e. Work closely with the Publicity Coordinator to develop a publicity plan for weekly volunteer flyering of Isla Vista, in front of the UCen, and the Arbor.
 - f. Shall be responsible for selecting and overseeing the ASPB Ambassadors in conjunction with the Publicity Coordinator.
 - g. Shall be responsible for coordinating an event alongside the Ambassador team.
 - h. Shall be responsible for overseeing and coordinating the content that the Ambassadors produce and work with the Graphics and Publicity teams to publicize and promote said content.
- Y. Duties and Powers of the Digital Media Coordinator:
- a. Shall assemble and maintain the Program Board's internet presence throughout the academic school year.
 - b. Shall be required to create a custom website for UCen events and for Extravaganza.
 - c. Shall be required to create and maintain a Program Board mailing list to promote Program Board events and to survey students' needs.
 - d. Shall be required to attend bi-weekly monthly marketing meetings.
 - e. Shall work closely with the Publicity Coordinators and the Graphics Coordinator during planning of events to determine marketing, advertising and publicity needs, strategies, budgets, deadlines, etc.
 - f. Shall assist the Publicity Coordinator in creating a database of pictures and videos from all Program Board events.
- Z. Duties and Powers of the Program Board Ticket Coordinator:
- a. Shall be responsible for handling tickets for all Program Board events.

- b. Prepare a ticket summary for each event with copies to be distributed to: Event Coordinator, master file, and Administration Office.
- c. Shall be responsible for all aspects of ASPB ticket sales, including dealing with Ticket Office Managers and Sellers and daily ticket counts, at all ticket outlets utilized by ASPB.
- d. Shall be responsible for all aspects of ASPB tickets on day of show:
 - i. Compile a complimentary ticket list in conjunction with the Event Coordinator, Commissioner, and Publicity Coordinator for press, and monitor the list at the event.
 - ii. Pick up all unsold tickets at all outlets and prepare tickets for sale at the door.
- e. Ensure the availability of complimentary tickets per area.
- f. Shall be responsible for ordering, distribution, and tracking of parking passes for the Board.

AA. Duties and Powers of Member at Large:

- a. Work closely with the ASPB Commissioner and Deputy Commissioner for assignment of ongoing projects and their discretion.
- b. Communicate with the Special Events Coordinator and Special Events Assistant to coordinate hospitality for all special events. Oversee Program Board members assigned to the hospitality team for each events.
- c. Contribute to the overall functioning of the Board, including hosting self-initiated events that do not interfere with responsibility for large special events, as approved by the Commissioner.
- d. Assist with the set-up and take-down of events as needed.
- e. Attend all regularly scheduled Monday meetings.
- f. Hold at least five regularly scheduled office hours per week.
- g. Communicate direct with artist teams and management to ensure that artist needs are met.
- h. Work on various projects, including maintaining document archives, ordering merchandise, and restructuring concerts and events to meet current community needs.
- i. Accomplish ad-hoc tasks such as backstage management, playlist curation, and guest services.
- j. Record minutes of weekly meetings.

BB. Program Board Complimentary Ticket Policy: tickets for "In House" events:

- a. An "In House" event is defined as an event in which the Program Board assumes all financial responsibility.
- b. KCSB shall receive three (3) complimentary tickets for each Program Board concert.
- c. Distribution of Tickets:
 - i. Distribution will follow a first-come, first-served process, and will be overseen by the Ticket Coordinator and Commissioner. One (1) complimentary ticket per person.
 - 1. Graduated alumni will be allowed one (1) plus one, if available.

- ii. Only Designates may use the complimentary tickets. No complimentary ticket may be exchanged or sold. One (1) complimentary ticket per person.
- d. Supplementary Tickets:
 - i. The Program Board, at its discretion, may make available additional tickets at the time of, or before, the show.
 - ii. These tickets shall be for non-sold-out events only.
 - iii. The Programmer shall not discriminate between members when issuing additional tickets.
 - iv. Members shall sign off for the ticket when it is received.
 - 1. Associated Student Staff members may request up to one complimentary ticket, to be considered on an event-by-event basis.
- e. Cash on Delivery (C.O.D.) Tickets for Promoter Events:
 - i. A "Promoter Event" is defined as an event in which the A.S. Program Board shares financial responsibility for the event with an off-campus promoter.
 - ii. The Programmer shall follow the guidelines as outlined in Area 1 (above) for distribution and availability of tickets. Members, upon receiving tickets, shall supply payment for the ticket (C.O.D.) to the Ticket Coordinator.
- f. Complimentary Tickets for Program Board Members:
 - i. The Assistant Director for Student Programs, Events and Services, Program Advisor, Commissioner, Deputy Commissioner, shall receive a complimentary ticket (for themselves) for all Hub and Campbell Hall shows or any other venue of comparable size.
 - ii. The Assistant Director for Student Programs, Events and Services, Program Advisor, Commissioner, Deputy Commissioner, shall receive a complimentary ticket (for themselves) for all Events Center and Robertson Gym shows or any other venue of comparable size. They are also entitled to the option of purchasing the seat adjacent to theirs.

III. PHILANTHROPY UNITS

SECTION 1. A.S. COMMUNITY AFFAIRS BOARD (CAB)

A. Charge of the Board:

Community Affairs Board (CAB) is dedicated to enhancing both the educational and personal experiences of all UCSB students by providing easy access to community service opportunities. CAB accomplishes this mission by promoting the ethics of public service, maintaining information on community and campus volunteer opportunities, and by creating and sponsoring community service projects. Participation in volunteer activities is open to all UCSB students.

B. Voting Membership:

- a. Two (2) Co-Chairs
- b. Two (2) Public Relations Coordinator
- c. One (1) Community Outreach Coordinator
- d. Two (2) Family Literacy Coordinators

- e. One (1) Social Coordinator
- f. One (1) Treasurer
- g. One (1) Historian
- h. One (1) Childcare Coordinator
- i. One (1) Youth Outreach Coordinator
- j. One (1) Special Projects Coordinator
- k. Two (2) Alternative Break Coordinator
- l. Two (2) Hunger Houseless Coordinators
- m. One (1) Senior Citizen Coordinator
- n. One (1) Environmental Coordinator
- o. One (1) Animal Coordinator
- p. One (1) Secretary
- q. Two (2) Senators

C. Non-Voting Membership:

- a. A.S. Advisor
- b. A.S. Controller(s)
- c. A.S. Committees Chair
- d. A.S. Executive Director
- e. One (1) Residence Hall Liaison
- f. A.S. Attorney General
- g. Local Affairs Organizing Director
- h. Two (2) A.S. Senators
- i. A.S. President

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

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

E. Duties of all voting members:

- a. Participate in two (2) or more volunteer activities each quarter.
- b. Table a minimum of two (2) hours per quarter.
- c. Attend weekly CAB General and Leader meetings.
- d. Keep an updated hard copy binder as a means of keeping records organized for future leaders in this position.
- e. Log all volunteer hours, both personal and general member hours at CAB events.
- f. Outgoing members shall be required to write a transition report.

F. Duties and Powers of the Co-Chairs:

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

- a. Compile the weekly agenda for the CAB leader and general meetings.
- b. Responsible for running the CAB's Business meetings.
- c. Responsible for maintaining the CAB's Project record.
- d. Implement effective student volunteer projects.
- e. Proactively recruit and retain volunteers.
- f. Responsible for overseeing all funding proposals that come to the CAB and the CAB Foundation.
- g. Work with the Secretary to finalize and send out the minutes from the CAB meeting, Leader meeting and Care-Mail.
- h. Responsible for writing and editing the A.S. Annual report in coordination with the CAB advisor.
- i. Responsible for attending at least two (2) non-consecutive Senate meetings per quarter to report on the Board's action.
- j. Must hold a minimum of five (5) office hours per week, exclusive to CAB related meetings and fieldwork.
- k. Shall attend AS Assembly each quarter.
- l. Hold at least two (2) quarterly meetings with each coordinator to oversee and support volunteer projects and ideas. Two (2) one-on-one personal check-ins.
- m. Actively assist and facilitate the organizing process for CAB's annual Volunteer Week as well as participate in the week's events.

G. Duties of the Public Relations Coordinator:

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

- a. Serve as the primary liaison between the Greek life community and Resident Assistants, informing them of upcoming volunteer opportunities on campus and the surrounding community.
- b. Coordinate publicity needs of all key volunteer members.
- c. Compose and send out Public Service Announcements and articles to local news sources (Daily Nexus, The Bottom Line, SB Independent, KCSB Radio, Facebook, etc) to help the community reach greater awareness about CAB's presence and activities.
- d. Shall assume the responsibilities of the Co-Chairs in their absence.

- e. Organize monthly campus tabling at the UCEN or Arbor for recruiting CAB members and volunteers for projects and events.
- f. Hold a minimum of three (3) office hours per week, exclusive to CAB related meetings and fieldwork.
- g. Responsible for coordinating all public relations activities with the campus community regarding volunteer programs, projects and events sponsored by CAB, campus organizations, and local, national and international non-profits.
- h. Connect with ALL organizations on campus who share a similar mission as CAB so that we may collaborate and work together.
- i. Reach out to greater organizations in the Santa Barbara Area who share similar mission as CAB so that we may collaborate and work together.
- j. Keep the CAB website and Facebook page updated with current events and announcements on Care-Mail on a weekly basis.
- k. Organize and/or facilitate a minimum of seven monthly campus tabling events at the UCEN, Annex or Arbor for recruiting CAB members and volunteers for projects and events.
- l. Actively participate in the planning process for CAB's annual Volunteer Week and provide assistance during the week's events.

H. Duties of the Community Outreach Coordinator:

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

- a. Coordinate all public outreach efforts to provide information about the Community Affairs Board to local nonprofits and businesses in our community.
- b. Coordinate outreach presentations for all the CAB programs and events with the CAB Public Relations Coordinator and the necessary media resources.
- c. Hold a minimum of one (1) office hour per week. Hold a minimum of two (2) office hours per week, exclusive to CAB and CAB Foundation related meetings, CAB Foundation office hours, and fieldwork.
- d. Coordinate and execute the Care-Expo event.
- e. Organize at least one tabling event per month at the UCEN, Annex, or Arbor for recruiting CAB members and volunteers for projects and events.
- f. Actively participate in the planning process for CAB's annual Volunteer Week and provide assistance during the week's events.

I. Duties of the Family Literacy Program Coordinators:

The CAB Family Literacy Program matches UCSB students with children in the local community to read together in an effort to increase the love of reading. Tutors will spend at least one hour a week with a child, reading together and helping with homework. This position will be run by two (2) coordinators (bilingual preferred) who will share the following duties:

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

J. Duties of the Social Coordinator:

- a. In charge of coordinating a minimum of three (3) events per quarter that will help build community amongst CAB Leaders. Plan events such as, but not limited to, barbecues, social gatherings, and outings.
- b. In charge of coordinating a minimum of two (2) events per quarter that will help build community amongst all of CAB (open to everyone). Plan events such as, but not limited to, barbecues, social gatherings, and outings.
- c. Hold a minimum of two (2) minor social events on campus. These could be an activity where CAB partners up with an organization event that is already on campus. (i.e.: "Let's all go to the Improvability tonight!") These minor events could include projects that you do not specifically plan and organize.
- d. Hold a minimum of three (3) office hours per week, exclusive to CAB related meetings and fieldwork.
- e. Help coordinate icebreakers, activities and mini-volunteer projects for weekly CAB meetings.
- f. Actively participate in the planning process for CAB's annual Volunteer Week and provide assistance during the week's events.

K. Duties of the Treasurer:

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

- a. Prepare the board's budget for the following year in conjunction with the Co-Chairs.
- b. Responsible for collecting and returning all requisitions.
- c. Maintain historical financial records of the CAB.
- d. Shall contact funding request liaisons within two (2) days after the Leader meeting to inform them of the board's decision.

- e. Attend one (1) A.S. Senate Finance Committee meeting per year.
- f. Hold three (3) office hours per week, exclusive to CAB related meetings and fieldwork.
- g. Keep a very detailed account of the CAB budget (online, as well as in a hard-copy binder), bring this binder to every leader meeting and be prepared to share with the board where we currently stand in our budget and always be looking for ways in which we can save money (this may mean doing research for funding requests to find more similar and inexpensive options).
- h. Actively participate in the planning process for CAB's annual Volunteer Week and provide assistance during the week's events.

L. Duties of the Historian:

- a. Responsible for collecting and compiling documentation about CAB projects and events. Photograph ALL CAB events and programs personally (or have a proxy document for you if you cannot attend personally), keeping them organized and accessible throughout the year (download all files on CAB computers).
- b. Upload photos on CAB website as well as Facebook.
- c. Prepare the annual CAB Slideshow.
- d. Hold two (2) office hours per week, exclusive to CAB related meetings and fieldwork.
- e. Actively participate in the planning process for CAB's annual Volunteer Week and provide assistance during the week's events.

M. Duties of the Youth Outreach Coordinator:

- a. Collaborate with the Childcare Coordinator to enhance community involvement.
- b. Serve as liaison between various youth programs based in the community.
- c. Hold a minimum of three (3) office hours per week, exclusive to CAB related meetings and fieldwork.
- d. Responsible for coordinating necessary community volunteer opportunities regarding youth.
- e. Coordinate at least three (3) events per quarter benefitting youth.
- f. Actively participate in the planning process for CAB's annual Volunteer Week and provide assistance during the week's events.

N. Duties of the Special Projects Coordinator:

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

- a. Plan and organize recurring CAB special Events (YOU MATTER! And Relay for Life, etc.)
- b. Create new sustainable events directed towards the UCSB student body.
- c. Hold at least three (3) office hours per week, exclusive to CAB related meetings and fieldwork.
- d. Responsible for looking for strategies and creating and/or finding tools that CAB can use to reach its mission with greater ease and efficiency.

- e. Actively participate in the planning process for CAB's annual Volunteer Week in collaboration with all other leaders.

O. Duties of the Alternative Break Coordinators:

This position will be run by two (2) coordinators who will share the following duties:

- a. Be a liaison between the organization and the students attending the trip.
- b. Make sure that all forms, funding, liabilities etc. are complete for each trip.
- c. Recruit volunteers for the trips.
- d. Maintain a relationship and connection with other Alternative Break organizations.
- e. Attend and lead the trips, or if unable, inform and prepare a substitution.
- f. Be responsible for coordinating at least three (3) CAB volunteer trips or programs throughout the year, one (1) being during Spring recess. These planned trips must foster community service.
- g. Hold at least two (2) office hours per week, exclusive to CAB related meetings and fieldwork.
- h. Actively participate in the planning process for CAB's annual Volunteer Week and provide assistance during the week's events.

P. Duties of the Hunger/Houseless Coordinators:

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

- a. Coordinate at least three (3) events each quarter benefiting hunger or houseless issues.
- b. Connect with local organizations (churches, Street Health Outreach, etc.) who share a similar mission to serve the houseless in our community.
- c. Hold two (2) office hours per week, exclusive to CAB related meetings and fieldwork.
- d. Organize and lead at least one meal a week serving the houseless (i.e.: Breakfast Club).
- e. Look for more substantial ways to help solve the issue of houselessness or hunger.
- f. Responsible for selecting one (1) speaker who can talk about the issue of houseless/hunger per quarter for the weekly meetings.
- g. Actively participate in the planning process for CAB's annual Volunteer Week and provide assistance during the week's events.

Q. Duties of the Senior Citizen Coordinator:

- a. Act as a liaison between the CAB and senior citizen population in and around Isla Vista.
- b. Coordinate at least three (3) events per quarter benefiting the senior citizen community.
- c. Continue and improve the Adopt a Grandparent program (with Friendship Manor) and the Community Friends program (with Devereux).
- d. Responsible for selecting one (1) speaker who can share the needs of senior-citizens per quarter for the weekly meetings.

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

R. Duties of the Environmental Coordinator:

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

S. Duties of the Animal Coordinator:

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

T. Duties of the Secretary:

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

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

U. Charge of the Childcare Director:

- a. Collaborate with the Non-Traditional Student Resource Center.
- b. Hold two (2) office hours per week, exclusive to CAB related meetings and fieldwork.
- c. Develop programs/projects and events for undergraduate students with dependent children.
- d. Actively participate in the planning process for CAB's annual Volunteer Week and provide assistance during the week's events.
- e. Administrative/Advisory Membership:
 - i. Childcare Director
 - ii. Director of Women's Center or liaison
 - iii. Campus Childcare Advisory Committee (CCAC) liaison
 - iv. CAB Senators
 - v. Community Volunteer Coordinator
 - vi. Any other student, faculty, or staff member interested in childcare issues.
- f. Granting Committee Membership:
 - i. Childcare Director
 - ii. Director of Women's Center or liaison
 - iii. Community Volunteer Coordinator
 - iv. Final approvals voted by CAB board members and recorded in minutes.
- g. Duties and responsibilities of the granting Committee:
 - i. With the help of the Administrative/Advisory Committee, set up application deadlines.
 - ii. Review and award grants.
 - iii. Monies from this account will be distributed in the amount of up to, and not to exceed three hundred fifty dollars (\$350.00) plus one hundred fifty dollars (\$125.00) for each additional child per student/family per quarter, with the maximum of eight hundred dollars (\$800.00) per student/family per quarter.
 - iv. Track and provide reports on all grants to ensure individual awards do not exceed three hundred fifty dollars (\$350.00) plus one hundred fifty dollars (\$ 150.00) for each additional child per student/family per quarter, with the maximum of eight hundred dollars (\$ 800.00) per student/family per quarter.

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

A. Charge of the CoVo Foundation:

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

B. Voting Membership:

- a. One (1) Chair

- b. One (1) Treasurer
- c. One (1) Secretary
- d. One (1) Community Affairs Board Community Outreach Coordinator
- e. Five (5) At-Large Undergraduate Students

C. Appointment, Nomination, Election, and Terms of Office:

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

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

- b. Board member Candidates for Chairperson may nominate himself/herself or be nominated by another board member upon their agreement. Selection will be made by majority vote (50% + 1) for the Chair. If there is less than a majority vote for all nominees, the top two vote receivers will be subjected to a second round of voting. Only active Board Members attending the noticed meeting will have a vote. The Chair can serve no more than two (2) consecutive terms (from the beginning of Fall quarter to the end of Spring quarter).

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

- c. While there is no term limit for a Member, one term shall be defined as the academic school year from the beginning of Fall quarter to the end of Spring quarter. Each member may hold office until they are no longer a registered undergraduate student at UCSB, resigns, or is removed.
- d. The CAB Community Outreach Coordinator is ineligible to be selected for an additional position on the CoVo Foundation Board. Application and selection of Community Outreach Coordinator position is the responsibility of A.S. CAB.
- e. A maximum of two (2) additional voting members of A.S. CAB can be selected for positions on the CoVo Foundation Board.

D. General Duties of All Board Members:

It shall be the duty of all members to:

- a. Perform any and all duties imposed on them collectively or individually by the Mission Statement and/or these bylaws.
- b. Review project applications to consider funding of those found consistent with the Mission Statement.
- c. Supervise grant recipients to assure that their activities and spending are performed properly, legally, and ethically.
- d. Attend all CoVo Foundation meetings.
- e. Represent the Foundation on matters pertinent to their jurisdiction and the Foundation Mission Statement, delivering talks before professional, civil, student and lay groups and participating in conferences.

E. Specific Duties of Chair:

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

F. Specific Duties of the AS CAB Community Outreach Coordinator:

- a. Advertise grant cycles to the student body and the general population through frequently viewed mediums.
- b. Attend at least one (1) event every quarter put on by a local fund or support center. This includes active attempts at networking and spreading awareness of the Foundation at these events, and a report back to the Board about the event during the following meeting.
- c. Hold one (1) CoVo Foundation office hour per week, excluding AS CAB office hours.

G. Specific Duties of the At-Large Undergraduate Students:

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

H. Specific Duties of the Treasurer:

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

I. Specific Duties of the Secretary:

- a. Perform all At-Large Undergraduate Student duties.
- b. Hold one (1) office hour per week.

- c. Take minutes at meetings.
- d. Manage changes to the CoVo application.
- e. Update and maintain the website, including an advertising section for funded events.
- f. Correspond with past funding recipients regarding publication of their photos/ general follow-up.

SECTION 3. A.S. COASTAL FUND

A. Coastal Fund Mission Statement:

Coastal Fund connects people and the environment by allocating funds to programs that celebrate, explore, and protect the coastal ecosystems in and around the University of California, Santa Barbara.

B. Coastal Fund Values:

- a. Community: We welcome collaboration between campus and community organizations, engagement with local stakeholders, and multigenerational perspectives.
- b. Exploration: We believe people of all ages, abilities, and backgrounds are explorers at heart, and we support both research of and physical access to our local coastal environment.
- c. Joy: We celebrate the endless discoveries, surprises, and wonder that people experience when interacting with our coast, and we are inspired by those pursuing their unique passions.
- d. Opportunity: We acknowledge the systemic barriers that exist in academia and environmental work and seek to address these barriers by prioritizing paid internships for students with limited experience and from underrepresented backgrounds.
- e. Protection: We cultivate resilient environments by restoring degraded coastal systems, mitigating impacts at the wild-urban interface, and safeguarding sufficient open space and biodiversity to maintain ecosystem function.
- f. Trust: We honor mutually respectful, interdependent relationships with our applicants by clearly communicating our priorities and process, offering and accepting honest feedback, and being flexible to the changing needs of our grantees and community.

C. Voting Membership:

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

- a. Department-wide Graduate Student Representative (2)
- b. Department-wide Undergraduate Student Representative (5)

D. Ex-Officio membership:

- a. One A.S. Senator
- b. A.S. President
- c. A.S. Attorney General
- d. A.S. Controller(s)
- e. A.S. External Vice President for Local Affairs Liaison
- f. Environmental Affairs Board Representative (Graduate or Undergraduate)
- g. Isla Vista Surfrider Representative (Graduate or Undergraduate)

E. Non-Voting Membership (Coastal Fund Staff)

- a. A.S. Environmental Programs Advisor
- b. Up to two (2) Student Administrative Coordinators
- c. Up to two (2) Student Education and Outreach Coordinators

F. Selection and Term of Office:

- a. In the event of a Board vacancy, applicants to the Board shall be interviewed by a subcommittee with members from Coastal Fund's staff and existing Board members. The nominated Board members will be approved by a majority vote by the Board, then recommended to the A.S. Committee on Committees, and nominated by the A.S. President, with final approval by the Senate for a term of, but not limited to, one (1) academic year.
- b. Environmental Affairs Board and Isla Vista Surfrider may choose, if they wish, to nominate one representative each to attend Coastal Fund meetings and facilitate dialogue amongst the groups.
- c. The Chair and Vice Chair shall be selected from the current voting membership and elected by the Board during the last meeting of each academic year for the following year. Chair and Vice Chairs may nominate himself/herself or be nominated by another Board Member upon their agreement. Appointments will be made by majority vote. Only voting Board Members attending the noticed meeting will have a vote. Chair and Vice Chair can serve no more than two (2) consecutive academic years.
- d. Any officer may be removed, by majority vote of the Board, with final approval by the Senate. Any officer may resign at any time by giving written notice to the Board and Environmental Programs Advisor. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein.

G. Attendance and Voting Rights:

- a. Voting rights in the Coastal Fund decision meeting(s) is contingent upon the member being present for 80% of the application presentations and discussion over the course of the funding cycle, excluding presentations for which the member was recused.
- b. In the event a member of the Board cannot attend a regularly scheduled meeting, that member may appoint a proxy. A proxy must be approved by the Board through majority vote. The proxy shall be given temporary authority of a board member for the duration of that meeting. Appointment of a proxy does not constitute a board member's attendance at a meeting.
- c. Any member of the Board forfeits fifty dollars (\$50.00) of honoraria for each unexcused missed (regularly scheduled) meeting. If a member of the Board has an unexcused absence for two (2) meetings in a quarter (regardless of proxy), no honoraria shall be awarded and a re-evaluation of that director by the Board shall be required.

H. Duties and Responsibilities of all Coastal Fund Board Members:

- a. Shall attend all regularly scheduled meetings.
- b. Shall review project applications and consider funding of the projects that are found to be consistent with the Mission of Coastal Fund.
- c. Shall attend at least one (1) regularly scheduled office hour per week.
- d. Shall help fill board member and student staff vacancies as soon as positions become available.

- e. Shall attend the quarterly retreat, unless excused.

I. Duties and Responsibilities of the Coastal Fund Chair:

- a. Shall fulfill all duties and responsibilities of the board members.
- b. Shall preside at all meetings of the Board.
- c. Shall coordinate and approve meeting agendas with the A.S. Environmental Programs Advisor and Administrative Coordinator(s).
- d. Shall act as mediator and facilitator during the Board meetings, and is responsible for holding meetings to the agenda in a timely fashion.
- e. Shall hold two (2) regularly scheduled office hours per week.
- f. Shall be the sole representative and the primary communicator with the media and community unless the Chairperson delegates to another board member.
- g. Shall be responsible with the Vice Chair for the accountability of the board members.
- h. Shall attend A.S. Assembly each quarter.
- i. Shall report one (1) time per quarter to the A.S. Senate about Coastal Fund's progress.
- j. Shall keep record of Board task list after every scheduled meeting with reminders and preparation for next meeting.

J. Duties and Responsibilities of the Coastal Fund Vice Chair:

- a. Shall fulfill all duties and responsibilities of board members.
- b. Shall perform all the duties of the Chair, and when so acting shall have all the powers of, and be subject to all the restrictions on, the Chair.
- c. Shall also assist the Chair in their responsibilities when needed.
- d. Shall hold one (1) regularly scheduled office hour per week.
- e. Shall be responsible with the Chair for the accountability of the board members.
- f. Shall attend all Assemblies with the Chair, or proxy for the chair if they are unable to attend.
- g. Shall create agenda for, and preside over, the quarterly Coastal Fund retreat.

SECTION 4. A.S. COMMUNITY FINANCIAL FUND

A. Charge of the Unit:

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

B. Voting Members:

- a. One (1) Student Unit Director Chair
- b. One (1) Internal Vice Chair
- c. One (1) External Vice Chair
- d. One (1) Creative Director
- e. One (1) Information Officer
- f. One (1) Data Analytics Officer
- g. One (1) Finance Officer
- h. One (1) Networking Officer
- i. One (1) Print Media Officer
- j. One (1) Digital Media Officer

C. Non-Voting Members:

- a. One (1) A.S. Senator
- b. One (1) Community Financial Fund Coordinator
- c. A minimum of two (2) and a maximum of three (3) Peer Advisors

D. Selection:

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

E. Term of Office:

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

F. Duties and Responsibilities of Community Financial Fund Coordinator:

- a. Attend all meetings.
- b. Review grant applications.
- c. Communicate closely with the CFF Student Unit Director.
- d. Communicate and collaborate with Financial Aid Office.
- e. Assist Board Members Facilitate Quarterly Financial Literacy Workshops.
- f. Oversee the opening and closing of the grant application.
- g. Collaborate with educator and/or personally instruct any Special Topics Course.
- h. Manage and coordinate partnerships with other A.S. entities in the distribution of grants.
- i. Assist other A.S. entities through the distribution of grants.

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

- a. Shall attend all meetings.
- b. Review grant applications.
- c. Communicate closely with the CFF Coordinator.
- d. Oversee the Unit and work closely with peers to make sure that they are well trained.
- e. Facilitate quarterly financial literacy workshops.
- f. Update grant essay prompt every two quarters.

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

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

I. Duties and Responsibilities of the External Vice Chair:

- a. Serve as a point of contact between CFF and entities outside of AS.
- b. Works with the Networking officer to book special events.
- c. Collaborate with other Executive Board members to produce the annual Onboarding Presentation for new and returning Board members.
- d. Attend an authorized signer's workshop in the Fall.
- e. Assist the Chair to set up the special topics classes, work on curriculum, recruit speakers, coordinate scheduling, and organize the Spring speaker series.
- f. Coordinate with the Financial Aid office to keep track of grants, review grant applications and essays.
- g. Manage and coordinate partnership with other A.S. entities in the distribution of grants.

J. Duties and Responsibilities of the Internal Vice Chair:

- a. Serve as a point of contact between Senate Liaisons, A.S. Administration, Senate, and the Business Services Chair.

- i. Update the A.S. Senate of CFF's activities on a quarterly basis.
- ii. Attend A.S. Finance and Business Committee meetings when needed.
- iii. Notify the Senate of the incoming Board in the Spring Quarter.
- iv. Communicate with A.S. Entities regarding Honoraria.
- v. Send meeting minutes to A.S. for approval on a weekly basis.
- b. Attend Senate meetings in regards to changes to the Legal Code and Senate updates.
- c. Collaborate with other Executive Board members to produce the annual Onboarding Presentation for new and returning Board members.
- d. Attend an authorized signer's workshop in the Fall.
- e. Schedule room and time of weekly meetings.
- f. Coordinate with CFF Coordinator to book quarterly financial literacy workshop rooms and times.
- g. Sends weekly CFF meeting minutes for Senate approval.
- h. Coordinate date and time for grant application review.
- i. Leads the Recruitment Committee during the Spring Quarter.
- j. Book room and time for interviewing new board member applicants in the Spring Quarter.

K. Duties and Responsibilities of the Creative Director

- a. Lead and approve all marketing materials and graphic designs for events and workshops to ensure consistent branding.
- b. Lead and approve all financial literacy-related content that is to be posted on the CFF website, associated platforms, and social media accounts.
- c. Collaborate with other Executive Board members to produce the annual Onboarding Presentation for new and returning Board members.
- d. Attend an authorized signer's workshop in the Fall.
- e. Reviews the Grant Workshops and other CFF PowerPoint for graphic design purposes.
- f. Oversees the creation of the CFF Newsletter. Coordinates with the External Vice-Chair to distribute the CFF Newsletter to UCSB undergraduate students.
- g. Coordinates with the Digital Media Officer to update and revise the CFF website when needed.

L. Duties and Responsibilities of the Networking Officer:

- a. Oversee and plan events or projects.
- b. Coordinate with the External Vice Chair to recruit speakers for Spring series.
- c. Handle all email blasts.
- d. Work with the Information Officer to create and distribute marketing materials.

- e. Responsible for tabling with the Information Officer at Meet the Programs in the Fall Quarter.

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

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

N. Duties and Responsibilities of the Information Officer:

- a. Work closely with the CFF Coordinator in selecting, managing and sourcing information resources, both hard copy and electronic, to meet the committee's requirements and manage communications.
- b. Compile a record book of list of events that committee have done usually using special computer applications, for easy access and retrieval.
- c. Responsible for keeping and updating minutes for weekly meetings for the committee.
- d. Responsible for tabling with the Network Officer at Open House and Special Programs.
- e. Update grant workshop's presentation Financial Literacy Basics every quarter.
 - i. Review Financial Literacy Quiz questions based on student responses.
 - ii. Update particular slides with new information when applicable.
 - iii. Review poll questions associated.
 - iv. Review interactive activities associated with the presentation.

O. Duties and Responsibilities of the Finance Officer:

- a. Work to keep the financial records of the organization up to date through frequent reviews and updates of the CFF budget.
- b. Attend an authorized signer's workshop in the Fall.
- c. Keep track of funds for special events, grants, and other things the Board decides to partake in.
- d. Work closely with the CFF Coordinator to obtain more grants for the organization to give out to applicants.
- e. Present the CFF budget during A.S. budget hearings in Winter quarter.

P. Duties and Responsibilities of the Print Media Officer:

- a. Create and print out promotional and print materials for quarterly workshops.

- b. Create promotional and print materials for Spring Speaker Series: flyers, additional handouts for speakers, etc.
- c. Create organization promotional materials and flyers for tabling for social media accounts, tabling, and advertisement.

Q. Duties and Responsibilities for the Digital Media Officer:

- a. Manage and keep the CFF website, associated platforms, and social media accounts up to date.
 - i. Post sign-up link for Quarterly Grant Workshops and manage the flow of applicants.
 - ii. Post promotional materials for Workshop, Spring Speaker Series, recruitment efforts, and other events and items on Instagram, Twitter, Facebook, Shoreline, and Reddit.
 - iii. Promptly remove information from the website that is no longer relevant.
- b. Create a database of financial resources available to students.

R. Duties and Responsibilities for Peer Advisors

- a. Facilitate financial advising session for UCSB undergraduates. Create summary meeting notes for each session.
- b. Possess an understanding of various financial literacy topics, including but not limited to budgeting and saving, investing, credit scores, taxes, and retirement accounts.

S. Application Criteria for The Community Financial Fund Grant:

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

T. Grant Distribution:

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

SECTION 5. ISLA VISTA COMMUNITY RELATIONS COMMITTEE

A. Charge of the Committee:

Isla Vista Community Relations Committee is responsible for the education of the UCSB and Isla Vista communities regarding issues within the Isla Vista Community as a whole and Santa Barbara County, and shall serve as a funding and planning source for projects promoting community in Isla Vista. Such issues may include but are not limited to: safety, housing, infrastructure, and relations between campus and local agencies. The committee shall serve as a funding and planning source for projects promoting community in Isla Vista. IVCRC shall collaborate with the Office of the External Vice President for Local Affairs (EVPLA).

Administration of the A.S. Isla Vista community Improvements Lock-In:

It is the charge of IVCRC to oversee the distribution of the Isla Vista Improvements Lock-In funds. This fund has been established in order to facilitate community programs that seek to better the living environment of the students, families and residents of Isla Vista by providing financial, technical and administrative support for student initiated and/or non-profit community improvement services and projects.

B. Committee Membership:

a. Voting Membership:

- i. External Vice President for Local Affairs
- ii. Isla Vista Community Relations Committee Co-Chairs
 1. One (1) IVCRC Internal Chair
 2. One (1) IVCRC External Chair
- iii. Vice Chair
- iv. Treasurer
- v. One (1) Events Coordinator
- vi. One (1) Community Outreach Coordinator
- vii. One (1) Greek Life Liaison
- viii. Two (2) Publicity Coordinators
- ix. One (1) Special Projects Coordinator
- x. One (1) Historian
- xi. One (1) Arts & Culture Commissioner
- xii. One (1) Graphic Design Coordinator
- xiii. One (1) Isla Vista Tenants Union member
- xiv. Any student at large or resident of Isla Vista who has attended a minimum of three (3) consecutive IVCRC meetings during the current academic quarter, or consecutive academic quarters, or held a position within the past two academic quarters.

b. Non-voting Membership:

- i. A.S. President
- ii. A.S. Attorney General
- iii. One (1) A.S. Senator
- iv. A.S. Controller (s)

C. Selection and Term of Office:

- a. The External Chair, Internal Chair and Vice Chair, shall be nominated to the A.S. President by means of an election of all IVCRC voting members.

- b. The Isla Vista Tenants Union member shall be selected within their respective organizations, and then approved by an internal process subject to the approval of the Chair, Vice Chair and President.
- c. The Treasurer, Community Outreach Coordinator, Special Projects Coordinator, Greek Life Liaison, Publicity Coordinator, Recruitment Coordinator, Events Coordinator, Historian, and Arts & Culture Commissioner shall be appointed by Committee on Committees internally by the outgoing and/or incoming chairs and nominated to the A.S. President to serve for a term of one (1) academic year.

D. Duties and Powers of the Committee:

- a. Advise the Associated Students President, External Vice President for Local Affairs, and the Associated Students Senate on all matters pertaining to student life in Isla Vista.
- b. Responsible for serving as a liaison between Associated Students and the following groups or organizations when in effect:
 - i. Isla Vista Recreation and Park District
 - ii. Santa Barbara County Board of Supervisors
 - iii. Isla Vista Tenants Union
 - iv. UCSB Isla Vista Youth Projects
 - v. St. George Youth Center
 - vi. IV Community Network
- c. Hold weekly meetings at an announced time and location.
- d. Hold or co-sponsor at least one (1) event or project per academic quarter.
- e. Encourage attendance and participation from students and community members at all meetings and forums.
- f. The voting membership shall oversee the administration of the A.S. Isla Vista Community Improvements Lock-In fund.
- g. Attendance:
 - i. Attendance shall be recorded in the minutes.
 - ii. Quorum shall constitute the presence of (50%+1) of nominated committee members that can vote.
 - iii. Absence and late arrival can be excused only if the External Chair or Internal Chair accept it and are notified before the meeting. Any unexcused absences will result in a possible deduction in honoraria.
 - iv. Required to attend all IVCRC events and event planning meetings, including but not limited to Pardall Carnival.

E. Duties and Powers of the Internal Chairperson:

- a. Schedule, prepare the agenda, and co-chair the weekly committee meetings at an announced time and location.
- b. Hold a minimum of three (3) regularly scheduled office hours per week, to be held in the AS Main office, AS Annex, University Center, or a visible location in Isla Vista.

- c. Attend at least one (1) Senate meeting per quarter to report on the Committee's actions with the External Chair.
- d. Make verbal or written recommendations from IVCRC to Senate on all Associated Students' bills relating to the Isla Vista Community.
- e. Schedule the IVCRC quarterly event and/or project in conjunction with the External Chair or Events Coordinator.
- f. Shall conduct one-on-one once a quarter with all other IVCRC officers.
- g. Shall schedule the quarterly retreat.
- h. Promote IVCRC involvement through weekly recognition.
- i. In conjunction with the External Chair and Treasurer, shall prepare the Committee's budget for the following year.
- j. Shall attend at least one (1) Isla Vista Tenants Union meeting per month.

F. Duties and Powers of the External Chairperson:

- a. Shall act as a liaison to the External Vice President for Local Affairs and to the Community Affairs Board.
- b. As needed, meet with and advise the Associated Students President, External Vice President for Local Affairs and the Associated Students Senate on all matters pertaining to student life in the Isla Vista community at-large.
- c. Shall hold a minimum of three (3) regularly scheduled office hours per week: two (2) to be held in the AS Main Office, AS Annex, or University Center, and one (1) in Isla Vista
- d. Attend regular meetings of the Isla Vista Community Network.
- e. Work to nurture the relationship between long-term and short-term residents in Isla Vista, which may entail the creation of public forums and/or special events/projects in Isla Vista.
- f. Shall oversee and facilitate the planning of Pardall Carnival in collaboration with the Office of the External Vice-President of Local Affairs and the Events Coordinator.
- g. Shall be responsible for assigning the attendance of at least one (1) Isla Vista Community Relations Committee member to the following:
 - i. At least one (1) meeting per quarter of the Isla Vista Community Services District, assuming that at least one is held.
 - ii. At least one (1) meeting per quarter of the Isla Vista Recreation and Park District, assuming that at least one is held.
- h. In conjunction with the Internal Chair and Treasurer, shall prepare the Committee's budget for the following year.
- i. Attend at least one (1) Senate meetings per quarter to report on the committee's action, with the Internal Chair.

G. Duties and Powers of the Vice Chair:

- a. Shall assume the responsibilities of the Internal Chair or External Chair in their absence.
- b. Assist the Chairs in the oversight of all IVCRC projects.
- c. Shall actively recruit general members to participate in IVCRC projects.
- d. Shall hold a minimum of three (3) regularly scheduled office hours per week to be held in the AS Main Office, AS Annex, University Center or a visible location in Isla Vista.
- e. Shall record minutes at meetings and send them out to A.S. Administration, IVCRC, and Senate via email.
- f. Shall update the IVCRC calendar and website with funding information, IVCRC meeting times, sponsored projects and events, office hours, and other relevant matters.
- g. Assists Internal Chair in planning quarterly retreats and end of the year banquet.
- h. Shall record and ensure completion of duties and responsibilities allocated during meetings.

H. Duties of the Treasurer:

- a. Shall be ultimately responsible for fiscal management of the Committee.
- b. In conjunction with the Chair, shall prepare the Committee's budget for the following year.
- c. Give a weekly report to the Committee of the current balance.
- d. Update the Funding Request spreadsheet and work with the Vice Chair to reflect it on the website as funding requests are approved and processed.
- e. Check agenda before meetings, research past allocations along with all relevant information, and have said information ready for the upcoming meeting.
- f. Shall be responsible for collecting all requisitions, submitting them for processing and creating electronic copies.
- g. Shall contact funding requestors within two (2) days after the meeting to inform them of the Committee's decision.
- h. Shall be knowledgeable about AS Financial Policy in order to accurately inform the committee and funding requesters on limitations and procedures.

I. Duties of the Events Coordinator:

- a. Shall plan Pardall Carnival under the oversight of the External Chair, including, this includes but is not limited to:
 - i. Securing permits;
 - ii. Contacting relevant local agencies;
 - iii. Alerting AS Entities;
 - iv. Meeting with IVFP, the Fire Department, and UCPD;
 - v. Ordering ride/sound equipment.
- b. Shall plan or assist with any other events IVCRC decides to implement or take part in.
- c. Hold two (2) office hours per week to be held in the AS Main Office, AS Annex, University Center or a visible location in Isla Vista.

J. Duties of the Community Outreach Coordinator:

- a. Shall act as a liaison between IVCRC and underrepresented communities, including, but not limited to those with: sexual orientation, race/ethnicity, socio-economic status, ideology, religion, physical/mental ability.
- b. Shall assist any community group in developing a funding source with the university or with IVCRC projects/initiatives.
- c. Shall ensure the Committee's participation in all events in Isla Vista.
- d. Shall act as a liaison to the St. George Youth Center and Isla Vista Youth Projects.
- e. Shall coordinate tabling at events where IVCRC has committed to make a presence.

K. Duties of the Greek Life Liaison:

- a. Shall act as a liaison between the Greek life community in Isla Vista and IVCRC, and facilitate collaboration for Greek life events and projects.
- b. Shall assist with any projects by UCSB affiliated Greek life organizations that are funded by IVCRC.
- c. Inform IVCRC of major Greek Life affairs.
- d. Shall provide IVCRC with weekly updates and information for the Greek Life Office.
- e. Shall attend at least one (1) meeting per quarter of the Pan- Hellenic Council and other relevant entities.

L. Duties of the Publicity Coordinator:

- a. Shall advertise for any event hosted or sponsored by IVCRC, including, but not limited to: ordering posters, creating DigiKnows, contacting the press and local organizations, writing bulk emails, and maintaining the IVCRC Newsletter.
- b. Shall update social media accounts (Facebook, Instagram, etc.) frequently about any events, recruitment, outreach opportunities, tabling, etc.
- c. Shall update and maintain IVCRC's website.
- d. Shall survey and assess the effectiveness of publicity initiatives on behalf of both IVCRC and organizations IVCRC has funded. Report back to IVCRC.
- e. Shall coordinate recruitment and information distribution efforts for IVCRC.
- f. Shall be in charge of ordering and maintaining promotional items for the committee.
- g. Shall meet with IVCRC event planners to discuss program details and determine publicity strategy.
- h. Shall be in contact with the Residence Halls Association and the Committee on Committees to find out about their recruitment fairs and tabling events.

M. Duties of the Special Projects Coordinator:

- a. Shall coordinate special projects and activities for the Isla Vista community.
- b. Shall assist with Pardall Carnival.

- c. Complete special projects assigned by the Internal or External Chair.
- d. Support other committee positions on a case-by-case basis.
- e. Oversee and coordinate all special projects within IVCRC.

N. Duties of the Historian:

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

O. Duties of the Arts & Culture Commissioner:

- a. Promote Isla Vista culture and inform community members of Isla Vista history.
- b. Plan an art/culture project/event or ensure that an art/culture element is present at another IVCRC-sponsored event, at least one (1) time per quarter.
- c. Ensure that all graphical items are appropriate and professional.
- d. Implement beautification projects in Isla Vista.

