Associated Students Council
Bylaws 2012-2013

Updated 04/07/2012 M.R.
# ASSOCIATED STUDENTS COUNCIL  
SAN DIEGO STATE UNIVERSITY – IMPERIAL VALLEY CAMPUS  

## OFFICIAL BYLAWS 2012-2013  
### APPENDICES  

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OFFICIAL BYLAWS OF THE ASSOCIATED STUDENT
SAN DIEGO STATE UNIVERSITY – IMPERIAL VALLEY CAMPUS
2012-2013

FOREWORD

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

PREAMBLE

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

MISSION STATEMENT

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

VISION

The SDSU-IV Campus Associated Students Council is a unifying and empowering student-directed organization dedicated to serving and involving students at SDSU-IV Campus by enhancing the college experience that leads to a higher quality of life after graduation.
RIGHTS OF THE STUDENT

Section 1. Organizational Rights:
   a. The right to assemble
   b. The right to self govern
   c. The right to shared governance in decision making
   d. The right to dissent
   e. The right to protest without recourse

Section 2. Individual Rights:
   a. The right to petition the University and Associated Students for a redress of grievances
   b. The right to reasonable wages
   c. The right to privacy
   d. The right to full equity regardless of race, nationality, gender, religion, sexual orientation, handicap or political beliefs
   e. The right to be free from harassment
   f. The right to freedom of speech
   g. The right to recreational, cultural and sports activities
   h. The right to due process
   i. The right to quality affordable housing and food

Section 3. Academic Rights:
   a. The right to evaluate courses and faculty according to procedures set forth by the University
   b. The right to the academic, social and financial support of the University
   c. The right to accurate and timely academic advising
   d. The right to competent and student oriented faculty and staff
   e. The right to an open learning environment
   f. The right to a safe and clean campus environment
   g. The right to programs and services designed to enhance the University experience
   h. The right to accessible classrooms, buildings and pathways
   i. The right to entrance into any program or field upon meeting the requirements set forth by the department and/or University
   j. The right to sufficient course sections to meet student demand
k. The right to appropriate use of University facilities
l. The right to intellectual property rights

Section 4. Publications:
The freedom of the press shall not be abridged.

ARTICLE I – DEFINITIONS

For purposes of these bylaws, “Associated Students” shall be defined as the student body at large. These persons shall be considered members of the Associated Students provided that they are currently regularly enrolled matriculated students at this campus and paying all required fees, as well as those persons not enrolled as a student but who have paid a sum equivalent to the required fees.

For purpose of these bylaws, “Associated Students” shall be defined as the elected student government board comprised of the following voting members: an Associated Student Council President, Vice President, Treasurer, Secretary, Senator (one for every 200 Associated Students and a multiple thereof), and Ambassadors (one for every 200 Associated Students and a multiple thereof).

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

ARTICLE II
NAME, COLORS AND MASCOT

Section 1. The name of this organization shall be Associated Students of San Diego State University Imperial Valley Campus

Section 2. The official colors of this Association, as designated for both campuses of San Diego State University, shall be scarlet and black.

Section 3. The official mascot of this Association shall remain Aztecs unless otherwise changed by the University President.
ARTICLE III
MEMBERSHIP

Any person currently regularly enrolled, as a matriculated student of this campus and who has paid the student body association fee shall be a member of the Associated Students.

ARTICLE IV
ASSOCIATED STUDENTS COUNCIL

Section 1. The voting members of the Associated Students Council shall consist of the Associated Students’ President, Vice-President, Treasurer, Secretary, and one Senator and one Ambassador for every 200 students, or a major part thereof, but in no case shall there be less than one Senator and one Ambassador. The Dean of the Imperial Valley Campus shall appoint an advisor for the Associated Students Council who shall serve as a non-voting member. In addition, the A.S.C. Advisor may choose to appoint an A.S.C. Assistant Advisor to serve as his/her designee and shall also serve as a non-voting member.

Section 2. A.S. Council members shall be enrolled in a minimum of 6.0 units at San Diego State University by the first day of class each semester. Undergraduate students must maintain a 2.0 grade point average and graduate students must maintain a 2.85 grade point average. Members who do not meet the above criteria will be disqualified and removed from the council. Said member has two (2) weeks after grades have been submitted by the instructors to correct any mistakes on transcript or improve grade point average. If after two (2) weeks no change has been made removal will be immediate.

Section 3. The number of Senators and Ambassadors shall be based on the most current semester census.

Section 4. The quorum shall consist of fifty percent plus one of the filled voting seats present at a meeting.

Section 5. If the President and Vice-President are both absent for a meeting, the Treasurer shall preside as chair. If the neither the President, the Vice-President, nor the Treasurer are
present, the Secretary shall preside as chair. In the event that none of the executive
cabinet is present for the meeting the meeting shall be cancelled.

Section 6. In the event of resignation or stepping down from office, said member shall submit a
letter of resignation to the Secretary no later than two weeks prior to the effective date
of resignation.

Section 7. In the event that any Associated Students Council member misrepresents the council by
violating the Standards of Conduct (Appendix A), San Diego State University Imperial
Valley Campus official bylaws and its appendices, and/or (but not limited to) minimum
eligibility requirements for student leaders at San Diego State University – West
Campus, the A.S. Council shall have the right to call for that member’s resignation.

Section 8. The Associated Students Council shall fill vacancies by opening applications to all
SDSU-IV students (See Article IX). A vacancy may be declared if a member is removed
from the council (See Articles XI and XII).

ARTICLE V
ELECTIONS PROCEDURES

Section 1. During the month of February, the Associated Students Council shall appoint an
Associated Student from outside its council as Elections Commissioner. The Associated
Students Council shall appoint an Elections Commissioner following the guidelines
detailed in Appendix D. The Elections Commissioner shall be in charge of ensuring that
elections are handled appropriately assuring all fairness to the candidates. Associated
Students elections shall be held once annually. The Elections Commissioner shall follow
all guidelines detailed in Appendix E.

Section 2. Any Associated Student who has met the minimum requirements (See Article IV-
Section 2) for being a part of the A.S. Council shall submit an application provided by
the Elections Commissioner for his or her candidacy for any A.S. Council seat. The
application period for the available seats shall be open for a set two (2) weeks in the
months of February or March.
Section 3. The Elections Commissioner shall hold a mandatory meeting to inform all candidates on the Elections Code (Appendix B). In the case a candidate cannot attend the mandatory meeting; the Elections Commissioner must schedule an appointment with said candidate(s). The Elections Commissioner shall collect signatures from all candidates attending the mandatory meeting to confirm their attendance and agreement to abide by the Elections Code.

Section 4. The A.S. Council shall schedule elections for a set week during the months of March or April.

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

Section 6. The Elections Commissioner may organize a forum for candidates running for council membership. He or she may determine the structure (length, rules, etc.) of the forum under approval of the A.S. Council.

Section 7. A.S. Council/faculty and staff on-line polls shall remain open for duration of four (4) working days beginning on a Monday at 9:00 a.m. and ending on a Thursday at 11:59 p.m.

Section 8. In the case that voting is not made available online, A.S. Council/faculty and staff polls shall remain open for duration of four (4) working days beginning on a Monday and ending on a Thursday. Voting shall take place for at least four (4) hours during each working day. The Elections Commissioner shall schedule the hours of voting at the convenience of the students at large, with the approval of the A.S. Council.

Section 9. Voters may select a number of candidates for any Associated Students Council position up to and including the number of Associated Students Council vacancies, which shall be filled by those candidates receiving the highest number of votes.

Section 10. The Ballot Counting Committee is compromised of at least the A.S.C. Advisor and/or Assistant A.S.C. Advisor, Elections Commissioner, a non-running A.S. Council Member, one enrolled student who is not a part of the council, and the option of one faculty and/or staff member.
Section 11. In case that all members of the A.S. Council are running, then they shall be excluded from partaking in the Ballet Counting Committee. An additional-matriculated (enrolled) student who is not a part of the Council shall replace the A.S. Council member’s role in the Ballot Counting Committee.

Section 12. Ballots shall not be counted until elections conclude. The Elections Commissioner shall be responsible for contacting all candidates and informing them of the unofficial results within a twenty-four (24) hour period following the counting of ballots. The Elections Commissioner shall also be responsible for posting results at 12:00 p.m. the next working day through a campus bulletin board. The results will be available on the A.S. website two weeks after the counting of ballots. The Election Commissioner will provide the Associated Students Council at their next official meeting the results.

Section 13. In the case that online voting is not made available, the Ballot Counting Committee shall count ballots during a closed session. Should there be five (5) votes separating the victorious candidate from the other candidate, the ballots shall be counted a minimum of three (3) times to ensure correctness.