P. Duties of the Graphic Design Coordinator:

- a. Responsible for creating any graphic designs needed by IVCRC for events, recruitment, publicity, etc.
- b. Stay in contact with AS Publications and Creative Media Unit, and coordinate with them on graphic design projects as necessary.

SECTION 6. A.S. AMERICA READS

A. Charge of the Unit:

- a. A.S. America Reads / America Counts (AR/AC), initiated at UCSB in 1997 in response to the national literacy and numeracy initiatives launched under President Clinton, partners with local elementary schools to support student learning. Funded through Federal Work Study, the program trains UCSB students to serve as tutors for kindergarten through sixth-grade students, providing one-on-one tutoring, small group instruction, and classroom support in reading and mathematics. AR/AC aims to improve student proficiency, foster academic growth, and strengthen the connection between UCSB and the local community through both in-person and virtual tutoring programs.

SECTION 7. A.S. BIKE COMMITTEE (ASBC)

A. Charge of the Committee:

The A.S. Bike Committee shall prioritize expenditures of funds collected from the A.S. and Graduate Students Association Bicycle lock-in fees. The Committee shall be responsive to student input related to bicycle paths

and bicycle parking at UCSB. Finally, the Committee shall be an active bicycle system advocate, and shall take all reasonable steps to increase student, staff, faculty, and administration awareness of bicycle system issues. The Board of Directors of AS Bike Committee shall consist of the following: Executive Chair, Vice Chair, Infrastructure Chairs, Administrative Chair, and the Outreach and Advocacy Chair.

B. Voting Membership:

- a. Executive Chair
- b. Vice Chair
- c. Infrastructure Chairs (2)
- d. Administrative Chair
- e. Outreach & Advocacy Chair
- f. Graduate Students Association Representative

C. Non-Voting Membership:

- a. Associated Students Senator
- b. Representative of the Office of Budget and Planning
- c. Representative of Physical Facilities
- d. Representative of Environmental Health and Safety
- e. Representative of Transportation Services
- f. A.S. Executive Director
- g. A.S. President
- h. A.S. Attorney General
- i. A.S. Controller(s)
- j. UCPD Bike Patrol Coordinator
- k. CSO Bike Assistant Coordinator

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

- a. The Associated Students Senator shall be nominated by the A.S. Internal Vice President and approved by a majority (50%+1) vote of the Senate.
- b. The Executive Chair, Vice Chair, Administrative Chair, Infrastructure Chairs, and Outreach & Advocacy Chair shall be selected by an internal application process open to all undergraduate students and overseen by the current Associated Students Bike Committee voting members and Associated Students staff advisors by week seven (7) of Spring Quarter.
- c. The Graduate Students Association Representative shall be selected by the Graduate Student Association.
- d. The Bike Committee members shall serve a one year term and have no limit to the number of one year terms they can serve consecutively in the same or different position.

E. Duties of Voting Members:

- a. Attend A.S. Bike Committee meetings, and are permitted excused absences within reason.
- b. Read and respond to all committee emails and communications as needed.
- c. Train incoming replacement officers by week eight (8) of Spring quarter.

F. Duties of the Executive Chair (1):

- a. Organize and chair meetings.

- b. Hold a minimum of (1) weekly office hour in the Bike Committee office.
- c. Send and receive committee emails.
- d. Manage committee members by assigning tasks to appropriate officers.
- e. Schedule meetings and events.
- f. Oversee all Bike Committee projects, events, and activities.
- g. Lead discussions with all organizations affiliated with the Bike Committee.
- h. Create the annual budget.
- i. Oversee Honoraria each quarter for committee members.
- j. Provide help, support, and advice to other officers when needed.
- k. Attend AS Assembly each quarter.
- l. Check and respond to emails frequently, throughout every weekday during weeks in which the Bike Committee holds a meeting.

G. Duties of the Vice Chair (1):

- a. Hold a minimum of one (1) weekly office hour in the Bike Committee office.
- b. Send and receive committee emails.
- c. Maintain the history of Bike Committee files, voting and non-voting membership and actively use these to ensure meeting attendance.
- d. Attend at least one Senate meeting per quarter to report on the activities of the Bike Committee.
- e. Assume the duties of the Chair when the Chair is absent or unable.
- f. Directly assist the Chair in all decision-making.
- g. Complete tasks allocated by the Chair.
- h. Assist the Senate in writing legislation pertaining to the Bike Committee.
- i. Speak on behalf of the Bike Committee in communications with the press and campus and community officials.
- j. Recruit new membership and assist in the training of newly hired members for the positions.
- k. Check and respond to emails frequently, throughout every weekday during weeks in which the Bike Committee holds a meeting.

H. Duties of the Administrative Chair (1):

- a. Hold a minimum of one (1) weekly office hour in the Bike Committee office.
- b. Responds to general bike committee requests.
- c. Creates and distributes the agenda for each meeting.

- d. Writes minutes for each meeting.
- e. Creates calendar invites for each meeting.
- f. Corresponds with the Senate, sends minutes each week.
- g. Compiles all Bike Committee documents for fast and convenient sharing.
- h. Completes tasks to assist the Chair positions.

I. Duties of the Infrastructure Chairs (2):

- a. Hold a minimum of one (1) weekly office hour in the Bike Committee office.
- b. Maintain a list of currently active projects, including location, proposed project, estimated budget and key University and vendor contacts on the project.
- c. Ensure that current projects stay on schedule and are completed during the scheduled University breaks.
- d. Photograph each project before and after completion.
- e. Upon project completion, coordinate the final budget, project specs, and time to completion to be placed in the historical project costs.
- f. Conducts general field work:
 - i. Rack counts
 - ii. Air pump inspections
- g. Works with CSOs on bike abatement and quarterly bike sales.
- h. Conducts product research and maintains historical project costs.

J. Duties of Outreach & Advocacy Coordinator (1):

- a. Hold a minimum of one (1) weekly office hour in the Bike Committee office.
- b. Administers social media accounts.
- c. Coordinates tabling events to collect student input and inform students about the Bike Committee's mission and work.
- d. Creates flyers and posters.
- e. Sends university announcements / campus-wide emails.
- f. Manages the Bike Committee website.
- g. Create at least two education bike safety advertisements per quarter and educate incoming freshmen on proper bike practices such as signaling, passing, maintenance, locking, etc.

K. Frequency of meetings:

- a. The A.S. Bike Committee shall meet at least six (6) times per quarter during the Fall, Winter and Spring quarters and as deemed necessary by the Chair. The date and times of the meeting shall be set by the A.S. Bike Committee voting members.

- b. The first meeting shall be held prior to the fourth (4th) week of each quarter.
 - c. The Associated Students Bike Committee may choose to hold General Meetings (with all voting and non-voting members) and Officer Meetings (with all officers and any undergraduate or graduate students) alternatively throughout the quarter.
- L. Authorized Expenditure of Associated Students Bicycle System Improvement Funds:
- a. Public awareness activities (including but not limited to, advertising, event planning, lobbying, and promotions, retreats, and office supplies) shall be limited to no more than \$10,000.00 per year.
 - b. All funds, excluding public awareness activities and honoraria, shall be allocated exclusively to capital improvements to the bicycle system, excluding routine maintenance. Capital Improvements are defined as: upgrades or additions to bicycle paths, upgrades or additions to bicycle parking, and improved pedestrian crossings.
 - c. Projects must be planned in coordination with the Office of Budget and Planning, Physical Facilities, Environmental Health and Safety, and other relevant campus bodies.
 - d. Funds for Capital Improvement projects shall be released to the appropriate campus bodies after Senate Approval.
 - e. At the end of the year, non-appropriated funds shall transfer into the Capital Improvement Account.
- M. University matching funds:
- a. The university shall allocate to the Committee an amount equal to or greater than the annual revenue of the Associate Students and Graduate Students Association Bicycle lock-in fees.

SECTION 8. A.S. LIVING HISTORY PROJECT

A. Charge of the Unit:

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

B. Voting Membership

- a. Living History Project Chair
- b. Living History Project Vice Chair
- c. Living History Project Social Media Marketing Coordinator
- d. Living History Project Internal Student Coordinator
- e. Living History Project External Student Coordinator

C. Non-Voting (Ex-Officio Membership)

- a. Two (2) A.S. Senators
- b. Living History Project Intern
- c. (2) Researchers

- d. Living History Project Advisor

D. Selection and Term of Office

- a. The Living History Project Chair, Living History Project Vice Chair, Living History Project Social Media Marketing Coordinator, Living History Project Internal Student Coordinator, and Living History Project External Student Coordinator shall be recommended by the A.S. Committee on Committees, then nominated by the A.S. President, and approved by Senate for a term of one (1) academic year.
- b. The Living History Project Intern, and all researchers shall be recommended by the Living History Project Chair, nominated by the A.S. President, and approved by the Senate for a term of one (1) academic year.

E. Duties and Powers of the Committee

- a. Research historical activism on campus.
- b. Archive current activism on campus.
- c. Write articles incorporating research for the Living History Project website and social media.
- d. Engage students with the Living History Project through social media.

F. Duties of All Voting Members

- a. Review all funding requests submitted to the Board.
- b. Conduct at least one (1) research assignment per quarter.

G. Duties of the Living History Project Chair

- a. Take notes at all Living History Project meetings.
- b. Meet with researchers to discuss their assignments and approve their topics.
- c. Approve social media campaigns.
- d. Manage the budget of the Project.
- e. Obtain general member contact information, such as: email addresses, telephone numbers, or social media accounts.

H. Duties of the Living History Project Vice Chair

- a. Take over the duties of the Chair when the Chair position is vacant.
- b. Assist the Chair in all Board meetings.
- c. Approve researchers assignments and topic ideas.
- d. Hold researchers accountable to deadlines for their research assignments.
- e. Assign duties to voting and non-voting members.

I. Duties of the Living History Project Social Media Marketing Coordinator

- a. Create social media posts to the Living History Project official pages.

- b. Create a schedule for when posts will be made.
- c. Train general members on how to do research online and on social media.
- d. Present campaigns during Board meetings.
- e. Run marketing campaigns.

J. Duties of the Living History Project Internal Student Coordinator

- a. Train general members on how to conduct research.
- b. Create a research submission schedule for general members.
- c. Hold researchers accountable to deadlines for their research assignments.
- d. Organize general members' research topics, assignments, and work.
- e. Copy, edit, and post articles to the Living History Project website.

K. Duties of the Living History Project External Student Coordinator

- a. Conduct outreach with other student organizations.
- b. Archive current student activism.
- c. Organize general members' content.

L. Duties of the Researchers

- a. Conduct one (1) research assignment per quarter.
- b. Attend all general member meetings. Absences will be excused for valid family, medical, academic, and personal conflicts at the discretion of the Chair.
- c. Adhere to the established research article deadlines.
- d. Coordinate projects with general members.

SECTION 9. A.S. COMMISSION FOR STUDENTS AGAINST SEXUAL ASSAULT

A. Charge of the Commission

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

B. Voting Membership

- a. Co-Chairs (2)
- b. Vice Chair (1)

- c. Policy Analyst (1)
 - d. Secretary (1)
 - e. Treasurer (1)
 - f. Publicity Coordinator (1)
 - g. Education Coordinator (1)
- C. Non-Voting Membership
- a. A.S. Advisor
 - b. A.S. Executive Director
 - c. A.S. Committee on Committees Chair
 - d. A.S. Controller(s)
 - e. A.S. Attorney General
 - f. Two (2) A.S. Senators
 - g. A.S. President
- D. Selection and Term of Office of the Elected Membership:
- a. The current Co-Chair will appoint (1) Co-Chair by Week 6 of Spring Quarter and then work alongside them to appoint the rest of the board by Week 8.
 - b. Two (2) outgoing members of the elected membership who are not running for reelection will facilitate an election process for the following year's two (2) Co-Chairs, one (1) Vice Chair, one (1) Policy Analyst, one (1) Secretary, one (1) Treasurer, one (1) Publicity Coordinator, one (1) Education Coordinator. All of the commission's voting members during Spring Quarter are allowed to participate in this election. The internally elected Commission will then be recommended to the A.S. President for nomination and sent to the Senate for approval of a term lasting one (1) academic year.
 - c. In the event of a vacant position during the year, the first step will be to see if any of the already elected membership feels more comfortable moving into the vacated position, and appointed by a majority vote. Anyone that ran for a position during the previous Spring elections and was not elected will be contacted and invited to run for any vacant positions at the next meeting. In the event that a position stays vacant after these processes have been conducted, another election process must be initiated.
 - d. Attend all meetings.
- E. Duties and Powers of the Commission:
- a. Be an advocacy group aimed at improving the status of student survivors both on campus and in the community.
 - b. Be aware of and work to support the projects of other sexual violence advocacy student organizations on campus and in the community.
 - c. Act as a referral source for students on any matter concerning student survivor issues.
 - d. Work to educate the campus on issues pertaining to the student survivor community.
 - e. Advise the Senate on issues pertaining to the student survivor community.
 - f. Provide student representation for Associated Students on temporary administrative Committees concerning student survivor issues.
 - g. Work on advocating for the rights of all student survivors on campus.

- h. Maintain a working relationship with the Student Engagement and Leadership, the Chancellor's Office, the Judicial Affairs Office, CARE, the Title IX Office, and any other relevant entities.
- F. Duties and Powers of the Co-Chairs (2):
 - a. The Co-Chairs shall be the chief executive officers of SASA and shall have general supervision, direction, and control of the activities, officers, agents, employees, and property of the Commission.
 - b. The Co-Chairs shall have the power to sign papers and instruments on behalf of SASA.
- G. Duties and Powers of the Vice Director (1):
 - a. The Vice Chair shall serve as the presiding officer of SASA when both the offices of the Co-Chairs become vacant. They shall coordinate with all survivors' rights focused organizations. When necessary, the Vice Chair shall join the Co-Chairs in executing papers and instruments on behalf of the Commission.
- H. Duties and Powers of the Policy Analyst (1):
 - a. The Policy Analyst shall research all administrative, local, state, and federal policies and laws which pertain to the SASA mission statement.
 - b. The Policy Analyst shall coordinate all lobbying efforts and create all material which pertain to policy information, research findings, and bill proposals.
- I. Duties and Powers of the Secretary (1):
 - a. The Secretary shall keep the minutes of all meetings and related matters of the board of SASA.
 - b. The Secretary shall be responsible for scheduling SASA regular and executive board meetings.
 - c. The Secretary shall maintain the books and records of the Commission, and its properties and transactions.
- J. Duties and Powers of the Treasurer (1):
 - a. The Treasurer shall keep and maintain all financial records and related matters of the board of SASA.
 - b. The Treasurer shall assist the Co-Chairs in updating the budget as necessary.
 - c. The Treasurer shall be responsible for determining and writing grant proposals as necessary.
 - d. The Treasurer shall be responsible for notifying the Executive Board of any funding requests by outside organizations, coordinating a time for those organizations to present to the Executive Board and notifying the outside organizations requesting funds if their funding request has been approved.
- K. Duties and Powers of the Publicity Coordinator (1):
 - a. The Publicity Coordinator shall create and distribute flyers and all other advertisement materials.
 - b. The Publicity Coordinator shall be responsible for up-keeping all social media platforms and for promoting SASA events.
 - c. The Publicity Coordinator shall hold recruitment events on an as-needed basis.
- L. Duties and Powers of the Education Coordinator (1):

- a. The Education Coordinator shall organize and execute programs on campus to promote the SASA mission statement.
- b. The Education Coordinator shall serve as a liaison between SASA and other organizations on the UCSB campus dealing with SVSH education.

M. Funding Requests for Students to SASA:

- a. In order for funding requests to be submitted, student organizations (SEALs) and boards/commissions/units (BCUs) must attend an Executive Board meeting to present.
- b. Whether funding is given is up to the discretion of the Executive board.
- c. Funding requests must be submitted before the Executive Board meeting that they are presenting at.
- d. Student organizations are highly expected to attend and participate in other SASA events.
- e. Student organizations that receive funding but fail to attend meetings afterwards detrimentally affect the integrity of their organization with future funding requests.

IV. ADVOCACY UNITS

SECTION 1. ISLA VISTA TENANTS UNION AND ADVISORY BOARD

A. Charge of the Unit:

The Isla Vista Tenants Union (IVTU) is a group of concerned residents interested in providing services to UCSB students who are tenants in Isla Vista, along with other tenants and residents in the Isla Vista community. We aim to educate tenants on their rights and responsibilities, and to act as a resource when problems do arise. We believe people should be able to live without suffering discrimination, retaliation, or living with fear of eviction. We recognize the diversity of our community and we strive to meet the different needs of our members while uniting our common interests as tenants. We reach out to property managers, the University, elected officials, local groups and individuals to realize our vision and address pressing tenant issues. In providing service to tenants in Isla Vista, we hope to build a sense of community of Isla Vista; one that is educated, proactive and united.

B. IVTU Advisory Board (financial voting power):

- a. IVTU Chair
- b. IVTU Vice Chair
- c. Nine (9) Directors of the IVTU
 - i. Outreach Director
 - ii. Legal Director
 - iii. Finance Director
 - iv. Marketing Director
 - v. Human Resources Director
 - vi. Community Resident Director
 - vii. SBCC Relations Director
 - viii. Technology Director
 - ix. International Student Relations Director
- d. The A.S. External Vice President for Local Affairs or the EVPLA Resident and Housing Coordinator

C. IVTU Membership (no financial voting power):

- a. A.S. Advisor(s)

- b. A.S. Executive Director
- c. A.S. President
- d. One (1) A.S. Senator
- e. A.S. Attorney General
- f. A.S. Controller(s)
- g. A.S. Legal Resource Center Student Unit Director or LRC representative
- h. A.S. Isla Vista Community Relations Committee member or representative
- i. Santa Barbara Housing Cooperative Representative
- j. Community Housing Office Representative
- k. General Members

D. Selection and Term of Office:

- a. The IVTU Chair and Vice-Chair must first be recommended by IVTU members, then nominated by the A.S. President and approved by Senate for a term of one (1) academic year. The eight (8) IVTU Directors shall be selected and approved by IVTU's voting members, then nominated by the A.S. President, with final approval by the Senate for a term of one (1) academic year.
- b. The one (1) EVPLA Resident and Housing Coordinator voting member shall be nominated by the EVPLA with the approval of the IVTU Chair and the IVTU voting members, then nominated by the A.S. President, with final approval by the Senate for a term of one (1) academic year.
- c. Any member of the Isla Vista Community or any UCSB student can become a General Member of IVTU if approved by a majority of voting members of the board after attending three IVTU meetings in one quarter. They will continue to be a voting member for the remainder of the academic year. Voting privileges shall be revoked at the discretion of the Chair after a general member obtains two unexcused absences.
- d. In the event that the IVTU does not have the membership required to elect next year's members, the selection procedures shall revert to the selection process as prescribed in A.S. Legal Code.

E. Attendance

- a. Attendance shall be recorded in the minutes.
- b. Quorum shall constitute the presence of (50% + 1) of members of the IVTU Advisory Board.
- c. In the event a member cannot attend a regularly scheduled meeting, that member may appoint a proxy. A proxy must be approved by the IVTU through majority vote. The proxy shall be given temporary authority for the duration of that meeting, or for a duration determined by the Board.
- d. Absence & late arrival can be excused only if the Chair or Vice Chair is notified before the meeting.

F. Duties of the IVTU Chair:

- a. Attends, facilitates, and sets the agenda for weekly IVTU meetings. Distributes minutes to the appropriate entities following meeting.
- b. Attends IVTU-sponsored events to the best of their ability.
- c. Spends a minimum of three (3) regularly scheduled hours per week at the IVTU office working on IVTU-related business or casework.
- d. Work on at least two (2) IVTU projects per quarter.

- e. Table at least one (1) hour per quarter.
- f. Ensures that IVTU projects progress efficiently and successfully.
- g. Assists in the completion of the budget package for the following year.
- h. Facilitates the nomination, election, and transition of the officers for the following year.
- i. Ensures that University and Associated Students policies and procedures are followed.
- j. Determines, with guidance from the IVTU advisor, the eligibility of IVTU officers applying for honoraria.
- k. Serve as a liaison between IVTU and other organizations and act as the official representative and face of the Tenants' Union.

G. Duties of the IVTU Vice Chair:

- a. Records the minutes at weekly IVTU meetings.
- b. Attends IVTU sponsored events to the best of their ability.
- c. Spends a minimum of two (2) regularly scheduled hours per week at the IVTU office working on IVTU-related business or casework.
- d. Work on at least two (2) IVTU projects per quarter.
- e. Table at least one (1) hour per quarter.
- f. Assumes the Chair's responsibilities in meetings and all other IVTU business affairs in the Chair's absence.
- g. Assists in the completion of the budget packet for the following year.
- h. Supervise the IVTU caseworking program.
- i. Assists the IVTU Chair as directed.
- j. Serve as a liaison between IVTU and other organizations.

H. Duties of the IVTU Outreach Director:

- a. Attends weekly IVTU meetings.
- b. Attends IVTU-sponsored events to the best of their ability.
- c. Spends a minimum of three (3) regularly scheduled hours per week at the IVTU office working on IVTU-related business or casework.
- d. Works on at least two (2) IVTU projects per quarter, one of which should be outreach based.
- e. Table at least one (1) hour per week. Coordinates IVTU tabling efforts.
- f. Coordinates, advertises, and plans a minimum of two (2) outreach presentations per quarter to promote IVTU within the University and local community.
- g. Maintains contacts with the student and non-student community, including the Spanish- speaking and Mandarin-speaking communities, and acts as a source or information for IVTU's activities.

- h. Coordinates local outreach efforts of the IVTU.
- i. Takes interviews with local media outlets on behalf of IVTU, with groups such as the Daily Nexus, the Bottom Line, the Santa Barbara Independent, and others.
- j. Represents IVTU at least three (3) community meetings such as IV Community Network, IVCSA, Isla Vista Elementary school PTA meetings, and others.

I. Duties of the IVTU Legal Director

- a. Attend weekly IVTU meetings.
- b. Attends IVTU-sponsored events to the best of their ability.
- c. Spends a minimum of three (3) regularly scheduled hours per week at the IVTU office working on IVTU-related business or casework.
- d. Work on at least two (2) IVTU projects per quarter.
- e. Act as a liaison and maintain a highly productive relationship with A.S. Legal Resource Center, A.S. Lobby Corps, and the EVPSA Office. Establish and maintain relationships with the IVCSA and county representatives.
- f. Oversee the legal matters of IVTU business, review legal documents, and advise the IVTU Board.
- g. Assist the IVTU Board in the development and implementation of legislation, with guidance from the LRC and A.S. Advisors.
- h. Oversee all IVTU legal education efforts.

J. Duties of the IVTU Finance Director:

- a. Attend weekly IVTU meetings.
- b. Attends IVTU-sponsored events to the best of their ability.
- c. Spends a minimum of three (3) regularly scheduled hours per week at the IVTU office working on IVTU-related business or casework.
- d. Work on at least two (2) IVTU projects per quarter.
- e. Table at least one (1) hour per quarter.
- f. Analyze and present financial reports in an accurate and timely manner; oversee all financial, project/program and sponsorship accounting. Maintain a current balance on IVTU budget line items.
- g. Coordinates the completion of the budget package for the following year.
- h. Regularly assess all IVTU's financial plans, contracts, sponsorships, and potential investments; monitor progress and keep the Board informed of the organization's financial status. Keep an active accounting of IVTU funds and budgets.
- i. Advise on and execute the Boards' financial decisions and advise the board on A.S. Financial policies. Update and implement all necessary business policies and accounting practices.
- j. Improve the finance department's overall policy and procedures in the IVTU Manual.

- k. Create and maintain a strong relationship with A.S. Assistant Director for Finance and Budgets. Assist other Board members with completion of financial transactions.
 - l. Report the current balances of IVTU accounts during weekly IVTU Board meetings.
- K. Duties of the IVTU Marketing Director:
- a. Attend weekly IVTU meetings.
 - b. Attends IVTU-sponsored events to the best of their ability.
 - c. Spends a minimum of three (3) regularly scheduled hours per week at the IVTU office working on IVTU-related business or casework.
 - d. Work on at least two (2) IVTU project per quarter.
 - e. Table at least one (1) hour per quarter.
 - f. Work with media outlets and social media platforms (Facebook, Instagram, Reddit, etc.) to publish timely company information, such as infographics, Facebook events, press releases, brochures, and other materials
 - g. Develop and execute the advertising, marketing, and promotion plans of the TU.
 - h. Publish IVTU educational materials for public distribution online and in print.
 - i. Regularly evaluate the marketing inventory and make recommendations to the Board. Purchase new marketing materials.
 - j. Maintain and continuously update a file containing all marketing materials.
 - k. Manage all IVTU social media, including but not limited to Facebook, Twitter, and Instagram.
 - l. Manage and update the IVTU mailing list. Create and send out monthly newsletters to tenants.
- L. Duties of the IVTU Human Resources Director
- a. Attend weekly IVTU meetings.
 - b. Attends IVTU-sponsored events to the best of their ability.
 - c. Spends a minimum of three (3) regularly scheduled hours per week at the IVTU office working on IVTU-related business or casework.
 - d. Work on at least two (2) IVTU project per quarter.
 - e. Table at least one (1) hour per quarter.
 - f. Review and make recommendations to the Board for improvement of the Manual's policies, procedures, and practices and IVTU Legal Code.
 - g. Coordinate event staffing for IVTU events and regularly update the IVTU and A.S. event calendars.
 - h. Organize and participate in board and staff development for the TU through retreats, training, travel, and educational opportunities.
 - i. Community outreach to find volunteers as well as provide training and orientation for volunteers.

- j. Lead efforts to fill open board positions and recruitment for future years.
- k. Conduct quarterly in-person check-ins with each board member to follow project progress and personal well-being.

M. M) Duties of the IVTU Community Resident Director

- a. Attend weekly IVTU meetings.
- b. Attends IVTU-sponsored events to the best of their ability.
- c. Spends a minimum of three (3) regularly scheduled hours per week at the IVTU office working on IVTU-related business or casework.
- d. Work on at least two (2) IVTU project per quarter.
- e. Table at least one (1) hour per quarter.
- f. Identify issues faced by long-term community members and non-student residents of Isla Vista and create solutions to address the problems.
- g. Ensure that the broader IV community, including the Houseless population, is represented in IVTU decision making. Create and maintain strong working relationships with community members.
- h. Make sure that all IVTU events are all inclusive—making sure that translation services are available.

N. Director of IVTU SBCC Relations Director:

- a. Attend weekly IVTU meetings.
- b. Attends IVTU-sponsored events to the best of their ability.
- c. Spends a minimum of three (3) regularly scheduled hours per week at the IVTU office working on IVTU-related business or casework.
- d. Work on at least two (2) IVTU project per quarter.
- e. Table at least one (1) hour per quarter
- f. Serve as a liaison between SBCC Associated Students Government and IVTU.
- g. Serve as a point of contact between IVTU & the Associate Dean for Educational Programs & Student Affairs, or other designated SBCC administrator(s) related to student affairs.
- h. Execute projects that relate to SBCC students in Isla Vista & coordinate outreach to SBCC students about IVTU & housing resources.

O. Duties of IVTU Technology Director

- a. Attends weekly IVTU meetings.
- b. Attends IVTU-sponsored events to the best of their ability.
- c. Spends a minimum of three (3) regularly scheduled hours per week at the IVTU office working on IVTU-related business or casework.
- d. Work on at least two (2) IVTU project per quarter.

- e. Table at least one (1) hour per quarter
 - f. Manage and update the IVTU website regularly, as well as any other sites managed by IVTU, including but not limited to "Rate my IV Rental."
 - g. Facilitate and moderate the "Rate my IV Rental" website.
 - h. Actively work to improve and adapt the websites, and supplement the services offered on the websites to make them more efficient and user-friendly.
- P. Duties of the A.S. External Vice President of Local Affairs or the EVPLA Resident & Housing Coordinator
- a. Attends weekly IVTU meetings.
 - b. Attends IVTU events to the best of their ability.
 - c. Holds a minimum of two (2) office hours in the IVTU office.
 - d. Serves as a liaison between the IVCRC and IVTU.
 - e. Informs IVTU on relevant issues being presented to A.S. and the EVPLA office.
 - f. Fosters relationship between A.S. Executives, the EVPLA Office, and IVTU.
 - g. Coordinates at least one (1) event per quarter in collaboration with IVTU and EVPLA.
 - h. Works on at least one (1) IVTU project per quarter.
- Q. Duties of General Members
- a. Attend weekly IVTU meetings.
 - b. Work on selected IVTU projects.
- R. Operating Procedures of the IVTU:
- a. IV Tenants Union Meetings will be held weekly and will be announced and publicized to the community.
 - b. All official decisions concerning IV Tenants Union actions, decisions, Manual, and agendas shall be made with the approval of the majority (50% + 1) of the IVTU voting members.
 - c. All operating procedures not outlined in Legal Code or other A.S. Policy are controlled by the IVTU Manual. The IVTU Manual shall serve as an additional source of code for the Tenants Union.
- S. Duties of the International Student Relations Director
- a. Attend weekly IVTU meetings
 - b. Attends IVTU-sponsored events to the best of their ability.
 - c. Spends a minimum of three (3) regularly scheduled hours per week at the IVTU office working on an IVTU-related business or casework.
 - i. "Casework": the IVTU International Students Relations Director should be participating in the student caseworking program.
 - d. Work on at least one (1) IVTU project per quarter.

- i. "Projects": This project may be directly related to the duties of the International Students Relations Director, or can be something unrelated.
- e. Table at least (1) hour per quarter.
 - i. IVTU tabling efforts should primarily put together by the Outreach Director.
- f. Serve as a liaison between International Students and IVTU.
 - i. Work with the major international student organizations on campus to connect IVTU resources to international students.
- g. Ensure IVTU materials are accessible to international students.
 - i. Work with the marketing director to create translations for IVTU materials and resources.
- h. Execute projects that relate to International Students in Isla Vista & coordinate outreach to International Students about IVTU & housing resources.

SECTION 2. A.S. LOBBY CORPS

A. Charge of the Board:

Associated Students Lobby Corps is an organization that strives to unite activism, professionalism, and strategic action planning to advocate for student needs while implementing local, state-wide, and national campaigns. We strive to represent student interests in political institutions by fighting for student rights, people-powered democracy, and affordable, accessible, and quality higher education for all. Lobby Corps seeks to mirror the unique, diverse, and forward thinking nature of the UCSB community, and advocate for student needs – be it in Washington D.C., or Isla Vista. To this end, Lobby Corps will collaborate with other student organizations in order to educate, assist, and train student leaders so they can advocate for issues affecting all students, especially those of underrepresented communities. As a means to promote this goal, we will seek to empower any AS or SEAL group that wishes to participate in a lobby training workshop so they can more effectively advocate for general student interests. Lobby Corps is an ASUCSB unit that researches and analyzes pending local, state, and Federal legislation, programs, and policy. The goal of Lobby Corps is to influence legislators and decision-makers in order to shape public policy that reflects our diverse student community's needs and priorities as well as to give students the opportunity to gain real-world political, legislative, and organizing experience.

B. Membership:

a. Voting:

- i. Co-Chair for State and National Affairs
- ii. Co-Chair for Local Affairs
- iii. Two (2) Communications Directors
- iv. Local Policy Director
- v. Two (2) Logistics Directors
- vi. State & National Policy Director
- vii. Training Director

b. Non-Voting:

- i. A.S. Advisor
- ii. A.S. Executive Director
- iii. External Vice President for Statewide Affairs

- iv. External Vice President of Local Affairs
- v. A.S. President
- vi. A.S. Attorney General
- vii. One (1) A.S. Senator
- viii. Committee on Committees Chair
- ix. A.S. Controller(s)

C. Selection Process and Term of Office:

- a. Communications Director(s), Local Policy Director(s), Logistics Director(s), State & National Policy Director(s), and Training Director(s) shall be recommended to the A.S. Committee on Committees, then forwarded to the A.S. President and confirmed by the Senate. The appointments shall be for a term of one (1) academic year.
- b. The Co-Directors shall be recommended to the A.S. Committee on Committees by the External Vice Presidents through an A.S. Committee on Committee interview process that includes the respective outgoing Co-Director of A.S.U.C.S.B Lobby Corps, the respective EVP, and the member(s) of the Committee on Committees, then forwarded to the A.S. President. It should be confirmed by a simple majority (50% +1) vote of the Senate. The appointments shall be for a term of one (1) academic year.
- c. The Co-Directors shall have the authority to recommend the appointment, approval, and removal of all AS Lobby Corps officers to the A.S. Committee on Committees.
- d. The (1) A.S. Senator shall be appointed by the Internal Vice President, approved by Lobby Corps voting members, with final approval by the Senate for a term of one (1) academic year.

D. Operating Procedures:

- a. Executive Board Meetings:
 - i. Will be held on a regular basis with no more than two (2) weeks in between meetings.
 - ii. Will be open only to voting and non-voting members of A.S. Lobby Corps as outlined in Section B, as well as Senators and Executives, with requests for access by unlisted individuals subject to approval by Co-Chair discretion.
 - iii. Meetings will be facilitated by the Co-Chairs.
 - iv. All meetings must include updates from each appointed position with Lobby Corps.
- b. General Body Meetings:
 - i. Will be held on a regular basis with no more than two (2) weeks in between meetings.
 - ii. Will be open to all members of the general public.
 - iii. Meetings will be facilitated by the Co-Chairs, in addition to the Training Director and any other relevant officers or invited guests.
- c. A Lobby Corps Logistics Director must take minutes at every official meeting. Senate must then approve these minutes, even if Lobby Corps did not allocate funds during its meeting.
- d. The Co-Chairs have the authority on all expenditures under the amount of five hundred dollars (\$500.00).
 - i. Any such expenditure must be placed into the minutes of the next general meeting.

- e. If an expenditure of over five hundred dollars (\$500.00) needs approval that could not wait until the next general meeting:
 - i. Any two officers or single Co-Chair may call any emergency vote, to be conducted by any means of communication available (e.g. phone, email, etc).
 - ii. The officer(s) calling the emergency phone vote must give detailed information regarding the expenditure at hand.
 - iii. A simple majority (50% + 1) of the officers must be contacted to validate the emergency phone vote.
 - iv. The expenditure request passes with the approval of two-thirds (2/3) of the contacted Lobby Corps officers.
- f. Lobby Corps may only lobby on an issue after a simple majority (50% +1) vote of the present appointed officers, or after a Senate resolution is passed instructing Lobby Corps to take up the issue. AS Senate may also vote to either require Lobby Corps' neutrality on a matter, or to require Lobby Corps take an alternative stance; however, the Senate may not force Lobby Corps to take any stance which stands directly opposed to the endorsed position of the External Vice President for Statewide Affairs (EVPSA). In such a case, the Senate can only compel neutrality.

E. Duties and Powers of the Co-Chair for State and National Affairs

- a. Shall serve as the representatives of A.S. Lobby Corps in all Statewide and National affairs.
- b. Shall oversee all operations, projects, campaigns and activities of Lobby Corps members and affiliates pertaining to statewide and national affairs.
- c. Must work closely with SEAL registered student organizations who currently work on political and/or education issues on a statewide or national level.
- d. Shall work on recruiting students to attend statewide and national conferences and activities.
- e. Shall be responsible for attending at least two (2) non-consecutive Senate meetings per quarter to report on the unit's actions.
- f. Shall become familiar with the materials and information provided by the Midwest Academy and/or GROW (Grassroots Organizing Weekend) by the United States Student Association.
- g. Shall play an active role in voter registration and voter turnout campaigns on campus and in UC Santa Barbara community.
- h. Shall be responsible for attending all staff meetings of the Office of the External Vice President for Statewide Affairs.
- i. Shall serve a term of one (1) academic year.
- j. Shall serve at least four (4) office hours per week, at least one (1) in each office.
- k. Shall attend all UCSA Board of Directors meetings as an ex-officio member of the Board, as funds permit.
- l. Shall attend all AS Assembly Meetings.
- m. Shall plan all Lobby Corps meetings and quarterly retreats.

- n. Shall work in coordination with the Senators to formulate resolutions in response to all state and national legislation.

F. Duties and Powers of the Chair for Local Affairs:

- a. Shall attend all Lobby Corps meetings and serve as the representative of A.S. Lobby Corps in all local affairs.
- b. Shall oversee all operations, projects, campaigns and activities of Lobby Corps members and affiliates pertaining to local affairs.
- c. Must work closely with OSL registered student organizations who currently work on political and/or education issues on a local level.
- d. Shall serve as County Director for the External Vice President of Local Affairs and be responsible for informing the members of Lobby Corps, the EVPLA, and the AS Senate of all county legislation affecting the Isla Vista Community.
- e. Shall be responsible for attending at least two (2) non-consecutive Senate meetings per quarter to report on the board's actions with the Lobby Corps Legislative Liaison.
- f. Shall play an active role in voter registration and voter turnout campaigns on campus and in Isla Vista.
- g. Shall work in coordination with the Senators to formulate resolutions in response to all local legislation.
- h. Shall coordinate all lobby appointments with local, statewide, and federal public officials regarding local issues.
- i. Shall, to the best of their ability, build a rapport and working relationship with the office of public officials in our district through regular meetings.
- j. Shall hold a minimum of four (4) office hours per week at least one (1) in each office.
- k. Shall attend all AS Assembly Meetings.
- l. Shall plan all Lobby Corps meetings and quarterly retreats.

G. Duties of the Communications Director:

- a. Shall be responsible for the collection and maintenance of all major campus wide, local, statewide, and national media contacts.
- b. Shall work with the other officers to promote and advertise the activities of Lobby Corps.
- c. Shall be responsible for all outreach activities including but not limited to the following:
 - i. Class presentations
 - ii. Tabling
 - iii. Welcome Week activities
 - iv. Open house
 - v. Student Organizations presentations.
 - vi. Creating flyers, posters, and signs
- d. Shall prepare and distribute all media press releases and media advisories as designated by the Co-Chairs.

- e. Shall maintain the social media and online presence of the Lobby Corps.
- f. Shall attend all Lobby Corps meetings and quarterly retreats.

H. Duties of the Local Policy Director:

- a. Shall be responsible for preparing and presenting a weekly report regarding the status of pending local legislation, and policy/political developments.
- b. Shall work in conjunction with any entity that may provide assistance or information that will better the understanding of issues for Lobby Corps.
- c. Remain thoroughly informed on all relevant local proceedings, legislation, and policy related to the work of the Lobby Corps. This includes but is not limited to:
 - i. County of Santa Barbara
 - ii. Isla Vista Community Services District
 - iii. Isla Vista Recreation and Park District
 - iv. Goleta City Council
 - v. Santa Barbara City Council
- d. Shall coordinate labor oriented campaigns in conjunction with registered student organizations on campus.
- e. Shall maintain communication with local union chapters and chapter leaders.
- f. Shall attend all Lobby Corps meetings and quarterly retreats.

I. Duties of the Logistics Director:

- a. Shall take minutes of the Lobby Corps Executive Board meetings and make them available to those who need access (e.g: Senate).
- b. Shall create a weekly action items list and distribute it to the Executive Board.
- c. Maintain knowledge of the current state of Lobby Corps finances, with reports being given during an Executive Board meeting at the request of a Co-Chair.
- d. Shall be responsible for assisting in the completion of the budget for the following year.
- e. Shall be responsible for assisting the Co-Chairs with external communications whenever necessary, such as setting up lobby meetings.
- f. Shall be responsible for looking into the logistics of all Lobby Corps events.
- g. Shall attend all Lobby Corps meetings and quarterly retreats.

J. Duties of the Training Director:

- a. Shall be responsible for presenting and/or recruiting members of the Board for potential conferences, training sessions, job-opportunities, and information provided by the United States Students Association UCSA (UC student associations) or other relevant entities.

- b. Shall coordinate at least two (2) training sessions on grassroots campaign skills throughout the year.
- c. Shall be responsible for training any interested student group in grassroots organizing.
- d. Shall attend all Lobby Corps meetings and quarterly retreats.

K. Duties of the State & National Policy Director:

- a. Shall be responsible for preparing and presenting a weekly written report regarding the status of pending legislation, and policy/political developments.
- b. Shall work in conjunction with any entity that may provide assistance or information that will better the understanding of issues for Lobby Corps.
- c. Remain thoroughly informed on all relevant proceedings, legislation, and policy related to the work of the Lobby Corps. This includes but is not limited to:
 - i. United States Congress
 - ii. California State Senate and Assembly
 - iii. UC Regents
 - iv. UC Office of the President
- d. Attend all Lobby Corps meetings and quarterly retreats.
- e. Hold three (3) regularly scheduled office hours per week.

SECTION 3. A.S. PUBLIC AND MENTAL HEALTH COMMISSION

A. Mission Statement - Charge of the Committee

The A.S. Public and Mental Health Commission is a body concerned with the healthcare and mental health of UCSB undergraduate students. The commission aims to address relevant public health issues and works through student-run projects in coordination with Student Health, CAPS, and other relevant entities. The commission will advocate and serve as a point of reference for other health and mental health entities on campus, collaborating with them to lessen the burden of students through informative and preventative actions. Its purpose is to promote the awareness of student health and mental health concerns in our community, while taking direct action to address and combat these issues accordingly.

B. Membership

a. Voting Membership

- i. Two (2) Co-Chairs
- ii. One (1) Event and Program Director
- iii. One (1) Marketing Director
- iv. Two (2) Conference Coordinators
- v. One (1) Administrative
- vi. One (1) Public Health Special Projects Coordinator
- vii. One (1) Mental Health Special Projects Coordinator
- viii. One (1) Non-Traditional + First Generation Student Representative
- ix. One (1) Racial Equity Advocate
- x. One (1) LGBTQIA+ Advocate
- xi. One (1) International Student Liaison
- xii. One (1) New Student Representative

b. Non-Voting Membership

- i. AS Office of the President Mental Health Coordinators
- ii. EVPSA Office Mental Health Coordinator
- iii. UCOP Title IX Student Representative
- iv. At-Large Student Representative to the Student Health Advisory Committee
- v. At-Large Student Representative to the UC SHIP Advisory Committee
- vi. One (1) A.S. Senator
- vii. One (1) Representative from UCSB Active Minds
- viii. One (1) Representative from UCSB Health & Wellness

c. Voting Membership:

- i. All mandatory membership.
- ii. Any student upon attending two (2) or more meetings per quarter.

C. Selection and Term of Office of the Mandatory Membership

- a. The two (2) Chairs and all Coordinators shall be recommended by the previous voting membership, to the A.S. Committee on Committees, then nominated by the A.S. President with final approval given by the Senate for a term of one (1) academic year.
- b. The recommendation process of the Public and Mental Health Commission for the two (2) Chairs and all of the Coordinators requires a vote by all those considered in the category of "Voting Membership". The individuals pursuing those aforementioned positions must acquire a majority of votes. The vote reflects the formal selection of the Commission to the A.S. President.
- c. The Senator can first be recommended by the Committee and then selected and nominated by the Internal Vice President, with final approval given to the Senate for a term of one (1) year. If a Senator is not recommended by the Committee in the ninth (9th) week of Spring quarter, the Internal Vice President can appoint a Senator without any recommendation by the Committee.

D. Attendance

- a. Board members must attend all meetings. In the case that a voting member must miss a meeting, they must keep in communication with the co-chairs and let them know at least 8 hours in advance of the scheduled meetings.
- b. Removal of a voting member will be passed by 2/3 vote of the present voting members for reason, such as, but not limited to, missing five (5) consecutive meetings, failure to communicate with the co-chairs, failure to abide by their constitutional duties, any conduct constituting a violation of misbehavior, or if a student expresses values that go against the values of the A.S. Public and Mental Health mission statement.

E. Duties and Powers of the Commission

- a. Shall act as a reference point for student social services related to public and mental health at UCSB.
- b. Shall maintain a proactive student voice and address Public Health and Mental Health concerns on campus and in Isla Vista.
- c. Shall work to educate the campus on issues pertaining to student public health and mental health.

- d. Shall create viable and effective communication between UCSB students and various campus departments focused on Healthcare, Public Health, and Mental Health at UCSB and in the UC system.
- e. Shall take direct action to expand and improve mental health services and healthcare availability and knowledge at UCSB and in the UC system.
- f. Shall coordinate speakers, lectures, panels, and other events to educate and make UCSB or the community aware of issues.
- g. The commission shall be in charge of the planning and funding of the annual UCSB Mental Health Conference.
- h. The commission, in partnership with the Commission on Student Wellbeing, shall be responsible for the care and restocking of Narcan Boxes in residence halls and student apartments.

F. Duties and powers of Co-Chairs

- a. Shall schedule and facilitate weekly meetings of the Commission.
- b. Shall maintain awareness of issues related to mental or physical health locally, nationally, and in the University of California system.
- c. Shall handle public relations for the Commission and be the official spokespeople for the Commission, including, but not limited to, sending responses for approved amounts on funding requests, MOU/contract signing, responding to collaboration requests, etc.
- d. Shall give at least one (1) report to the Senate per quarter regarding the activities of the Commission.
- e. Shall meet with PMHC advisor every 2 weeks to discuss progress, updates, and to work on projects to address issues related to mental or physical health locally and in the University of California system.
- f. Shall prepare the Commission's budget for the following year in collaboration with the Administrative Officer of the Commission.
- g. Shall attend the quarterly A.S Assembly.
- h. Shall organize one (1) PMHC officer retreat per quarter.
- i. Shall facilitate, contact, and coordinate the Finals Essential Booth in collaboration with COSWB, the Senate Advocacy Committee, and all other interested parties.
- j. Shall hold a minimum of three (3) office hours per week.
- k. One committee member will be assigned by the chair, or be the chair themselves, to act as the liaison to the Menstrual Health and Equity Coalition in the following ways:
 - i. To attend meetings scheduled by the A.S. COSWB Womxn's Health Coordinator
 - ii. To actively support and advance the mission of MHEC by cultivating the progress of menstrual health product accessibility on campus
 - iii. To report back to their committee on the work of MHEC

G. Duties of the Events and Programs Director

- a. Shall facilitate discussion with other UCSB students by organizing events on campus and monitoring programs that the commission is hosting.

- b. Shall be actively involved in all events and programs being put on by the board, being the official spokesperson for things like room reservations, funding requests, and collaborations.
- c. Shall create a strategy chart and give themselves a set of deadlines that will lead to the end of the quarter or the completion of the project.
 - i. At the end of the quarter turn in a debrief of the progress made in the quarter and any changes the project may need to the secretary.
- d. Shall attend a minimum of (2) UCSB Active Minds meetings per quarter and provide them with updates regarding the work and projects of the Public and Mental Health Commission.
- e. Shall hold a minimum of two (2) office hours per week.

H. Duties of the Marketing Director

- a. Work to develop and enact at least one (1) campus-wide promotional or marketing campaigns per quarter.
- b. Shall oversee the advertising and marketing strategies for all events and the Commission in general.
- c. Maintain and monitor all commission social media accounts and online accounts, by publishing articles, videos, and photography.
- d. Develop, in conjunction with the Board, the advertising, marketing, and promotion plans.
- e. Shall be responsible for keeping the website up to date for the Public and Mental Health Commission.
- f. Shall coordinate a Marketing Committee that will assist in the promotion of PMHC and work on any individual marketing projects. The Marketing shall reach out to any members by Week 3 of Fall quarter with meeting times.
- g. Shall hold a minimum of two (2) office hours per week.

I. Duties of the Conference Coordinators (2):

- a. Shall recruit a team by the end of Fall Quarter that will be responsible for planning and executing the Mental Health Conference.
- b. Shall plan and oversee the conference by effectively managing the team and meeting with them accordingly.
- c. Shall make reports and act as a liaison to the executive board about the progress of the team and any information about the conference.
- d. Shall be responsible for sharing the knowledge obtained at the conferences with the rest of the commission and the UCSB student body who were unable to participate by providing a report about their conference experience to the ASUCSB Senate and incorporating this new knowledge into at least one (1) future event or program.
- e. Shall hold a minimum of two (2) office hours per week.

J. Duties of the Administrative Coordinator

- a. Shall be responsible for carrying out the administrative and fiscal tasks of the Public and Mental Health Commission.

- b. Shall provide a weekly report to the committee on all expenditures, starting with week one (1).
 - i. Reports include: amount left in special projects, the prior weeks' expenditures, and any large changes to the commissions budget.
- c. In conjunction with the Chairs, shall prepare the Commission budget for the following year and present it to the Finance Committee in the Winter for review.
- d. Shall be responsible for collecting and compiling documentation about the commission's finances and projects, including but not limited to requisitions, MOU's, contracts, and funding requests.
- e. Shall be responsible for recording minutes of all meetings and submitting approved minutes to be approved by the senate.
- f. Shall hold a minimum of two (2) office hours per week.

K. Duties of the Public Health Special Projects Coordinator

- a. Shall maintain awareness of public health issues locally, nationally, and in the University of California system.
- b. Shall act as the liaison between Student Health Services, including the Alcohol and Drug Program, and the Association.
- c. Shall actively be working on the Reproductive Justice Program and Mental Health First Aid Training Program.
 - i. Create a strategy chart and give themselves a set of deadlines that will lead to the end of the quarter or the completion of the project.
 - ii. At the end of the quarter, turn in a debrief of the progress made in the quarter and any changes the project may need to the secretary.
- d. Shall be responsible for running RJP in collaboration with HRB's Students for Reproductive Justice, including but not limited to, the following duties:
 - i. Provide funding to the RJP program.
 - ii. Meet quarterly with stakeholders (before Week 9) to review expenditures and assess the effectiveness of the fund.
 - iii. Coordinate communications between stakeholders of the program.
- e. Shall work, in collaboration with the New Student Representative, to implement and oversee a sustainable, long-term program providing free naloxone in university-affiliated housing.
 - i. Restock any naloxone boxes reported as being empty once a month.
 - ii. At the beginning of each quarter, go to all of the naloxone boxes to ensure they are filled.
 - iii. Schedule an annual meeting to review and modify any agreements with participating parties, including but not limited to the Alcohol and Drug Program and Campus Housing (e.g. Residential and Community Living, Residential Operations, Office of the Associate Vice Chancellor).
- f. Shall provide a weekly report to the commission with project updates.

- g. Shall host or collaborate on at least (1) event or program per quarter related to public health issues.
- h. Shall hold a minimum of two (2) office hours per week.

L. Duties of the Mental Health Special Projects Coordinator

- a. Shall maintain awareness of mental health issues locally, nationally, and in the University of California system.
- b. Shall be responsible, in collaboration with the COSWB's Mental Health Coordinator, for running the Mental Health First Aid Committee, as found in Commission on Student Well-Being legal code.
- c. Shall facilitate, contact, and coordinate the Student Mental Health Task Force as a way to create a solid base of communication for all mental health organizations and departments on campus.
- d. Shall host or collaborate on at least one (1) event or program per quarter related to mental health issues.
- e. Shall actively be working on a project which will address mental health concerns within the UCSB community.
 - i. Create a strategy chart and give themselves a set of deadlines that will lead to the end of the quarter or the completion of the project.
 - ii. At the end of the quarter turn into a debrief of the progress made in the quarter and any changes the project may need to the secretary.
- f. Shall provide a weekly report to the commission with project updates and current mental health concerns in the community.
- g. Shall hold a minimum of two (2) office hours per week.

M. Duties of the Non-Traditional and First-Generation Student Representative

- a. Shall maintain awareness of public health and mental health concerns within the Nontraditional and First-Generation Student community.
- b. Shall host or collaborate on at least one (1) events or programs per quarter that are directed towards the non-traditional and first-generation student community.
- c. Shall attend at least 2 non-traditional and first-generation student community meetings or events per quarter and facilitate discussion on pertinent public health and mental health concerns.
- d. Shall keep the rest of the committee up to date on public health and mental health concerns within the Non-traditional and First-Generation Student community.
- e. Shall provide a weekly report to the Commission with project updates and current public health and mental health concerns within the community.
- f. Shall hold a minimum of two (2) office hours per week.

N. Duties of Racial Equity Advocate:

- a. Shall maintain awareness of public health and mental health concerns within and among all peoples of color.

- b. Shall host or collaborate on at least one (1) event or program per quarter that are directed towards the equity and awareness of public and mental health concerns amongst students of color.
- c. Shall maintain contact with other BCUs and organizations that focus on racial equity and empowerment, including but not limited to: Black Women's Health Collaborative, Black Student Union, Asian Resource Center, Multicultural Center.
- d. Shall provide a weekly report to the Commission with project updates and current public health and mental health concerns within the community.
- e. Shall hold a minimum of two (2) office hours per week.

O. Duties of the LGBTQIA+ Representative:

- a. Shall maintain awareness of public health and mental health concerns within the LGBTQIA+ community.
- b. Shall host or collaborate on at least one (1) event or program per quarter that aids the LGBTQIA+ community.
- c. Shall attend at least 1 LGBTQIA community meetings per quarter and facilitate discussion on pertinent public health and mental health concerns.
- d. Shall maintain communication and collaboration with other BCUs and organizations tasked with advocating and empowering members of the LGBTQIA+ community, including but not limited to:
- e. Shall hold a minimum of two (2) office hours per week.

P. Duties of the International Student Liaison

- a. Shall be concerned with international students' mental and public health and consistently keep themselves update on the current issues of international students.
- b. Shall attend at least one (1) Global Gaucho Commission meeting per quarter.
- c. Shall maintain good relations with other international student organizations on campus such as CSSA and attend at least two (2) meetings of any of those organizations on campus in total.
- d. Shall contact the office of International Students & Scholars in their event or project planning.
- e. Shall coordinate at least one (1) event or program per quarter that appeal to the international student community.
- f. Shall provide a weekly report to the commission with project updates and current international student concerns in the community.
- g. Shall advocate for diversity and the inclusivity of international students to the board and UCSB.
- h. Shall hold a minimum of two (2) office hours.

Q. Duties Of the New Student Representative

- a. Shall maintain awareness of public and mental health concerns within new student communities, specifically among freshman and transfer students, and be a liaison to campus owned housing.
- b. Shall host or collaborate on at least one (1) event per quarter related to public and mental health concerns specific to new students.

- c. Communicate resources and information to freshman residence halls and student apartments by maintaining contact with essential persons.
- d. Shall attend at least one (1) RHA meeting per quarter and report back to the board on health/wellness related concerns occurring in those residential communities.
- e. Shall hold a minimum of two (2) office hours.

R. Funding Requests for Student Organizations from Public and Mental Health Commission

- a. In order for funding requests to be submitted to PMH Commission, student organizations (SEALs) and boards/commissions/units (BCUs) must attend a minimum of one (1) Public and Mental Health Commission event or meeting throughout the quarter.
- b. Whether funding is given is up to the discretion of the PMH Commission Executive board.
- c. Funding requests must be submitted by the Friday before the next general board meeting to be considered on that week's agenda.
- d. The Commission may table funding requests to continue discussions and ask follow-up questions as needed.

S. Sub-Committees:

a. Student Mental Health Task Force

- i. Shall create a solid base of communication for all mental health organizations and departments on campus.
- ii. Act as a liaison and work in collaboration with the Faculty Mental Health Task Force to accurately work towards the needs of the student body.
- iii. Shall plan and hold one event per school year. The event shall work to provide information regarding mental health resources and outreach these resources to the student body. This event could be, but is not limited to, a Know Your Mental Health Resources Fair, where all resources on campus table and give away merchandise to promote, outreach, and inform students about their resources and its uses.
- iv. Actively survey student needs and advertise all task force meetings to ensure student voices and concerns are heard via public forum.

b. Membership and Meetings of the Student Mental Health Task Force

- i. The Student Mental Health Task Force shall consist of the following nine (9) Association, honoraria-earning members:
 - 1. One (1) Chairperson, Mental Health Special Projects Coordinator of the Public and Mental Health Commission; Non-Voting Member.
 - 2. Two (2) Vice-Chairperson, Co-Chairs of the Public and Mental Health Commission; Non-Voting Member.
 - 3. One (1) Senator, Liaison Committee Member; Voting Member.
 - 4. One (1) Commission on Student Well-Being Representative, to be designated at the discretion of the COSWB Co-Chairs; Voting Member.

5. Two (2) Office of the President Mental Health Commissioner, to be designated at the discretion of the President's Office; Voting Members.
 6. One (1) EVPLA Representative, to be designated by the EVPLA's Office; Voting Members.
 7. One (1) EVPSA Representative, to be designated by the EVPSA's Office; Voting Member.
- ii. The Student Mental Health Task Force shall invite and include the following six (6) student members to any and all meetings held:
 1. One (1) Mental Health Peers Representative, to be designated at the discretion of the Mental Health Peers' Office; Voting Member.
 2. Two (2) Health and Wellness Interns, to be designated by the Health and Wellness Department; Voting Members.
 3. One (1) CARE Intern, to be designated by the CARE Department; Voting Member.
 4. One (1) Active Minds Representative, to be designated by the Active Minds Department; Voting Member.
 - iii. The aforementioned list of members is not exhaustive, and it is at the Chair's discretion to invite other members of the UCSB community as they see fit.
 - iv. A list of staff members who should be involved in the task force includes, but is not limited to, the Assistant Director of Mental Health Outreach & Programs, Dean of Student Wellness, Director of Counseling and Psychological Services (CAPS), Director of Health and Wellness, and the Director of the Alcohol and Drug Program.
 - v. Shall hold a minimum of two (2) meetings per quarter.
- c. Mental Health First Aid Committee
 - i. The Mental Health First Aid Committee shall be in charge of the planning, organizing, and facilitating of the bi-quarterly Mental Health First Aid training.
 - ii. Membership of the Mental Health First Aid Committee:
 1. The Mental Health First Aid Committee shall consist of the following seven (7) members:
 - a. Two (2) Chairpersons, COSWB's Mental Health Coordinator and PMHC's Mental Health Special Projects Coordinator; Non Voting members.
 - b. Two (2) Mental Health First Aid Facilitators; Voting members.
 - c. One (1) Logistics & Operations Coordinator; Voting Member.
 - d. One (1) Publicity Coordinator; Voting Member.
 - e. One (1) Event Coordinator; Voting Member.
 2. Duties of the Mental Health First Aid Facilitators:
 - a. Shall get complete Mental Health First Aid certification and maintain certification for the duration of their term.
 - b. Shall run a minimum of three (3) Mental Health First Aid training.

- c. Shall attend all meetings held by the Mental Health First Aid sub-committee.
 - 3. Duties of the Logistics and Operations Coordinator:
 - a. Responsible for finding potential candidates to facilitate the Mental Health First Aid training.
 - b. Shall be in charge of assisting the potential candidates on getting the necessary training and certification needed to be a facilitator.
 - c. Shall be knowledgeable about the process to become certified as a Mental Health First Aid facilitator and be the main point of contact for those wishing to complete the necessary training.
 - d. Shall complete the Mental Health First Aid training.
 - e. Shall attend all meetings held by the Mental Health First Aid subcommittee.
 - 4. Duties of the Publicity Coordinator:
 - a. Shall be responsible for tabling three (3) times per year (once per quarter) to advertise the Mental Health First Aid training and ensure each training session meets capacity.
 - b. Responsible for social media outreach and the creation of flyers to further advertise Mental Health First Aid trainings.
 - c. Shall complete the Mental Health First Aid training.
 - d. Shall attend all meetings held by the Mental Health First Aid sub-committee.
 - 5. Duties of the Events Coordinator:
 - a. Shall be in charge of the organization of each Mental Health First Aid training. This includes, but is not limited to, booking the room for the event, coordinating with the Assistant Director of Mental Health Outreach & Programs, organizing event setup the day of the training, and signing in and registering people for the training.
 - b. Shall complete the Mental Health First Aid training.
 - c. Shall attend all meetings held by the Mental Health First Aid sub-committee.
- iii. Funding of the Mental Health First Aid Committee:
 - 1. The Commission on Student Well-Being, and Public and Mental Health Commission shall split the funding for the Mental Health First Aid subcommittee.
 - a. This funding shall be passed each fiscal year by each respective commission.
 - b. This funding shall cover the training, certification, and program planning fees.

SECTION 4. TRANSFER STUDENT ALLIANCE

- A. Charge of the Unit:

To promote the social, academic and future career success of Transfer Students at UCSB. The Transfer Student Alliance will accomplish this goal by amplifying the need for transfer resources and promoting community events, participating in state and national conferences to better understanding of transfer student needs, and keep in constant communication with California Community Colleges. The Transfer Student Alliance will help to facilitate and implement a smooth transition for transfer students and giving visibility to the Transfer Student community, promoting inclusivity, and providing a platform for transfer student innovation and success. The reach of the Transfer Student Alliance shall go beyond the UCSB campus and should try to work with other campuses Transfer Alliances and/or Transfer Student Resources.

B. Voting Memberships:

- a. Two (2) Co-Chairs
- b. One (1) Internal Director
- c. One (1) Treasurer
- d. One (1) External Director
- e. One (1) Communication Director
- f. One (1) Diversity Director
- g. One (1) Health & Wellness Director
- h. One (1) Secretary/Historian
- i. One (1) Events Coordinator
- j. Five (5) Transfer Interns
- k. Two (2) Senators
 - i. One (1) Transfer Senator
 - ii. One (1) Senator chosen by the A.S. Internal Vice President. Chosen senator should be a transfer student themselves. In the case there are no other senators that are a transfer in the senate, then the senator chosen can be any other senator.
- l. General voting member
- m. One (1) Transfer Graduation Committee Liaison

C. Non-Voting Members

- a. A.S. Executive Director
- b. A.S. EVPSA
- c. A.S. EVPLA
- d. A.S. Student Advocate General
- e. A.S. Attorney General
- f. A.S. President
- g. A.S. Controller
- h. SACC Liaison
- i. Transfer Student Center Liaison
- j. Education Opportunity Program Liaison
- k. Orientation Program Liaison
- l. Admissions Liaison

D. Selection and Term of Office:

- a. All Committee officers shall be internally elected through a majority rule process and recommended to the Committee on Committee Chair, after which they shall be appointed by the President, and approved by Senate for one (1) academic year
- b. Internal elections shall be held at the start of week 2 in spring quarter. By week 8 of Spring Quarter there must be a new board elected for the next year. If not, recommendations will be made by

Committee on Committees and sent to the A.S. President who will send appointments to senate for approval.

- c. The internal elections proceed as follows:
 - i. The individual running must send in an application to the board before week 2 of spring quarter.
 - ii. The individual running can be either nominated by another individual or have turned in an application
 - iii. Current officers holding a position can nominate someone for a position.
 - iv. A hiring committee will be established made up of three (3) board members to interview the candidates. Hiring committee will include the Co-chairs and one (1) other executive board member to determine qualifications of candidates (chosen by the Co-chair(s)). Hiring committee does not have final say on appointments, they will instead assess and filter candidates pending board approval. Appointments will be made via board approval through a majority voting process which is open only to voting members.

E. Attendance:

- a. Board members are expected to attend all meetings. In the case a voting member must miss a meeting, they must attend the chair's or co-chair's office hours within the week of the missed meeting and/or immediately contact one of the two.
- b. If a voting member misses three (3) consecutive meetings and fails to appoint a proxy, the member forfeits all voting privileges.
 - i. Once privileges are lost, the member must restart the process to become a voting member.
- c. Removal of a voting member will be passed by 2/3 vote of the present voting members for reason, such as, but not limited to, missing three (3) consecutive meetings, failure to abide by their constitutional duties, if a student expresses values that go against the values of the Transfer Student Alliance mission statement.

F. Duties and Powers of Committee:

- a. Increase visibility of Transfer Students
- b. Help foster a presence on campus recognized by the majority of the student body
- c. Work to remove the stigma associated with being a transfer student
- d. Hold events to promote and engage the transfer community
- e. Provide a community for transfer students to help maintain and improve their health & wellness
- f. Advocate CAPS resources for incoming students
- g. Hold Awareness Events/Panels for Transfer Students
- h. Enhance preparedness of entering UCSB Transfer Students
- i. Work with Transfer Student Center to advocate for academic resources for incoming transfer students

- j. Prioritize on-campus housing opportunities for transfers.
- k. Increase collaboration between AS and the university to improve the transfer student experience.
- l. Peer-to-Peer support and mentoring from fellow transfer students.
- m. Exist as a faculty-student liaison to talk about academic issues transfer students face.
- n. Work with Transfers from other UC's to advocate for Statewide Transfer Student Rights through the UC Transfer Student Coalition.
- o. Keep in contact and collaborate with Santa Barbara City College to assist transfer planning to transfer to UCSB.
- p. Work with the UCSB Orientation Program to collaborate on Transfer Orientation Programs.
- q. Work with the Admissions Program to assist and accompany them during Community College Outreach.
- r. Plan, coordinate, and hold the annual Transfer Student Graduation through the Transfer Graduation Committee.
- s. Each board member is required to plan and coordinate (3) events per quarter with the exception of the Transfer Intern which is only required to hold (0) events per quarter. A comprehensive plan for each event is due to be submitted to the Co-Chairs two (2) weeks before the event date.
- t. Serve as a bridge between Associated Students University of California, Santa Barbara and Santa Barbara City College Student Government in order to collaborate with one another.
- u. Govern the subcommittee (Transfer Graduation) to host the annual transfer graduation ceremony.
- v. Govern the subcommittee (Social Media Team) to increase visibility to the transfer community.

G. Duties and powers of Co-Chair(s):

- a. Schedule, attend and oversee all weekly meetings of the Committee, or send a proxy when unable to attend.
- b. Be the official spokesperson for the committee
- c. Have ultimate responsibility for the fiscal management of the entire committee
- d. Present quarterly reports to the Senate
- e. Shall schedule, attend and facilitate all weekly officer meetings to discuss updates, concerns, and current or future projects. Officer meetings will be held if deemed necessary.
- f. Oversee/conduct meetings, ensure board members are completing each of their tasks, take on any projects/events/workshops that need assistance, make sure updates are made on the agenda in a timely manner, update the Transfer Student Alliance Facebook page, respond to emails in a timely manner, update Shoreline, keep in contact with our partners/faculty/advisor/staff.
- g. Set a minimum of three (3) office hours per week in a regularly scheduled location.
- h. Shall each plan and coordinate 2 events per quarter.

H. Duties and powers of Internal Director:

- a. The principal responsibilities of the Internal Director are to monitor the status of and facilitate the board's direction and oversight of policies and procedures related to the board.
- b. They must maintain communication with faculty, advisors, and other professionals that work closely with the boards or that could contribute to our mission and purpose.
- c. The Internal Director should monitor the effectiveness of the board's procedures and members and voice any changes that could be beneficial to making the board more efficient.
- d. Ensure that all board members successfully implement their (3) required yearly events.
- e. Hold (2) office hours in a regularly scheduled location.
- f. Vice-chair all sub committees.

I. Duties and powers of External Director:

- a. The External Director's primary responsibility is to create an outreach event for incoming/admitted transfer students from the local community colleges of the Santa Barbara/Ventura County.
- b. In doing so, they must market out the outreach event to both UCSB transfer students and admitted transfer students from the CCs for the outreach event.
- c. They must establish an external affairs committee who will help them create the outreach event agenda, a budget, and ensure that they receive funding from the Student Initiated Outreach Program (SIOP).
- d. There will be instances where they'll need to present their transfer outreach program to different committees and groups throughout school.
- e. Shall assist Internal/Accountability Director and Events Coordinator in event planning and coordinating.
- f. Shall carry out all other matters as prescribed by TSA board.
- g. Shall stay in communication with other campuses, both Community Colleges and 4 year institutions, Transfer Student Alliances and/or Transfer Student Resource Centers.
- h. Shall reach out to Non-Voting Member Entities to ensure they have a liaison representative present at TSA meetings and to open communication for potential collaboration.
- i. Serve as a liaison between Associated Students UCSB Transfer Student Alliance and Santa Barbara City College Student Government.
- j. Hold (2) office hours in a regularly scheduled location.
- k. Shall plan and coordinate (3) events per year.

J. Duties and powers of the Treasurer:

- a. Shall have charge and custody of all funds of this chapter and will deposit the funds as required by the TSA board, keep and maintain adequate and correct accounts of the properties and business transactions, and render reports and accountings to the TSA board.
- b. Shall assume the duties of the Co-Chairs in the absence of any of the Co-Chairs.
- c. Shall co-sign, with the Chair and Co-Chair, the financial statements for TSA board.

- d. Shall prepare and submit request for funding to various funding sources at the direction of the Chair.
- e. Create and submit a budget report for the budget process for the next fiscal year and present to Finance Committee.
- f. Hold (2) office hours in a regularly scheduled location.
- g. Shall plan and coordinate (3) events per year.

K. Duties of the Communication Director:

- a. Be able to execute other board members ideas through eye-catching graphics.
- b. Shall design promotional items, artwork, and marketing for TSA, TSA website administration, and communications/social media campaigns for TSA.
- c. Manage TSA Social Media accounts and promote engagement among our social media subscribers.
 - i. Website Team: Update all outdated tabs on Website (Welcome page, Board Member page, Events page) and include all upcoming and current projects. Post photos taken from events. Update Google Calendar weekly to include board members office hours, general meetings and upcoming events.
 - ii. Instagram Team: Shall make daily effort on Instagram to communicate with the public and enhance the image of TSA. Post questions or engaging material on Insta story. Reply to all inquiries through direct messenger. Post event flyers on the feed and life pictures/videos/boomerangs on Insta story.
 - iii. Facebook Team: Create all upcoming events on Facebook with a unique heading picture. Add co-hosts to the event. Invite all board members, other organizations and friends to the event. Encourage other board members to share the event with others to maximize visibility.
- d. Shall carry out all other matters as recommended by the TSA Board.
- e. Print out flyers for tabling and other distribution at A.S. publishing.
- f. Work with the Event Coordinator, Internal Director, and External Director for Event advertisement and planning.
- g. Shall fulfill all needs related to public relations for TSA.
- h. Shall take photos at events and share on all social media.
- i. Shall plan and coordinate (3) events per year.
- j. Hold (2) Office Hours.
- k. Shall recruit and manage a communication subcommittee to oversee and provide assistance on communication needs and goals.

L. Duties of the Diversity Director:

- a. Report to the Co-Chairs and committee as to what are the set goals and objectives. This should be reported at least once a school quarter. Preferably at the beginning of each quarter.
- b. Coordinate with Internal and External Directors to plan events that promote diversity for the transfer community.

- c. Focus on diversity among Transfer students in the aspects of all races, ethnicities, creeds, and sexual orientation.
- d. Advocate for diversity inclusion during board meetings and board goals.
- e. Serve as a liaison with campus organizations and campus resource centers, who serve specific diverse backgrounds, and mutually promote events through social platforms. Work together with these campus organizations and resource centers to plan events together to promote diverse identities within the transfer community.
- f. Plan a transfer diversity panel with willing campus organizations and campus resource centers to promote diverse experiences faced by the transfer community. This panel will also promote an open discussion on these issues, as well as how the community can work together to minimize these issues.
- g. Seek out possible sponsors and advocates of transfer diversity within the local community. Possible Scholarship award opportunities for transfer students of diverse backgrounds. This will also increase public awareness of the transfer community.
- h. Highlight diverse transfer student role models.
- i. Promote and participate if possible in volunteer programs that help members of minority backgrounds.
- j. Hold (2) office hours in a regularly scheduled location.
- k. Shall plan and coordinate (3) events per year.

M. Duties of the Health and Wellness Director:

- a. Responsible for relaying information regarding health and wellness to the TSA board and its members.
- b. Responsible for keeping up with all board members and checking in with them.
- c. Responsible opening dialogue with CAPS and other student health services, to inform them about issues facing transfer students specifically.
- d. Shall implement social icebreakers during meetings to make meetings more sociable.
- e. Hold (2) office hours in a regularly scheduled location.
- f. Shall plan and coordinate (3) events per year.

N. Duties of Secretary/Historian

- a. Shall keep the corporate seal and apply it to legal documents.
- b. Shall take roll count votes and keeps control of the organizations administrative records resolutions and documents.
- c. Shall post meeting agenda 72 hours prior to meetings
- d. Shall assist Vice-Chairs with facilitation of meetings
- e. Shall carry out all other matters as prescribed by the TSA board.

- f. Shall take notes of every meeting and post them at least 3 days after said meeting.
- g. Shall assist Vice-Chairs with any announcements or assignments.
- h. Understands the rules of Parli-Pro and ensures that proper Parli-Pro is followed during the meetings.
- i. Oversee the TIPS program mentors and serve as a liaison for the program.
- j. Hold (2) office hours in a regularly scheduled location.
- k. Shall plan and coordinate (3) events per year.

O. Duties of the Events Coordinator

- a. Shall assist board members in planning their required quarterly events.
- b. Shall work closely with the Internal/Accountability Director and the External Director in event planning and coordination.
- c. Shall be one of the (3) leading TSA board members for the Transfer Graduation Committee.
- d. Hold (2) office hours in a regularly scheduled location.
- e. Shall plan and coordinate (3) events per year.

P. Duties of Transfer Intern

- a. Shall be appointed to a minimum of two-subcommittees.
- b. Shall carry out all matters as prescribed by the TSA Board.
- c. Shall provide suggestions to the board on how to make meetings a more social and safe space for transfers.
- d. Hold two (2) office hours in a regularly scheduled location.
- e. Shall plan and coordinate three (3) events per year.

Q. General Voting Member

- a. Must attend 3 consecutive meetings to vote

R. Operating Procedures of the TSA

- a. TSA Meetings will be held weekly
- b. Will be announced and publicized to the community via social media.
- c. All official decisions concerning the TSA actions, decisions, Manual and agendas shall be made with the approval of the majority (50% + 1) of the TSA voting members.
- d. In the event that the TSA does not have the memberships required to elect the next year's members, the selection procedure shall revert to the selections process as prescribed in the A.S. Legal Code.
- e. Shall compose the Transfer Graduation every year.
 - i. The committee will become active at the beginning of Winter Quarter until the end of Spring Quarter.

- ii. Shall be led by (3) Transfer Student Alliance Board Members.
- iii. The Transfer Intern will also join the Committee.
- iv. The committee will be open to all students to join and participate in.
- v. The committee will publicize for recruitment purposes.
- vi. The committee will publicize their ongoing work through public notes.

S. Duties of the Transfer Graduation Liaison

- a. Chair the Transfer Graduation subcommittee.
- b. Attend TSA's weekly meetings.
- c. Shall plan and coordinate three (3) events per year.
- d. Oversee the annual transfer graduation ceremony.
- e. Hold two (2) office hours in a regularly scheduled location.
- f. Shall recruit and manage a subcommittee to assist the Transfer Graduation Liaison in their needs and duties.

ARTICLE XIII – STATE OF THE ASSOCIATION

SECTION 1. QUARTERLY STATE OF THE ASSOCIATION PURPOSE

- A. The Quarterly State of the Association shall serve as an Association-wide gathering for the purpose of reporting, collaboration, and transparency. This event will provide each BCU, Executive Office, and Senate Committee an opportunity to share updates and learn about the work of their peers in a structured and time-efficient manner.

SECTION 2. SCHEDULING AND FORMAT

- A. The State of the Association shall occur on Tuesday of Week 8 of each academic quarter, from 6:00 PM to 8:30 PM in a location to be determined by the Office of the Internal Vice President.
 - a. The scheduling of the event may be adjusted to a different date at the joint discretion of the President and the Internal Vice President, should circumstances make the designated Tuesday impractical. Any change in scheduling must be communicated to all required attendees no later than the end of Week 5.
- B. The meeting shall be preceded by check-in from 5:30 PM to 6:00 PM, necessary to ensure timely arrival and community-building.
 - a. During this time, all attendees will be provided the option of eating a catered dinner provided during this event.
 - b. An RSVP shall be sent out to each entity at least two weeks before the designated date.
- C. The order of reports shall be alphabetical by entity name, and each entity shall be allotted a strict maximum of three (3) minutes to report.

- D. In respectful consideration of time constraints and student schedules, post-presentation questions and/or discussion will not be permitted during the event. Rather, each entity will make the contact(s) of its representative(s) openly available, allowing for conversations to continue outside of the event's hours.
- E. Following all BCU and Senate Committee reports, the External Vice President for Statewide Affairs (EVPSA), the External Vice President for Local Affairs (EVPLA), the Student Advocate General (SAG), the Internal Vice President (IVP), and the President shall each deliver a report on their office's work throughout the quarter.
 - a. Each report shall not exceed three (3) minutes. The reports will culminate with closing remarks from the Internal Vice President and the President.

SECTION 3. RESPONSIBILITIES OF THE OFFICE OF THE INTERNAL VICE PRESIDENT

- A. Coordinating the logistics of the event, including room reservations, check-in procedures, and catering.
- B. Maintaining and publishing the official speaking order and report time limits.
- C. Tracking attendance at the event through designated IVP staff members.
 - a. At least two (2) members of the Office of the Internal Vice President shall be responsible for verifying attendance and maintaining an accurate and complete record of all individuals present.
- D. Publishing contact information for reporting representatives to facilitate follow-up communication.
- E. Reporting non-compliance with attendance requirements to the appropriate body for honoraria determinations.

SECTION 4. ATTENDANCE

- 1. Attendance at the Quarterly State of the Association is mandatory for:
 - a. All Executive Officers
 - b. All Senators
 - c. At least one representative from every Board, Commission, Unit (BCU), Executive Office, and Senate Committee at any point during the meeting.
 - i. It is highly recommended that a representative from each office of the President's Cabinet be in attendance.
- 2. Entity Representation
 - a. Each Entity must send at least one representative, preferably a Chair, Co-Chair, or Vice Chair. Entities are encouraged to send multiple representatives.
 - b. At least one representative must be present for the entire duration of the event. If needed, another member of the entity may substitute for their colleague at any point during the event.
- 3. Failure to Attend
 - a. Any Entity that does not send a representative for the full duration of the event shall be considered as not having fulfilled the attendance requirement.
 - b. Such failure to send a representative to present a report and one or more to remain present throughout the duration of the meeting will result in a 7% deduction in the pay of all Chair-level honoraria-receiving members of that entity.

- c. Exceptions for extenuating circumstances may be reviewed by the Internal Vice President on a case-by-case basis, with appropriate documentation.

ARTICLE XIV – A.S. TRAINING AND ORIENTATION

SECTION 1. ADMINISTRATIVE TRAINING

- A. Administrative Training serves to educate Members on Associated Students procedures and methods. These sessions include but are not limited to the following:
 - a. History and Structure of ASUCSB
 - b. University Budget Review
 - c. University Center and Other Student Fee Facilities
 - d. ASUCSB Financial Policies and Procedures
 - e. Intro to Legal Code (ASUCSB Constitution, By-Laws, Policies, and Procedures)
 - f. ASUCSB Enterprise Activities
 - g. Robert's Rules of Order
- B. Administrative Training courses shall be offered to Members of the Association within 14 days after the end of Week 6 at 11:59PM of Spring Quarter. Members shall complete all their required training no later than the end of the Second Week of the Fall Quarter by midnight (11:59PM).

SECTION 2. MISCELLANEOUS TRAININGS

- A. Miscellaneous Training Courses serve to offer Members of the Association a wide range of information that is useful in navigating the functions and operations of Associated Students. These courses may include but are not limited to the following:
 - a. Filling out Requisition forms
 - b. Running Senate Standing Committees
 - c. Best Practices of being a Chair
 - d. Assigning Honorarium
 - e. Requesting funds from Associated Students Finance Committee
 - f. Authorized Signer Refresher
 - g. Project Management
 - h. How to use A.S. Centers & Facilities

SECTION 3. REQUIRED ADMINISTRATIVE TRAINING

- A. Executive officers of the Association shall be required to complete the following:
 - a. ASUCSB Constitution, By-Laws, Policies, and Procedures ("Intro to Legal Code")
- B. Judicial Council Members and Officers of the Court (the Attorney General and members of the Attorney General's Office) shall be required to complete the following:
 - a. ASUCSB Constitution, By-Laws, Policies, and Procedures ("Intro to Legal Code")
- C. A.S. Senators shall be required to complete the following:
 - a. How to Write Legislation
 - b. University Budget Review
 - c. University Center and Other Student Fee Facilities
 - d. ASUCSB Financial Policies and Procedures

- e. ASUCSB Constitution, By-Laws, Policies, and Procedures ("Intro to Legal Code")
 - f. ASUCSB Enterprise Activities
 - g. Robert's Rules of Order
 - h. History and Structure of Associated Students
- D. A.S. Appointed officials who act in the capacity of a Chair or Vice-Chair, or their respective counterparts (e.g. Head/Deputy Head of Staff) or any Board, Commission, Unit, Executive Office, or Judicial Council shall be required to complete the following:
- a. Robert's Rules of Order
 - b. ASUCSB Financial Policies and Procedures
- E. General appointed officials of the Association shall not be required to complete specific training courses. However, General Members are still required to fulfill their mandatory number of Administrative Training courses. The following are strongly recommended training courses for General Members:
- a. ASUCSB Financial Policies and Procedures
 - b. ASUCSB Constitution, By-Laws, Policies, and Procedures ("Intro to Legal Code")
- F. Minute Takers for the Association shall be required to complete the following:
- a. Intro to Minute Taking
- G. Members considered as Pearman Fellows of the Association shall not be required to satisfy any training requirements; however, they shall be offered the opportunity to take training courses.

SECTION 4. AUTHORIZING TRAINING OPPORTUNITIES

- A. Any UCSB-affiliated entity or individual may provide and offer training opportunities to the Association.

SECTION 5. ASSOCIATED STUDENTS ORIENTATION

- A. The Associated Students Orientation serves to assemble Members of the Association with the purpose of allowing them to meet one another, learn about and discuss issues, ideas, and work that focuses on topics of mutual concern. The primary goal is to generate or work toward solutions to problems, or bring forth broader social change throughout the Association. Additionally, the Orientation shall promote workshops on methods and techniques, information on new regulations, or simply an exchange of experience and activities among Members from a number of different A.S. organizations. Not to mention, teach participants how to use common A.S. services, including but not limited to A.S. Publications and A.S. Funding.

SECTION 6. TIMELINE AND EXECUTION OF A.S. ORIENTATION

- A. The A.S. Orientation shall be held no later than the fifth (5th) week of the Fall Quarter during regular academic instruction.
- B. The A.S. Orientation shall last no more than two (2) consecutive days for a maximum of eight (8) hours per day.

SECTION 7. LOGISTICS OF THE A.S. ORIENTATION

- A. The Associated Students President and Executive Director shall be the facilitators of the A.S. Orientation.
- B. Pursuant to the Americans with Disabilities Act, if a member requires services or aid to participate fully in A.S. Orientation, the hosts shall designate a staffed Help Desk for Members who need assistance.

SECTION 8. DUTIES AND POWERS OF A.S. TRAINING AND ORIENTATION

- A. Discuss topics and issues that affect the entire Association and university through collaboration and actions on such issues as the council sees fit.
- B. Act as a forum for communication among the Association.
- C. Increase collaboration in Associated Students between the various entities.
- D. The first Orientation of each Academic Year shall act as an A.S. Wide Retreat and shall consist of:
 - a. Vision setting for the entire Association for the year.
 - b. Setting of Association community agreements.

ARTICLE XV – AS PEARMAN FELLOWSHIP PROGRAM

SECTION 1. PURPOSE OF ASSOCIATED STUDENTS PEARMAN FELLOWSHIP PROGRAM

Named in honor of Kelly Pearman, a dedicated UCSB alumna and passionate A.S. leader who passed away at 22 in 2017, the A.S. Pearman Fellowship provides highly motivated students with a structured introduction to Associated Students, its offices, and the broader UCSB community. Fellows are placed in A.S. entities that align with their interests, where they contribute to meaningful projects that support both office-specific goals and A.S.'s overall mission. Designed to build leadership, organizational, and project management skills beyond the classroom, the Fellowship prepares students for success in A.S. and beyond. Inspired by Kelly Pearman's spirit and passion, the program empowers students to grow into compassionate and capable leaders on campus and in the world.

SECTION 2. ASSOCIATED STUDENTS PEARMAN FELLOWSHIP PROGRAM COORDINATING COMMITTEE

- A. The A.S. Pearman Fellowship Program Coordinating Committee shall consist of the following voting membership:
 - a. Office of the President Deputy Chief of Staff (Co-Chair)
 - b. Office of the Internal Vice President Deputy Chief of Staff (Co-Chair)
- B. The A.S. Pearman Fellowship Program Coordinating Committee Co-Chairs shall have the ability to recruit any other members and provide them with voting privileges as they deem necessary.
 - a. Positions of the Pearman Fellowship Coordinating Committee may include (but are not limited to):
 - i. Outreach and Media Chair
 - ii. Transfer and International Outreach Chair
 - iii. Event Planning Chair
 - iv. Finance/Treasurer Chair
 - v. All Deputy Chiefs of Staff
 - b. The committee shall start meeting by Summer Session B.
 - i. The program session dates shall be scheduled during the very first committee meeting.
 - ii. Program sessions must:
 - 1. Take place over the weekend.
 - 2. Not exceed 3 hours.

3. Include a minimum of three (3) sessions in total, one per quarter, held over the weekend of Week 8 of each academic quarter.
4. Include arranging availability of all interested AS entity presenters and asking for preferred session date and time.
5. Provide presenters with ample time to impart their respective duties and responsibilities to the fellows.