Section 14. Candidates who receive plurality of votes shall be elected. If a tie should occur, a runoff shall be held. If one of the candidates chooses to withdraw from the runoff, the remaining candidate shall be declared the winner.

Section 15. Once being informed by the Elections Commissioner of the unofficial results all candidates must attend the next official Associated Students Council meeting to be informed of when they will be sworn in to office. Should the candidate not be able to meet with the council at their official meeting, that candidate shall be notified by the Elections Commissioner of their swear-in date.

Section 16. Once candidates apply to positions, candidates have the opportunity, but are not required to observe the duties of the A.S. Council member currently in the position they are pursuing.
ARTICLE VI
ASSOCIATED STUDENTS COUNCIL MEMBER AND COMMISSIONER DUTIES AND
CHARGED ORDER

Section 1. The Oath to Office (See Article XV) will be considered an Associated Students Council Member or Commissioner’s verbal agreement to fulfill their duties. By speaking the Oath to Office, all A.S. Council Members and Commissioners are agreeing to the understanding of their duties and an awareness of the consequences that may ensue if they do not fulfill their duties.

Section 2. President: The Associated Students Council President shall be responsible for appointing and conducting A.S. Council meetings, and appointing and overseeing A.S. Council Members’ duties and responsibilities. The President shall also work closely with the Vice-President, members of the A.S. Council and other members of campus community. The President shall strive to maintain an appearance of excellence and promote the well being of the school and the students. The President will be responsible for serving a minimum of three (3) office hours per week.

Section 3. Vice-President: The Associated Students Council Vice-President shall be responsible for promoting and coordinating the Commencement Activity, manage the appointment process for vacancies in the A.S. Council, collect excused absence forms and oversee the Senators’ and Ambassadors’ duties and responsibilities. The Vice-President shall act as the liaison to student organizations. The Vice-President shall assist the President with the conducting of A.S. Council Meetings and A. S. Council Events. The Vice-President shall assume the responsibilities of the President in the event that the President cannot attend a meeting or event. If the President chooses to resign or step down from their position the Vice-President shall fill the Presidency. The Vice-President will be responsible for serving a minimum of three (3) office hours per week.

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

Section 5. Secretary: The Associated Students Council Secretary shall be responsible for taking notes at all official and unofficial Associated Students Council Meetings, producing Minutes, Agendas, forms, memos, schedules, keeping orderly files, and working closely with the A.S. Council on pending projects, and campus events. The Secretary shall work with the A.S.C. Advisor and President to review Minutes and Agendas to ensure that they are correct. After Minutes have been signed by the President, the Secretary, and the A.S.C. Advisor, the Secretary shall be responsible for turning them in and/or having another member of the A.S. Council do so. The Secretary will be responsible for serving a minimum of three (3) office hours per week. In the event that the Secretary is absent from a meeting, the Treasurer shall assume the duties of the Secretary for that week. In the event that both the Secretary and Treasurer are absent from a meeting, the Vice President shall assume the duties of the Secretary for that week.

Section 6. Senators: The Associated Students Council Senators shall be responsible for Public Relations (PR). This includes but will not be limited to: making sure students are informed of current A.S. Council events on campus, and how to become involved with the A.S. Council. They shall do so by producing informational materials for all upcoming events. This includes but is not limited to: producing flyers and posters, having information posted on both the Student Union and School’s Marquee, having information posted on the School and Associated Students websites, having mass e-mails sent out, and by simply informing others by word of mouth. Senators will also plan and organize events for the year under the direction of the President and Vice-President. Senator planning and organization shall include but will not be limited to: Fall and Spring Welcome Backs, Fall and Spring Activities, Spirit Week(s), and any Political Forums. Senators are also responsible for serving a minimum of three (3) office hours per week. A Lead Senator may be appointed at the discretion of the Associated Students Council (See Appendix C).
Section 7. Ambassadors: The Associated Students Council Ambassadors will work closely with an assigned Senator. Their duties and responsibilities will be to assist and enhance Senators’ efforts in the planning and organizing of A.S. Council Events as well as assist them with Public Relations. Ambassadors are also responsible for serving a minimum of one (1) office hour per week.

Section 8. Cultural Arts and Special Events Commissioner: The Cultural Arts and Special Events Commissioner shall assist with the planning and coordinating of special events and cultural programs. They shall also serve as the Associated Students Council Representative to the Cultural Arts Board Committee.