C. Duties of the A.S. Pearman Fellowship Program Coordinating Committee include, but are not limited to:

- a. Constructing an A.S. Pearman Fellowship program guide must include, but is not limited to:
 - i. A flyer summarizing each Associated Students executive office that is to be written by the executive officer.
 - ii. A visual breakdown of the Associated Students structure and branches.
 - iii. A copy of the Associated Students long-range vision.
 - iv. A checklist of all of the requirements needed in order to be eligible for an A.S. fellowship appointment.
- b. Reserving a recurring location for the A.S. Pearman Fellowship Program sessions before the academic year begins.
- c. A full faith effort to publicize the A.S. Pearman Fellowship prior to Week 4 of Fall Quarter, through:
 - i. Freshman Summer Start Program (FSSP)
 - ii. University Announcements
 - iii. Social media
 - iv. Digi-Knows
 - v. A.S. Tours
 - vi. SEAL groups list-serve
 - vii. The Flush (RHA)
 - viii. Freshman Orientation
 - ix. Week of Welcome
 - x. Freshmen welcome packets
- d. Creating and distributing the A.S. Pearman Fellowship Program application in all aforementioned publications that shall be made available no later than the end of week one (1).
 - i. They must include the days and times of all of the sessions held throughout the academic year as well as the deadline to submit the application, by the start of Week 4 of Fall Quarter.
- e. Emailing out an application for all interested A.S. entities that would like to take part of the A.S. Pearman Fellowship:
 - i. Asking A.S. Entities seeking to host a Pearman Fellow to submit a detailed job description to the Pearman Fellowship Coordinating Committee no later than the start of Week 4 of Fall Quarter.
 - ii. The job description must meet minimum content requirements to ensure that Fellows receive clear, accurate, and equitable placement expectations. Each submission shall include, but is not limited to, the following components:

1. Mission Statement of the A.S. Entity.
 2. A description of expectations such as weekly or regular tasks, meetings, and potential special projects.
 3. An outline of skill development opportunities, such as policy research, event planning, budgeting, etc.
- iii. Entities that fail to submit a complete job description by the deadline will not be eligible to receive a Pearman fellow for that academic year.
 - iv. Any entity that accepts a Pearman Fellow shall have two hundred and fifty dollars (\$250) allocated from its own budget to be used as Honoraria for the Fellow, disbursed upon successful completion of the program in Spring Quarter.
- f. Organizing interviews:
- i. Interviews shall take place during Weeks 5 and 6 of Fall Quarter.
 - ii. The A.S. Pearman Fellowship Program Coordinating Committee shall email all prospective Fellows detailed descriptions of the work and mission of each A.S. entity accepting Pearman Fellows no later than the start of Week 5 of Fall Quarter. These descriptions must be submitted to the Coordinating Committee by each participating A.S. entity no later than the start of Week 4 of Fall Quarter.
 - iii. In the interview, prospective fellows must rank their top three A.S. entity placement choices.
- g. Matching Pearman Fellow applicants to A.S. entities of interest:
- i. Notification to the Fellows and the A.S. entities of their fellowship placement no later than the end of Week 7 of Fall quarter.
 - ii. Following the Week 7 notification to Fellows from the Pearman Fellowship Coordinating Committee, the formal placement of Pearman Fellows shall be approved by the Associated Students Senate with a majority vote (50% +1) between weeks 8 and 9.
 - iii. Administering an annual reflection and evaluation form to all Pearman Fellows no later than the end of Week 8 of Spring Quarter.
 1. The Pearman Fellowship Coordinating Committee shall have discretion over the format, but the reflection must measure the following metrics:
 - a. The Fellow's overall satisfaction with the Pearman Fellowship Program.
 - b. Aspects of the Fellowship that worked well and should be preserved.
 - c. Aspects of the Fellowship that should be improved or restructured.
 - d. The Fellow's experience with their placement and mentorship, including clarity of expectations, engagement, and support.
 - e. Suggestion for additional training, workshops, or program components.
 2. The Committee shall review the results to inform planning for the next Fellowship cycle and may share feedback or recommendations with the ASUCSB Senate or relevant A.S. offices.

- iv. Organizing an end-of-the-year A.S. Pearman Fellowship Ceremony, to take place during Week Nine (9) of Spring Quarter
 - 1. The Ceremony shall include a symposium that grants Fellows the opportunity to present the projects, initiatives, or contributions they completed during the fellowship.
 - 2. The Coordinating Committee shall send an invitation to the Pearman family no later than Week 3 of Spring Quarter, inviting them to attend the Ceremony in honor of Kelly's legacy and continued impact on the UCSB community.

SECTION 3. PEARMAN FELLOWSHIP PROGRAM CURRICULUM

- A. The Pearman Fellowship shall span one academic year, beginning in Week 7 of Fall Quarter, when Fellows are placed in their respective offices, and ending at the conclusion of Spring Quarter.
- B. There shall be a minimum of one (1) session for each quarter, Fall, Winter, and Spring.
- C. The program sessions shall be held on the weekends of Week Eight (8) in each academic quarter, beginning after the acceptance of Pearman Fellows in Week 7 of Fall Quarter.
 - a. No programming session shall exceed 3 hours
- D. The A.S. Pearman Fellowship Program curriculum must contain educational curriculum organized by the Pearman Fellowship Coordinating Committee that includes, but is not limited to, the following subjects:
 - a. Description of all ASUCSB Executive Offices
 - b. Description of the ASUCSB Senate.
 - c. Description of all ASUCSB Boards, Commissions and Units.
 - d. Description of the ASUCSB long-range vision
 - e. Guest presentations from elected and appointed officials, providing relevant knowledge about their offices and association-wide processes.
 - i. It is highly recommended that sessions also include general leadership or professional development training.
- E. At the discretion of the A.S. Pearman Fellowship Coordinating Committee, only excused absences are allowed for missing program sessions, and make-ups shall waive any absences so long as fellows:
 - a. Attend the respective officer meetings of the A.S. entities that presented during the missed session and take note of the functions of that A.S. entity.
 - b. Meet with at least one member of the A.S. entity that presented in their absence during their office hours and acquire a signed form to give the Coordinating Committee indicating the meeting took place.
- F. Once in an A.S. entity, Pearman Fellows will receive weekly debriefs and relevant updates from the office to which they are appointed. It is at the discretion of the entity to decide how they want to debrief and delegate tasks with the fellow(s).

SECTION 4. THE A.S. PEARMAN FELLOWSHIP INTERVIEW PROCESS

- A. Detailed descriptions of each A.S. Pearman Fellowship appointed positions become visible no later than the start of Week 5 of Fall Quarter for prospective Fellows to view.
- B. Prospective fellows must submit their completed applications by the start of Week 4 to be guaranteed an interview.
 - a. By the beginning of Week 5, descriptions of each participating A.S. entity accepting fellows shall be emailed to all prospective fellowship interviewees.
 - b. Interviews with the Pearman Fellowship Coordinating Committee will be conducted during Weeks 5 and 6 of Fall Quarter. During the interview, applicants will be asked to rank their top three (3) A.S. entities of interest to help guide placement decisions.
- C. A.S. Fellowship Appointment Interviews:
 - a. Interviews will be conducted by the A.S. Pearman Fellowship Coordinating Committee, and any A.S. entity that is taking a fellow may also sit in on interviews if desired.
 - i. If an A.S. entity participates in an interview, that entity may create its own questions to ask the applicant.
 - b. Each interview must be transcribed with an indication of the prospective Fellow's projects.
 - i. The A.S. Pearman Fellowship Selection Committee shall determine the final fellowship appointments no later than Week 7 of the Fall Quarter and then proceed to send it to the Internal Vice President for Senate to approve by the start of Week 8.
 - ii. Weeks 8-9 of Fall Quarter: Following Senate approval, fellows would be officially part of an A.S. entity.

SECTION 5. REQUIREMENTS OF THE A.S. PEARMAN FELLOWSHIP

- A. Fellows must attend a total of three (3) Fellowship Program sessions, one per quarter, over the weekend of week 8 of Fall, Winter, and Spring Quarters, respectively.
 - a. Make-ups are permitted when accurate documentation is given to clear any absence.
- B. Must have submitted their application for the Fellowship appointed positions no later than the start of Week 4 of Fall Quarter.
- C. Must have at least a two point zero (2.0) grade point average going into the quarter of appointment and shall be in good standing with the University for as long as they remain in the A.S. Pearman Fellowship.
- D. In order to complete the A.S. Pearman Fellowship Program, after the official appointment into an A.S. Entity, each fellow must:
 - a. Attend all office meetings for the office for which they are appointed, unless excused by their office.
 - b. Attend all programming sessions in week 8 of each quarter unless excused.
 - i. Failure to attend office meetings and programming sessions without an excuse or proper communication will result in non-completion of the program.
 - c. Propose a project aligned with the Long Range Vision plan and the mission and ongoing work of the A.S. office or entity to which they are appointed. Failure to complete a project proposal will result in non-completion of the program.

- i. Project proposals must be submitted to both the assigned A.S. entity and the Pearman Fellowship Coordinating Committee.
 - ii. Failure to complete a project proposal will result in non-completion of the program.
- d. Attend all check-in meetings with the Pearman Fellowship Program Coordinating Committee as requested.
- E. Present the completed project or ongoing contributions at the end-of-year A.S. Pearman Fellowship Ceremony, to be held during Week 9 of Spring Quarter.
 - a. Fellows are required to submit a physical or digital presentation summarizing their work, including project goals, outcomes, and a reflection, to the Pearman Fellowship Coordinating Committee no later than Week 7 of Spring Quarter.
 - b. The Committee shall be responsible for printing or displaying such presentations at the Symposium only if they are submitted by the stated deadline.
 - c. Presentation may be delivered individually or in small groups and must clearly articulate the Fellow's contribution to their assigned A.S. entity and the broader goals of Associated Students.
 - d. Failure to submit a presentation or participate in the Symposium without formal excuse will result in non-completion of the program.
 - e. All Fellows will be honored with a certificate of completion and a catered dinner.
- F. Upon successful completion of the program, Pearman Fellows shall be eligible to receive \$250.00 in Honoraria, to be allocated by the office or entity to which the Fellow was appointed.
 - a. Notification of the Honoraria application will be emailed to the Pearman Fellows by the office of the President in the Spring quarter

SECTION 6. SENATE PEARMAN FELLOWSHIP PROGRAM

- A. The Associated Students Pearman Fellowship Program shall have the option to be appointed to a Senator's office through the Senate Pearman Fellowship Program.
- B. Each year the Associated Students Senate can request eligible and willing fellows to enter the Senate Pearman Fellowship Program.
- C. The Senate Pearman Fellowship shall function in a similar manner to other Associated Students Executive Offices that accept fellows.
 - a. A Senator and their fellow(s) can be referred to as the respective Senator's Office.
- D. Senators wishing to participate in the Senate Pearman Fellowship Program must submit their intention to accept a Fellow, along with the following materials, to the Pearman Fellowship Coordinating Committee and the Internal Vice President no later than the start of Week 4 of Fall Quarter:
 - a. Name & Position
 - b. Goals for their term
 - c. Current and/or future projects
 - d. A brief description of the ASUCSB Senate.
- E. If senators are willing to participate in the program, prospective Pearman Fellows shall have the option to rank the Senate Pearman Fellowship as one of their choices during the interview process.

- F. The Senator-fellow pairings shall be determined by the Pearman Fellowship Coordinating Committee.
- G. In order to be considered for successful completion of the Senate Pearman Fellowship Program, Fellows must fulfill the following requirements:
 - a. Attend one (1) Pearman Fellowship Programming Session in week 8 of each quarter, for a total of three (3) program sessions.
 - b. Attend three (3) Senate meetings each during Winter and Spring Quarters, for a total of six (6) Senate meetings.
 - c. Attend three (3) Standing Committee meetings to which the Senator is assigned, throughout the duration of the Fellowship.
 - d. Submit a legislative proposal that aligns with the goals and objectives of the Senator they are assigned to.
 - i. The legislative proposal shall be submitted both to the Senator and the Pearman Fellowship Coordinating Committee.
 - e. Create and submit a presentation summarizing their work, including project goals, outcomes, and reflection, to the Pearman Fellowship Coordinating Committee no later than Week 7 of Spring Quarter.
 - f. Attend all check-in meetings with the Pearman Fellowship Program Coordinating Committee as requested.
 - i. Failure to meet these requirements will result in a noncompletion of the program.
- H. Upon completion of the program, Fellows will be invited to the Week 9 Pearman Fellowship Ceremony and shall be eligible for two hundred and fifty dollars (\$250.00) in Honoraria, allocated from Senate Unallocated Funds.
 - a. Notification of the Honoraria application will be emailed to the Pearman Fellows by the office of the President in the Spring quarter.

ARTICLE XVI - ACADEMIC SENATE AND ADMINISTRATIVE ADVISORY COMMITTEES

SECTION 1. SELECTION, NOMINATION AND TERM OF OFFICE

- A. One (1) Student or Senator shall be appointed to each active Academic Senate or Administrative Advisory Committee as specified in the Appendix of the ASUCSB Legal Code. The Committee appointment shall be recommended by the A.S. Committee on Committees, nominated by the A.S. President, and approved by the A.S. Senate for the term specified in the Appendix.
- B. Should any specific campus administrative or academic advisory committee request a general student representative or an A.S. student representative, the A.S. President shall submit an appointment to the ASUCSB Senate for confirmation by a simple majority vote (50% + 1).
 - a. All appointments will be made based on campus committee formation and student requests. Committee appointment is neither restricted to the Academic Senate nor bound by listed committees in legal code. Appointments will be made on an ongoing basis, and are appointed to a term of one academic year.
 - b. These committees shall be added to the ASUCSB appointment tracker if appointed.

- c. Appointments for such committees will last until the end of the President's term of office, unless otherwise noted.

ARTICLE XVII – STIPENDS & HONORARIA

SECTION 1. DEFINITIONS OF HONORARIA AND STIPENDS

- A. Honoraria shall constitute the form of compensation provided by the Associated Students to all duly appointed and elected undergraduate students. Eligibility for receiving Honoraria shall be contingent upon demonstrated work ethic, fulfillment of duties within the respective entity or BCU, and compliance with all applicable Association, campus, and UC requirements. The process for receiving Honoraria will be on an automated cycle.
 - a. Approvals for Honoraria of future or past quarters may not be obtained.
- B. It is to be assumed that all appointed officers will be eligible for full Honoraria, unless the entity Chair(s) deem otherwise, as outlined within Chair Honoraria Evaluation Forms, which are to be completed by Week Seven (7) of each quarter. Approved Honoraria may be disbursed via direct deposit, virtual card, or check. Honoraria is not guaranteed to any individual.
- C. Stipends shall be defined as fixed payments provided to appointed student officials who exercise administrative authority and perform assigned duties within their respective entities. These positions are supervised by both staff and student leaders, follow standard HR procedures, and are classified as "By Agreement" (BYA) employees. Stipend amounts are to be ratified by the Senate to align with the university payroll cycle.

SECTION 2. CONDITIONS FOR RECEIVING HONORARIA

- A. For any member listed to receive Honoraria by the Chair of any BCU or entity, that member must be appointed and approved by the Senate with a simple (50%+1) majority. Should the member not be appointed, eligibility to receive Honoraria for the quarter is not permitted and shall be denied.
- B. In order to receive Honoraria, the member must submit a W-9 Form alongside the Honoraria Consent Form to AS Financial Operations Staff no later than the week in which one was appointed.
 - a. Without the submission of such a form, the appointed officer will be deemed ineligible.
- C. In order to receive Honoraria, each Elected and Appointed Officer must fulfill the job description of their position as delineated in the Constitution, By-Laws, and any specific assignments made by the Senate. Appointed and Elected Officers shall be required to complete a minimum of six (6) units per quarter.
- D. It is mandatory that all Chairs, Co-Chairs, equivalents, and Executive Officers submit the appointment of the entirety of their board, commission, unit, or entity to the Senate, no later than the last meeting of Summer Quarter.
 - a. Should this recommendation not be met, Honoraria-earning members of the Association, must be appointed to the Senate no later than the Fourth (4th) Week of the quarter for which they are starting the role in order to be eligible for full Honoraria.
 - i. No appointed officer will be eligible for more than thirty percent (30%) of Honoraria for the respective quarter, if appointed at either of the Weeks Five (5) through Six (6) Senate meetings.

1. For example: a general appointed official with a three hundred dollar (\$300.00) Honoraria payment would receive a maximum of ninety dollars (\$90.00) for the quarter.
 - ii. If appointed during or after Week Seven (7), the appointed official is not eligible for the respective quarter's Honoraria.
- E. Once in office, all elected and appointed officers must complete the required AS training, and Honoraria eligibility on the AS Canvas Course. Said training and necessary documents required to be eligible for Honoraria must be submitted by Week Four (4) of the Fall Quarter.
- a. If appointed between Weeks Five (5) and Six (6), the appointed officer must complete the training in the week of their appointment.
 - i. Should these trainings or the required Financial Operations documents not be submitted, the officers in question will be ineligible to earn Honoraria.

SECTION 3. HONORARIA PROCESS AND TIMELINE

- A. The process and timeline for Honoraria shall be the following:
- a. Incoming Chairs are expected to make appointments to their respective entities by the Week Nine (9) Senate meeting of Spring Quarter.
 - i. Such appointments must be carried out throughout the Summer Quarter and completed by the beginning of Fall Quarter; if this requirement is not met, the entities' Advisor(s) will guide the process to ensure members are enrolled in the Honoraria system.
 - b. Remaining appointments and hiring shall be done throughout the duration of the Summer Quarter for any and all vacant positions.
 - c. All appointed members of the Associated Students' must complete the provided Canvas Course training by the end of Week Four (4) of Fall Quarter. Following the course trainings, the appointed member shall fill out a Family Educational Rights and Privacy Act (FERPA) protected form, listing the preference of receiving Honoraria in either of the following forms:
 - i. Direct Deposit to bank account
 - ii. Virtual Card
 - iii. Check to be distributed at the AS Ticket Office.
 - d. By the end of Week Five (5), A.S. Government Affairs Professional Staff shall verify all officers meet eligibility requirements.
 - i. If a student does not meet eligibility requirements, AS staff must notify the BCU Chair, the relevant Staff Advisor and the student in question who is ineligible. Disclosure for such a reason of ineligibility shall only be between the student in question and Staff. The student may provide documentation supporting their case. If determined out of order or insufficient, the member will be removed from their position. In this case, AS staff must notify Senate Leadership so that this is reflected in appointments records.
 - ii. Per University policy, International students must be earmarked, and are required to provide the relevant IRS forms to the Financial Operations Team and may be subject to withholding or may be deemed ineligible, subject to visa and/or income earning restrictions.

- e. On the Monday of Week Six (6), the Financial Operations Team and AS Professional Staff must open the Chair Honoraria Evaluation Form, which shall be completed by the Staff Advisor(s) and Chair(s) of each BCU in a joint effort by the end of Week Seven (7).
- f. AS professional staff shall conduct a final eligibility verification for all late appointments in Week Seven (7). Officers appointed after this date shall not be eligible to receive Honoraria for that quarter. Such officers will be included in the next standard eligibility verification cycle in Week Four (4) of the following quarter.
- g. Following the closure of the Chair Honoraria Evaluation Form, the Presidents Pro Tempores, and the Internal Vice President, or their representative, must send the Appointment Tracker Spreadsheet and attendance for the State of the Association (SOTA), to the Financial Operations Team. These documents are to indicate any entity vacancies, to verify the appointment of an Honoraria-earning member, and to disclose BCUs that failed to attend the SOTA in Week Eight (8). The Financial Operations Team shall confirm all officials and shall prepare a spreadsheet to provide to the Senate by Week Nine (9).
- h. In or before Week Nine (9), the Senate shall approve the Honoraria amounts awarded by the Financial Operations Team, with checks, direct deposits, and virtual card requests being notified to all members. The Senate may fail to approve these final amounts only in the case of a major component of the process being out of compliance with relevant Legal Code.

SECTION 4. STANDARD HONORARIA DEDUCTIONS

- A. At the beginning of Week Six (6) of each quarter, when the Chair Evaluation Form opens, AS Staff Advisors, working in coordination with BCU and entity Chairs, shall ensure that one evaluation form per BCU or entity is submitted no later than the end of Week Seven (7).
- B. The Honoraria Evaluation Form will be sent via Qualtrics survey, which provides the opportunity for the Chair(s) and Advisor(s) to privately disclose any necessary deductions for BCU entity members based on performance. These deductions will be reflected in Honoraria disbursements.
- C. Staff advisors and the Chair(s) must submit the Chairs' Honoraria Evaluation Form, even if all members are to receive the full amount of eligible Honoraria.
- D. Any member who should receive an Honoraria deduction should be listed, as well as the reasoning, including the following:
 - a. The officer made a personal choice to refuse Honoraria.
 - b. Unexcused absences—a two point seven percent (2.7%) deduction per each unexcused absence at a regular entity meeting.
 - i. For a quarter with nine (9) regular meetings held, this equates to two point seven percent (2.7%) per meeting. Should the regular meeting count be higher or lower than nine (9) for any BCU or office, the percentage per missed meeting shall equal a twenty-five percent (25%) expectation, divided by the total number of meetings held by each entity.
 - 1. Only entity-wide, regularly scheduled meetings are to be included in the considered amount of required attendance.
 - ii. Incompletion of Legal Code duties—a 10% deduction.

- iii. Chairs may recommend that a member receive no Honoraria for a given quarter if the member significantly fails to perform the substantial duties of their position or is inactive for a majority of the quarter.

E. Deductions for BCU or entity Chairs shall be as follows:

- a. All entities are required to attend the quarterly State of the Association. Failure to attend, or have a representative present, will result in a standard deduction for both the Chair and/or Co-Chair(s) of seven percent (7%)
- b. Chairs and AS Staff Advisors are responsible for submitting the Chair Evaluation Form on time. Failure to submit by the end of Week Seven (7) will result in a standard deduction of fifteen percent (15%) for the Chair(s).

F. Standard Deductions for ASUCSB Senators shall be as follows:

- a. An unexcused absence for State of the Association (SOTA) - a Fifteen Percent Deduction (15%)
- b. Unexcused absences—a four (4%) deduction per unexcused absence each regular Senate meeting.
 - i. Both attendance for SOTA and regular Senate Meetings will be kept by the Internal Vice President's Accountability Director, and sent to the Financial Operations Team by the end of Week Eight (8).
 - ii. Evaluation Forms are to be completed by the Internal Vice President's Accountability Director

SECTION 5. EXECUTIVE OFFICERS OFFICER'S HONORARIA

- A. Each Executive Officer must receive three thousand dollars (\$3000.00) toward an account of their choosing for each of Fall, Winter and Spring quarters for their term.
- B. Executive officers must receive an additional one-thousand dollars (\$1,000) toward an account of their choosing for each Summer session.

SECTION 6. APPOINTED AND ELECTED OFFICERS' HONORARIA

- A. Each Board, Commission, Unit, Senate, Senate's Standing Committee, offices within the Executive Branch, and Judicial Council will be allocated a proportionate pool of money every budget cycle for Honoraria for each of the Fall, Winter, and Spring Quarters, as well as the Summer quarter if applicable.
 - a. Appointed and Elected Officers' Honoraria shall be capped at the following amounts listed below, however, without implying that every recipient is entitled to the capped amount.
 - i. General appointed officials shall not receive Honoraria or a recommendation higher than \$300 per quarter.
 - ii. Appointed officials who act in the capacity of a (Co)-Chair, or their respective counterparts, of any Board, Commission, Unit, office within the Executive Branch, and Judicial Council, shall not receive Honoraria or a recommendation higher than Four Hundred and Fifty Dollars (\$450) per quarter.
 - iii. No Senator shall receive an Honoraria or amount or recommendation higher than six hundred (\$600) per quarter.

1. Senators who do not serve as a Standing Committee Chair or Vice Chair, or a President Pro Tempore shall have a capped honoraria amount of Five Hundred Dollars (\$500) per quarter.
 2. Senators serving as a Standing Committee Vice Chairs shall be eligible for up to an additional fifty dollars (\$50) per quarter, adding up to a maximum of Five Hundred and Fifty Dollars (\$550) per quarter.
 3. Senators serving as the First and Second Presidents Pro-Tempore and Standing Committee Chair(s) shall be eligible for up to an additional One Hundred Dollars (\$100) per quarter (adding up to a maximum of \$600 per quarter).
- iv. Pearman Fellows who successfully complete the Pearman Fellowship Program shall receive a one-time payment of Two Hundred Fifty Dollars (\$250) from the entity to which they were appointed. This payment shall be disbursed during the Honoraria distribution period in Week Nine (9) of Spring Quarter.
1. For Pearman Fellows appointed to a Senate Office, this allocation will come from Senate Unallocated.
- v. In the case of an elected or appointed officer leaving office after Week Five (5) of the quarter, the officer shall be eligible for a 50% pro-rated amount of their quarterly Honoraria for the time in office.
- B. The maximum amount of Honoraria can be accessed for the Judicial Council Chair, Vice-Chair, and Council Members shall be pegged against their equivalency in Senate Standing Committees.

SECTION 7. APPEAL OF HONORARIA DEDUCTIONS

- A. Any officer whose Honoraria has faced a deduction with the exception of any members of the Judicial Council, may submit a formal appeal to the Judicial Council by the end of Week Ten (10) of the corresponding quarter.
- B. It is the responsibility of the Judicial Council Chair to have scheduled an appropriate hearing and to have submitted a decision on any Honoraria deduction appeal by the end of the first (1st) week of the following quarter for which the appeal was made. The Judicial Council shall have the right to examine the Chair's Evaluation Form for the plaintiff only in order to inform their judgement. The Council must find, within its standard of evidence, that an error, lacking of necessary information or another substantial cause, has led to a wrongful deduction. These considerations shall be in place in the case of a ruling to reverse the original deduction.
- a. The Judicial Council may alter these timelines if a case is demanding a significant amount of deliberation or hearings.

SECTION 8. OUTSTANDING BCU AWARD

- A. In each regularly held school quarter (Fall, Winter, and Spring), the ASUCSB President may nominate no more than three (3) Board, Commissions, and Units for the Outstanding BCU award to the Senate. If approved by the Senate, all members of the outstanding BCU shall receive a one hundred percent (100%) increase of their original Honoraria, for their respective BCU position, for that quarter, provided that they meet all other listed requirements to be eligible to receive full Honoraria.
- B. When determining which BCU(s) to nominate, the President should primarily consider the amount of direct student impact and service provided by the BCU relative to their membership and budget. This consideration

should be holistic with respect to each BCU's unique mission statement and promote collaboration among the Association.

- C. The overarching criteria of the award shall be the following:
 - a. Effective Communication and Collaboration: Demonstrates consistent, transparent, and effective communication with other BCUs, Senate, and AS as a whole to foster a cohesive and unified campus environment.
 - b. Inclusivity and Representation: Actively promotes inclusion, ensuring that programs and initiatives are accessible and beneficial to students from all backgrounds, including underrepresented and marginalized groups.
 - c. Responsible Use of Student Fees: Demonstrates fiscal responsibility by making impactful, transparent, and meaningful use of student fees to benefit the wider student body and campus community.
- D. After the above-mentioned overarching criteria have been satisfied, the president shall make one nomination for each of the following impact metrics.
 - a. Student Prosperity: Contribute to the well-being of the student body through mental health support, social engagement, or resources that contribute to students' physical, emotional, and mental wealth.
 - b. Professional and Academic Development: Provides valuable opportunities for professional growth, leadership development, or academic support, enabling students to enhance their skills, knowledge, and career readiness.
 - c. Representation of Marginalized Communities: Serving, advocating for, and representing marginalized communities at the AS and school levels to bridge the gap between communities and foster an inclusive campus culture.
- E. The President's nomination shall be submitted no later than the end of Week Seven (7), before the Chair's Evaluation Forms for the respective quarter have closed.
- F. Once a BCU is approved by the Senate to receive the Outstanding BCU Award, the Senate shall make a motion transferring the additional cost of hHonoraria from the Senate Unallocated account to the Honoraria portion of that BCU's budget.

ARTICLE XVIII – A.S. PARDALL CENTER GOVERNANCE BOARD

SECTION 1. NAME

- A. The name of this governance board shall be the Pardall Center Governance Board, hereafter known as PCGB.

SECTION 2. CHARGE

- A. The Associated Students Pardall Center is a student-run and student-funded resource center located at the Heart of Isla Vista and established to represent the needs and interests of UCSB students while fostering connections with the broader IV community. As a physical hub for services, resources, and events, the Pardall Center provides free or subsidized access to academic, technological, social and wellness support, including but not limited to exam materials, free printing, study and meeting spaces, and a kitchenette with snacks.
- B. Guided by values of accessibility, equity, inclusivity and community, the Pardall Center Governance Board strengthens connections between Associated Students, UCSB, and IV-based entities while fostering student leadership and creating a safe, welcoming environment through both daily operations and special events.

The Pardall Center Governance Board is entrusted with the stewardship of this facility and its resources: managing student fee funding, overseeing facility upkeep, coordinating community outreach, and remaining responsive to the evolving needs of UCSB students and the Isla Vista community.

- C. The scope of PCGB's authority shall include, but not be limited to, operations decisions, space allocations, budget, personnel, programming, satellite operations, investments, purpose and image, decorations, facilities, services, programs, and activities. for the Pardall Center. It shall oversee the operations and development of the Pardall Center with respect to any matters involving policy, including short and long-term planning for the financial viability of said spaces.
- D. PCGB shall manage the distribution and approval of all current and anticipated spending of the Pardall Center lock-in fee. It shall review and have full financial authority regarding the allocation of any Pardall Center lock-in funding for all Isla Vista Space related project proposals made to the board.
 - a. The Lock-In Fee of \$3.54 per student will be classified as "Pardall Center" in the AS Budget sheet.
- E. PCGB shall serve as a council to promote and coordinate efforts of AS entities for the improvement of the Isla Vista Community. PCGB may collaborate with, allocate funds to, and support groups working on similar missions.
- F. PCGB will perform outreach to BCUs who routinely work in Isla Vista throughout the year to foster communication and effective coordination between parties.
- G. Pardall Center staff must be present at the Center during all open hours, as determined by PCGB and the Pardall Center Coordinator/Advisor. Key card access to the building shall be limited to Pardall Center staff and staff of leasing entities.

SECTION 3. MEMBERSHIP OF THE PARDALL CENTER GOVERNANCE BOARD

- A. The board shall consist of permanent voting members and ex-officio members.
- B. Permanent voting members shall serve the length of a one-year term, shall reflect diverse community interests, and shall consist of both elected and appointed members:
 - a. One (1) Chair
 - b. One (1) Vice Chair
 - c. One (1) Internal Affairs Coordinator
 - d. One (1) External Affairs Coordinator
 - e. One (1) Treasurer
- C. Appointed members of the permanent voting membership shall be chosen by the entities they represent and shall consist of:
 - a. One (1) Student Staff Representative
 - b. One (1) External Vice President for Local Affairs Representative
 - c. One (1) Isla Vista Community Relations Committee Representative
 - d. One (1) Representative from each leasing tenant entity
- D. Ex-Officio members shall be non-voting members invited to all Board meetings and shall be kept on all official communications regarding PCGB. Ex-Officio members shall consist of:
 - a. The Associated Students President
 - b. The Associated Students Internal Vice President
 - c. ASUCSB Off-Campus Senators
 - d. The Associated Students Executive Director

- e. The Associated Students Pardall Center Advisor
- f. The Associated Students Assistant Director for Community Affairs, Civic Engagement, and Advocacy

E. Selection and Term of Office of Permanent Voting Members

- a. All permanent voting members of the PCGB shall serve a one-year term. Elected members shall serve from the eighth (8th) week of Spring Quarter until the eighth (8th) week of the following Spring Quarter.
- b. The recommendation of candidates for elected membership, either for the next term of PCGB or upon vacancy of such position, shall be determined by a majority (50% +1) vote of all currently active permanent voting members. The final vote shall serve as the official recommendation of the PCGB to the A.S. Committee on Committees, A.S. President, and Senate.
- c. If a permanent voting member is unable to serve the duration of their term, or is removed by two-thirds (2/3) vote of quorum of PCGB, the member shall be replaced with due speed by the process under which they were selected to serve. The candidate chosen to replace that member shall serve out the remainder of the current term. Failure to meet the member expectations listed below shall constitute grounds for removal from PCGB.

SECTION 4. DUTIES AND RESPONSIBILITIES OF THE PARDALL CENTER GOVERNANCE BOARD

A. Chair:

- a. Shall serve as the chief officer of the Pardall Center Governance Board.
- b. Shall be responsible for calling and conducting meetings of the Board.
- c. Shall set agendas for the Board meetings with the assistance of the Pardall Center Advisor.
- d. Shall serve as the primary spokesperson for the Board.
- e. Shall submit Pardall Center Governance Board minutes weekly to the Internal Vice President, to be approved by the Associated Student Senate.
- f. Shall build and maintain effective communications with staff and students within the Isla Vista and University community.
- g. Shall work with the Internal and External Affairs Coordinator on organizing events at the Pardall Center.
- h. Shall conduct one-on-one meetings with permanent voting members once a quarter to provide feedback on performance and assess progress.
- i. Shall lead the completion of the budget package for the Pardall Center lock-in for the following year with ex-officio career staff and the treasurer. The Chair shall ensure that adequate money is set aside to meet the mandate of the lock-in fee.
- j. If the Chair is unable to serve the duration of their term, or is removed by two-thirds (2/3) vote of the full Board, the Vice Chair shall replace them.
- k. The Chair shall only vote in the case of a tie-vote.
- l. Shall remain accessible and ensure their up-to-date contact information is posted on the Pardall Center website.

B. Vice Chair

- a. Shall serve as the chief officer of the PCGB when the Chair is absent, and in such case, shall assume all their duties and responsibilities.
- b. Shall be responsible for minute taking during meetings of the Board or designate a voting member as a replacement in the absence of the chair.
- c. Shall have full voting rights in all governance board matters unless serving as the chief officer.
- d. Shall provide feedback on the performance of voting members as appropriate.
- e. If the Vice Chair assumes the Chair position, the resulting vacancy in the Vice Chair position shall be filled with a majority vote (50% +1) vote.
- f. If the Vice Chair is otherwise unable to serve the duration of their term, or is removed by two-thirds (2/3) vote of the full Board, the Board shall replace them with two-thirds (2/3) vote.
- g. Shall remain accessible and ensure their up-to-date contact information is posted on the Pardall Center Website.

C. Internal Affairs Coordinator

- a. Shall maintain regular attendance at board meetings and be prepared for discussions.
- b. Shall promote PCGB's mission, programs, and initiatives to the campus and broader community.
- c. Shall plan, implement, and support programs and events at the Pardall Center designed to increase student and community engagement.
- d. Shall collaborate closely with the External Affairs Coordinator to ensure alignment between internal operations and external outreach efforts.
- e. Shall provide regular updates to the Board regarding internal programming, attendance trends, logistical needs, and outreach efforts.
- f. Shall coordinate with the Pardall Center Coordinator to ensure all internal events adhere to legal policies and safety regulations.
- g. Shall manage internal logistics for the Pardall Center, including inventory management and coordinating supplies and setup for Pardall Center events.
- h. Shall remain accessible and ensure their up-to-date contact information is posted on the Pardall Center website.

D. External Affairs Coordinator

- a. Shall attend Board meetings and maintain participation in committee meetings, arriving prepared for discussion and decision-making.
- b. Shall promote PCGB's mission, programs, and initiatives to the campus and broader community.
- c. Shall plan, coordinate, and support programs and events at the Pardall Center designed to increase visibility, engagement, and outreach to students and community members.
- d. Shall facilitate external planning, partnerships, and communications related to Pardall Center events and initiatives.

- e. Shall collaborate closely with the Internal Affairs Coordinator to ensure alignment between external outreach and internal operations.
- f. Shall provide regular updates to the Board regarding outreach efforts and external partnerships.
- g. Shall oversee the Pardall Center's social media account(s).
- h. Shall obtain or coordinate necessary permits, insurance, and legal approvals for Pardall Center events.
- i. Shall manage external logistics such as venue contracting, vendor coordination, and equipment rental.
- j. Shall remain accessible to external stakeholders by maintaining availability for meetings as necessary and by ensuring that their up-to-date contact information is posted and accessible on the Pardall Center website.

E. Treasurer

- a. Shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of accounts of the properties and business transactions of PCGB.
- b. Shall prepare the Board's budget during Winter and Spring Quarter for the following fiscal year in conjunction with the Chair and ex-Officio career staff.
- c. Shall give regular fiscal reports to the Board.
- d. Shall be responsible for collecting and consolidating all requisitions and keeping financial records.
- e. Must complete requisition forms for any OSL that has been approved funding by the board within a week of the meeting in which it was approved.
- f. Attend at least one (1) A.S. Finance Committee meeting per quarter.
- g. Shall remain accessible and ensure their up-to-date contact information is posted on the Pardall Center website.

- F. The aforementioned board members shall be subject to removal from the Board should they fail to fulfill the obligations listed above. A voting member may not miss more than two (2) Board meetings in any given academic quarter unless the acting member has obtained an excused absence from the chief officer. Missing more than two (2) meetings in a quarter shall constitute failure to fulfill Board membership requirements and grounds for reduction in honoraria as well as removal.

G. Student Staff Representative

- a. Serve as the voice of the Student Staff of the Pardall Center to the Board.
- b. Update the Board on the procedures, functions, and duties of the staff.
- c. Provide suggestions for improvements to the space and/or functions of the Center.
- d. Work to ensure adequate understanding of the everyday environment of the Pardall Center is clear to the rest of the Governance Board.
- e. Inform the student staff on events, projects, and other subjects relevant to them and the center.

- f. If this position is vacant, a representative shall be chosen from the student staff by the Pardall Center Coordinator/Advisor.
 - g. Shall remain accessible and ensure their up-to-date contact information is posted on the Pardall Center Website.
- H. Other Appointed Representatives (as listed in §3(B)(b)):
- a. Shall serve as a liaison between PCGB and their respective entity.
 - b. Shall attend at least three (3) meetings per quarter.
 - c. Shall maintain communication on their entity's events and/or projects that may involve the Pardall Center, the campus community, and the local area.
 - d. Shall serve as an informational resource to their entity on the discussions of PCGB.
 - e. Shall provide visibility for Associated Students in the local community.

SECTION 5. POLICY AND PROCEDURE OF THE PARDALL CENTER GOVERNANCE BOARD

- A. Meetings shall be called by the Chair, or in their absence, Vice Chair with a minimum of twenty-four (24) hours advance notice, or by written request to the Chair signed by a number of members equal to the quorum. All permanent and ex-officio voting members shall be notified of meetings. Agendas are required to be sent out at least twenty-four (24) hours before the board meeting.
- B. PCGB shall hold at least four (4) regularly scheduled meetings per quarter during the academic year and shall make arrangements to meet as needed during the summer months.
- C. PCGB shall hold public forums at each regularly scheduled meeting prior to any action items or substantive votes. Additional public forums may be convened at the discretion of the Board by the same procedure as for meetings. Public participants may provide input on AS in IV issues and Pardall Center governance but shall not hold voting powers. PCGB shall create a policy to specify additional rules for public forums, including time limits for speakers and the time allotted for public forums, and that policy shall be published on the Pardall Center website. Public forums may be ended before the allotted time is complete with a two-thirds (2/3) vote of PCGB.
- D. PCGB may form subcommittees to act on its behalf for specialized purposes or if a quorum of permanent voting members cannot regularly be established, such as during Summer Quarter. Subcommittees shall be composed of at least three (3) permanent voting members, with membership approved by PCGB. Subcommittees may exercise the full authority of PCGB and shall be governed by the same policies and procedures as the Board unless otherwise specified by the Board at the time of their creation. All actions taken by subcommittees shall be reported to the Board at its next regular meeting.
- E. For the purpose of conducting business, approving policies, and formulating recommendations or decisions, a quorum of PCGB shall consist of a majority (50% +1) of the total active permanent voting positions. For example, if eleven (11) permanent voting positions are currently filled, quorum is defined as six (6) members. Quorum may be met via Conference Call or video conferencing.
 - a. "Active permanent voting positions" are defined as permanent voting seats on PCGB that are currently filled by a member. Quorum shall be calculated based on the number of active permanent voting positions at the time of the meeting.
- F. PCGB is required to approve new projects, policies, recommendations or decisions, and allocations of the board's funds with a majority (50% +1) vote of quorum. Voting thresholds relating to elected membership are

enumerated separately in the following clauses: initial nomination of all elected members in §3(D)(b); removal and replacement of the Chair in §4(A)(j); removal and replacement of the Vice Chair in §4(B)(f)–(g); and removal and replacement of other elected members in §3(D)(c).

- G. Proxy voting on the Board will only be granted for Board members who have presented a request to the Chair before the beginning of the meeting. The note must give the name of the proxy and by delegating a proxy; the representative will take responsibility for the proxy's vote on any item. Other members of the Board cannot act as a proxy. It is the responsibility of the non-present Board member to update their proxy with the current discussion topics of the Board.
- H. Conflict of interest
 - a. In individual situations that pose conflict of interest to a particular Board member, the member is expected to recuse themselves from the vote. If the member does not volunteer to recuse themselves, the Board may move to do so with a two-thirds (2/3) vote.
 - b. Conflict of interest shall be defined as pertaining to personal financial gain or financial gain of associates (friends and/or family members).
 - c. Recusal shall not affect quorum; the recusing member shall abstain from voting.

SECTION 6. HONORARIA

- A. Permanent voting members of the Boards shall be eligible to receive honoraria. Denial of an honorarium can occur as stipulated in Legal Code. Just cause for denial must be shown specific to the stated duties and expectations of voting members.

SECTION 7. RENTING TENANTS OF THE PARDALL CENTER

- A. Renting tenants shall have autonomy over decisions relating to the usage, hours of operation, and all other administrative functions for their space during the term of their lease.
 - a. These decisions shall be in accordance with the guidelines outlined in the standing policies and procedures of the space that the tenant occupies.

ARTICLE XIX - ELECTIONS REGULATIONS

SECTION 1. ELECTIONS CODE

- A. Unless otherwise specified in the Legal Code, the Elections Board will have all jurisdiction in regards to election rules, policies, enforcement, and promotion at all times during the academic year.
- B. In the case of unique circumstances not explicitly covered by the Elections Code, the Elections Board Senator Liaison is responsible for adjusting the code in order to maintain consistency in terms of Elections Board governance.
- C. These Bylaws are intended to adhere to a viewpoint neutral perspective and ensure an educational experience for all participants.
- D. The Election Code shall be published by the Elections Board and approved by a two-thirds (2/3) vote of the Senate no later than the seventh (7th) week of Winter quarter. Once passed, the Election Code shall not be changed until the conclusion of the following Spring general election. The Election Code shall include, but is not limited to:

- a. Article X of the Constitution
- b. Article XI of the Constitution
- c. Article III, Section 1 of the By-Laws
- d. Article VI, Section 17 of the By-Laws
- e. Article XVII of the By-Laws

SECTION 2. CANDIDATES

A. General Requirements:

- a. For the purpose of this Election Code, the term "candidate" shall be defined as any member of the association who is eligible for candidacy if they meet the following requirements at the Declaration of Candidacy deadline:
 - i. Is a registered undergraduate student during Winter and Spring quarters;
 - ii. Acknowledgement that they, the candidate, has or will have at least a two point zero (2.0) cumulative grade point average by the end of Winter Quarter; and
 - iii. Is enrolled in at least six (6) units during Winter and Spring quarters.
 - iv. All candidates must fulfill the eligibility requirements found in Article III Section 1.
- b. No member of the Association shall run for an elected position that they are ineligible to hold for its full term.
- c. No person shall be a candidate for more than one office.

B. Candidates for an elected office in the Spring election are required to file a signed Declaration of Candidacy form. The Declarations of Candidacy, may be submitted no later than eleven-fifty-nine pm (11:59pm) – Wednesday, the ninth (9th) week of Winter Quarter, and are public documents upon presentation to the Elections Board, shall include but not be limited to:

- a. Names of the Candidates, which must include preferred name, with nicknames given in quotes, Preferred Pronouns, Perm Numbers, Local Living Addresses, Mailing Addresses and Phone Numbers. All A.S. Candidates shall use their preferred name(s) as it appears on student records for the ballot.
 - i. Candidates who filed a petition and are found eligible will be able to decide upon the exact appearance of their name as it will be displayed on the ballot. The name chosen by the candidate for the ballot, as specified on the Application for Candidacy, is final upon approval of the ballot.
 - ii. The final appearance of all names on the ballot shall be approved by the Elections Board, including the position for which the candidate is running.
- b. The number of quarter units the candidate is currently carrying [six (6) units minimum] for the Winter and Spring quarter of that academic year.
- c. Acknowledgement that the candidate has or will have at least a two point zero (2.0) cumulative grade point average by the end of Winter Quarter of that academic year.
 - i. If a two point zero (2.0) cumulative grade point average is not achieved by the end of Winter Quarter, the candidate will no longer be eligible to run for elected office in the next general election. If ineligible, candidates will be notified by the Executive Director, by the end of the first (1) week of Spring Quarter.

- ii. Career staff will check grades every quarter thereafter to ensure the Candidate maintains the minimum of a two point zero (2.0) cumulative grade point average requirement.
- d. The signature of each Candidate, acknowledging:
 - i. The submission of the petition.
 - ii. Knowledge of the dates, locations, and times of the Mandatory Candidate Orientation Meeting.
 - iii. Knowledge of the fact that a photograph for a campus media supplement will be taken during the Mandatory Candidate Orientation Meeting
 - iv. Knowledge of the fact that if the Candidate or their representative does not attend the Mandatory Candidate Meeting, their name will not appear on the ballot.
 - v. Knowledge of the fact that each Candidate must sign a promissory agreement agreeing that they will be held responsible for following Elections regulations that the Elections Board puts forth.
 - vi. Knowledge of the fact that each Candidate must sign a statement reaffirming the following:
 - 1. "My participation in the forthcoming election will be undertaken in accordance with and will be governed by: All applicable University policies and campus regulations and the Election Code, as interpreted and implemented by the Elections Board and the Elections Board Chairperson. I acknowledge that I may be disqualified from the election process upon severe infraction of the Election Code at the discretion of the Elections Board."
 - vii. Knowledge of the requirement to attend a meeting in its entirety for the respective position for which they are running before the commencement of active campaigning:
 - 1. Executive Officer Candidates shall attend one (1) staff meeting of their respective Executive office in its entirety.
 - 2. Senatorial Candidates are required to attend a Senate meeting in its entirety.
 - 3. The candidacy of any Candidates unable to fulfill this requirement due to extenuating circumstances shall be subject to the approval of the Elections Board.
 - 4. Knowledge of the requirement to attend mandatory Senate Training Spring and Fall Quarters if elected.
 - 5. If the photo is missed during the Mandatory Candidates meeting, the Candidate will have one (1) week to submit a photo within the specifications provided by the Elections Board.
 - 6. The Elections Board will be responsible for choosing the backdrop of election pictures.
- e. Independent Candidates:
 - i. Are non-partisan.
 - ii. Students who register as independent candidates must renounce all former ties to any party that has ever officially registered with the ASUCSB Elections Board.

- iii. Can be endorsed by current elected Associated Students members who are not running for a position in the election.
- iv. Cannot accept any donations or gifts funded by registered parties.
- f. Write-In's:
 - i. Definition: A write-in candidate is an individual whose name does not appear on the ballot, but for whom voters may vote for by writing in the person's name.
 - ii. All Write-In candidates shall be considered independent candidates.
 - iii. Write-in candidates shall be counted. If any write-in receives sufficient votes in a General Election, they shall be elected.
 - 1. A write-in may only be considered for one office.
 - 2. The one office that each write-in receives the greatest percentage of votes for will be considered the office for which that candidate is running, and only those votes will be officially counted. Votes for that write-in for other offices will be disregarded.
 - 3. For the votes of a write-in to be counted, they must meet all requirements for eligibility for candidacy for the office that they receive votes, except the requirement to submit a petition for candidacy.
 - iv. Write-in's shall inform the Elections Board Chairperson in writing of their candidacy for office and shall sign a promissory agreement agreeing that they will be held responsible for following Elections regulations that the Elections Board puts forth by eight (8) pm on the first (1st) day of Campaigning. Failure to do so will mean that the write-in cannot be elected.
 - v. The Elections Board shall be responsible for compiling a summary of Associated Students and Student Engagement and Leadership regulations and giving it to all write-in's. The Elections Board shall be responsible for providing this document to any student upon request.
 - vi. All write-in's shall adhere to the Election Code.

SECTION 3. CANDIDATE ORIENTATION MEETING

- A. All Candidates (or a sufficient proxy) are required to attend the Mandatory Candidate Orientation Meeting, held during the ninth (9th) week of Winter quarter, which is the day following the last day of sign-ups in order for the Candidates' name to appear on the Spring ballot.
- B. A member of Elections Board will provide direction to an electronic copy of the Elections Code to:
 - a. Each independent candidate
 - b. Each party chair/liaison
- C. A "sign-in" roster will verify attendance. Candidates are responsible for any and all information disseminated at the Candidate Orientation Meeting. Any Candidate or proxy not in attendance will be subject to disqualification.
 - a. The Candidate must sign a waiver accepting all responsibility for all information given to their proxy during the Candidate Orientation meeting.

- b. Candidates will not be allowed to change what position they are running for once the Candidate Orientation Meeting has concluded.
 - i. If a candidate desires to withdraw from the election, they must provide written communication via email to the Elections Board, which explicitly states their desire to be removed from the election along with their electronic signature. Any candidate who has withdrawn from the competition may not allow another individual to take their place on the ballot.
 - ii. In the event that the ballot has already been approved by the Senate, votes for a withdrawn candidate will appropriately be disbursed to the next appropriate candidate.
- D. One (1) proxy will be allowed per one (1) Candidate.
- E. A proxy will only be accepted for class conflicts, severe illness, or extenuating circumstances subject to the approval of the Elections Board.
- F. Any person who has expended money on campaign material or announcements, and who is not a Candidate on the ballot, will be considered a Write-In Candidate and must also sign a promissory agreement agreeing that they will be held responsible for following Elections regulations that the Elections Board puts forth.
 - a. If any member of a party or organization is found in major violation of the Legal Code, Campus Rules and Regulations, RHA, and other rules specified on the official A.S. Elections website, resulting in an infraction of the Elections code, the party liaison will be informed, and the Elections Board may investigate this case to determine the nature of the infraction. The Elections Board will keep thorough records of all investigations and testimonies to be used as evidence for the Judicial Council. The evidence collected shall only be available for use by the members of the Elections Board, and when necessary, the Judicial Council.
- G. Disqualification/withdrawal of Candidates:
 - a. If all Candidates for an Executive Office are disqualified or withdraw, new nominations shall be accepted for a period of five (5) school days immediately following the closure of the Ballot. A special election for the office shall be held within fifteen (15) school days of the final petition filing date for this office.
 - b. The dates, times, and campaigning procedures for the special election shall be designated by the Election Board & Chairperson with The Senate's approval by a majority (50% +1) vote.
 - c. Grounds for disqualification will be left up to the discretion of the Elections Board due to the individual and unique nature of each case. Disqualification shall be used as the last and most severe punishment.
 - d. The decision to recommend disqualification must pass with a majority vote of the voting membership of the Elections Board.
 - i. The Candidate in question shall be notified within twenty-four (24) hours of the Elections Board's decision.
 - ii. If the Elections Board decides to disqualify a Candidate, the process for removing the Candidate from the election shall be determined by the Elections Board.
 - iii. The decision of the Elections Board may be appealed to the Judicial Council.

- H. Candidates may be required to attend training session(s) on ethics and/or conflict management, at the discretion of the Elections Board. The training sessions must be completed before a deadline set by the Elections Board and are considered mandatory in order to run in the election.

SECTION 4. ENDORSEMENTS

- A. An Endorsement is defined as the explicit declaration of preference or favor for a particular candidate or party. Endorsements include, but are not limited to:
- a. Social media posts; and
 - b. Written or verbal statements.
- B. SEAL Groups:
- a. Each Candidate or Party seeking to use endorsements from SEAL groups are required to contact prospect groups and request the Elections Consent Form online. The SEAL group will then decide among themselves the process of consenting to endorse, and fill out and submit the Elections Consent Form. The form will be provided online on the Elections website and must be signed by the executive board of the student group.
- C. ASUCSB Entities:
- a. All Entities will refrain from endorsing candidates and/or parties.
 - b. All Entities will advertise general voting dates in order to promote overall voter turnout.
 - c. A member of the association cannot use AS resources including material resources as well as means of access to students provided by their position in the association to endorse a Candidate or party.
 - i. Any campaign material may not be worn, shown, or in any other way visible in all Associated Students spaces.
 - d. Candidates running for office may use past positions within AS, elected or appointed, as references for their past experience and/or to endorse themselves and/or endorse others for positions they have held in the past.
 - i. With the exceptions outlined in Article XVIII, Section 2.B.6.
 - e. Any students holding positions within the association that are in violation will be penalized according to Article XVIII Section 14K. Any Entity, Senator or Executive officer within the association caught in violation of endorsement policy will be subject to the penalties outlined below:
 - i. First (1st) Offense: Warning
 - ii. Second (2nd) Offense: Ineligibility for honoraria and/or any tuition provided for the relevant quarter.
 - f. Executive Officers of A.S. in violation will be penalized according to Article XVIII Section 14K. Any Entity, Senator or Executive officer within the association caught in violation of endorsement policy will be subject to the penalties outlined below:
 - i. First (1st) Offense: Warning
 - ii. Second (2nd) Offense: Ineligibility for honoraria and/or any tuition provided for the relevant quarter.

- g. Titles can be used to endorse for identification purposes with a disclaimer stating, "this title is used only for identification purposes" and the party the endorsed Candidate ran with.

D. Fee Initiatives Endorsement

- a. No use of A.S. spaces
- b. No use of A.S. Monies

E. Social Media

- a. Engagement with any social media post is not considered an endorsement unless specific wording is used to indicate an endorsement, these include but are not limited to: liking, sharing, retweeting, reposting, commenting, etc.

SECTION 5. PARTY STATUS

- A. For the purpose of this Elections Code, a party is any group of two (2) or more candidates that have officially registered with the Elections Board. No candidate can register with more than one party.

B. Declaration of Parties:

- a. Parties wishing to be on the ballot are required to submit:
 - i. A Party's mission statement (which clearly states the goals of the Party), which will be advertised in the Elections Supplement.
 - ii. A Party Affiliation Form, which includes signatures of the running Candidates who will be on the "Party Slate", name of a Party Liaison and their contact information.
 - iii. A Party support/membership roster, with full names of all supporters/members.
 - 1. Supporters/members shall be defined by any person(s) who are working/consulting with the party for the election.
 - iv. A Party Liaison, who may or may not be a Candidate, is responsible for the following:
 - 1. Making sure that the Mission Statement of the Party is turned in by the date set by the Elections Board, along with Party members' signature.
 - 2. Coordinating with Elections Board and the Party members the Liaison is representing dealing with infractions issued to Candidates.
 - 3. Must sign promissory agreement along with all members of the Party.
 - 4. Meeting regularly with assigned Elections Liaison.
 - 5. Acting as the sole person on behalf of the Party to communicate with the Elections Board.
 - 6. Crafting a Support List, which will also be amended and updated to reflect the true nature of Party supporters.
 - a. Party supporters are students who have invested effort to their respective party or Candidate's cause. This effort can include but is not limited to,

consistent meeting attendance, consistent distribution of party/Candidate campaign material, etc.

b. Parties will be held accountable for any inappropriate campaign engagement done by supporters.

b. Declaration of Party Form must be turned in by the Friday of week five (5) of Winter Quarter at four o'clock pm (4:00pm). The Form will be found online at the elections website.

i. The Party Slate may only contain one candidate per executive position.

C. Financial Statements:

a. All Executive Candidates and Candidates of the Senate must file a Financial Statement to be submitted no later than four o'clock pm (4:00pm) the day of the Declaration of Candidacy (See section 7.A.1). These are public documents and upon presentation to the Elections Board for their review, shall include:

i. Party affiliation, if any.

ii. Name of campaign Treasurer.

iii. Money already spent.

iv. Money projected to be spent:

1. This must include a breakdown of party dues per person, if any.

v. Projected Apparel/Clothing company to be used for campaign, if any.

1. Contact information of the company must be provided.

D. Student Conduct Policy

a. Party leadership shall, to the best of their ability, make certain that members comply with all applicable local, state and federal laws, University of California and University of California, Santa Barbara policies and regulations while participating in the election process.

i. Any violations of these policies shall be reported to the Elections Board.

ii. The Elections Board shall be responsible for investigating if violations were individual or systemic incidents.

iii. If the Elections Board finds that systemic violations have been committed by a party or by individual party members, then that party shall be ineligible to run in the election of that year.

iv. Individual party members who feel that they have not been responsible for the actions of the party may appeal to the Judicial Council and be allowed to continue running independently by a two-thirds majority vote of the Council. Party leadership shall ensure, to the best of their ability, that all party members are conducting themselves in a manner compatible with the educational function of the university and its code of conduct.

b. Party leadership shall ensure, to the best of their ability, that all party members are abiding by regulations. This can be either on official forms or to University officials, Associated Students staff, The Attorney-General, and members of the Judicial Council acting in the performance of their duties.

- c. Party leadership shall ensure, to the best of their ability, that party members are giving accurate information to the Attorney General, Judicial Council, and The Elections Board. This can be either on official forms or to University officials, Associated Students staff, The Attorney-General, The Elections Board, and members of the Judicial Council acting in the performance of their duties.
- d. Party leadership shall ensure, to the best of their ability, that party members are not participating in any form of theft, damage, or destruction of university or private property.

E. Student Conduct Policy Enforcement:

- a. The Elections Board shall be responsible for educating and informing all party members of the Elections Regulations.
- b. The Elections Board shall be responsible for enforcing all student conduct regulations within the Association.
- c. The Department of Judicial Affairs shall be responsible for adjudicating any violations of campus code of conduct as opposed to the Associated Students code of conduct as it pertains to the election.
- d. All violations of student conduct shall be reported to the Elections Board.
- e. Specifically, in regards to the election, the Elections Board shall have the responsibility to decide whether the violation was an individual act or a systemic act.
 - i. If the Elections Board finds that the violation was an individual violation, then the individual or individuals responsible shall be reprimanded appropriately under the regulations outlined in XVII.5.E.5.
 - ii. If the Elections Board finds that the violation was a systemic violation, then the party as well as the individual or individuals responsible shall be reprimanded appropriately under the regulations outlined in XVII.5.E.6.
 - iii. For the purposes of the election, a systemic violation of the elections code shall be defined as a violation committed by two or more individuals. This shall include but not be limited to: hazing, coerced work hours, and incurring and disregard of physical, mental, and emotional stress.
 - iv. These violations shall be investigated through the standard complaint procedure of the Elections Board and require the adequate evidence necessary in a standard complaint procedure.
 - v. Elections Boards shall maintain the right to refer any complaints to the most appropriate entity, such as but not limited to, Judicial Council, Judicial Affairs, or RHA.
- f. Individuals found guilty of violating the student conduct policies within the elections code shall be disqualified from running in the spring election of that year.

F. The Elections Board has the right to ban an individual from participating in any future Associated Students elections in extreme circumstances determined by the Elections Board.

G. The Elections Board has the right to enforce limited disciplinary measures on party members at large aimed at prevention and determent.

- a. The Elections Board may enforce measures including, but not limited to: workshops on physical, sexual, emotional, verbal, and/or mental abuse and staff-mediations between participants;
- H. The Elections Board is responsible for reporting any violations of the campus code of conduct or of any local, state, and federal laws to the appropriate authorities.
 - a. Parties found guilty of violating the student conduct policies within the elections code shall be disqualified from running in the spring election of that year.
- I. Any candidate(s) involved in violations that may have led to party disqualification will be disqualified. Remaining candidates shall run as independent.
- J. Candidates who believe that they have been wrongly accused of actions they did not commit shall have the opportunity to appeal their candidacy to the Judicial Council.
 - a. The Judicial Council has the right to accept or deny the appeals of any candidate.
 - b. The Judicial Council must reply to the candidate within 48 hours of an appeals request.
 - c. The Judicial Council must grant the candidate a hearing within one (1) week of an appeals request.
 - d. The Judicial Council may grant the candidate's appeal solely if there is no evidence to corroborate the individual candidate to the violations committed by the party at large.
 - e. If the Judicial Council chose to grant a candidate's appeal, then that candidate is permitted to run in the spring election of that year as an independent.
- K. The Elections Board shall reserve the right to ban any party members from participating in any future elections in extreme circumstances determined by the Elections Board.
- L. The Elections Board shall not have the right to ban parties as a whole from participating in future elections besides the upcoming spring election.
- M. The Elections Board shall be responsible for publishing a statement regarding their decision to ban individuals available to the public.
- N. The Elections Board shall be responsible for sending this decision to at least one (1) form of campus media.
- O. Members of a disqualified party cannot register a new party with the Elections Board in the same year that their party was disqualified.
 - a. The Elections Board shall ensure that a representative from Judicial Affairs is able to present at an individual party meeting for each party running and at an individual campaign meeting for each independent running.
- P. The representative from Judicial Affairs shall be present to educate party members about the campus and student code of conduct, and what the possible resources are in the event of a violation.
- Q. The A.S. Executive Director shall be responsible for creating a relationship between the Association and the Office of the Ombuds prior to the spring election.

SECTION 6. BALLOT MEASURES

- A. Reaffirmations:

- a. According to Article X of the Constitution, Reaffirmations need to be reaffirmed every two (2) years. Entities being reaffirmed should receive a letter from the Elections Board by Week five (5) of Winter quarter.
- b. No A.S. funds, revenues, spaces, staff, or resources may be used to endorse or oppose reaffirmations, unless it is solely for educational purposes.
- c. Account statements detailing reserves, operational reserves, operational accounts, rollover, total operating budgets, and detailed annual expenses for the current year and prior fiscal year for additional context will be included on the supplement by the Elections Board.

B. Fee Initiatives/New Referendum:

- a. Potential Ballot language will be sent to the University of California Office of the President (UCOP) for approval (by week nine (9) of Winter quarter) while signatures are being collected.
- b. In order for a Fee initiative or Referendum to be included on the Ballot, the process found in Article V Section 2 of the Constitution must be followed.
 - i. Signatures may be collected starting the sixth (6th) week of Winter Quarter and must be submitted by the eighth (8th) week of Winter Quarter.
- c. Intent to put Initiative, Referendum, or Petitions on Ballot is due by Friday at four o'clock pm (4:00 p.m.) Week two (2) of Winter quarter.
- d. Following the 9th week of Winter Quarter, the Senate will no longer be able to add Initiatives to the Ballot.
- e. No A.S. funds, revenues, spaces, staff, or resources may be used to endorse or oppose Initiatives, Referendum, and Petitions, unless it is educational.
- f. All Initiative and Referendum voting formulas can be found in Article II Section 3.
 - i. Voting requirements can be found in Article II Section 3C.
- g. Any Fee Initiative, Referendum, or Petition that is not passed during the Spring or any Special Election may not be placed on the ballot for a period of two (2) school years.
 - i. The period of Spring one year to the Spring of the next year will be considered one (1) school year.
 - ii. Any Fee Initiative, Referendum, or Petition that provides benefit to the same board, commission, or unit as a past Fee Initiative, Referendum, or Petition will be considered as the latter and not allowed on the ballot until the two (2) school years have passed.
- h. In order for a board, commission, or unit to put a Fee Initiative that will provide benefit to themselves on the ballot, they must provide two (2) years of proof of their establishment and that they were meeting all of their duties stated in the Constitution and By-Laws.
 - i. The board, commission, or unit must also provide proof that they have used three quarters (3/4) of their budget from the Finance Committee for the past two (2) years.
 - ii. By the end of Week 5 of Fall Quarter The Elections Board shall communicate with all Boards, Commissions, Committees, and Units, as well as all organizations with an existing lock-in fee the formally established process for creating, removing, increasing, or decreasing lock-in fees for the school year. The timeline, deadlines, and requirements at each step of the process

shall be clearly outlined so that organizations have adequate time and information to fulfill the requirements of creating, removing, increasing, or decreasing a lock-in fee by the deadlines noted in this Section 6 of Article XVIII. A fee intent form to create, remove, increase, or decrease lock-ins shall be sent out alongside this communication by Friday at four o'clock pm (4:00 p.m.) Week five (5) of Fall Quarter and shall be due via email to the Elections Board email by Friday at four o'clock pm (4:00 p.m.) Week one (1) of Winter Quarter. This fee intent form shall be found on the Elections Board website. Once fee intent forms are submitted, the Elections Board shall be in charge of informing and communicating with each group that intends to create, remove, increase, or decrease their lock-in fee exactly what they must complete and the required deadlines for submitting these initiatives on the Spring general elections ballot. This shall be communicated with each organization by Friday at four o'clock pm (4:00 p.m.) Week three (3) of Winter Quarter. This communication shall include any information regarding necessary paperwork, submissions, timelines, and any other necessary requirements and attendance through the end of the school year so that ballot initiatives can successfully be placed on the ballot. This communication shall also include any timelines and requirements for these lock-ins to be put on the ballot, such as the approval of Senate or the University of California Office of the President (UCOP), and should outline the two pathways organizations can take (petition or Senate approval and the resulting percentage of votes needed to pass on the ballot) for their lock-in change to be put on their ballot.

C. Pro/Con Statements:

- a. Applies to both Reaffirmations and Fee Initiatives/New Referendum.
- b. Any persons intending to submit a Pro/Con Statement on any of the Reaffirmations or Fee Initiatives/New Referendum should submit their statements by four o'clock pm (4:00 p.m.) Wednesday of week two (2) of Spring quarter.
- c. Should no Con statement be submitted by the deadline to an initiative or referendum for which a Pro statement has been filed, any association elected or appointed official may ask the Control Compliance Office must prepare a Con Statement to ensure fairness and equity in the election process.
 - i. Con Statements drafted by the Control's and Compliance Office shall be submitted and posted to the general student election, in a timeline that is agreeable with Elections Board.
 - ii. The Con Statement provided by the Controls and Compliance Office shall outline the fiscal impact to the student body, and shall be impartial on the actual content of the initiative's or entity's charge.

SECTION 7. CAMPAIGN PROCEDURES

A. Dates:

- a. Submission of Declaration of Candidacy forms for the General Election shall begin on Friday of the seventh (7th) week of Winter quarter, and shall continue for two (2) weeks, until Wednesday of the ninth (9th) week.
- b. The first (1st) day of campaigning shall begin at eight o'clock pm (8pm) the Sunday before the Monday of week 3 of Spring Quarter.
 - i. The first three (3) days of campaigning, the Sunday before the Monday of week three (3) of Spring quarter at eight o'clock pm (8:00pm) to the Tuesday of week three (3) of Spring quarter

at eight o'clock pm (8:00pm), shall be considered the Soft Campaigning period. Soft Campaigning shall be limited in the following ways:

1. All parties and candidates are restricted to:
 - a. Online campaigning, such as through social media and campus news outlets
 - b. Endorsement interviews and/or presentations for student groups and UCSB media outlets
- c. The first day after Soft Campaigning shall be considered the first day of the period of Active Campaigning. Active Campaigning by means of the criteria defined in section 14.E.5 is prohibited until the Tuesday of week three (3) of Spring quarter at eight pm (8:00pm), with the exception of Elections Board sponsored events (i.e. Candidate Forums).
- d. The days of the General Election shall be conducted during week four (4) of Spring quarter, starting on Monday and continuing until Thursday. The exact dates and times must be submitted by the Elections Board to the Senate no later than the fifth (5th) week of Winter quarter.
- e. The Elections Board will prepare a calendar of all deadlines to be included on the official website by week one (1) of Winter Quarter.
- f. Recruitment Events shall begin the Sunday of Week six (6) of Winter Quarter at 8 o'clock pm (8:00pm) and conclude the Sunday of week nine (9) of Winter Quarter by 8 o'clock pm (8:00pm).
 - i. Advertisements for recruitment events may begin week four (4) of Winter quarter and is limited to social media and verbal forms of publicity.
 1. Advertisement for recruitment events must be removed by the Sunday of week nine (9) of Winter Quarter by 8 o'clock (8:00pm)
 - a. This includes, but is not limited to: social media profile photos, online recruitment forms, etc.
 - ii. Recruitment Events will be defined as the following:
 1. Events in which parties and student groups inform the general student body of their decision to participate in the elections; and
 2. Meetings in which the party decides on the final party slate.
 - iii. Recruitment plans, materials, and agendas must be submitted to the Elections Board by the Friday of the fifth (5th) week of Winter Quarter.
- g. Board Placement Selection
 - i. On the first Friday of week one (1) of Spring Quarter at four o'clock pm (4pm), the Elections Board shall randomly assign two physical board placements to each candidate, irrespective of party affiliation. The board placements must be assigned in conjunction with a board placement map overlaid on the official campus map.
 - ii. Candidates may select at most one board placement by placing a campaign board on the assigned slot. Candidates may also choose to not place a campaign board.
 - iii. Campaign boards shall not be placed before the start of active campaigning.

- iv. Board placements may not be traded, swapped, or reassigned between candidates.
 - v. Board placements may be revoked and reassigned by the Elections Board in extenuating circumstances outside of the candidates' control.
- h. Endorsements
- i. Endorsements begin Sunday of week three (3) of Spring Quarter at eight o'clock pm (8:00pm).
 - ii. Endorsement shall be published on the Wednesday of week three (3) of Spring Quarter, the exact time will be at the discretion of the Elections Board.
 - iii. The purpose of Endorsements are to allow student organizations and media outlets to publicly express a preference in candidates and/or parties. Endorsements are not limited to this night; endorsements can be released after at the discretion of the endorsing entity.
 - iv. Representatives from student orgs will sign the Elections website content form at their discretion.
 - v. The Elections Board must verify the authenticity of all submissions received on behalf of a Registered Campus Organization.
 - vi. All endorsements will be posted on the Elections website within a business day of submission.

B. Publicity:

- a. Announcements of sign-ups shall appear in a campus publication at the discretion of the Elections Board.
- b. An Elections Supplement shall come out by the third (3rd) Monday of Spring Quarter before the General Election. The Elections Board shall ensure that no Candidate exceeds the space limit. All ballot propositions shall be included in this supplement.
- c. A photographer designated by the Elections Board shall take all pictures for this supplement. The Candidates cannot submit their own photo unless voted on and approved by the Elections Board.
- d. The Candidates' statements shall appear in campus media in a randomized order to be determined by the Board. Statements from Write-In's who have signed a promissory note shall appear in the order that their statements were submitted to the Elections Board.
- e. The Elections Board may only give guidelines for copy procedures for the supplement statements. They may not do any editing.
- f. Elections Board publications and/or posting advertisements shall be designed to include the following:
 - i. How to access online voting.
 - ii. The hours and the dates of the Election.
 - iii. The statement addressing the failure to vote, as required and stated within Article XVII, Section 12E "Interpretation of Election Results."
- g. At least one (1) Candidate Forum shall be sponsored and mandatory for all A.S. Candidates by the Elections Board during the election campaign.

- i. The candidate forum shall take place during the campaigning period.
 - ii. Student organizations are encouraged to send representatives to the forum to evaluate the candidates and can decide to endorse any candidate.
 - iii. The Candidate Forum shall be mandatory except for class conflicts, severe illness, or extenuating circumstances subject to the approval of the Board.
- h. Elections Board shall determine the parameters for all Candidate Forums, which include, but are not limited to: questions, response time, format, location, date, and audiovisuals.
- i. At least one (1) event shall be sponsored by the Elections Board the week before the first day of voting encouraging students to vote in each one of the three main residential areas of campus.
 - i. One (1) event shall be held the week before the first day of voting to encourage students living in Anacapa, Santa Cruz, Santa Rosa, San Nicolas, and San Miguel to vote in the upcoming election.
 - ii. One (1) event shall be held the week before the first day of voting to encourage students living Manzanita Village and San Rafael to vote in the upcoming election.
 - iii. One (1) event shall be held the week before the first day of voting to encourage students living in the Santa Catalina residence halls to vote in the upcoming election.
 - iv. These events can include but are not limited to: Tabling, hosting informationals, etc.
 - v. These events must be in close proximity to the areas they are targeting.
 - vi. The sponsorship of said events is at the discretion of the Elections Board and is not mandatory.
 - 1. These events shall not be held when the University of California, Santa Barbara, is not operating in full, in-person capacity.
- j. At least (1) event shall be sponsored by the Elections Board the week before the first day of voting to encourage off-campus residents of Isla Vista to vote in the upcoming election.
 - i. This event shall be held in a location accessible to all students residing in Isla Vista.
 - ii. The sponsorship of said events is at the discretion of the Elections Board and is not mandatory.
 - 1. These events shall not be held when the University of California, Santa Barbara is not operating in full, in-person capacity.
- k. Elections Board shall determine the number, and form the parameters of all Forums and Debates including: chairs, microphones, informing Candidates of time and place, cleaning up, etc.
- l. Outside of the periods of active recruitment and active campaigning, students, student groups, candidates and parties are strictly banned from publicly announcing any intention to slate a specific member for any particular office.
 - i. Parties, students, and student groups are permitted to express a general interest in running in the overall spring elections, but are banned from publicly declaring which elected positions they intend to slate individuals for.

1. Publicly, for instance, will be defined as the following:
 - a. Announcements through social media outlets; and
 - b. Through conversation with students; and
 - c. Making broad announcements at the beginning of a lecture; and,
 - d. Any and all forms of campaign literature and material listed in section 7.C.2
- ii. Parties and independents alike are strictly banned from spending any money on active campaigning-related materials outside of the periods of active campaigning.

C. Campaign Literature and Materials:

- a. All campaigning material must bear the name of the group or candidate responsible for said material. Materials not bearing this information may be seized by the Elections Board and held in the Elections Board Office. This Code does not supersede any other campus posting regulations including, but not limited to, the Campus Regulations Applying to Campus Activities, Organizations, and Students, RHA Coordinating Board Manual, Student Engagement and Leadership regulations and UCen regulations. All Candidates who distribute materials on campus are responsible for the discarding of such materials after their use.
- b. Acceptable materials for Candidates, proponents and opponents of constitutional amendments, proponents and opponents of fee changes, referendums and plebiscites shall not contain any content that is deemed to be offensive, abusive or inappropriate by the Elections Board.
 - i. Kiosks – SEAL controls the posting on all kiosks on campus (except in front of Campbell Hall, and the Music building). Signs may be posted on these kiosks by submitting your piece of literature to Student Engagement and Leadership. SEAL will approve your sign, via an approval stamp, and SEAL will post no more than one piece of literature per kiosk. All unapproved literature will be removed and subject to an infraction(s).
 - ii. Classrooms – No literature may be posted in any classroom, including both physical and/or online classrooms.
 - iii. Departmental Bulletin Boards – Any literature on departmental bulletin boards must be approved by the said department.
 - iv. Residence Halls – All literature must comply with the current Residence Halls Association Coordinating Board Manual. Residence Halls include the physical building and land surrounding it.
 - v. University-Owned Housing – All literature must comply with current University Housing Rules and Regulations.
 - vi. Banners – No banner more than eight (8) feet in length and four (4) feet in width is permitted anywhere within campus. Storke Plaza railings, bike tunnels exteriors on Pardall Road and near Student Health Service and Robertson Gym are the only approved areas for posting. There is no posting allowed in the interior of any tunnel. Only one (1) banner per Candidate, per area is allowed (e.g. Only one (1) sign on each side of the bridge).
 - vii. Ground Posting – Signs must be posted in either lawn or dirt areas. Signs must not be less than five (5) feet from any bike path and three (3) feet from any walkway. Signs are not allowed in any roundabouts. Signs are not allowed to be placed in any type of area which

would damage any type of groundcover (i.e. flower beds, plants). Signs are not allowed to be placed in grass circulars in front of HSSB and on the grass area in the Arbor alongside the library. Signs will also be limited campus-wide to one (1) "party sign" per party, one (1) "Candidate sign" per Candidate, and two (2) signs per ballot measure. A "party sign" is any sign that displays a Party name that is not an individual Candidate's sign. A "Candidate sign" may or may not display a Party name. Signs shall not be placed vertically around any of the campus - designated roundabouts so that they do not impede bike path visibility, and therefore, safety.

- viii. Sandwich Boards – Sandwich boards are allowed as long as they do not impede the normal flow of traffic and comply with University Regulations. Sandwich boards may not be chained, anchored or leaning to any fixed object. Sandwich boards found in violation will be removed immediately.
- ix. Distribution of Literature – Campaign or related literature may be passed out on campus as though not to disrupt any class and/or impede the flow of traffic. Candidate is responsible for the material stated within the literature.
- x. Illegal Posting on Current Material: posting on top of or removing announcements (campaign and non-campaign material) that are current, is a violation.
- xi. Illegal Posting Areas – Signs may not be affixed to, written on, taped on, chalked on, or leaned against (on university property) any of the following: buildings, windows, cars residing on university property, interior of bike tunnels, bike railing, the white railing across from HSSB, walkways and bike paths, trees, traffic signs, fixed poles, and/or lamp poles.
- xii. Damaged Literature – Literature that is found to be damaged or poses a safety hazard will be removed by the Elections Board.
- xiii. Additional Regulations – The Elections Board reserves the right to modify posting regulations on an as needed basis. If such action is taken, appropriate notification will be given to the Candidates.
- xiv. Apparel and Clothing - The purchase of apparel and clothing for elections is allowed; however, clothing and apparel must be sweatshop-free.
- c. No Associated Students email account or any other Associated Students owned electronic medium may be used in any way to slander or promote, support, endorse, publicize or announce the campaign of any individual Candidate or slate of Candidates. Abuse of an Associated Students email account and/or electronic medium will be subjected to discipline as needed by the Elections Board and if necessary referred to the appropriate authority. The Elections Board shall also have the authority to disable the said source pending judicial action. Abuse of email and electronic mediums can result in substantial infraction(s) or possible disqualification.
- d. Unsolicited usage of an electronic medium (also referred to as electronic mail spamming) to slander, promote, support, endorse, publicize or announce the campaign of any individual Candidate or slate of Candidates shall be prohibited.
- e. Candidates must follow and obey all campus regulations in regard to signs and posting.
- f. No campaign, including, but not limited to, flyers, blogs, signs, on-line posts, social media, and public announcements, can denounce or condemn other Candidates or slates of Candidates during the Associated Students election process.

- g. Regulations for hashtags and party slogans use for parties and candidates including independent candidates:
 - i. No use of hashtags or party slogans before week six (6) of Winter Quarter.
 - ii. For parties:
 - 1. Limit the use of hashtags and slogans to week six (6) to week (9) of Winter Quarter from the soft campaigning period until the end of elections.
 - iii. For all candidates and write-ins:
 - 1. Limit the use of hashtags from the soft campaigning period until the end of elections
- h. In the event that the Elections Board calls an all-virtual election (to only be used during unusual and infrequent circumstances), there will be no physical campaigning for that election and the election will strictly be held on an all-virtual basis, unless otherwise determined by the Elections Board.

D. Campaigning Restrictions:

- a. Parties and independents are strictly banned from any activities that fall under the definition of active recruitment and active campaigning outside of those designated periods. Parties found in violation will be subject to disqualification pending a vote by the Elections Board.
- b. Parties are permitted to host public meetings throughout the year.
- c. Parties are permitted to advertise to the general student body about the times and places of these meetings through online forms such as social media. No form of physical or paper advertisement is permitted.
- d. All party spending outside of the period of campaigning shall be documented and submitted to the Elections board in the form of a financial statement.
- e. Giveaways, both in person and virtual, shall be limited to campaign apparel, stickers, and campaign literature, food, and non-alcoholic drinks.

SECTION 8. CAMPAIGN EXPENDITURES

- A. No money allocated by the Associated Students to any special interest or registered group or appointed officers (either partially or totally funded by A.S.) may be used in any way to promote or support any slate or Candidate. A specified amount of money allocated by the Associated Students may be used to educate students about Constitutional amendments, referendums, and initiatives. These monies will be placed in a Constitutional Initiative Account. These funds may be allocated to one group supporting a Constitutional measure and one group opposing a Constitutional measures contingent on a two-thirds (2/3) vote of the Senate. Upon breach of this clause, the Associated Students shall freeze the funding of the said group and refer to the Judicial Council for further action.
- B. Spending Limits:
 - a. No party shall exceed a campaign budget totaling \$200 per slated candidate on the final ballot approved by the Senate, up to a maximum of \$6,400. This \$6,400 is limited to all donations, fundraisers, and financial Candidate contributions.

- i. The maximum party campaign budget will change dynamically based on the total number of Executive + Senatorial seats in AS (currently 32 total seats, 5 executive + 27 Senators) $32 * \$200 = \$6,400$
- b. No independent executive office Candidate shall exceed a campaign budget of six hundred dollars (\$600.00). This six hundred dollars (\$600.00) includes but is not limited to all donations, fundraisers, and financial Candidate contributions.
- c. No independent Candidate for the Senate shall exceed a campaign budget of four hundred dollars (\$400.00). This four hundred dollars (\$400.00) includes but is not limited to all donations, fundraisers, and financial Candidate contributions.
- d. Donation expenditures shall be clearly accounted for in their itemized Financial Statement, adhering to the reporting regulations and in accordance to Article XIX, Section 2, subsection J.
- e. Candidate contributions for parties shall be defined as any direct contribution from any person or organization for the express reason of fulfilling party dues for that specific candidate.
 - i. Party dues for one candidate cannot exceed party dues for another candidate running for the same position.
- f. Political parties and candidates shall not accept any donations or financial contributions from individuals or groups on the university campus seeking to influence the outcome of the election. This includes but is not limited to: SEAL groups, academic departments and colleges, staff/faculty members, students, etc.
- g. Political parties and candidates shall not accept any donations or financial contributions from individuals, groups, parties, corporations or any external entities outside of the university.
- h. Political parties and candidates shall not solicit any donations or financial contributions from individuals, groups, parties, corporations or any internal or external entities.
- i. Political parties and candidates are permitted to fundraise. All fundraising plans must be submitted to the Elections Board for approval.

C. Campaign Treasurer

- a. A Campaign Treasurer is to be appointed internally by party, and is responsible for keeping record of financial expenditures. If running as an independent the Candidate is their own Campaign Treasurer and is responsible for keeping record of financial expenditures.
- b. The Campaign Treasurer must meet with the Elections Board to go over financial statements and expenditure expectations, no later than week 8 of Winter Quarter.
- c. Campaign Treasurer(s) must submit receipts and invoices before each weekly regularly scheduled Elections Board meeting.
 - i. Receipts and invoices will then be posted on the Elections Website following the regularly scheduled elections meeting.
- d. The Campaign Treasurer shall maintain an official Financial Statement to be submitted to Elections Board which includes
 - i. Record of dues received by Candidates.

- ii. Donations of goods and services received including their name, organization, and UCSB perm number, when applicable.
- iii. Itemized list of all expenditures utilized in campaigning, including goods and services from subsection b).
 - 1. Donations of all gifts and services donated or offered at discounted or sale rates not available to the public must be declared at their full, non-discounted rate.
 - 2. The source must be included for each item.
- iv. Must submit updated itemized Financial Statements the first (1st) Monday of elections week to be made public by the Elections Board for the student body no later than the first (1st) Wednesday of elections week.
- v. Must submit updated itemized Financial Statements the last Friday of elections week to be made public by the Elections Board no later than the Wednesday following elections week.
- vi. No campaign may falsify forms. This may include but is not limited to, false signatures, incomplete forms, and/or claiming purchases/donations used for campaign purposes. If the Elections Board finds that any campaign has falsified their expenditure form(s) they shall be assessed with an infraction(s) to be determined by the Elections Board and upheld by Judicial Council, relative to the severity of the violation.
- e. The Elections Board at their sole discretion is able to demand additional receipts or invoices, which must be procured within 24 hours, if newly introduced/purchased goods, services, and/or discrepancies from the initial or directly preceding itemized Financial Statement are detected.
 - i. Said receipts and/or invoices must be produced to the Elections Board within 24 hours.
 - ii. Said receipts and/or invoices will be made public within 12 hours of being received
- f. Submit plans for elections week by end of week two (2) of Spring quarter.
- g. Meet with the Elections Board, the week prior to elections, either week one (1) or week two (2), to present a budget and take questions. Appointments will be scheduled. .

SECTION 9. BALLOTS

- A. The final ballot, including constitutional amendments, fee changes, referenda, and plebiscites must be approved by the Senate no later than week two (2) of Spring quarter. The content of the ballot may not be changed after it has been approved by the Senate.
- B. All ballots are to remain anonymous. In order to prevent undue influence and coercion, students are forbidden from inquiring about whom a member voted for.
- C. Each student will receive a unique ballot in which each candidate's name and ballot measure will appear at randomly prescribed location, according to the software available at the time. The candidates' names will be grouped according to the positions in which they are running for. Ballot contents will be subject to the discretion of the Elections Board.
- D. Regulations regarding "laptops" campaigning are as follows:
 - a. "Laptops" campaigning is defined as when a candidate, party, pro-group, con-group, or anyone with approximate relation to them, approaches a student and asks that student(s) log onto a

computer or other electronic device and vote in the election (usually coaxing student(s) to vote in a certain way).

- b. Campaigning with laptops or other electronic devices during the week on which the ballot is cast is strictly prohibited, and doing so will result in a violation.
 - c. To avoid unclear and/or false violations, complaints about "laptoping" campaigning must be registered only by students who are approached and asked to vote.
- E. No money, goods or any other forms of recompense may be promised in exchange for votes.
- F. All referendums must be approved by the Senate by the ballot approval deadline date.

SECTION 10. VOTE TABULATION

- A. Associated Students Elections shall be conducted using the Single Transferable Vote (STV) system.
- B. For every executive office and for every senatorial constituency, voters will be able to rank their candidates in order of preference. The candidates voters prefer the most they would rank one (1), the second most preferred they would rank two (2), etc.
- C. For every executive office and for every senatorial constituency, the Elections Board will use the Droop Quota to calculate the minimum number of votes needed for a candidate to be elected.
- D. The Droop Quota is: $Votes\ Needed = ((Valid\ Votes\ Cast)/(Number\ of\ Seats + 1)) + 1$
- a. Valid Votes shall be defined as ballots with at least one (1) choice picked for a candidate.
- E. Seats will be distributed as follows:
- a. The candidate who receives the most votes in the first round wins the first seat.
 - b. All the votes that candidate received above the minimum threshold will be distributed to the second choice candidate.
 - c. The second candidate to then reach the threshold wins the second seat.
 - d. This process will repeat until all the seats are filled.
 - e. In the case of no candidate reaching the minimum threshold, the candidate with the least amount of votes is eliminated. The eliminated candidates' votes are then distributed amongst the second choices voters picked. Distribution is handled through the proportional Scottish Method.
- F. For positions in which write-ins are the only prospective contenders, the following guidelines will be adhered to:
- a. An averaged number of voters for the past four (4) years is to be calculated specifically for the position in question.
 - b. Twenty percent (20%) of the averaged number is required to vote for the position in question for the election to be considered valid.
- G. The Executive Director and Chair of Elections shall coordinate with the Assistant Director for Technology all procedures regarding tabulation of ballots.

- a. The Elections Board Chairperson shall bring the election results to all campus media immediately following the completion of the vote tabulation.
- b. Results of the election shall be included in the Senate meeting following the Election, under the Elections Board Report.

SECTION 11. VOTING PROCEDURES AND IRREGULARITIES

A. Voting Procedures:

- a. For executive elections, the candidate receiving the most first (1st) choice votes exceeding the minimum threshold wins the election.
 - i. If no candidates reach the minimum threshold, then the candidate with the least amount of votes is eliminated, with their votes proportionally going to the next available choice candidates (2nd, 3rd, and so on based on the eligible candidates running).
- b. For senatorial elections, the candidate receiving the most first (1st) choice votes in a particular constituency wins the first seat.
 - i. All the votes above the minimum threshold are then proportionally distributed among the next available choice candidates.
 - ii. If no candidate is able to reach the minimum threshold, then the candidate with the least number of votes is eliminated. The eliminated candidate's votes are then distributed among their second (2nd) choice candidates.
 - iii. This process shall repeat until all seats in the particular constituency are filled.
 - iv. Students may not vote for the same candidate more than once, or rank them in the same position twice.

B. Only Election Board members and A.S. staff members, as well as Campus Elections Committee advisor shall be allowed to view the election results prior to the publicly revealing of results to the campus body.

- a. The Elections Board will establish guidelines for the individuals present and will expect them to adhere to this protocol.
- b. All individuals present are expected not to disclose the election results prior to public announcement.
- c. All individuals who are allowed to view the election results prior to the public revealing of results to the campus body are required to sign an A.S. binding document stating that they will not release the election results prior to the public revealing of results to the campus body.
- d. If an individual reveals election results to any member of the Association prior to them publicly being announced by the Elections Board, disciplinary action shall be taken against them by the Elections Board via the complaints process and/or Judicial Council, up to the withholding of Honoraria.

C. If any serious voting irregularities occur, as determined by the Elections Board, a review will be conducted. If any student is caught practicing fraud, they will be brought before the Judicial Council and/or the Dean of Students for possible disciplinary action.

- a. Voting irregularities and voting fraud shall include but not be limited to:
 - i. Using a NetID other than your own in order to log onto GOLD and vote.

- ii. Gathering as a group or org and overseeing the voting process for each individual.
- iii. Requiring friends, classmates, or org members to provide proof of voting in the elections.
- iv. "Laptopping" as defined in XVIII.g.D.
- v. Promising recompense such as money or goods in exchange for votes.

SECTION 12. INTERPRETATION OF ELECTION RESULTS

- A. In order for candidates to be elected, twenty percent (20%) of all eligible undergraduate students must vote during the Spring General Election.
 - a. In the event a special election is held, the voter threshold shall be determined by the Elections Board, but the threshold in question shall be no lower than eight percent (8%).
- B. In order for any Constitutional or Fee-Related ballot measure to be valid, twenty percent (20%) of all registered, fee-paying undergraduate students must vote in the Election. The number of voters will be computed by counting the total number of ballots cast.
- C. In order for an individual ballot measure to be valid, fifteen percent (15%) of all eligible students must vote on that particular ballot measure.
- D. In order for a ballot measure to pass, students voting on that measure must vote YES in percentage as defined in the Constitution. (Blank ballots will not be computed in the final percentages.)
 - a. As stated in Article V.2. "All new Associated Students fees must be submitted as a ballot measure to be voted on by the Associated Students in a general or special election, with at least twenty percent (20%) of the Associated Students' Membership voting. If a fee is put on the ballot by petition, a vote of fifty percent plus one (50% + 1) shall be necessary for the adoption of the fee. If a fee is put on the ballot by a vote of the Senate a vote of two-thirds (66.67%) shall be necessary for the adoption of the fee. If a fee is put on the ballot to be increased, such fees can only be increased with a vote of two thirds (2/3) in support of the increase of the fee, with at least twenty percent (20%) of the Associated Students' Membership voting."
 - b. As stated in Article V.3. "Existing lock-in fees must be placed on the ballot for reaffirmation every two (2) years following the adoption of the fee. Such fees can only be reaffirmed with a fifty percent plus 1 (50%+1) vote in support of the continuation of the fee, with at least twenty (20%) of the Associated Students' Membership voting."
- E. In order for a ballot measure to be justifiable as a mandate, students must know in advance what their non-voting will mean. Therefore, a statement which reads as follows should be submitted to a campus media and should be included in all election publicity:

"If you choose not to vote on the measures in this Election, you are leaving the decision up to your peers. A blank ballot means that you trust their decision.
- F. The intent of this statement is to reduce the confusion experienced concerning the interpretation of blank ballots, thereby eliminating speculation about whether or not students understood a particular ballot measure.
- G. In order for a ballot to be valid and count towards the Election, students must officially submit their ballot by clicking the submit button. Failure to submit a ballot will result in no votes casted for that student.

SECTION 13. POST ELECTIONS

- A. Once results are approved by the Elections Board, Senate, UCop, and the Chancellor, the results stand.
- B. The A.S. Executive Director shall instruct the contracted on-line company to maintain all records of ballots for three (3) weeks [twenty-one (21) days] following the closure of the ballot.
 - a. A recount shall be given whenever the difference between the Candidates is two percent (2%) or less of the votes cast for the office; or whenever evidence of an erroneous count is shown and called to the attention of the Elections Board Chairperson or the Senate within one (1) week (seven (7) days) after the vote has been announced.
- C. The actual changing of the Senate will take place during the second to last meeting (week 8) of Spring Quarter. When the present Senate has completed all Old Business for their Election term, the new Senate will take over with New Business halfway through the meeting.
- D. The present AS Internal Vice President shall contact and congratulate the AS Internal Vice President-Elect and AS Senate member-elect by week six (6) of Spring Quarter. The present AS Internal Vice President shall be responsible for coordinating a mandatory formal training of the aforementioned newly elected members, which shall include a full walk through of Associated Students facilities and the resources available to them.
- E. AS Executives in conjunction with AS Career staff shall be responsible for coordinating a mandatory formal training of the aforementioned newly elected members, which shall include a full walk through of Associated Students facilities and the resources available to them when the University is operating in full, in-person capacity.
- F. In the event that an Elected AS Executive Officer or Senator decides to step down from their position prior to being sworn in, the first (1st) official runner-up may choose to fulfill that vacancy for the position for which they ran.
- G. The Elections Board will hold a Town Hall after the Spring election.

SECTION 14. FINES, PENALTIES, & COMPLAINTS

- A. By the Friday of the sixth (6th) week of Spring quarter, the Elections Board will forward to the AS Attorney General and the Chair of Judicial Council, which may include:
 - a. Any formal complaints filed regarding Candidates' violations of Elections procedures.
 - b. Decisions of the Elections Board regarding infractions.
 - c. A list of Candidates names who have yet to remove campaign material from the campus, Isla Vista, or any public area.
 - d. Any evidence of violations of election policies by formally accused Candidate(s).
- B. The Judicial Council has complete autonomy in deciding which cases will be heard. The process by which cases are heard will be in accordance with the By-Laws under Judicial Council and Lower Judicial Council Hearing Procedures.
- C. Candidates, Proponents and Opponents of Constitutional Amendments, Proponents and Opponents of Fee Changes, Referendums and Plebiscites may be assessed infractions in accordance with the following guidelines:
 - a. Single system of infractions:

- i. Individual Candidates, Proponents and Opponents of Constitutional Amendments, Proponents and Opponents of Fee Changes, Referendums and Plebiscites:
 - 1. Infraction 1
 - 2. Infraction 2
 - 3. Infraction 3 – Disqualification of Individual
- ii. Parties:
 - 1. Infraction 1
 - 2. Infraction 2
 - 3. Infraction 3
 - 4. Infraction 4
 - 5. Infraction 5 – Disqualification of Slate
- b. The Elections Board reserves the right to issue more than one infraction to Candidates, Proponents and Opponents of Constitutional Amendments, Proponents and Opponents of Fee Changes, Referendums, Plebiscites and/or Parties and/or immediately disqualify them on the basis of a major offense(s).
- c. Possible infractions include but are not limited to:
 - i. Illegal signposting.
 - ii. Improper Leafleting, including such things are libelous or fraudulent information on literature or signs.
 - iii. Unsolicited use of an electronic medium, including cold calling, email spamming, or use of AS resources to campaign, e.g. AS email account, Slack channel, or list-serv.
 - iv. Campaigning timeline and habit infractions including, but not limited to, parameters outlined in the campaign procedures section.
 - v. Social media infraction, including, but not limited to, the parameters outlined in the endorsements section.
 - vi. Independent and party rule infractions.
 - vii. Budget, fundraising, and party fee infractions.
 - viii. Student conduct violations, including violations of federal, local, or state law and/or University policy. See Section 5, D. Student Conduct Policy.
 - ix. All other infractions, at the discretion of the Elections Board.
- d. Active campaigning is defined by but not limited to distribution of campaign materials (including but not limited to flyers and merchandise), door to door solicitation, putting up elections boards, in person solicitation announcements in any sort of public forum, and posting any campaign materials at any venue (including but not limited to campus walls, spaces for ground postings, and the Isla Vista area). Any individual or party caught active campaigning before the sanction will be subject to disqualification from running and the party liaison will also be reprimanded by the Elections Board.
- e. Examples of infractions and their resulting fines will be presented at the Mandatory Candidate's meeting. Any infraction not listed in the examples shall be subject to a penalty as determined by the Elections Board.

- f. Non-removal of campaign material after five (5) days (one hundred twenty (120) hours) past the Election will lead to further infractions, including disqualification and/or ineligibility for future elections.
 - i. If the Candidate refuses to remove campaign material after being notified by the Elections Board, the Candidate is subject to additional penalties determined by the Elections Board.
- D. Decisions from the Sub-Judicial Council may be appealed to the full Judicial Council. Notice of appeal must be filed with the Judicial Council Chairperson within two (2) days of the decision(s).
- E. The campaigning hours in the residence halls shall conform to those provided in the RHA code. All Candidates shall be required to remove their campaign posters and materials from the residence halls within five days (120 hours) and abide by all other RHA provisions.
- F. Any person may bring a complaint to the Elections Board or report violations of posting regulations.
 - a. Individuals or Parties who have pending complaints against them will be notified by the Elections Board within two business days of the Elections Board receiving the complaint. The Elections Board shall inform the accuser only that they have received the complaint and not about their decision. In addition, the accused individual or party may be allowed to submit a one page response (in 12 point Times New Roman font on a PDF or Word document) in defense of their charges that is to be emailed to the Elections Board Chairperson within twenty-four (24) hours of their notification. This document will be presented during the Elections Board's deliberation of their charges. The accused individual or party has the right to request an audience with the Elections Board prior to their deliberation.
- G. Illegal use of Associated Students email accounts shall result in the termination of the offender's account and ineligibility for honoraria and/or any tuition provided for the relevant quarter.
- H. Any Entity, Senator or Executive officer within the association caught in violation of the endorsement policy will be subject to the penalties outlined below:
 - a. First (1st) Offense: Warning
 - b. Second (2nd) Offense: Ineligibility for honoraria and/or any tuition provided for the relevant quarter.
- I. The Elections Board is to formulate and make public a list of infractions and penalties not already stated and that do not contradict the current elections code, concerning the rules and regulations for the campaign. These rules shall address specific punishments concerning:
 - a. Sign/poster infractions.
 - b. Budget, fundraising and party fee infractions.
 - c. Independent and party rules.
 - d. Campaigning habits and timelines.
- J. Once elections results have been ratified, any violations or complaints pertaining to ratified elections shall be deferred to the Attorney General.

SECTION 15. CAMPAIGN ISSUES ACCOUNT

- A. Organized proponents and opponents of any and all Constitutional amendments, initiatives, referenda, campus-wide fee measures, or other issues or measures placed on a ballot for student vote, may apply for funding from Associated Students. Only one (1) group or organization in favor of and one (1) group or organization in opposition to each ballot issue may apply for, receive, and use Associated Students funding. For this purpose, eight hundred dollars (\$800) shall be allocated annually by the Senate from A.S. fees to a

Campaign Issues Account. Applications for a portion of these funds may be made, and any funds allocated may be used as follows:

- a. A budget request must be submitted to and approved by the Senate Finance and Business Committee. If the election is four (4) or fewer weeks away, application for funding may be made directly to the Senate. The request shall be divided into expense categories, but the total of the entire request must not exceed two hundred dollars (\$200).
- b. All allocations must receive final approval from the Senate, before funds may be spent. No more than two hundred dollars (\$200) may be approved for the proponents or opponents of any ballot measure.
- c. Constitutional measures and A.S. ballot measures shall receive priority for funding over other election issues.
- d. An Account Authorization, establishing signature authority of the organization receiving funds, must be submitted to the Senate Finance and Business Committee before funds may be spent. The names, addresses, and telephone numbers of a minimum of three (3) representatives of the organization must be disclosed, and their signatures must be on file on the Account Authorization form. All authorized signers must have attended a Senate Finance and Business Committee workshop during the current academic year before they may sign the Account Authorization.
- e. Funds must be spent in accordance with A.S. Financial Policies and Procedures.

B. Administration of Campaign Issues Account

- a. Subaccounts of the Campaign Issues Account shall be established for both the proponents and opponents of any ballot measure if A.S. funds from any account are allocated for use by such proponents or opponents in a campaign for or against a ballot measure, and if no such subaccounts have been previously established.
- b. Any and all additional Associated Students funds that are to be used to promote or oppose a ballot measure must be transferred into an appropriate subaccount of the Campaign Issues Account. This transfer does not require approval of the Senate Finance and Business Committee or the Senate. No expenditures for any campaign purposes may be made directly from any other Associated Students account.
- c. No more than two hundred dollars (\$200) may be spent from Associated Students funds on any campaign for or against a particular ballot measure. If funds are transferred from another A.S. account into a subaccount of the Campaign Issues Account, any amount allocated from the Campaign Issues account shall be lessened as needed, and funds transferred back to the Campaign Issues account, to bring the total amount of Associated Student funds allocated to the particular campaign to an amount not to exceed two hundred dollars (\$200).
- d. Any unspent funds after the election shall be transferred back to the Campaign Issues account for use as needed in subsequent campaigns, or to the originating Associated Students account if a requisition for such a transfer is submitted to A.S. Accounting within three weeks after the election.

C. Limitations on Campaigns Using Associated Students Funds

- a. If funds are allocated from or transferred to the Associated Students Campaign Issues Account for the use of organized proponents or opponents of any ballot measure, these organizations are required to limit themselves to a total expenditure on their campaign for or against the measure to a maximum of four hundred dollars (\$400). This limitation includes but is not limited to the maximum

two hundred (\$200) of funds drawn from any A.S. account; therefore, no more than four hundred dollars (\$400) may be spent on any campaign that receives and uses Associated Students funds.

- b. Organizations must declare all expenditures for literature, materials, or any other campaign expenses, by submitting receipts or other documentation to the Associated Students Administration Office within two (2) days of the expenditure, or remaining A.S. funds allocated to the organization will be withdrawn.
- c. Organized proponents or opponents of any Constitutional amendments, initiatives, referenda, campus-wide fee measures, or other issues placed on a ballot for student vote, who will spend, expect to spend, or have spent more than four hundred dollars (\$400.00) on their campaign may not receive or use any Associated Students funds for campaign or other purposes.

SECTION 16. RECALL ELECTIONS

A. Per Article XI Section 4 of the ASUCSB Constitution:

- a. "Elected Officers of the Associated Students shall be subject to a "Recall Election" upon presentation to the Senate of a petition signed by its constituent members in a number equal to fifty percent plus one (50%+1) of its membership, except Executive Officers which will be in a number equal to ten percent (10%) of the total membership, of its members who voted for the said office in the immediately preceding Associated Students' General Election. Members of the Judicial Council are subject to recall by presentation of a petition, signed by ten percent (10%) of the Associated Students' membership, to the Senate.
- b. Recall shall be effective immediately upon a two-thirds (2/3) majority vote of the appropriate constituency, with at least twenty percent (20%) of the constituency voting.

B. Recall Petition

- a. The Recall Petition must be provided by the Elections Board to any entity requesting it.
- b. The Recall Petition that must be presented to the Senate for a Recall Election shall consist of electronic signatures collected by the Recall Sponsor that are verified through Associated Students Career Staff.
- c. Pursuant to Article XI, Section 4, ASUCSB student body members who voted in the immediately preceding election shall only be utilized in reference to set the threshold of member votes required for a recall.
- d. The timeline to collect signatures for any Recall Petition shall be four (4) weeks, unless otherwise specified by the Elections Board.
 - i. Signatures on the petition shall be verified by A.S. career staff one (1) week after the opening of the petition, and daily thereafter.
 - ii. The petition may be presented to the Senate before the timeline to collect signatures has passed, provided it has met the signature requirement.
 - iii. Recall Sponsors, as well as the targets of Recall Petitions, must be notified forty-eight (48) hours in advance of presentation to the Senate.
- e. The Elections Board shall not sponsor any Recall Election.

C. Recall Sponsor

- a. One person shall be designated in a recall effort as a Recall Sponsor.
- b. The Recall Sponsor must be an individual who is a current student at UCSB.
- c. If multiple students wish to pursue a recall effort for the same elected official, the Elections Board may inform each member separately of the possibility of entering a joint effort.
 - i. If members wish to enter a joint recall effort, they shall become Recall Sponsors on a singular petition. The joint Recall Sponsors must provide consent to unified petition language representing their collective interest and ideas.
 - ii. If members wish to pursue separate recall efforts, they shall become a Recall Sponsor on their own separate petition.
- d. The Recall Sponsor is responsible for disseminating all information regarding the Recall Process and the rules and/or regulations that have been stipulated by the Elections Board.
- e. The Recall Sponsor shall be responsible for submitting the Recall Petition to the Elections Board by the deadline set forward by the Elections
- f. The Elections Board shall not sponsor any Recall Petition and/or Recall Election
- g. If the target of a recall petition is also an ex officio member of the Elections Board, that person shall not be present for any discussion on their recall petition.

D. Recall Election Procedure:

- a. The recall election procedure is governed by Article XI, Section 2.A of the A.S. Constitution.
 - i. Upon presentation of a recall petition meeting the required number of signatures to the Senate, a special election must be held. Ratification or approval of the Senate is not required.
 - ii. The Senate shall not infringe upon the right of the student to initiate a recall election.

E. Statements

- a. Statements regarding a Recall Election shall follow the Elections Code.

THE STANDING POLICIES & PROCEDURES OF THE ASSOCIATED STUDENTS OF UCSB

POLICY 1. CODE OF CONDUCT

Discourteous behaviors may undermine morale and lead to stress; disrupt the functioning and cohesiveness of the association; interfere with individuals' ability to learn, cooperate, and work; and undermine a culture that is civil, ethical, and that honors compliance.

A. Summary:

- a. Abusive Conduct/Bullying Behavior in violation of this policy is prohibited and will not be tolerated. The Association encourages anyone who is subject to or becomes aware of Abusive Conduct/Bullying behavior to promptly report it. The Association will respond swiftly to reports of Abusive Conduct/Bullying and will take appropriate action to stop, prevent, correct, and address the harm caused by such behavior.

B. Definitions:

- a. Association: Any space where ASUCSB business is conducted or occurs, in connection with the Associated Students program or activity (including, for example, BCU meetings, fellowship programs, elections, and off-campus activities). Concurrently, can refer to the entity of ASUCSB as a whole
- b. Abusive Conduct/Bullying: For purposes of this policy, abusive conduct and bullying are synonymous. Abusive Conduct/Bullying is sufficiently severe, persistent, or pervasive conduct that denies, adversely limits, or interferes with an individual's participation in or benefit from the activities, duties, or other responsibilities of the Association, and creates an environment that a reasonable person would find intimidating or offensive and unrelated to the Association's legitimate educational and business interests.
- c. Complainant: An individual who alleges and/or has been reported to have been subjected to Abusive Conduct/Bullying.
- d. Reasonable Person Test: The basis for determining whether the conduct at issue rises to the level of Abusive Conduct/Bullying is whether a reasonable person in the same or similar circumstances would find the conduct hostile or offensive given the totality of the circumstance. Although the intention of the person responsible for the conduct may be considered, is not determinative.
 - i. We, the Associated Students of UCSB, official recognize that UCSB's student population comprises a myriad of different cultures, customs, backgrounds, and traditions. The reasonable person, as set in Vaughn v. Menlove (1837), establishes an objective standard and sees strong precedence in the US justice system, but fails to fully grasp the multicultural reality of contemporary college campuses. Therefore, an alternative approach to the Reasonable Person Test has been provided to better reflect UCSB students' needs.
 - ii. Wang-Carlson Rule: Upon request from either complainant or respondent, up to three additional reasonable persons will be allowed to render their individual verdicts after a meeting (facilitated by the Student Advocate General) with concerned parties. The Student Advocate General reserves the right to make all final decisions. The verdicts from the reasonable persons will be kept on file in the Office of the Student Advocate General.
- e. Reporter: An individual who makes a report of alleged Abusive Conduct/Bullying.
- f. Respondent: An individual alleged to have engaged in Abusive Conduct/Bullying.

- g. Retaliation: An adverse action taken against an individual based on their report of Abusive Conduct/Bullying or participation in an investigation or other resolution process provided for this policy. An adverse action is conduct that would discourage a reasonable person from reporting Abusive Conduct/Bullying or participating in a process provided for in this policy and includes but is not limited to threats, intimidations, discrimination, or coercion.

C. Coverage:

- a. At the implementation of this policy, the policy covers Abusive Conduct/Bullying and retaliation by and against members of the Association, including elected and appointed officials, general members, volunteers, fellows, and employees. This includes but is not limited to conduct that occurs in person or through other means such as electronic media.

D. Prohibited Conduct:

****Note: Abusive Conduct/Bullying behavior may take many forms****

- a. Abusive Conduct/Bullying, defined in Section (B), may include the following types of behavior:
 - i. Persistent or egregious use of abusive and/or insulting language (written, electronic or verbal)
 - ii. Spreading misinformation and malicious rumors
 - iii. Behavior, language, or gestures that frighten, humiliate, belittle, or degrade, including criticism or feedback that is delivered with yelling, screaming, threats (including implicit threats), or insults.
 - iv. Encouraging others to act, singly or in a group, to bully or harass other individuals.
 - v. Making repeated or egregious inappropriate comments about a person's appearance, lifestyle, family, or culture.
 - vi. Regularly teasing or making someone the brunt of pranks or practical jokes.
 - vii. Inappropriately interfering with a person's personal property or work equipment.
 - viii. Circulating inappropriate or embarrassing photos, videos, or information via email, social media, or other means.
 - ix. Making unwanted physical contact or inappropriately encroaching on another individual's personal space, in ways that would cause a reasonable person discomfort and unease, in a manner not covered by the University's Sexual Violence and Sexual Harassment policy.
 - x. Purposefully excluding, isolating, or marginalizing a person from normal work activities for non-legitimate business purposes.
 - xi. Repeatedly demanding of an individual that the individual do tasks or take actions that are inconsistent with that individual's job, are not that individual's responsibility, for which the member does not have authority, or repeatedly refusing to take "no" for an answer when the individual is within the individual's right to decline a demand; pressuring an individual to provide information that the individual is not authorized to release (or may not even possess).
 - xii. Making inappropriate threats to block a person's academic, political, or other advancement, opportunities, or continued participation during their time in the Association, after their time in the Association, or after their departure from UCSB>

- xiii. Sabotaging or undermining a person's work performance, which may include, but not limited to, destroying another person's work (documents, artwork, data, etc.), deliberately withholding effort from a collaborative project, or withholding necessary information that needs to be shared.
- b. Abusive Conduct/Bullying may also include the following unethical comportments:
 - i. Knowingly accepting gifts, making promises, or fabricating agreements to influence a vote on any matter.
 - ii. Consciously misrepresenting themselves to any member of the University community or to any other person while representing the Association.
 - iii. Dishonesty, i.e., cheating, stealing or furnishing false information to the Association, forgery, alteration or misuse of the Association's documents, records, or identification documents.
 - iv. Aiding, abetting, encouraging, permitting, or assisting an A.S. member or entity to do any act that would violate
- c. Abusive Conduct/Bullying does not include exercising appropriate supervision of member or carrying out evaluations. It does not include performance management or providing appropriate feedback.
- d. Differences of opinion, miscommunication, differences in work styles, interpersonal conflicts, and occasional problems in working relations are an inevitable part of working life and do not necessarily constitute Abusive Conduct/Bullying, as defined in Section (B).

E. Retaliation:

- a. This policy prohibits retaliation (e.g., threats, intimidations, reprisals, or other adverse actions) against any person who reports Abusive Conduct/Bullying, assists someone with a report of Abusive Conduct/Bullying, or participates, in good faith, in an investigation or other process under this policy. Any such retaliation is a violation of this policy, independent of whether the report of Abusive Conduct/Bullying is substantiated. Reports of retaliation will be addressed under the procedures outlined in Section (K).

F. Free Speech:

- a. Members of the Association enjoy significant free speech protections guaranteed by the First Amendment of the United States Constitution and Article I, Section II of the California Constitution. This policy is intended to protect members of the Association from Abusive Conduct/Bullying, not to regulate protected speech. This policy will be implemented in a manner that recognizes the importance of rights to freedom of speech and expression; however, freedom of speech is not limitless and does not protect speech or expressive conduct that violates federal, State, University, or ASUCSB policies.

G. Compliance:

- a. The utmost executive officer at each Associated Students' office or entity will be responsible for monitoring, enforcing, and reporting policy compliance. The Office of the Student Advocate General will audit, monitor, and enforce compliance with the policy.
- b. Enforcement can include but is not limited to:
 - i. An official warning from the Office of the Student Advocate.

- ii. Mandatory remedial or educational effort from OSA.
- iii. Referral to other administrative committees such as the Honoraria Committee and the Office of Student conduct.

H. Procedure:

- a. The Office of the Student Advocate General (OSA) shall enforce this policy and shall respond promptly to allegations of Abusive Conduct/Bullying—since it is their responsibility to advocate for student well-being in the association and at the University—where they shall give the serious attention it warrants, proceeds according to ASUCSB and University policies while upholding the Students' Bill of Rights, and offer their conclusion(s) to the appropriate entities.
- b. For further procedural activities, refer to Article. V ASUCSB Executive Office Section. 9 of the ASUCSB By-Laws.
- c. The Associated Students Senate Committee on Internal Affairs shall enforce this policy and shall respond promptly to allegations of Abusive Conduct/Bullying by or against any member in the Office of the Student Advocate General.

I. Reporting Incidents of Abusive Conduct/Bullying:

- a. Individuals should report conduct believed to constitute Abusive Conduct/Bullying to their Executive Officers, any supervisor, or applicable offices. Applicable offices include, but are not limited to, the Office of the Student Advocate General, Judicial Affairs, Judicial Council, the Office of Student Conduct, the Executive Director, and threat response teams. Complaints may be handled by multiple offices in accordance with local procedures set by the OSA.
- b. Anonymous reports and allegations from third-party Reporters not directly involved in the complaint will be reviewed and may be investigated. The response to such reports may be limited if the Complainant does not wish to pursue the complaint or if the Office of Student Advocate General is unable to collect sufficient information to determine whether the alleged conduct occurred or constitutes a violation of this policy.
- c. Executive Board members and supervisors who observe conduct that may constitute Abusive Conduct/Bullying behavior should address such behavior immediately and should seek assistance if they are unable to address it. Executive Board members and supervisors should consult the Office of the Student Advocate General regarding appropriate next steps, even if the incident(s) appear(s) to be resolved.
- d. If the Abusive Conduct/Bullying is sex-based, including conduct that is sexual in nature or based on gender, gender identity, gender expression, sex- or gender-stereotyping, or sexual orientation, the University's Sexual Violence and Sexual Harassment Policy will apply. Reports shall be made or forwarded to the Title IX Office, as required by and described in the SVSH policy.
- e. If the conduct is discriminatory based on categories outlined in the Discrimination, Harassment, and Affirmative Action in the Workplace policy, that policy will apply. Reports should be made or forwarded to the local Equal Employment Opportunity/Affirmative Action offices.
- f. If the Abusive Conduct/Bullying is based in bias or discrimination, a report will be made to the Bias Incident and Response team in Student Life with the consent of the complainant.

J. Timelines and Initial Assessments

- a. There is no time limit for a Complainant to submit a report, and Complainants should report incidents even if significant time has passed. However, no action shall be taken against the Respondent if they are no longer acquainted with the University.
- b. As soon as practicable after receiving a report, the Office of the Student Advocate General will make an initial assessment, including a limited factual inquiry when appropriate, to determine how to proceed and whether an investigation is warranted.
- c. The SAG will make an assessment of the health and safety of the Complainant and an assessment of the health and safety of the campus community. They will also engage in outreach to the Complainant that includes an explanation of rights and reporting options and available campus and community resources.
- d. The SAG will also inform the Complainant of the range of possible outcomes of the report, including supportive and remedial measures, and the procedures leading such outcomes.

K. Resolution Options

- a. If the committee decides that an attempt at early resolution is warranted based on the results of the initial assessment, the following steps shall be taken:
 - i. Early Resolution: Facilitated by the Office of the Student Advocate General (OSA). A Restorative Practice process is heavily encouraged. Outlined below are the steps to facilitate such a process.
 - 1. The Conduct and Ethics Committee (CEC) under the OSA must receive explicit consent from both the respondent and the complainant to move forward with a Restorative Practice process and decide amongst themselves whether such a process is appropriate and safe.
 - 2. If the prior clause fails, the OSA should proceed to individually consult both parties with an emphasis on health, safety, and empathy, checking in on what their desired resolution would be. Then, proceed with other resolution options outlined below.
 - 3. If it is deemed safe AND appropriate to hold a facilitated discussion, the SAG will provide timely written notice, which will include the following:
 - a. A date, time, and location that all parties are able to attend.
 - b. The right of all parties to be accompanied by an advisor.
 - c. The discussions are private, but not confidential.
 - 4. The SAG or another CEC member (at the discretion of the SAG) should mediate the discussion given that they are appropriately trained.
 - 5. The mediator should maintain a record of the discussion and process and may share said information ONLY with others on the CEC committee if necessary to forward any subsequent resolution process.
 - 6. In the beginning of the discussion, the mediator should explain the purpose of the discussion and answer any questions or concerns. Throughout the discussion, a member of CEC should take detailed notes on every statement made by each participant.

7. At the end of the discussion, all parties involved should agree on a path forward to restore harm, with the approval of the committee.
 8. These outcomes can include, but are not limited to:
 - a. Obtain a written agreement between the parties.
 - b. Agreement to counseling, educational, and/or training programs.
 9. If a consensus on how to restore harm is not reached, the proceed with other resolution options outlined below.
 10. If said parties do not follow through on their assigned course of action, the OSA should move back to Early Resolution.
- ii. Other options for early resolution may include but are not limited to:
1. Facilitated discussion to obtain an agreement between the parties
 2. Physically separating the parties
 3. Agreement to counseling, educational, and/or training programs
 4. Negotiating an agreement for corrective action.
- iii. Formal Investigations: The Office of the Student Advocate General may initiate a formal investigation after a preliminary review of the allegations even in cases where the Complainant does not wish to pursue the complaint. This may occur if the Office determines that an investigation is necessary to mitigate risk to the Association's community. The procedures to this will incorporate the following:
1. The Respondent will be advised of the relevant allegations in the complaint and will be reminded that Retaliation is prohibited by this policy.
 2. The investigation generally will include interviews with the parties, interviews with other witnesses as needed, and a review of relevant documents or other evidence as appropriate.
 3. Disclosure of facts to parties and witnesses will be limited to what is reasonably necessary to conduct a fair and thorough investigation. Participants in an investigation may be advised to maintain confidentiality when essential to protect the integrity of the investigation.
 4. The Complainant and Respondent will be provided with an estimated timeline for completion of the investigation. If the investigation timeline is extended, the Complainant and Respondent will be notified.
 5. Following the completion of the investigation, a written report will be prepared that, at minimum, includes a statement of the allegations and issues; the positions of the parties; a summary of the evidence; findings of fact; and a determination as to whether the conduct at issue violated this policy.
 6. The Complainant and the Respondent will be informed when the investigation is completed and whether or not a violation of this policy has occurred. Actions taken to resolve the complaint, if any, that are directly related to the Complainant, such as an order that the Respondent not contact the Complainant, will be shared with the

Complainant. In accordance with University and ASUCSB policies protecting individuals' privacy, the Complainant may be notified generally that the matter has been referred for appropriate administrative action, but will not be informed of the details of the recommended action without the Respondent's consent.

- L. All elected officials, appointed officials, general members, and employees of the Associated Students:
- Shall behave at all times in a manner that reflects creditably on the Associated Students, including but not limited to AS spaces, community spaces, and online.
 - Shall adhere to the Legal Code of the Associated Students and to the rules of duly constituted offices, committees, boards, commissions, and units thereof.
 - Shall pursue goals that reflect the values of their respective office, committee, board, commission, or unit and the Associated Students as a whole.
 - Shall treat each other and those in the community with behavior that fosters a safe, inclusive environment for everyone. This behavior includes but is not limited to: professionalism, compassion, courtesy, civility, and respect.
 - Shall encourage and be ready to participate in respectful, open communication that is conducive to constructive collaboration and dialogue within and between each respective AS entity.
 - Shall foster open dialogue with the UCSB community through freedom of the press, by allowing any AS or SEAL affiliated journalist to listen and openly record any AS related business in any on-campus meeting that is otherwise open to the public or in any public space on campus that has no reasonable expectation of privacy.
- M. In instances of serious violation, a case may be presented to Judicial Council. For procedures, refer to Article VII, Section 3 of the By-Laws.

POLICY 2. TRAVEL CODE OF CONDUCT

- A. I, _____, the undersigned student at the University of California Santa Barbara (UCSB) participating in Associated Students (AS) events and related travel, hereby agree that I will comply with the rules, standards, and instructions concerning behavior outlined by Regental, Campus, and Associated Students Policies while participating in

_____ on _____.

Name of Event

Date

- B. I understand and agree that I will be subject to the UCSB Campus Policy Sanctions while traveling and participating in events anyway related to Associated Students and UCSB. Further, I acknowledge and agree that Associated Students may prohibit my participation in future activities and travel at any time for failure to comply with Regental, Campus, and Associated Students policies or for any action or conduct deemed to be detrimental to or incompatible with the interests, harmony, or welfare of the event and its attendees.

- C. Further, I hereby understand and agree to the following: (Please initial each one after you read)

_____ That I will obey all laws, rules, and regulations at any Associated Students related events.

----- That my use, or possession, or transport of any controlled substance at Associated Students activities or related events at which I am a guest during my participation are grounds for my removal from the event, university sanctions, and financial liability.

----- That sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's employment or education, unreasonably interferes with a person's work or educational performance, or creates an intimidating, hostile, or offensive work or learning environment. In the interest of preventing sexual harassment, the University will respond to reports of any such conduct.

----- That full and coherent participation in the activities of this event is mandatory as representative of Associated Students at UCSB.

----- That I will neither hold nor attend parties in hotel rooms, while participating in activities requiring lodging.

----- That I will keep my door closed and locked for safety while in lodgings during my traveling on behalf of Associated Students and I will refrain from making noise that may disturb other guests.

----- That I will respect the property of others and will not tamper with the property of others, including, but not limited to, the property of AS and/or UCSB, or any person, hotel, lodging, restaurants or sites visited during and after the event. If any damages to property occur, you must report it to the advisor-in-attendance immediately and I may be held responsible.

----- That I will notify AS of any plans to depart on independent trips, including a number to be contacted in case of emergency. My failure to provide accurate and truthful information about my whereabouts at any time during the term of an event will result in limitations of participation in future events.

----- I agree that in the event of an emergency requiring my departure from the Activity at any point I am responsible for financing my own return. I agree that Associated Students, its officers, employees, and agents will not finance my departure prematurely.

----- In the event, I violate Regental, Campus, and Associated Students Policies I must participate in a restorative justice process agreed upon between the Associated Students Executive Director and myself.

- D. I understand that students participating in and traveling on University-sanctioned trips are representing Associated Students at University of California Santa Barbara and are expected to make responsible decisions regarding their behavior so that they maintain appropriate standards of conduct at all times. Students on such trips are under the jurisdiction of Regental, Campus, and Associated Students policies. Therefore, all provisions of Regental, Campus, and Associated Students policies apply during the entire University-sanctioned trip. This includes, but is not limited to, the prohibitions against the use of all illegal drugs and the illegal use of alcohol. Persons under whose auspices or direction the trip is conducted may state additional expectations and standards of conduct appropriate to the type and venue of a particular trip. When possible and in the University's sole discretion, AS will attempt to provide such additional guidelines in writing to students prior to the beginning of the trip. The Associated Students Executive Director will handle violation of Regental, Campus, and Associated Students policies. Appeals can be made to Judicial Council.
- E. I have read the terms and conditions set forth herein, agree to abide by them and understand that this Code of Conduct Agreement is effective upon my acceptance to participate in this AS event.

Student's Signature

Date

POLICY 3. SENATE MEETING PROCEDURES

- A. All regular and special meetings of the Senate shall be conducted according to Robert's Rules of Order. Robert's Rules of Order shall be interpreted by the Presiding Office of the Senate utilizing the most current published version of Robert's Rules, and, if possible, through the consultation of the Associated Students Parliamentarian. Interpretation may be appealed by the majority vote of the Senate, as outlined below. Interpretations, violations of order, and reprimand for said violations are subject to a majority vote of the Senate, the objection of two voting members, or the ordered objection of one voting member, or otherwise by those processes outlined within the most current published version of Robert's Rules of Order.
 - a. Measure Voting Procedures:
 - i. There shall be three (3) votes toward a motion on the floor;
 - 1. Aye: affirmative vote for the measure.
 - 2. Nay: opposition to the measure.
 - 3. Abstention: neither for nor against the measure and does not take from quorum.
 - ii. During the first senate meeting following the swearing in ceremony, the Internal Vice President shall give a report including, but not limited to, their interpretation of the following meeting procedures:
 - 1. How abstentions shall be calculated in a final vote;
 - 2. Determining how a voting threshold shall be met when said threshold is not a whole number;
 - 3. Determining whether quorum has been met when the membership threshold is not a whole number;
 - 4. Determining resolution types when the categorization of said legislation is ambiguous;
 - 5. Any other procedural interpretations that the Internal Vice President would find relevant to the Senate.
- B. Closed meetings of the Senate (Executive Sessions) shall be held only upon a two-thirds (2/3) vote of present voting members. Proxies may be requested to leave by the Presiding Officer of the Senate. The Council may invite non-Council members to be present during these closed meetings by a two-thirds (2/3) majority vote of the Senate.
- C. The Senate shall not pass any bill in ex post facto.
- D. Senate members must be courteous to whoever controls the floor.
- E. No A.S. Senate member shall secure the floor in order to speak on an issue, and then conclude their discussion by "moving the previous question."
- F. The A.S. Minute Takers shall not be allowed to proxy for any member of the Senate at Senate meetings.
- G. Senate must appoint some member to take minutes after twelve midnight (12:00 a.m.) in the case that the A.S. Minute Takers elect to leave at that time. The A.S. Senate will pay the A.S. Minute Takers a shift differential

after midnight that amounts to double the base pay at Senate meetings, with the money coming from the Senate budget.

- H. The presiding chairperson shall determine the time of the legislation once adopted. The A.S. Minute Takers shall then record the time of passage in the ASUCSB Senate minutes.
- I. Senate shall hold their regular weekly meeting every Wednesday, at six-thirty in the afternoon (6:30pm), during their regular session as defined by Article V, Section 5 of the A.S. Constitution.
- J. The Internal Vice President shall make themselves available following every Senate meeting for the purposes of clarification and discussion of the minutes and actions of the Senate with any media in attendance.
- K. Guests:
 - a. Students who attend Senate meetings shall be given priority to speak over the orders of the day. The A.S. Internal Vice President must recognize any student in the audience who wishes to speak once before any Senate members on the speakers list have the chance to speak.
 - b. Students and Community Members wishing to use Public Comment to give a presentation or project proposal shall electronically submit to the Senate no later than 11:59pm on the day preceding any given Senate meeting:
 - i. Their intention to give a presentation
 - ii. The nature of the presentation
 - iii. Any ancillary documentation (slides, written reports, documents)

POLICY 4. THE GENERAL SENATE AND BCU AGENDA AND MINUTES TEMPLATE

- A. Students who attend Senate meetings shall be given priority to speak over the orders of the day. The A.S. Internal Vice President must recognize any student in the audience who wishes to speak once before any Senate members on the speakers list have the chance to speak.
- B. The Standard Agenda and Meeting Minutes: Call to Order
 - a. A) Meeting Business
 - i. A-1) Land Acknowledgement
 - 1. "Before beginning, we ask students to acknowledge that the lands that University of California locations were built upon were expropriated and founded upon exclusions and erasures of Indigenous people's human rights throughout California. UCSB is built on Chumash Land, namely that of the non-federally recognized Barbareño tribe. Our Association should aim beyond mere acknowledgment, and toward concrete efforts, alongside those who continue to fight for their right to be respected as the original stewards of this land."
 - ii. A-2) Roll Call
 - iii. A-2) Excused Absences
 - iv. A-3) Acceptance of Proxies
 - b. B) Public Forum
 - c. C) External Reports

- i. C-1) Chancellor's Representative
- ii. C-2) UCPD Representative
- iii. C-3) GSA Representative
- iv. C-4) University Center Governance Board Representative
- v. C-4) IVCSD Representative

d. D) ASUCSB Reports

- i. D-1) Administrative Committee Reports
- ii. D-2) Boards and Commissions Reports
- iii. D-3) Unit Reports
- iv. D-4) President's Cabinet Reports
- v. D-5) Executive Director's Report
- vi. D-6) Advisor's Report
- vii. D-7) Executive Officers' Reports
- viii. D-8) Executive Office Members' Reports
- ix. D-9) Administrative Reports
- x. D-10) Senator Reports

e. E) Acceptance of the Agenda

f. F) New Business

g. G) Consent Calendar

h. H) Action Items

- i. G-1) Old Business

i. I) Recess

j. J) Committee Reports

- i. J-1) Standing Committee on Finance
- ii. J-2) Standing Committee on Outreach
- iii. J-3) Standing Committee on Liaison
- iv. J-4) Standing Committee on Advocacy
- v. J-5) Group Project and other Temporary Committee Reports

k. K) Minutes and Allocations:

- i. K-1) Senate Minutes
- ii. K-2) Administrative Committees Minutes
- iii. K-3) BCU Minutes
- iv. K-4) Standing Committee Minutes

l. L) Appointments

m. M) Discussion Items

n. N) Remarks

o. O) Adjournment

C. External Representatives to ASUCSB Reports

- a. Under Representatives to the ASUCSB Reports, Representatives to the ASUCSB may report their activities to the Senate.
- b. No Representative to ASUCSB Report shall exceed ten (10) minutes, unless extended for a definite period of time by the Senate.
- c. Representative Reports shall not last more than 20 minutes unless extended by a 2/3 vote of the entire Senate.
- d. University Center Governance Board Report
 - i. Under the University Center Governance Board Report, the Senate shall hear a report by all of its appointed undergraduate student representatives to the University Center Governance Board of activities.
 - ii. The University Center Governance Board undergraduate student representatives shall report at least once per academic quarter.
 - iii. The University Center Governance Board Student Chair shall provide the Board agenda and minutes to the ASUCSB Senate within 24 hours of its release to the voting members of the University Center Governance Board.

D. Public Forum

- a. Any guest wishing to make an announcement may do so in this portion of the agenda.
 - i. Any guest wishing to make an announcement shall submit their full name and a request to speak to the Internal Vice President at least three hours prior to the meeting's commencement, to be added onto the agenda by the latter, or sign a list in the Senate Chambers prior to the Senate's move to the Public Forum section of the agenda, to include the guest's name, year, major, and announcement subject. The Senate Chair shall refer to the names listed on the Public Forum section of the agenda and the name form signed in the Senate Chambers when calling for guest announcements.
- b. Guest announcements shall not exceed two minutes individually, unless extended by a simple majority vote of the Senate.
 - i. No guest may deliver more than one announcement.

E. New Business:

- a. All proposals seeking official agenda placement must be submitted to the A.S. Internal Vice President by eleven o'clock (11:00 am) on the Tuesday preceding each Wednesday Senate meeting.
 - i. Under new business, Senators may request a second reading of the resolution/bill for any proposal that they feel they have not adequately had time to read.
- b. Under New Business, the Chair shall number each Bill submitted and refer it to one or more standing committees.

F. Consent Calendar

- a. Any Bill reported out of all Committees to which it was referred shall be placed on the Consent Calendar for the meeting that which it was reported out.
- b. Any Senator may remove any Bill from the Consent Calendar.

- c. If any Bill on the Consent Calendar requires a specific number of votes for passage, it shall be removed from the Consent Calendar if the Chair determines that there are not enough Senators present to approve it.
- d. All Bills remaining on the Consent Calendar shall stand approved by Unanimous Consent of the Senate. No debate may be held on approval of the Consent Calendar. Approval of the Consent Calendar shall not be subject to a vote.
- e. Once the Consent Calendar is approved, the decision may not be reconsidered, reversed, or otherwise overturned.

G. Action Items

- a. Immediate Consideration
 - i. Under Immediate Consideration, the Senate shall consider Bills and other Main Motions in accordance with the rules of debate specified in these By-Laws.
 - ii. All Bills removed from the Consent Calendar shall be placed under Immediate Consideration for that meeting.
- b. Old Business
 - i. Any Bill or other main motion that the Senate does not finally dispose of under Immediate Consideration shall be considered under Old Business at each subsequent Regular Meeting, in accordance with the rules of debate specified in these By-Laws.

H. Acceptance of Agenda

- a. Acceptance of the agenda is where the deliberative body shall approve the agenda motion to amend the agenda by removing or adding items with the approval of a $\frac{2}{3}$ vote.

I. Committee Reports

- a. Under Committee Reports each standing committee shall report its attendance and activities. Failure of a Committee Chair to do so shall count as a Committee absence for the Chair, under the provisions of Policy 5 of the AS Policies and Procedures.
- b. For each bill that a Committee reports out, it shall present a written report including the vote on the Bill, amendments adopted by the Committee, and any additional items the Committee deems appropriate.
- c. No Committee Report shall exceed ten (10) minutes, unless extended for a definite period of time by the Senate.
- d. Committee Reports shall not last more than 30 minutes unless extended by a $\frac{2}{3}$ vote of the entire Senate

J. Approval of Minutes

- a. Under Approval of the Minutes, the Senate shall correct and approve the minutes from its previous meeting, Administrative Committee minutes, Boards and Commissions minutes, and Unit minutes.

K. Appointments

- a. All main motions to approve appointments shall be considered at this time.

- b. The Senate may not approve any appointment without verifying the completion of a form to be provided by the Committee on Committees Chair including, but not limited to the following information: full name, position, length of term, e-mail address, and telephone number of the person being considered. The Committee on Committees Chair shall be charged with verifying the completion of this form, and this information must be delivered to the ASUCSB Administration Office by 5 p.m. on the Friday immediately following approval of the appointment.

L. Discussion Items

- a. Any Senator may submit a topic for discussion to the Internal Vice President at the same deadline as the submission of legislation.
- b. No discussion item may last longer than ten (10) minutes unless extended by a 2/3 vote of the Senate for a definite period.

M. Senator Reports

- a. In Senator Reports A.S. Senators shall report on their activities on campus committees, in Ad-Hoc committees, liaison groups, and any personal projects. Each Senator shall take no more than 2 minutes and no more than 30 minutes collectively.
- b. The Administrative Assistant shall report on any administrative issues regarding the meeting.
- c. This shall happen during ASUCSB reports

N. Recess

- a. The Senate shall take a 15 minute recess; however, the Senate has the authority to determine the Recess' length at the time of the Recess through a motion.

O. Public Agenda:

- a. All Senate agendas must be posted in a public zone, by two o' clock (2:00pm) one day (Tuesday, 2:00 pm) prior to the following meeting.
 - i. Any agenda items added after the deadline must be highlighted by Senate leadership in a bright color that they deem appropriate with the purpose of distinguishing it from all other on-time agenda items.
 - 1. The highlight color must be legible with the consideration that its intended purpose is to be differentiated from all other agenda items.
 - ii. Any in-meeting-motions that amend the agenda must also be treated as 'late' and formatted in the aforementioned manner.

POLICY 5. SENATE STANDING COMMITTEE PROCEDURES, AGENDA AND MINUTES

A. The Standard Senate Standing Committee Agenda and Meeting Minutes: Call to Order

- a. A) Meeting Business
 - i. A-1) Land Acknowledgement
 - ii. A-2) Roll Call
 - iii. A-2) Excused Absences
 - iv. A-3) Acceptance of Proxies

- b. B) External Reports
- c. C) Public Forum
- d. D) ASUCSB Reports
 - i. D-1) Administrative Committees Reports
 - ii. D-2) Boards and Commissions Reports
 - iii. D-3) Unit Reports
 - iv. D-4) Advisor's Report
 - v. D-5) Executive Officers' Report
 - vi. D-6) Ex-Officio Members' Report
- e. E) Acceptance of Agenda
- f. F) Minutes and Allocations:
 - i. F-1) Minutes from:
- g. G) Action Items
 - i. G-1) New Business
- h. H) Discussion Items
- i. I) Internal Reports
 - i. I-1) Representative Reports
 - ii. I-2) Administrative Assistant Report
- j. J) Remarks
- k. K) Adjournment

B. Public Forum

- a. Any guest wishing to make an announcement may do so in this portion of the agenda.
- b. Any guests wishing to make an announcement shall sign a list as identified by the chair asking for the guest's name, year, major and announcement subject. The Chair shall refer to this form when calling for guest announcements.
- c. Guest announcements shall not exceed two minutes individually and thirty minutes collectively, unless extended by a simple majority vote of the Committee.
- d. No guest may consume more than one announcement.

- C. Agendas must be posted in a public zone no later than twenty-four (24) hours prior to the following meeting.
- D. Any actions taken on Bills or Resolutions shall be made public by the Vice-Chair no later than twenty-four (24) hours after the Committee meeting has been adjourned.

POLICY 6. MAIN MOTIONS

- A. Bills:

- a. All Associated Students affairs, except approval of appointments or override a Presidential Veto, shall be in the form of a bill.
- b. All Bills and Resolutions shall include the Bill Title, Sessions in which the Bill is introduced, and the name of the sponsor(s).
 - i. The assignment of such items shall be conducted using a consistent header format, predetermined by the Internal Vice President.
- c. Assignment of Bill Number:
 - i. The Bill number shall be assigned by the Internal Vice President.
 - ii. The Bill number shall take the following form:
 - 1. T - The type of the legislation.
 - a. 'B' - Bills
 - b. 'R' - Resolutions
 - 2. CC - The category of the legislation.
 - a. See Types of Bills and Resolutions below
 - b. If there are multiple overlapping categories for a specific legislation, it is up to the authors to determine which category is more relevant and less misleading.
 - 3. Q - The quarter the legislation is introduced.
 - a. M - Summer quarter
 - b. F - Fall quarter
 - c. W - Winter quarter
 - d. S - Spring quarter
 - 4. W - The week of the quarter the legislation is introduced.
 - a. The week number between 1-9
 - 5. D - The order number of the bill being introduced that week.
 - a. This number is extendable as necessary
 - 6. SS - The senate number that introduced this legislation.
 - a. This number is extendable as necessary
- d. Bills may include a preamble in the form of one or more "whereas" clauses. The Preamble is intended to explain the rationale for the bill and shall have no binding effect on the Association.
 - i. The Whereas clauses shall be bolded and capitalized at the beginning of each statement followed by a colon (e.g. WHEREAS:)
 - ii. Each Whereas Statement shall not contain more than one sentence.
 - iii. Each Whereas Statement shall end with "; and,"

- iv. Citations shall be conducted using footnotes and under a uniform and consistent guideline. While not required, it is strongly recommended to cite sources using an academic style guideline instead of using hyperlinks.
- e. The enacting clauses of all bills shall be:
 - i. "Be it enacted by the Associated Students in the Senate assembled", and the resolving clauses of all resolutions shall be
 - ii. "Resolved by the Senate", or just simply "Resolved" and no enacting or resolving words shall be used in any section of an Act or Resolution of the Senate except in the first.
 - iii. "Be it enacted by the Associated Students in the __th Senate assembled"
 - iv. "Be it enacted by the Associated Students"
 - v. "Be it further enacted by the Associated Students"
 - vi. "Be it further enacted by the Associated Students in the __th Senate assembled"
 - vii. "Be it finally enacted by the Associated Students"
 - viii. "Be it finally enacted by the Associated Students in the __th Senate assembled"
- f. The enacting clauses of all resolutions shall be either:
 - i. "Let it be resolved"
 - ii. "Let it be resolved by the Associated Students in the __th Senate Assembled"
 - iii. "Let it be further resolved"
 - iv. "Let it be further resolved by the Associated Students in the __th Senate Assembled"
 - v. "Let it be finally resolved by the Associated Students in the __th Senate Assembled"
 - vi. "Let it be finally resolved"
- g. The first enacting clause of any resolution shall be preceded by the word "Therefore."
- h. The enacting clauses shall be bolded and capitalized at the beginning of each statement followed by a colon (e.g. **LET IT BE FURTHER RESOLVED:**)
- i. After the final clause, every bill shall be allowed to include a carbon copy section.
 - i. Upon passage of the resolution, each person included within the CC section shall receive an electronic copy of the finalized version passed directly emailed to them.
 - ii. There shall not be proviso clauses included within the enacting clauses.
- j. Finalized copies of legislation shall be digitally created and managed by staff advisors in Governmental Affairs in a publicly accessible archive.
 - i. All legislation should be signed by the current A.S. President and signed by the Senate authors.
 - ii. The sponsor(s) shall have the option of sending a digital copy to each person included within the CC section.
 - iii. Each sponsor (including the student sponsor(s)) shall have the option of receiving a finalized physical copy of the proposal.
- k. Bills and Resolutions shall use single spacing in twelve point professional font with a new line in between each clause.
- l. All Bills and Resolutions shall take effect immediately upon approval of the Senate unless otherwise specified in the Bill.

- m. Bills to amend the Constitution, By-Laws, or Standing Policies and Procedures must include:
- i. The title, article, and section number(s).
 - ii. The existing language for such articles and sections. Language that is to be struck must be crossed out and language to be added must be boldfaced or italicized. Other conventions for added and deleted language may be used provided that it is so specified in the Bill.
- n. All bills shall be officially submitted under the following guidelines:
- i. Senators must submit an electronic copy of their proposal to the Internal Vice President and the First and Second Pro Tempores to be included on the agenda for the Senate.
- o. Types of Bills and Resolutions:
- i. **Position Paper (PR):** A bill or Resolution which endorses, sponsors, or supports a group's actions or events shall require a two-thirds (2/3) vote. Any position paper adopted by the ASUCSB Senate is binding on that Senate for the term of that Senate only. If specified by its author, each new Senate shall review it for re-adoption.
 - ii. **Organizational (OZ):** Any action, event, addition or deletion to the internal structure of the Associated Students. This includes representative, organizational, and physical changes within Associated Students, its Boards, Commissions and Committees, including personnel changes in Boards, Commissions and Committees. It requires a majority (50% + 1) vote of Council.
 - iii. **Directional (DE):** Any Bill or Resolution that directs individuals or organizations (e.g. members of A.S. Personnel, Boards, Committees, and/or the Senate) to perform specific duties requires a majority vote (50% + 1).
 - iv. **Contractual (AY):** Any Bill or Resolution that includes contract(s) with an agency, group, or business outside Associated Students requires a majority (50% + 1) vote. The A.S. Executive Director must review contractual bills at least two (2) weeks in advance.
 - v. **Financial (FN):** Any Bill or Resolution that needs an expenditure of A.S. monies to perform what is proposed in the Bill requires a majority (50% + 1) vote. However, special types of a Financial Bill are:
 - vi. **Capital Reserves (CW):** Any Bill or Resolution which removes or changes any monies from the Capital Reserve fund requires a three-fourths (3/4s) majority vote.
 - vii. **Capital Improvements (MI):** Any Bill or Resolution which removes or changes any monies from Capital Improvements requires a two-thirds (2/3) majority vote.
 - viii. **Constitutional (UT):** Any Bill or Resolution that proposes a change or interpretation of the ASUCSB Constitution requires a two-thirds (2/3) vote of Senate and then subsequently requires a two-thirds (2/3) vote of the student body in order to be adopted.
 - ix. **By-Laws (BL):** Any Bill or Resolution changing, adding, or interpreting the ASUCSB By-Laws requires a two-thirds (2/3) vote.
 - x. **Standing Policies (SP):** Any Bill or Resolution changing, adding, or interpreting the ASUCSB Standing Policies requires a two-thirds (2/3) vote.

- xi. The interpretation of all bills and resolutions shall be limited toward the binding clauses. Interpretations of type shall only include explicitly written language (e.g. implied positions/actions shall not be considered when deciding type).
- xii. The preliminary bill or resolution type shall be determined by the author. If left blank or filled incorrectly the A.S. Internal Vice President shall determine the bill type. This shall be completed before the Bill is placed on the agenda. If the A.S. Internal Vice President is absent, the Presiding Officer shall determine the Bill type.
 - 1. If the bill or resolution contains parts which constitute more than one type, the voting requirement for that bill or resolution will go to whichever type has the highest threshold. (E.g. If a bill contains parts which constitute it as a Financial Bill Type and a Capital Improvements Bill Type, the Bill will require a two-thirds ($\frac{2}{3}$) majority vote for passage.)
 - 2. If the bill or resolution type as determined by the author was changed, the Internal Vice President shall provide explicit written reasoning to the author. The author shall then have until the senate meeting to change the bill or resolution such that it falls under their original intention. The Internal Vice President shall only be allowed to change the resolution until three (3) hours preceding the next senate meeting.
 - 3. If the bill or resolution includes a fiscal impact without designating an account to modify, the fiscal impact is considered null until an appropriate account is established by the Liaison Committee or by a Senate action.
- xiii. Bills may only be submitted by an Elected Official, a Student at Large Member of an ASUCSB Standing Committee, or by presentation to the Senate of a petition signed by members of the ASUCSB numbering at least the most recent vote quota required for election to the Senate. Each copy of the petition must have the entire bill attached to the front, the printed name, signature, and of every line verified by the Attorney General. The Attorney General must verify the petition is valid and submit it as New Business by the next Regular Senate Meeting.
- xiv. Committee action or approval by the Executive Director must be recorded on the Bill form, and when possible, Committees should file with the Secretary reports with additional and minority views. All Bills are to be signed by the President and the Author of the Bill before it can be recorded by the Secretary and before the same can take effect, and all Resolutions shall bear the attestation of the Secretary of the Council.
- p. All appointments made by the A.S. President are subject to the approval of the Senate and shall be tabled for one (1) week before they are voted upon, unless the appointments are recommendations that the President has accepted from the A.S. Committee on Committees.
- q. Spontaneous financial items:
 - i. All financial proposals must be presented to Senate Finance Committee (or Program Board) a minimum of one (1) week prior to the scheduled event and to the Senate as part of the Senate Finance Committee minutes, prior to any publicity. Any proposal submitted for an event that occurs within ten (10) days (which is one (1) week plus the three (3) days it takes for Senate to approve its own minutes) may be first subject to a two-thirds ($\frac{2}{3}$) vote of the Senate Finance Committee membership to hear the specific proposal. Otherwise, the proposal must be made to the Senate as a spontaneous financial item. If a group's request is approved by Senate Finance Committee at its Monday meeting, it may not spend its money until the next Thursday. However, any request which Falls before this Thursday will become a spontaneous

financial item and shall be heard by either the Senate Finance Committee or Senate under the requirements herein specified.

- ii. All matters not dealt with at Senate Finance Committee shall be handled as a spontaneous motion and that motion may be passed only upon a two-thirds (2/3) approval vote of the Senate quorum. Such action by the Senate should only be used in emergency situations.
- iii. Senate will try to be consistent in sending back to Senate Finance Committee, with a written recommendation, allocations with which the Senate does not agree. However, if an allocation needs to be addressed prior to the next Senate Finance Committee meeting, Senate may alter the allocation.

B. Procedures for a person desiring consideration of a spontaneous motion:

- a. A written statement must be submitted to the Internal Vice President stating the following:
 - i. The urgency of the issue.
 - ii. The reason it was not placed on the agenda before the deadline.
- b. A person asking for consideration will be given two (2) minutes for an oral presentation before the Senate. (These people must make themselves available to answer any questions Senate members may have.)
- c. For a spontaneous motion to be considered, it must meet at least one (1) of the following criteria:
 - i. Emergency Situation -- if the issue Falls within ten (10) days from the meeting at hand.
 - ii. Deadline -- if the issue arose after the agenda deadline.

C. Author(s) must be listed on the Bill before it will be placed on the agenda. Thus, there is no need to move and second a bill at Senate meetings.

POLICY 7. SENATE AND BCU E-MAIL VOTE PROCEDURES

- A. E-mail votes may be called by the Chair, Vice Chair, or other delegated leadership as listed in the entity's corresponding by-laws.
- B. E-mail votes may be used by all Legislative Branch entities (including the Senate) as well as any Associated Students Boards, Commissions, and Units with approved membership and in accordance with requirements for quorum.
- C. E-mail votes may only be called if urgent business must be approved before the next regular meeting of the entity. Urgent business includes, but is not limited to, the following:
 - a. Presidential vetoes.
 - b. Administrative needs within the Senate.
 - c. Minutes of boards, committees, and units required to make time-sensitive purchases.
 - d. Approval of other time-sensitive reports or actions mandated by A.S. Legal Code.
- D. Justification of the need for an email vote and the urgency of the matter voted upon must be included in written format in the minutes by the Chair, Vice Chair, or other delegated leadership.

- E. The consideration and distribution of an e-mail vote must be announced and shared by the Chair, Vice Chair, or other delegated leadership to other executives, members of the Senate or entity, non-voting members of the entity, and the Advisor(s) to the committee through appropriate and approved communication channels.
- F. E-mail votes shall remain open for no less than eighteen (18) hours. The Chair, Vice Chair, or other delegated leadership may, at their discretion, end voting after 18 hours without advance notice. Voting may not, for any reason, end before 18 hours.
- G. When an e-mail vote is initiated, an electronic file containing the agenda shall be prepared and distributed along with the digital survey, such as a Google Form. The agenda should contain all of the legislation, funding requests, minutes and other business matters that are being voted on as well as any additional exhibits or materials.
- H. Votes shall be captured by digital survey system such as Google Forms. Attendance and quorum shall be determined from a spreadsheet containing the records of each member's vote. Minutes recorded from the results of an e-mail vote shall contain the yes and no votes of each senator in a roll call format.
- I. In the case of the Senate or Senate standing committees, if a regular meeting has met quorum, no senator or proxy may intentionally leave the meeting to force the usage of an e-mail vote.

POLICY 8. SENATE "RUSH" PHONE VOTE PROCEDURES

- A. Members of A.S. Boards, Commissions, and Units (BCUs) may request a "rush" phone vote for the approval of minutes when extenuating circumstances exist or when early approval is necessary. Extenuating circumstances include but are not limited to: meeting cancellations caused by holidays or lack of quorum and errors in including minutes for approval on Senate meeting agendas.
- B. An elected member of the Senate or A.S. Executive Branch shall have the authority to initiate a "rush" phone vote at the request of a board or Committee member.
- C. The Senate member or Executive Officer who initiates the vote will be responsible for the preparation of the following:
 - a. A statement of the pertinent elements of the minutes which must include:
 - i. Date and time at which the meeting occurred.
 - ii. Number of voting members in attendance out of total voting membership.
 - iii. List of all monetary allocations of A.S. monies with breakdown of votes of each allocation.
 - b. Both a pro and a con statement which are factually accurate and include any foreseeable issues of concern.
- D. A phone or video call will be made and an email sent by either the Internal Vice President or an A.S. Main Office secretary to each member of the Senate. Any member not available upon initial attempt to contact will be called at least one additional time and will have at least one full hour after the initial attempt to contact to respond and vote.
- E. The "rush" phone vote will be determined final no earlier than one full hour following the last initial phone call made, and will last no longer than can be facilitated by the Internal Vice President or one of the A.S. Main Office assistants.

- F. Minutes must be approved by the same number as would be required at a regular session of the Senate. This number is fifty percent plus one (50% + 1). If less than this amount of the Senate can be reached, or if the minimum number is reached but not all vote in favor of passage, then the minutes may not be passed.
- G. If the minutes are not passed, they will still be put to a vote through the regular procedure during the next regularly scheduled Senate meeting.

POLICY 9. REPLACEMENT PROCEDURES

- A. After the removal or resignation of a Senator, the official runner-up shall be notified by the Internal Vice President, Student Government Advisor, or A.S. Secretary and sworn in no later than two (2) weeks after the removal or resignation is official.
- B. After an official resignation or removal has taken place, the Internal Vice President, Student Government Advisor, or A.S. Secretary shall notify the official runner-up by e-mail and attempt to contact them by phone at least once a day for three days. The official runner up shall have until 4:00 p.m. the day after the final phone call was made to notify the Internal Vice President, Student Government Advisor, or A.S. Secretary by phone or e-mail of their acceptance or declination of the position. If the official runner up has not notified the Internal Vice President, Student Government Advisor, or A.S. Secretary by 4:00 p.m. the day after the final phone call was made, they shall be considered to have declined the position and the Internal Vice President, Student Government Advisor, or A.S. Secretary shall move on to the next official runner up.
- C. In the case of no official runners-up, the official Senate Temporary Committee formed to interview possible replacements has five (5) weeks, after the official resignation or removal of the Senator, to submit its recommendation for approval by the full Senate.
- D. In case of a tie between the official runners-up, a Senate Temporary Committee, chaired by the First Pro-Tempore, shall be formed to interview the two (2) or more official runners-up and submit its recommendation for approval by a required two-thirds (2/3) approval by the Senate. The quorum for this Temporary Committee, including the chair shall be no less than one fifth (1/5) of the membership of the full Senate. The President, Internal Vice President, and Committee on Committees Chair and Vice Chair shall be considered non-voting, ex-officio members of the Committee. Motions offered by ex-officio members shall not be in order.
- E. Once a replacement is determined, the Internal Vice President shall swear the individual in after Proxies and Excused Absences using the following oath, then allow the new member to join the Senate:

I, Your Name, hereby affirm that I will fulfill the duties of a(n) position Representative for the academic year Senate to the best of my ability. I will seek to facilitate the Associated Students and the University Community in a manner that is consistent with the ideals of an academic community.

POLICY 10. ATTENDANCE POLICIES

- A. The voting and non-voting members of the Senate shall attend regular and special meetings during periods of regular instruction, excluding the tenth (10th) week of instruction where attendance must be voluntary; thus, any absence or proxy received during such a meeting will not be counted against the yearly and quarterly totals. Furthermore, no meetings called during finals week will be considered official and proxy is acceptable.
- B. An excused absence from required meetings will be given for medical reasons or a death in the family, as well as extenuating academic circumstances, or non-recurring occupational related issues which must be pre-approved with the critical discretion of the Internal Vice President. In order for an absence to be considered excused, the absent Senator must submit a written Senator Report to be read by the Internal Vice President during the Senate meeting or have adequately informed their proxy of an update to give during the allotted time for Senator's Reports. If the student withdraws from the University, even for medical reasons or a

death in the family, the Internal Vice President shall recommend their removal from Senate with two-thirds (2/3) vote of the approval by the Senate.

- C. Senate members may only have three (3) excused absences from Senate meetings per quarter. The only exceptions are for reoccurring academic circumstances as described below. After three (3) excused absences, an absence shall be considered as one (1) unexcused absence. Therefore, after a total of five (5) absences one is up for removal as per the procedures in Article VI, Section 5.
- D. A Senator may only be considered for a reoccurring academic circumstance for one (1) quarter. If this academic circumstance exceeds one (1) quarter, the individual will be subject to removal. A quarter shall be defined as one (1) academic quarter at the University of California, Santa Barbara. A Senator must provide a proxy for the duration of their absence in order for the absence to be excused. All procedures for proxies and excused absences must be followed.
 - a. In the event a Senator chooses to study abroad, one (1) quarter and one (1) quarter only shall be considered a reoccurring academic circumstance.
 - b. In the event a Senator has a class conflict during a Senate meeting, one (1) quarter and (1) quarter only shall be considered a reoccurring academic circumstance.
- E. Of the three (3) permitted excused absences, only one (1) will be accepted without a proxy. When a Senator must send a proxy, the Senator must present a memorandum to the Internal Vice President before the meeting begins (via e-mail, written notification, and or verbal notification). The memorandum must give the name of the proxy, and by delegating a proxy, the Senator will take responsibility for the proxy's vote on any item.
 - a. The following will not be accepted as a proxy for a Senator: another Senator, the Minute Takers,, any Executive Officer, the A.S. Elections Board Chair, voting members of the A.S. Elections Board, the A.S. Parliamentarian, any member of the Judicial Council, or any individual who has declared their candidacy to run in an ongoing election.
- F. All excuses for absences, proxies, and tardies are subject to the approval of the Senate. Only elected Senators counts towards quorum, per the A.S. Constitution.
- G. Senator proxies must fall in their respective Senator's constituency.
 - a. In the event that a CCS, Engineering, or University-Owned Senator has unsuccessfully exhausted all avenues of potential proxy recruitment from their constituency they shall be permitted to seek out a proxy from the general UCSB student body.
- H. An unexcused absence from a Senate Meeting is defined as missing more than one (1) hour of a meeting.
 - a. Senate members may only have three (3) excused tardies from Senate meetings per quarter. An excused tardy will be granted if the Senator informs the Internal Vice President of their foreseen tardy prior to roll call. Tardy Senators may ask another present Senator to inform the Internal Vice President for them or directly inform the Internal Vice President themselves. Acceptance of excused tardies Falls under the discretion of the Internal Vice President.
 - b. A tardy from a Senate Meeting is defined as missing more than a combine time of thirty (30) minutes but less than one (1) hour at any time during the course of the meeting. This also includes any amount of time a Senator leaves the room after being marked present in roll call. Representatives are allowed three (3) excused tardies per quarter.
- I. A Senator who acquires two (2) unexcused absences or three (3) unexcused tardies in an academic quarter shall be subject to removal by the Senate, pending review by the Senate of mitigating circumstances, which

may take place in a closed session if requested by the Senator up for removal and passed with a majority vote, fifty percent plus one (50% + 1) of the Senate.

- a. A majority vote, fifty percent plus one (50% + 1) will be required by the current membership of the Senate in order to remove the respective Senator from office.
 - b. If a Senator comes before the Senate and the Senate chooses not to remove the Senator by a two-thirds (2/3) vote, then the Senator will be given one (1) additional unexcused absence or one (1) unexcused tardy. If that one (1) unexcused absence or one (1) unexcused tardy is then acquired by the Senator, that Senator will immediately be placed under the Action Items of the Senate's Agenda for removal.
 - c. An unexcused absence shall include:
 - i. One (1) unexcused absence from a Senate meeting
 - ii. Three (3) unexcused absences from a board, Committee, or commission.
 - iii. Three (3) unexcused tardies from a Senate meeting.
 - iv. Any excused absence or tardy from a Senate meeting after three (3) excused absences or three (3) excused tardies.
- J. The Internal Vice President may recommend a Senator's removal under the Action Items portion of the agenda within two weeks preceding the Senator's completion of an entire academic quarter.
- a. The Internal Vice President shall only consider a Senator for removal if the Senator has failed to complete at least 50% of the duties listed in Article VI, Section 4 of the A.S. By-Laws.
 - b. Removal procedures shall be conducted in the following manner:
 - i. A majority vote, fifty percent plus one (50% + 1) will be required of the current membership of the Senate in order to remove the respective Senators from office.
 - 1. Once a member has been removed by the Senate, the decision shall be immediately appealed to the Judicial Council, who shall review the minutes of the Senate meeting and have the power to reverse the removal so long as there is sufficient reason to believe that the Senator at issue has in fact completed their duties as specified by the A.S. Legal Code.
 - 2. Any reversal of the decision must be announced by 4:00pm the Tuesday proceeding the Senate's initial decision to remove the member.
 - 3. If the decision is reversed, then the Senator shall be reinstated as a member of the A.S. Senate.
 - ii. If a Senator comes before the Senate and the Senate chooses not to remove the Senator by a two-thirds (2/3) vote, then the Senator will be given one (1) additional quarter to improve their performance as an elected Senator of ASUCSB. After the additional quarter is over, if the Senator has yet to improve their performance as a member of the A.S. Senate, then it will be at the discretion of the Internal Vice President to again place the member's removal under Action Items within two weeks preceding the additional quarter.

POLICY 11. SUMMER SENATE

- A. Senate may continue its normal operation into the Summer, if a quorum, per the A.S. Constitution, is met at a meeting.
- B. In the event that a majority (50% + 1) of the Senate cannot be assembled for a Summer meeting, at least one third (1/3) of Senate members may be empowered to conduct routine business, as well as matters pertaining to the allocation of A.S. space in the UCen.
- C. One third (1/3) of Senate members shall not be necessary to approve Summer Council proxies.
- D. Proxies and unexcused absences for the Senate members for the summer shall not be counted towards the annual totals allowed.
- E. A maximum of one (1) proxy and no unexcused absences will be allowed and maintaining office hours will be necessary for Senate members to receive Summer honoraria.
- F. Definition of routine matters that can be handled during summer Senate:
 - a. Directional
 - b. Organizational
 - c. Financial--anything under three hundred dollars (\$300.00).
- G. Definition of non-routine matters that absolutely, positively have to be dealt with, will be decided by a phone vote in accordance with the A.S. By-Laws, if a majority (50%+ 1) of the Senate membership cannot be assembled.
 - a. Position Paper
 - b. Constitution and By-Laws
 - c. Contractual
 - d. Appointments
 - e. Travel
 - f. Standing Policies
 - g. Financial--anything over three hundred dollars (\$300.00).
- H. Copies of the minutes shall be mailed to absent Senators following the scheduled meeting. If no response from absent members of the Senate is heard up until the minutes are approved, the minutes will stand.

POLICY 12. STUDENT SPONSORED LEGISLATION

- A. The Student-Sponsored Legislation Program is based on the "Write Your Own Bill" principle, that there is an inherent difference between the authorship of a bill and the sponsorship of a bill.
 - a. Any UCSB undergraduate student, SEAL organization, or Boards, Commissions, and Units (BCUs) may sponsor their own bill.
- B. All Student-Sponsored Bills can initially be written by their Student Sponsors.
- C. The responsibility for official authorship of the legislation shall be taken up by a Senate member.
- D. Both the Student Sponsor and the Student Co-Sponsor(s) should be present at the meeting which their Bill appears on the agenda. If unable to attend, they may submit a formal statement to the Senate via email on behalf of their sponsorship of the legislation.
- E. At the appropriate time, the Author shall defer the floor to the Student-Sponsor so that the legislation and the intent of the legislation is explained.

- F. No Senator shall be listed as a Student Sponsor on any legislation, without the approval of the first author of the legislation and the Presiding Officer of the Senate.

POLICY 13. OFFICE HOURS

- A. All members of the Association whose positions require office hours shall accommodate requests for office hours in a timely manner.
- B. Advertisement for office hours must be made available through email signatures,
- a. Other alternatives to access office hours may include and are not limited to A.S. websites, and social media posts.
- C. Office hours may take place in an on campus A.S. office, in Isla Vista, at the Pardall Center, or online depending on the preference of the elected or appointed official.

POLICY 14. CONFLICT OF INTEREST

- A. In any Committee or Board voting matter of any kind whatsoever, any and all voting members are personally charged with the responsibility of bringing any personal interests said member(s) may have in the outcome(s) of said vote(s) to the attention of the Committee or Board, as a whole. Where a conflict of interest is defined as:
- a. Personal financial gain.
- b. Personal gain of associates (friends or family members).
- c. A conflict in the interests of ASUCSB with the interests of other Committees (clubs or other
- B. In the event that a conflict of interest is determined to exist, by the individual member(s) or the Committee or Board as a whole, the member(s) unable to objectively discharge their responsibility shall abstain from voting on said matter(s).
- C. In order to acknowledge that there is a conflict of interest, the individual must complete the Conflict of Interest form found in the Attorney General's office and turn it in to the Executive Director within one (1) week of being hired.

A.S. CONFLICT OF INTEREST FORM

Please Answer the Following Questions:

1. Are you on Senate Finance Committee, ASIAC, or another group with the mission of investing or distributing funds?
2. If so, please declare any financial investments you have?
3. Do you hold any paying positions within or outside of AS (this includes: salaried, hourly, commissioned paying positions)?
4. What, if any, other positions do you hold within Associated Students, UCSB, or within non-University affiliated organizations?
5. Are there any other conflicts of interest you should declare?

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

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

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

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

POLICY 15. NO CO-SPONSORSHIP OF CIGARETTE COMPANIES

ASUCSB and all of its Boards, Commissions, and Committees are prohibited from sponsoring or co-sponsoring any ASUCSB function affiliated with (i.e., advertisements, payment, etc.) tobacco/cigarette companies.

POLICY 16. DISTRIBUTION OF AGENDA & MINUTES

- A. Minutes taken from A.S. BCUs, Senate, Standing Committees, temporary Committees, and other committees or groups, shall be submitted regularly to the A.S. Internal Vice President.
- B. Entity minute takers, chairs, or other designated leadership should upload their respective minutes to the A.S. Minutes drive, under the "To Be Approved" folder in PDF format to submit minutes.
- C. Once approved by the Senate, the Senate Advisor or other A.S. Staff will oversee the archival of the respective minutes from the "To Be Approved" folder to the "Approved" folder.
 - a. The approved folder will contain subfolders for all A.S. BCUS, Senate, Standing Committees, Temporary Committees, and other committees or groups.
 - i. Within each subfolder, the minutes will be organized by academic year.
- D. Submitted minutes should be complete. Complete shall include at least the following:
 - a. Name of group or entity
 - b. Date meeting occurred
 - c. Time the meeting occurred
 - d. Attendance of voting members present
 - e. Motion language for all motions made
 - f. Vote status of each motion made
 - g. Business items discussed
- E. All A.S. members will have access to view the A.S. Minutes drive.

POLICY 17. EXECUTIVE, MSP AND PSS HIRING PROCEDURES

The Associated Students is to be part of the selection process of Executive, Managers and Senior Professionals (MSP), & Professional and Support Staff (PSS) staff positions at UCSB with students participating on the search Committees. The undergraduate students on these Committees shall be appointed by the A.S. President. If this policy is not abided by, A.S. will not accept the appointment and DEMAND the search process be redone.

POLICY 18. KCSB FM & KJUC-AM CABLE BROADCAST OF SENATE MEETINGS

- A. A.S. allows and requests KCSB-FM or KJUC-AM Cable to broadcast A.S. Senate meeting either live or on a tape-delayed basis without charge following the first (1st) meeting of newly elected Council Members.
- B. There shall be no broadcasting or taping of the Senate during an Executive Session. (All broadcast and tape equipment must be turned off.)

POLICY 19. A.S. OFFICE POLICIES

- A. A.S. Main Office Operating Hours:
 - a. The A.S. Main Office shall maintain operating hours Monday through Friday, nine o' clock to four o' clock (9 a.m. to 4 p.m.), during the academic year (excluding holidays, dead week, finals week, and the summer school period).
 - b. The A.S. Main Office shall maintain operating hours from ten o' clock to two o' clock (10 a.m. to 2 p.m.) during dead week and finals week of each quarter.
 - c. The A.S. Main Office may maintain operating hours during the summer months, as needed.
 - d. The A.S. Secretaries shall not be required to work more than ten (10) hours per week during dead week and finals week.
 - e. The A.S. Secretaries shall not be required to work holidays or academic vacation periods.
- B. A.S. Office Assignments:
 - a. Room 1519: Program Board
 - i. 1519 A: Program Board
 - ii. 1519B: Program Board
 - iii. 1519C: Associate Director for Student Programs
 - iv. 1519D: Program Board
 - v. 1519E: Program Board
 - b. Room 1523: A.S. Main Office
 - i. 1523A: A.S. Senate Finance and Business Committee/AS Controllors/Investment Advisory Committee/Flacks Intern
 - ii. 1523B: Storage
 - iii. 1523C: A.S. President
 - iv. 1523D: A.S. Vice President for External Affairs
 - v. 1523E: A.S. Internal Vice President
 - vi. 1523F: A.S. Vice President for External Affairs, Statewide Affairs
 - vii. 1523G: Computer Room
 - viii. 1523H: Senators/Committee on Committees
 - ix. 1523J: Student Advocate General
 - x. 1523K: Student Government Advisor
 - c. Room 2519: Computer Technician/Senior Graphic Artist
 - d. Room 2521: Environmental Affairs Board/Coastal Fund/A.S. BIKES
 - e. Room 2523: Community Affairs Board
 - i. 2523A: Community Volunteer Coordinator

- ii. 2523B: Associate Director for Community Affairs
 - iii. 2523C: CAB Storage
- f. Room 2525: The Nati Conference Room
- g. Room 2527: Lobby Corps/SCORE/Queer Commission
- h. Room 2531: Commission for Marginalized Genders /Academic Affairs Board/Take Back the Night
- i. Room 2533: Web Development Team/Ticket Office Manager
- j. Room 2535: Judicial Council/A.S. Attorney General/Sub Judicial Council
- k. Room 2537: A.S. Administration
 - i. 2537A: Publications Manager
 - ii. 2537B: Computer Room
 - iii. 2537C: A.S. Accounting Clerks
 - iv. 2537D: A.S. Administrative Analyst
 - v. 2537E: Associate Director for Administration
 - vi. 2537F: Associate Director for Special Projects
 - vii. 2537G: A.S. Executive Director
- C. There will be no smoking of tobacco or cloves in the Senate meeting rooms or A.S. Offices.
- D. Computer Use and Access:
 - a. Keys to the Main Office Computer Room will be issued to the A.S. Secretaries, Senate Members, Committees Coordinator and the Executive Officers. After-hours use of the Computer Room will be restricted to Senate Members, the Executive Officers and the Committees Chair.
 - b. During normal A.S. Main Office hours, the following persons have priority in use of the A.S. computers:
 - i. A.S. Secretaries while typing minutes or agendas.
 - ii. Senate Members, doing Senate business.
 - iii. A.S. Secretaries doing other council work, and Senate Members using the computer for information and networking.
 - iv. Boards, Commissions and Committee chairs, doing business for their boards, commissions or Committee.
 - v. Senate members and Chairs of Boards, Committees or Commissions may use the computers but not the laser printers for non-council business.
- E. The Mary K Hunt Copy Machine is available for use by the A.S. Office Secretaries, the A.S. Office Coordinator, Senate members, A.S. Executive Officers, the A.S. Executive Director, any other A.S. officers and staff, and all A.S. Boards and Committees who fill out a purchase order with Notetaking, who go through a copy machine orientation with the A.S. Office Coordinator, and who are assigned a private user code. Those authorized to use the machine cannot and will not make exceptions for anyone. At the end of each month, all groups and persons possessing an account will be billed for all copies made on their account. Groups wishing to use colored paper which Notetaking does not carry may provide their own paper; however, they will be charged the standard rate regardless of the source of paper.
- F. The A.S. Office supplies are costly; do not take advantage of them.

- G. The Annex will be shared amongst the Student Initiated Outreach (SIO) Center, the Media Center Library, the Bottom Line, and CODE. This space shall be operated by staff, interns, board members, and volunteers associated with these entities.
- H. Annex Operating Hours:
- a. The SIO Center, the Media Center, the Bottom Line, and CODE shall maintain operating hours during at least Monday through Friday, 9 a.m. to 4 p.m., during the Academic Year (excluding holidays, dead week, finals week, and the summer school period).
 - b. The SIO Center, the Media Center, the Bottom Line, and CODE shall maintain operating hours during extra hours throughout the school year and summer months, to meet the needs of these groups.
 - c. The SIO Center, the Media Center, the Bottom Line, and CODE shall be accessed by the staff, interns, board members, and volunteers outside of normal operating hours.
- I. Annex Office Assignments:
- a. Entrance: Entrance area for SIOP/Media Center/ Bottom Line/ CODE
 - b. Room 141-A (Creative Media and Controllers): Creative Media Unit and Office of the Controllers
 - c. Room 145-A (Kitchen): Kitchen for SIOP/Media Center/ Bottom Line/ CODE
 - d. Room 141-F (a) (CODE): CODE
 - e. Room 141-F (b) (SIOP): SIOP Board Members Meeting Room
 - f. Section between 141-F and 141-E: Computer Lab for SIOP/Media Center/ Bottom Line/ CODE
 - g. Room 141-E (SIOP): SIOP Board Members Office
 - h. Room 141-D (SIOP): SIOP Interns Office
 - i. Room 141-C: The Bottom Line
 - j. Room 141-B (SIOP/KCSB): SIOP/Media Center Advisors
 - k. Room 141-A (KCSB): Media Center Technical Staff
- J. Front Lawn Assignment: The lawn space in front of Building 434 shall be prioritized for events organized by SIO, the Media Center, the Bottom Line, and CODE. If these groups do not use the front lawn, the general public can schedule lawn area usage with the front desk secretary or staff for their events.
- K. Computer Lab Use: Computer Lab usage shall be granted for staff, interns, board members, and volunteers associated with SIO, the Bottom Line, Creative Media Unit, Controllers, and the Media Center Library, and for the general public.
- L. University Center
- a. Room 3167A: Food Bank
 - b. Room 3167D: Environmental Affairs Board
 - c. Room 3167E: Environmental Affairs Board
 - d. Room 3167F: Environmental Affairs Board
- M. A.S. Pardall Center

POLICY 20. KEYS

- A. The Internal Vice President shall work in conjunction with the A.S. President and Executive Director to ensure all appropriate access to A.S. offices are granted.
- B. The Executive Director shall submit a quarterly report to the Internal Vice President by the 8th week of each quarter comprising the list of people who have access to all offices.

POLICY 21. USE OF THE UCSB RECREATION CENTER

- A. The Associated Students does not recognize the right of Intercollegiate Athletic teams or community groups to use the Recreation Center facility at any time or under any conditions.
- B. ASUCSB is opposed to and will not recognize any action by any person or body that negatively impacts the accessibility of the facility by students without the approval of the student populous gained through a campus wide election.
- C. ASUCSB is opposed to and will not recognize any action by any person or body that calls for increases in the funding of the Recreation Center by students without the approval of the student populous gained through a campus wide election.

POLICY 22. FOOD AT MEETINGS

- A. Associated Students recognizes the existence of both general and board meetings.
 - a. Board meetings are to be defined as closed meetings consisting solely of the voting membership.
 - b. General meetings are to be defined as open meetings where participation is shared between the voting membership along with members from the general public.
- B. Associated Students shall not spend student fees to provide sustenance at board meetings.
- C. It is permissible to serve sustenance at general meetings provided that:
 - a. An entity's quarterly budget to spend on sustenance shall be determined based off of the average attendance of all general meetings held in the previous quarter multiplied by the total number of general meetings held in that quarter.
 - b. The amount of this allocation shall be reported in an entity's minutes no later than the second (2nd) meeting of that quarter.
- D. This policy shall not pertain to:
 - a. Programs, events, and tabling.
 - b. A limit of one (1) Retreat or Banquet for voting members per quarter.
- E. Additional funds may be requested at the discretion of Senate Finance and Business Committee.
- F. In the case that food is purchased at a meeting, that entity shall clearly state the expenditures and reason for food spending in their minutes to be reviewed and approved by Senate after the meeting.

POLICY 23. STOP CRISIS PREGNANCY CENTERS FROM FALSE ADVERTISING

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

POLICY 24. SUSTAINABLE PRACTICES AND SYSTEMS WITHIN A.S.

- A. Associated Students should continually demonstrate its role as a campus leader in sustainability standards, and provide opportunities for students and staff within AS to reduce their environmental impact.
- B. Sustainable practices to be utilized within AS Spaces and offices and at AS events:

- a. Associated Students should continually maintain an office and work environment that encourages environmentally and socially sustainable practices by ensuring that all A.S. staff and students receive all necessary training and information, and are supported by an accessible sustainability-focused infrastructure.

POLICY 25. MEDIA AND PUBLICITY

A. Online & Social Media

a. Consistency

- i. The public social media accounts of all Associated Students entities shall identify the entity as a part of the "ASUCSB" or the "Associated Students of UCSB" in either their page title or description.
- ii. All entities' public social media page names shall follow the formula: "ASUCSB [Entity's Formal Name]." For example, ASUCSB Office of the President, or ASUCSB Commission on Student Well-Being.
 - 1. The Associated Students Events & Media Units are exempt from this requirement.
- iii. Any entity may use their abbreviated name for accounts requiring short usernames (E.g., Twitter, Instagram).

b. Procedures for the Creation and Maintenance of Online Media

- i. The AS Assistant Director for Technology shall keep an updated database of all AS social media, websites, and other online accounts that includes the name and contact information of each account administrator.
- ii. The AS Assistant Director for Technology or an AS career staff member shall be an account administrator on all AS social media, websites, and other online accounts.
- iii. All account administrators shall be responsible for transferring and relinquishing admin authority to their successor during the transition process. Any account administrator who does not do this within two weeks of ending their term shall be docked honoraria and be removed as an account administrator by the AS Assistant Director for Technology Services or an AS career staff member.
- iv. Any new official website created for an AS Entity must be linked to the Associated Students main website and include 'as.ucsb' in its URL.

B. AS Branding Guidelines

- a. All visual media for programs held by any Associated Students entity, including but not limited to apparel, brochures, books, flyers, and Facebook event pages, shall contain the Associated Students name and logo and/or the respective AS entity's name and logo.
- b. All visual media for programs funded by any Associated Students entity, including but not limited to apparel, brochures, books, flyers, and Facebook event pages, shall contain the Associated Students name and logo and/or the respective AS entity's name and logo.
- c. Any change to the official ASUCSB logo, symbol, or icon must be approved by the AS Creative Media Unit and a two-thirds (2/3rds) vote of the Senate.

- d. Any AS Entity that wishes to create a new official logo or symbol shall work in collaboration with the AS Creative Media Unit in order to ensure synchronization in visual media across the Association.

C. Posting Criteria and Penalties

- a. Content posted on the web, social media, or other online accounts by any AS Entity must comply with the Associated Students Code of Conduct (see Policy 1, Standing Policies & Procedures).
- b. Any person or organization found using the name or symbols of ASUCSB inappropriately may be referred to Judicial Council at the discretion of the Attorney General. Any student may also file a complaint with these bodies concerning an inappropriate use.

POLICY 26. CONFERENCE AND RETREAT POLICIES AND PROCEDURES

- A. Conference Leads shall be defined as leadership within a particular AS Entity charged with overseeing and ensuring UCSB representation at all relevant conferences.
- B. All conferences funded in part or in full using student fees must abide the following guidelines:
 - a. Applications must be made available no later than two (2) weeks prior to the start date of the conference.
 - b. Applications must be made available on the Committee on Committees' website to the entire undergraduate student body of UCSB and be sufficiently advertised to the campus community.
 - c. Applications must include, but are not limited to the following information and questions:
 - i. A detailed explanation outlining any criteria that may give an individual priority selection
 - ii. Required Question 1: Are you an ASUCSB elected official? If yes, what is your position?
 - iii. Required Question 2: Were you approved to host a workshop?
 - iv. Required Question 3: What year are you? (freshman, sophomore, junior, senior)
 - d. Applications shall be reviewed and delegates shall be selected via a blind process: all names and other identifying application information, including but not limited to: email and phone number, shall be redacted.
 - e. All applicants shall be notified about conference selection decisions no more than three (3) days after the application deadline.
 - f. Conference leads are responsible for ensuring all members of the delegation are informed about and sign the ASUCSB Waiver of Liability Assumption of Risk and Indemnity Agreement, which must be submitted to the Executive Director no later than twenty-four (24) prior to the start of the event.
 - g. Conference leads are responsible for sharing the knowledge obtained at the conference with the UCSB student body who were unable to participate by providing a report about their conference experience to the ASUCSB Senate and incorporating this new knowledge into at least one (1) future event or program.
 - i. A plan for presenting this knowledge must be presented along with the request for funding for the Conference. This knowledge must be presented within 2 weeks of returning from the conference, and a report to the ASUCSB Senate must be submitted within 3 weeks of returning from the conference, in a format at the discretion of the Internal Vice President.

- h. All members who have confirmed attendance and can no longer participate in the entirety of the conference must notify the conference lead(s) in writing no later than forty-eight (48) hours prior to the start of the event; refer to Policy 7 for legitimate exemptions.
 - i. All members who violate Policy 30 (B)(h) will be required to pay seventy-five percent (75%) of their per-person variable costs for the conference. This amount will be charged to their BARC accounts.
 - i. A student who had previously committed but fails to attend may appeal their fine to judicial council and inform the lead of the specific conference of their appeal.
 - ii. Monies received from a delegate's BARC shall be transferred to the account of the AS Entity that provided the greatest total amount of funding for the Conference.
- C. The process for granting USSA funding for students traveling to conferences for the purpose of promoting campus student advocacy efforts. The timeline for granting this funding shall be as follows, given it is a collaboration between the EVPSA and Finance Committee:
- a. The EVPSA office shall review and approve requests through the official USSA Funding Request Form at their own discretion. Once a request has been approved through the EVPSA office, it should be sent to the Chair, Vice-Chair, and Chief Financial Officer of the Finance Committee within 24 hours of being approved.
 - b. The Finance Committee shall then put the request on the agenda at their next scheduled meeting and deliberate on the request at that meeting. Finance Leadership should try to resolve any issues regarding a lack of information or any concerns outlined in By-Laws Section 6 N (4 A i, ii, iii, and iv) prior to the meeting as time allows. If the funding request is not fully funded based on the concerns outlined in this section, Finance Leadership is required to inform the EVPSA office of this within 24 hours of the conclusion of the Finance Meeting. A meeting between the EVPSA and Finance and Business Leadership should be set up prior to the next Finance meeting in order to discuss the concerns in order to resolve the situation. The Finance Committee and Senate, by extension, reserve the right to make the final decision on requests that are deemed eligible to not be granted full funding, listed in the following by-laws: By Laws (Section 6, N, 4, a, points i, ii, iii, and iv).
- D. The chairs of the AS Entities hosting a retreat shall be in charge of overseeing the planning and the execution of the retreat.
- a. The EVPSA and Finance Committee shall meet yearly to discuss the state of the USSA fund, any needed improvements regarding the process of granting USSA funding, and their continued commitment to collaboration in funding the travel of underrepresented student groups to conferences. This shall occur prior to Budget Hearings, which occur during Week 4 of Winter Quarter.
 - b. The EVPSA and Finance Committee shall create, edit, and/or continue the Memorandum of Understanding and sign it yearly outlining their collaboration, process for granting USSA funding, and commitment to funding the travel of underrepresented groups. This shall occur prior to Budget Hearings, which occur during Week 4 of Winter Quarter.
- E. All retreats funded in part or in full using student fees must abide the following guidelines:
- a. Invitations must be made available no later than two (2) weeks prior to the start date of the retreat.
 - b. Invitations must be made available to the intended recipients and be sufficiently advertised to their respective communities.

- c. The chairs are responsible for ensuring all retreat participants are informed about and sign the ASUCSB Waiver of Liability Assumption of Risk and Indemnity Agreement, which must be submitted to the Executive Director no later than twenty-four (24) prior to the start of the event.
- d. All participants who have confirmed attendance and can no longer participate in the entirety of the retreat must notify the chairs no later than forty-eight (48) hours prior to the start of the event; refer to Policy 7 for legitimate exemptions.
- e. All participants who violate Policy 31 (D)(4) will be required to pay seventy-five percent (75%) of their per-person variable costs for the retreat. This amount will be charged to their BARC accounts.
- f. Monies received from a participant's BARC shall be transferred to the account of the AS Entity that provided the greatest total amount of funding for the retreat.

POLICY 27. STANDING POLICIES & PROCEDURES OF THE PARDALL CENTER

- A. The Pardall Center Governance Board (PCGB) may adopt and amend Operational Directives, by majority (50% +1) vote, for the purpose of establishing or clarifying operational rules for the Pardall Center, and to efficiently adapt to the constantly shifting needs of its staff and users.
 - a. They shall be limited only to matters not explicitly governed in these Standing Policies & Procedures. Operational Directives shall be binding on all Pardall Center users, and shall remain in force unless amended or repealed by the Associated Student Senate. In the event of conflict, Operational Directives shall be subordinate to these Standing Policies & Procedures.
 - b. PCGB shall adopt and maintain a Code of Conduct as an Operational Directive, setting forth behavioral expectations for all Pardall Center users in accordance with University and Associated Students policies. Expectations to be addressed shall include, but are not limited to: respect for staff, the space, and other users; a right to nondiscrimination; and compliance with policy.
 - c. All PCGB Operational Directives and any amendments shall be publicly published on the Pardall Center website and made physically available at the Pardall Center within seven (7) days of their adoption.
- B. The Associated Students Pardall Center is funded via student fees and exists primarily to support UCSB students. Residents of the broader Isla Vista community are welcome to use the space provided that such use does not interfere with the Center's student-focused mission. All users must adhere to these Standing Policies & Procedures of the Pardall Center as well as the Pardall Center Governance Board Operational Directives. Student fee-funded resources (e.g. snacks, supplies, and equipment) will be limited or restricted for non UCSB-users unless otherwise authorized by Standing Policy or Operational Directive.
 - a. Users of the Pardall Center are defined as UCSB students, members of the Isla Vista community, and organizations utilizing the space or resources.
 - b. Membership is required by all patrons that aren't UCSB students who access the Pardall Center and its services. Membership is free for all users and includes an agreement to abide by the Pardall Center's Code of Conduct before use of the space.
- C. PCGB shall annually authorize career staff to make expenditures under seven thousand (7,000) dollars per fiscal year for emergency repairs.
 - a. The authorization shall take place each January, parallel to the annual Associated Students budget process.

D. Any other financial expenditure over the limit set in or not authorized under (C) shall require the approval of PCGB.

E. Parking Policy

- a. Users and staff members may utilize any of the four parking spaces on the East side of the Pardall Center with priority given to staff and UCSB students. Parking in non-parking zones, such as the driveway, is prohibited at all times.
 - i. Users must display a valid permit, which shall be obtained from the Pardall Center.
 - ii. If an entity wishes to reserve a parking spaces while holding an event at the Pardall Center, the entity must indicate this request at the time of submitting a request for space reservation at the Pardall Center.
- b. Those deemed by a staff member to be in repeated or egregious violation of this policy will be subject to towing of their vehicle at the owner's expense.
 - i. In any other case, upon a first violation of this policy, a written warning including information about the Pardall Center's parking policies will be placed on the windshield of the vehicle in question.

F. Advertising Policy

- a. Advertising may not be commercial.
- b. Users may place non-commercial advertisements on Pardall Center property.
 - i. Career staff shall determine the acceptable location(s) for advertising on Pardall Center property. Non-commercial advertising includes but is not limited to non-profit, educational, and community-based advertising.
- c. Advertisements found to violate policy shall be removed by Pardall Center staff.
- d. This advertising policy shall not apply to the space of renting tenants.

G. Users are expected to adhere to the following expectations:

- a. Users shall be considerate of computer use. Users shall not use computers for inappropriate content, including but not limited to sexual, hateful, prejudiced, or violent content. Users shall comply with University policies on responsible usage of computers.
- b. Pardall Center users must respect that the Pardall Center is a shared, multi-purpose community space, and therefore respect the rights and privileges of others who are using the Pardall Center simultaneously. Conversations, discussions, and dialogue are welcome and encouraged, but should be kept at a level that is not distracting or disruptive to others.
- c. Users may be asked to sign in on certain occasions in order to help Pardall Center staff track important information about usage of the space
- d. Food and drink are permitted in the Pardall Center. However, in order to maintain a clean and orderly environment, Pardall Center users must clean up any spills and dispose of their waste in the appropriate receptacles. Pardall Center users must be especially careful drinking and eating while using a computer, as a spill may cause damage, requiring the person to compensate Associated Students for the damage.

H. Resource Loan Policy

- a. Specific items, equipment, and other resources may be borrowed on a short-term basis at the discretion of the Pardall Center staff.
- b. Resources cannot be removed from the Pardall Center premises except with prior approval from the Pardall Center Coordinator/Advisor or as provided by an Operational Directive of the Pardall Center Governance Board.
- c. Users are responsible for all Pardall Center resources during the usage and check-out period. Any damage or loss incurred while in use must be reported immediately. The individual who borrowed the resource(s) may be held liable and required to compensate Pardall Center for the damage or loss.

I. Lost Items: Pardall Center users are responsible for their personal belongings. The Pardall Center is not liable for loss, theft, or damage to any personal items at the Pardall Center or in Pardall Center storage spaces.

J. Space Reservations

- a. UCSB organizations may request to reserve the Pardall Center for an event such as a presentation, meeting, or workshop. Interested users or entities are required to submit a request to reserve the space at least two business days in advance. Exceptions can be made at the discretion of staff. Requests for use of space will be considered on a first-come, first-served basis, and events may not be held without prior approval from Pardall Center staff.
- b. Occasionally the Pardall Center may be closed for a special event. The Pardall Center reserves the right to close for such events or for unforeseen circumstances.

K. Compliance and Conduct

- a. All Pardall Center users are required to comply with these Standing Policies & Procedures, applicable University policies, and Pardall Center Governance Board Operational Directives. Users must also respect the directions of Pardall Center staff, who are charged with maintaining order and ensuring a welcoming space for all members of the University and community.
- b. Disruptive behavior, misuse of resources, and verbal and/or physical abuse of staff or other users is strictly prohibited. Users who violate these expectations, reasonable staff directions, the Standing Policies & Procedures, or Operational Directives may lose access to privileges and be required to leave the Pardall Center, as determined by Pardall Center staff and subject to review by the Pardall Center Governance Board and Pardall Center Coordinator/Advisor. Users that refuse to vacate Pardall Center premises after repeated instructions from Pardall Center staff may be subject to intervention by law enforcement, such as UCPD.

POLICY 28. ASSOCIATED STUDENTS SANCTUARY CAMPUS STATUS

- A. Associated Students shall not be permitted to communicate in any way with Immigration and Customs Enforcement (ICE), Customs and Border Protection (CBP), or the United States Department of Homeland Security.
 - a. Associated Students may only allow ICE, DHS, or CBP officials in AS spaces if they are shown a true warrant, not an administrative warrant.
- B. No A.S. Funds shall be used for any event sponsored, co-sponsored, or has received any funding from ICE, CBP, Salesforce, Maxim Healthcare Services, ABM Industries, Dell Federal Systems, Microsoft, General Dynamics, Hewlett Packard Company, Motorola Solutions, and Deloitte Consulting.

- C. Associated Students shall adopt the model set by UCOP, "University of California Statement of Principles in Support of Undocumented Members of the UC Community."
 - a. Adopt the mission statement that includes: "The University is committed to creating an environment in which all admitted students can successfully matriculate and graduate regardless of their immigration status in a manner consistent with the UC's nondiscrimination policy."
 - b. No UC campus police department shall cooperate with state and local law enforcement agencies to investigate, detain, or arrest individuals for violating federal immigration law.
 - c. Encourage investigation of criminal activity with the individual(s) immigration status not jeopardized, nor leading to individual(s) injury, and/or risk of removal.
 - d. UC campus police shall not detain individuals upon the request of an immigration hold request from ICE, unless required by federal law and/or the individual(s) have been convicted of a serious/violent felony.
- D. Associated Students shall not provide assistance or resources to any of the aforementioned companies/entities, nor will it promote any events that invite these companies/entities to campus.
 - a. In the event that such agencies are invited or seen on-campus, a university announcement shall strongly be taken into consideration.
 - i. In the event that an ASUCSB staff member is aware of an event where such agencies are allowed on campus, ASUCSB staff must send out a University announcement, reaching as many students as possible.
- E. Representatives from the aforementioned entities/companies shall be prohibited from entering or using Associated Student's physical spaces without the proper documentation and/or permission from the A.S. Executive Director.
 - a. Proper documentation that would allow these entities in A.S. Spaces are judicial warrants.
 - b. Staff shall request to see such a warrant and know the difference between an administrative warrant, which is only applicable in space where there is no reasonable expectation of privacy, and a Judicial warrant, which is an official court document signed by a judge.
- F. Every ASUCSB staff is mandated to undergo cultural competency training to prepare them to handle instances with immigration status.
- G. Every ASUCSB staff is mandated to undergo training on how to interact with ICE or DHS if present on campus or A.S. spaces.
 - a. These training mandates shall extend to ASUCSB Student Staff and elected members.

POLICY 29. EQUITABLE, JUST, AND FAIR LABOR STANDARDS

- A. ASUCSB Shall adopt a Project Labor Agreement for all construction or building projects which utilize student fees.
- B. The Project Labor Agreement shall include clauses on the following:
 - a. A grievance process with neutral Arbitration.
 - b. Discipline or dismissal requires at least a just cause standard.

- c. Local hiring programs which specifically targeted marginalized communities.
 - d. Workplace development and local apprenticeship program.
 - e. Gender Equity within the workplace.
 - f. Nondiscrimination on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, gender identity, gender expression, physical or mental disability, medical condition (cancer-related or genetic condition), genetic information (including family medical history), HIV status, age, citizenship, usage of contract benefits, political affiliation, or union activity
 - g. Exclusion of Subcontracting not covered under the Project Labor Agreement.
 - h. Sexual Harassment resolution procedure contained within the grievance process.
 - i. Special protections for members of vulnerable communities like undocumented immigrants.
 - j. Prohibition, to the extent legally possible, of federal immigration or homeland security officials within the workplace.
 - k. Procedures for interruptions due to immigration proceedings.
 - l. Prohibition of strikes, work stoppages, or other workplace disruptions.
 - m. Exclusion of work conducted by UCSB Employees or within AFSCME or any other UCSB union.
- C. The ASUCSB may include a helmets to hardhats program.
 - D. ASUCSB shall, to the extent legally possible due to local, state, and federal law, prioritize the hiring of unionized employees under the Project Labor Agreement.

POLICY 30. BOARDS, COMMISSIONS, AND UNITS' LINE OF SUCCESSION

- A. The line of succession for the Executive position/Co-Chair(s) of Boards, Commissions, and Units' of the association shall be the vice-chair(s) followed by the financial officer.
- B. These interim chairs shall only fulfill the Executive position/Co-Chair(s) until a special election is held.

POLICY 31. ON-CAMPUS SENATORS IN A REMOTE ELECTION CYCLE

- A. In the event that elections are held remotely and the campus reopens at full, in-person capacity during their elected term:
 - a. On-campus Senators and University-Owned Residency Senators must fulfill a residency check by the end of week two (2) of Fall, Winter, or Spring quarter following campus reopening. This residency check will be facilitated by the Elections Board.
 - b. Senators' candidacy is conditional upon the satisfactory completion of these residency checks, and their seat will be vacated if they fail to meet the requirements.
 - c. Students have the right to appeal their removal due to unsatisfactory residency requirements to the Judicial Council.
 - i. If the Judicial Council denies consideration of the appeal, the case will be considered closed and the decision of the Elections Board will stand.

- ii. If the Judicial Council moves forward with consideration of the appeal, the appellate process will follow standard guidelines for appeals regarding Election Board complaint rulings found in Article VII Section 9 of the AS Legal Code.

POLICY 32. PROCEDURES FOR REPEATED FAILURES TO CONVENE THE SENATE

- A. After 2 consecutive failures or 4 failures in a quarter to convene the Senate by the Internal Vice President, whichever comes first, the First Pro-Tempore will assume the responsibility of chair and Presiding Officer of the Senate, in order to convene the Senate.
 - a. The second Pro-Tempore subsequently assumes the role of the First Pro-Tempore and the Presiding Officer of the Senate may nominate a new Second Pro-Tempore. Email votes are not considered legitimate convening of the Senate. If the IVP defers responsibility to the First President Pro-Tempore to convene the Senate, it shall not constitute a failure.
- B. If a First and Second Pro-Tempore have not been selected, the President has the responsibility to open applications and conduct emergency interviews of their choice of three (3) willing candidates.
 - a. The President will then temporarily appoint, which must be later confirmed by the Senate, from this candidate pool a First Pro-Tempore to provisionally assume the role of Presiding Officer of the Senate.
 - i. If no Senators apply, the President shall reach out to Senators for interviews but ultimately will have the authority to nominate any Senator of their choosing regardless of interviews, with the consent of the Senator.
 - ii. The President must inform the executive officers and senators of this appointment through email.
 - iii. If the President refuses or is unable to appoint a First Pro-Tempore, the Senate may nominate and ratify a First Pro-Tempore with a 3/4 majority. Upon confirmation of this appointment, the Presiding Officer of the Senate must inform the entire association of their appointment through an association-wide email and coordinate with any relevant parties in order to properly conduct their responsibilities.
 - b. The First Pro-Tempore, acting as the Presiding Officer of the Senate temporarily appointed by the President, will have the responsibility to convene the Senate and all duties related to the creation of the agenda.
 - i. The Senate must immediately vote regarding whether or not to confirm the President's nomination for First Pro-Tempore and temporary chair.
 - ii. Failure to confirm this nomination will require the meeting to be adjourned immediately and the Internal Vice President shall regain their position as the chair of the Senate.
 - iii. Upon confirmation of this appointment, the Presiding Officer of the Senate must inform the entire association of their appointment through an association-wide email and coordinate with any relevant parties in order to properly conduct their responsibilities.
 - c. If the President's appointment is confirmed, at the first convening of the Senate, the chair will nominate a Second Pro-Tempore which will require approval by a two-thirds (2/3) majority of the voting membership of the Senate.
- C. The Senate may vote to extend the authority of the First Pro-Tempore for up to an additional three meetings for a total of four (4) meetings as the chair of the Senate.

- a. If no recall election petition for the Internal Vice President is presented to and confirmed by the Senate, at the conclusion of the First Pro-Tempore's authority as the Presiding Officer, the Internal Vice President will regain the function of the Presiding Officer of the Senate.
- D. Throughout this process, while the First Pro-Tempore is the Presiding Officer of the Senate, the Internal Vice President will retain the title of Executive Officer and all other functions and responsibilities enumerated in legal code other than Presiding Officer of the Senate.

POLICY 33. THE CONFIRMATION PROCESS OF NEW JUDICIAL COUNCIL MEMBERS

A. The Notice of Judicial Council Nomination

- a. The President, or their designee, shall send the two-week notice to the chair of the Senate Liaison Committee via official AS email.
- b. The notice shall include the nominee's name, contact information, and the reason(s) they are nominated to the Judicial Council.
- c. Upon receiving the notice, the chair of the Liaison Committee shall send the nominee's name and their nominating reason to the rest of the Senate at their earliest convenience to gather written questions to the nominee from Senators.

B. The Liaison Committee's processing of written questions

- a. The Liaison Committee should review the question suggestions submitted to it and decide on a final list of questions by a majority vote.
- b. The scope and the number of questions should be reasonable.
- c. In addition to the nominee, a copy of the list of the written questions shall be sent to the President or their designee.

C. The new Judicial Council member hearing

- a. The Chair of the Liaison Committee, or their designee, shall inform the association of the time and place of the new Judicial Council member hearing at least two days in advance.
- b. The hearing must be open to all members of the association.
- c. Though all visiting Senators attending the hearing may question the nominee as they are considered non-voting ex-officio members of the Liaison Committee, their voting privilege shall be limited to the appointed members of the Liaison Committee.
- d. The Liaison Committee shall vote on the nominee's recommendation and on the same day as their hearing.

D. The Liaison Committee's report to the Senate

- a. The written report shall be composed of a fact-finding and a recommendation part.
 - i. The fact-finding part shall be objective verifiable information including but not limited to the nominee's experience, interview performance, and judicial views.
 - 1. The fact-finding part needs a two-thirds ($\frac{2}{3}$) majority from the Liaison Committee to pass.

- ii. The recommendation part is the Liaison Committee's opinion on the nominee's suitability to the Judicial Council based on the fact-finding.

- 1. The recommendation requires a simple majority (50%) from the Liaison Committee to pass.

E. The process if Liaison Committee recommends against the nominee:

- a. Should the Liaison Committee recommend to disapprove the president's nominee, it shall finish the Judicial Council Appointment report within three school days and send copies of the report to both the President and the nominee.
- b. The President and the nominee can each provide a rebuttal to the Liaison Committee's report to be included in the report itself. The Liaison Committee shall not submit the appointment of the nominee to the Senate until both the President and the nominee provide a rebuttal or notify the chair of the Liaison Committee that they do not wish to submit a rebuttal to the report via AS or school email.

POLICY 34. EARMARKED FUNDING OPPORTUNITIES

A) By Fall Week 9, following quarterly reports by each BCU to the Senate, the AS Senate will devise a spending bill that will provide grant funding to students, staff, faculty, and student- or staff-led organizations in pursuit of a unique mission outlined in the spending bill. Grant funding will be based on enhancing student services or improving the quality of life for all students.

a) The spending bill will take on an example structure like the following:

- i) Restock of Campus Buildings with Feminine Hygiene Products, Condoms
- ii) Fighting Overdose by Xylazine and Fentanyl
- iii) Access to Mental Health Services
- iv) Community-wide Testing for Sexually Transmitted Infections
- v) Accountability in Isla Vista Housing through Rate My Landlord
- vi) Cliff Safety
- vii) Improving Outreach Services
- viii) Suicide & Self-harm Recovery Services
- ix) Reproductive Justice
- x) Researching the Habitability of IV Homes

b) The Senate will finalize the spending bill after careful consideration of the size of each grant, and after appending some set of criteria for funding to each project. The goals may look like the following example:

- i) \$20,000 to restock feminine hygiene products, condoms in campus buildings
- ii) \$10,000 for overdose prevention services and drug testing equipment
- iii) \$3,500 for improving access to mental health services
- iv) \$1,500 to improve awareness or expand access to testing for STIs in IV
- v) \$1,500 to gather data to implement the Rate My Landlord project
- vi) \$1,000 for cliff safety awareness and research
- vii) \$1,000 for generating a comprehensive methodology on enhancing access by the general student body to AS-specific channels, and to advertise this project to the campus
- viii) \$500 for generating a comprehensive suicide and self-harm recovery plan for AS
- ix) \$500 for promoting reproductive resources.
- x) \$500 for generating a report on Isla Vista home habitability

- B) The grant projects / appropriations bill must be approved by the Senate no later than the first week of Budget Hearings. This is to ensure that every BCU has the ability to apply for the earmarked funds during their hearing, so that they may access those funds in the following fiscal year.
- C) The funding for such projects can come from any MOU, account, or established funding stream at the Senate's discretion. Following passage of the "appropriations bill," the monies will remain in respective accounts until an applicant is awarded the money.
- D) The Senate may also consider opening up grant funding for the current fiscal year to invigorate the Associated Students' service providing goals.
 - a) Any civil service project approved through this policy will be required to follow the same procedures outlined in the High Impact Projects bylaw.

POLICY 35. THE STUDENT PARTICIPATION IN CREATING AND AMENDING CAREER STAFF POSITIONS

- A) This policy is created for the purpose of ensuring appropriate student involvement in the creation and amendment of career staff positions from the point of fiscal responsibility and governmental structure. It shall not be used to encroach on the power vested in the executive director and other career staff in individual candidate hiring decisions.
- B) Prior to any position listing being sent to the Vice Chancellor of Student Affairs for their approval, it must first be approved by the Senate with a two-thirds majority vote.
- C) The Senate shall be presented with a written communication consisting of an opinion from the Assistant Director of Human Resources on the job description of the position, an opinion from the Associate Director of Finance and Budget on the financial impact of the position, and an opinion from the Executive Director on the operational improvement the position will provide.
 - a) The Assistant Director of Human Resources and the Associate Director of Finance and Budget do not need to present their opinion in person to the Senate, provided that their written opinion is communicated to the entirety of the Senate via email or other communication method.

POLICY 36. MANDATORY USAGE OF THE HIGH IMPACT PROJECT FRAMEWORK FOR FUNDING

- A) Any entity requesting funding for a project must adhere to the High Impact Project Framework for Funding, as outlined in Article IV - Disbursement of Associated Students' Funds, Section 3. By-Law Internal Funding Framework, Subsection N.
- B) The Senate may, by a two-thirds majority, suspend this policy and fund a project directly in extenuating circumstances.

POLICY 37. ASSOCIATIONS' COMMITMENT TO FREEDOM OF INFORMATION

- A) Pursuant to the California Public Records Act and Proposition 59, sunshine amendment of the California State Constitution, all entities, persons, and officers of the Association shall, if it is in their discretion, comply with and facilitate all public record requests to the best extent allowed by Departmental, University, UC System, State and Federal directive, policy, regulation and law.

POLICY 38. LEAVE OF ABSENCE FOR ELECTED OFFICERS

- A) If an executive officer must take a leave-of-absence, it shall not extend beyond 21 calendar days (three weeks). Elected members are allotted one (1) leave of absence within their term.

- a) In emergency situations, either of these restrictions may be waived by a unanimous vote by the Executives. However, they must take ample consideration to situations in which over 21 days are requested.
 - i) They must therefore recommend, in situations where applicable, whether the individual should consider resigning from their role in order to ensure the continuity of each position's duties to the student body.

B) Process of Submitting Leave-of-Absence

- 1) The individual intending to take a leave of absence must submit a Letter of Intent and a Timetable.
 - a) Letter of Intent:
 - i) Outlines the expressed desire to take a Leave of Absence
 - b) Timetables:
 - i) Dates of beginning and end of leave.
 - ii) Responsibilities (if any) that the member intends to continue fulfilling during leave.
 - iii) Responsibilities that the member plans to delegate.
 - iv) Responsibilities that do not require immediate attention and can be paused until the member returns from their leave.
 - v) Capacity (if any) that the member intends to stay active during their leave.
- (1) Note: The member may not participate in certain activities during their leave, subject to be agreed upon by the Executives.

C) Compensation

D) Substitutions for Role Responsibilities

- a) Executive substitution designee:
 - i) In extreme circumstances, Executive officers may request that a designee take on specific roles and responsibilities of their respective office.
 - ii) This designee must be a currently appointed member of their office, preference to Heads and Deputy Heads of Staff.
 - iii) This designee may not make any executive decisions (e.g. veto, Executive Order, etc. as outlined by the Executive taking the leave) unless given direct, written permission.
 - (1) These decisions may only be made in absolutely necessary situations. Upon their return, the Executive on leave reserves the right to reverse any decisions made for up to 30 days.
 - iv) In all cases, the Executives must ensure that the substitute member has a point of contact for questions, concerns, and more regarding the position.
- b) Official Associated Students emails must be delegated to the substitute. The official taking a leave of absence must delegate and handle this email process.

- i) If an official declines to give access to their email account, they must ensure that their email is placed on "vacation mode" with an explicit note describing how to contact their substitute, regardless of whether they chose the substitute that the Executives voted in.

E) Confidentiality

- a) Throughout the leave-or-absence process, the Executives must maintain confidentiality of the member's reason for absence.
- b) A.S. Staff and other relevant parties may be informed of the member's need away from work or if accommodations are necessary. Any information released to A.S. staff or other parties must receive consent from the member in order to be released.
- c) If the member is approved for a leave of absence but does not respond to the request to release information, Executives may release specific information to the relevant parties as necessary. This release must be approved with unanimous support of Executives.
 - i) This release is only applicable if Executives find it necessary to allow this release of information. It is not necessary in all cases and is subjective to each individual case and circumstance.
 - ii) A.S. Judicial Council reserves the right to obtain this information if it is necessary to an investigation or case.

APPENDIX A

ACADEMIC SENATE COMMITTEES (updated 2025)

SECTION 1. OVERALL DESCRIPTION OF COMMITTEES

- A. Selection Process, Term of Office of Representatives, and Number of Representatives:
 - a. One (1) At-Large Representative is appointed to each of the Academic Senate Committees. Each representative is nominated by the A. S. President after consultation with the Academic Affairs Board Chairperson and approved by the Senate for a term of one (1) year, except for any two (2) years or more appointments which will be specified in the texts of individual sections.
- B. Duties of Undergraduate Student Academic Senate Representatives:
 - a. Report a minimum of once (1) per quarter to Senate regarding the actions of the Academic Senate Committee.
 - b. Report a minimum of once per quarter to Academic Affairs Board
 - c. Maintain a record of Academic Senate Committee meetings and actions in a folder which shall be collected by the Committees Coordinator to be passed on to subsequent representatives.
- C. Campus Administrative Committees:
 - a. Any campus administrative committee not enumerated under the Academic Senate Committees that seeks student representation shall submit such an appointment to the President. Appointments to such committees shall be subject to approval by a simple majority (50% + 1) vote of the ASUCSB Senate. As these committees are not codified elsewhere in the ASUCSB Legal Code due to their annual variability, all appointments shall be recorded and maintained by the Senate through an appointment tracker.
 - b. Student representation is typically sought on the following committees, including but not limited to:: Alcohol and Other Drug Work Group (AOD); Americans with Disabilities Advisory Group (ADA); Arts & Lectures Advisory Committee (SAC); Bio Safety Committee; Calendar Committee; Campus Elections Committee; Campus Planning Committee; Chancellors Outreach Advisory Board (COAB); Chemical Safety Committee; Comprehensive Childcare Advisory Committee; Counseling and Career Services Advisory Committee; Diving Control Board; Design and Review Committee; Events Center Governance Board; Financial Aid Advisory Committee; Housing and Residential Services Advisory Committee; Human Subjects Committee (HSC); Income and Recharge Committee; Intercollegiate Athletics Policy Board (IAPB); La Cumbre Publications Board; Natural Reserve System Committee; Ombuds Advisory Committee; Parking and Transportation Committee; Public Safety Committee; Radiation Safety Committee; Recreation Center Governance Board; Chancellor's Advisory Committee On The Status Of Women; Student/Faculty Conduct Committee; Student Fee Advisory Committee (SFAC); Student Health Advisory Committee; University Center Governance Board
 - i. Committees are subject to change, vis a vis dissolution or creation. The enumeration of the aforementioned committees is to centralize information to be used as a resource.

SECTION 2. COMMITTEE ON DIVERSITY AND EQUITY

- A. Purpose: To work towards attaining the campus goals of diversity and equity and actively pursue the goals of affirmative action.

- B. Duties: The Committee promotes campus diversity and equity, ensuring the equal treatment of women, ethnic minorities, individuals of diverse sexual orientations, individuals with disabilities, and other members of the campus community. In meeting this charge, the committee may:
- a. Initiate studies on campus diversity and equity, using data collected from all campus sources.
 - b. Formulate and disseminate recommendations on any matter influencing campus diversity and equity.
 - c. Address matters involving the hiring, employment, educational or social circumstances of faculty, staff and students.

SECTION 3. COMMITTEE ON EXTENDED AND INTERNATIONAL EDUCATION

- A. Purpose: To oversee, advise on the administration of, and ensure the quality off-campus, non-regular session, and international curricular offerings.
- B. Duties of the Committee:
- a. Advises the Chancellor and the Division on any matters, referred to the committee or initiated by it, concerning Extended Learning Services, special summer programs, Off-campus Studies, the Washington Center, and international academic programming, budget and personnel and exchange.
 - b. Advises College and Divisional Deans/Provosts and the academic administrative control points for Extended Learning Services, special summer programs, Off-Campus Studies, the Washington Center, and Education Abroad with respect to:
 - i. Courses that yield degree credit,
 - ii. Admissions requirements for such courses,
 - iii. Establishment and discontinuance of academic programming,
 - iv. Criteria for appointment and retention of academic personnel staff who fall within the jurisdiction of the Santa Barbara Division,
 - v. Policies and procedures affecting the administration of their academic programs;
 - c. Acts for the Division with respect to the review of the administrative offices and the appointments of administrators of the various entities offering non-regular session and international curricula.
 - d. Reports to the Faculty Legislature on matters affecting the needs and concerns of students registered and enrolled in classes offered by Extension Learning Services, special summer programs, Off-Campus Studies, the Washington Center and the Education Abroad Program. (CC 23 Jul 80)
 - e. Advises the Chancellor and the Division about the quality of the curriculum and individual courses offered by Extended Learning Services, special summer programs, Off-Campus Studies, the Washington Center and Education Abroad Program; consults with the Undergraduate and Graduate Councils regarding establishing academic standards and maintaining the quality of programs offered by these administrative units; conducts periodic program and policy reviews as required to inform itself of the overall appropriateness and quality of such programs.
 - f. Advises the Council on Planning and Budget regarding budgetary matters within its authority.
 - g. Advises the Chancellor and the Division on all other aspects of international education and exchange.

SECTION 4. COUNCIL ON PLANNING AND BUDGET

- A. Purpose: To initiate, coordinate and implement academic planning that promotes the quality and diversity of the academic experience; provide advice on the campus budget, capital planning and allocations of resources and space.
- B. Duties: The Council:
 - a. In consultation with the Chancellor, initiates, coordinates and implements academic planning taking into consideration the results of programmatic reviews and maintaining liaison with the Undergraduate and Graduate Councils;
 - b. Confers with and advises the Chancellor and the Division on policy regarding physical planning, budget, and resource allocation, both on an annual and long range basis;
 - c. Advises the Chancellor and the Senate Chair on the budgetary process and annual resource allocations to the various campus units. In deliberations concerning academic resource allocation the Council has responsibility to ensure appropriate consideration of campus diversity policies and to ensure compliance with approved campus academic plans.
 - d. Acts for the Division in the reviews of administrative units at UCSB as directed by the Executive Council;
 - e. Articulates a Senate position on campus space-use, ensuring appropriate design for instructional purposes, and evaluates building projects at their proposal, planning, and building stages. Considers the impacts of administrative proposals and recommendations that may significantly affect the quality of the campus environment. Recommends a campus 5-year plan for capital projects;
 - f. Works with the administration to ensure that development procedures and policies address academic goals and needs. Provides advice on all acquisitions and expenditures of funds that have academic implications.
 - g. Articulates a Senate position regarding Development fundraising, with particular regard to the acquisition and expenditure of funds that have academic implications, either direct or indirect.
 - h. Advises the Chancellor and the Division on off-campus land-purchase/use and the planning thereof.

SECTION 5. FACULTY LEGISLATURE

- A. Purpose: The Faculty Legislature acts for the Division in all Senate matters; it is the only body that may vote on legislation.
- B. Duties: Except as otherwise provided in these Bylaws, the Faculty Legislature acts finally for the Division on all matters requiring action by the Division. At its discretion, the Faculty Legislature may refer any such matters to a meeting of the Division for consideration. In carrying out its work, the Faculty Legislature may adopt such rules or procedures as deemed necessary and consonant with the Bylaws of the Senate and the Division.
- C. Representatives as follows:
 - a. Seven (7) representatives from non-Senate academic appointees (with greater than 50% appointments) who have been elected at large.
 - b. The three (3) principal officers of the Graduate Students Association.

- c. The President, two (2) Vice Presidents, and one (1) other designated member of the Associated Students Senate.

SECTION 6. COUNCIL ON RESEARCH AND INSTRUCTIONAL RESOURCES

- A. Purpose: To promote an optimal research and educational environment, to manage Senate resources and provide advice in a manner that fosters quality and diversity of research and instructional programs.
- B. Membership: Members are selected to ensure appropriate representation of the diversity of research and instructional efforts at Santa Barbara, with representation based on the apportionment of the Faculty Legislature as much as possible. The Council consists of at least thirteen (13) Senate members. In addition, there is one (1) non-Senate academic representative appointed by the Committee on Committees from each group as follows: lecturers, professional researchers, and librarians. There is one (1) graduate and one (1) undergraduate student representative, appointed by the Graduate Student Association and Associated Students, respectively. Additional student representatives may be appointed to the standing committees. The Council Chair and Vice Chairs are appointed by the Committee on Committees. One (1) member is appointed each to the University-wide Committees on Research Policy, on Information Technology and Telecommunications Policy, and on Library. The Chair is a member of the Executive Council.

SECTION 7. UNDERGRADUATE COUNCIL

- A. Purpose: To set standards for and policy on undergraduate education and to provide advice and consent on all matters of policy, planning, programs, and practice that impact the quality and diversity of UCSB's undergraduates and their educational experiences at UCSB.
- B. Duties of the Council:
 - a. In consultation with the Faculties or the Faculty Executive Committees, makes policy for undergraduate education at UCSB and advises the Chancellor and the Division on all matters pertaining to undergraduate education; consults with the Committees on International Education and Extended Learning regarding setting educational standards;
 - b. Recommends to the Faculty Legislature undergraduate programs leading to existing and new degrees and general education programs; exercises plenary power and issues policy rulings regarding undergraduate courses and may suspend or withdraw approval of undergraduate courses and curricula subject to appeal to the Faculty Legislature; authorizes, supervises and regulates all undergraduate courses and programs of instruction, promotes and encourages academic enrichment, including educational diversity and innovation; acts for the Division in the approval or discontinuation of undergraduate minors. In discharging these duties, the Undergraduate Council shall maintain liaison with the Graduate Council and the Faculty Executive Committees.
 - c. Promotes excellence in teaching and instruction and recommends policy on instructional resources to the Council on Research and Instructional Resources;
 - d. Periodically reviews and evaluates all undergraduate programs of study, including general education, in coordination with the Graduate Council and the Program Review Panel. Initiates programmatic reviews as deemed necessary. If the Council judges after a review of a program that it should be discontinued, it initiates proposals to that effect, according to established procedures;
 - e. Determines standards and criteria for undergraduate admissions in accordance with the provisions of SBL311C1; considers campus enrollment; and monitors campus procedures for recruitment, outreach, and informational services to schools;

- f. Sets standards for honors, reviews campus honors programs, and recommends procedures for awards of undergraduate scholarships and unallocated prizes; recommends to the Chancellor the award of undergraduate scholarships and unallocated prizes according to the terms of donors and Senate policy; provides general supervision over the award of prizes;
- g. Considers any student policy issue or relevant aspect of student affairs insofar as these have educational implications or may affect the academic quality of the institution. Council considers these with the purpose of advising student affairs officers and formulating recommendations to the Faculty Legislature or the Student Senate (the former if involving faculty, the latter if involving students).
- h. Advises the Council on Planning and Budget on budgetary issues related to undergraduate education.
- i. Consistent with Senate Bylaw 20 and Senate Bylaw 330 ©, the Undergraduate Council may delegate to Executive Committees and administrators routine administrative decisions related to the regulations and policies of the Undergraduate Council and other matters to its committees or executive officers (see Divisional Regulation 250A). The Undergraduate Council will monitor and review these delegated decisions on an annual basis, and revise its delegation guidelines accordingly.

SECTION 8. COUNCIL ON FACULTY ISSUES AND AWARDS

- A. Purpose: To study and make recommendations on any matter of interest and welfare of the campus community; and to reward excellence in research and teaching.
- B. Duties: The Council
 - a. Advises the Division on matters concerned with faculty welfare, including economic, health and safety issues, matters that affect the conditions of employment, and changes to the retirement system. The Council consults administrative officers as appropriate;
 - b. Initiates studies or makes recommendations with respect to any conditions within or without the Division which may affect academic freedom;
 - c. Oversees maintenance of current, centralized demographic records of all emeriti/ae members of the Division;
 - d. Maintains communication with emeriti/ae to ascertain and make known to the Division and the Administration their interests and needs, and facilitates continued contribution to the University by emeriti/ae;
 - e. Formulates for the Division a position on cultural and educational ties to the greater community; advises the Senate on matters relating to the intellectual links between the campus and the surrounding community; provides a Senate response to matters of campus community functions not otherwise in the purview of existing Senate committees;
 - f. Promotes research excellence and teaching effectiveness in coordination with the Council on Research and Instructional Resources. Determines major campus awards, such as the annual Research Lectureship and Distinguished Teaching awards, the latter as approved by the Faculty Legislature in April 1976 and amended in January 1999.