Section 9. Events Commissioner: The Events Commissioner shall assist with the planning and coordinating of Associated Students Events by acting as a liaison to the students concerning upcoming events such as but not limited to the Fall and Spring Welcome Back, Fall and Spring Activities, and the Graduation Activity.

Section 10. Spirit Commissioner: The Spirit Commissioner shall assist with Public Relations and encourage Associated Student involvement and participation with campus events and activities.

Section 11. Sustainability Commissioner: The Sustainability Commissioner shall assist with the Sustainability Committee by helping raise awareness of sustainability issues on campus and at A.S. Council events as well as encouraging the Associated Students towards a more eco-friendly lifestyle.

Section 12. Elections Commissioner: Refer to Article V and Appendix E for the duties that the Elections Commissioner shall be responsible for fulfilling.

Section 13. All Associated Students Council Members and Commissioners shall also be held responsible for other duties related to their positions in the council. This includes but is not limited to doing informational tabling at the beginning of each semester (minimum of three (3) hours per member), serving on at least one committee, fulfilling coffee making duties, and attending/assisting with certain other campus and community events or activities.
Section 14. The Associated Students Council shall serve on the year-round and short-term committees. All year-round and short-term committees must be filled by A.S. Council members and are open to volunteers of the students at large (See Appendix F). All A.S. Council members must serve in a minimum of two (2) year-round and a minimum of three (3) short-term committees.

Section 15. Summer meetings and training retreats may be held and attendance will be mandatory for all members unless a member is absolutely incapable of attending. The number of meetings during the summer shall be left to the discretion of the newly appointed A.S. Council.

ARTICLE VII
ASSOCIATED STUDENTS COUNCIL MEETINGS AND RECORDS

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

Section 2. The meeting time and location shall be determined by majority vote of the Associated Students Council.

Section 3. The Associated Students Council may also convene at other than regular meeting times without public announcement, but may only:

A. Vote on Emergency Basis: The A.S. President may call for a special meeting of the A.S. Council. The call and notice shall be posted on campus at least 24 hours prior to the special meeting in a location that is freely accessible to the public. A majority (more than 50% fifty percent) of the total filled voting seats of the A.S. Council must be present at said meeting.

B. Discuss Forthcoming Agenda
Section 4. Procedures in the meeting shall follow Robert’s Rule of Order and/or any similar procedures that may add to the effectiveness of student business.

Section 5. If the President and Vice-President are both absent for a meeting, the Treasurer shall preside as chair. If the neither the President, the Vice-President, nor the Treasurer are present, the Secretary shall preside as chair. In the event that none of the executive cabinet is present for the meeting the meeting shall be cancelled.

Section 6. Agendas and Minutes of all regular and other meetings shall be printed and posted on the information board by the Associated Students Council Office in the Student Union Building, the bulletin boards around the Calexico Campus, and on the bulletin board in Brawley. Agendas and Minutes shall be posted three (3) working days prior to the next Associated Students Council meeting, except when meeting on an emergency basis.

ARTICLE VIII
POWERS OF ASSOCIATED STUDENTS COUNCIL

The Associated Students Council shall, subject to the approval of Campus Deans, have the power to:

A. Appoint any currently enrolled matriculated student to a committee to act on the Associated Students Council’s behalf for a given purpose for a specified time.

B. Control all Associated Students Council Funds and appropriate those funds in the best interests of the students unless the students through the fee referendum process lock in portions of Associated Students Council funds to finance certain areas.

C. Sponsor cultural and athletic events and projects.

D. Publish matters of general student interest and make provisions for other student publications.

E. Confer traditional and new awards.

F. Attach fees to Associated Students Council Events (traditional or new events)
ARTICLE IX
APPOINTMENTS COMMITTEE

Section 1. The Appointment Committee will interview all candidates (no exceptions) when vacancies are available. The Appointment Committee will be chaired by either the President or Vice-President. The committee shall consist of the President or Vice-President, a Senator, an Ambassador, and the A.S.C Advisor and/or A.S.C. Assistant Advisor.

Section 2. The committee will make recommendations to the Associated Students Council regarding appointment to the vacancies. The Associated Students Council members will approve the appointment.

Section 3. The committee will decide when the application period for vacancies within the council will be open. The application period will be opened for at least five (5) working days, starting on a Monday and ending on a Friday.

Section 4. The committee will decide when to interview the applicants. The A.S.C. Advisor and/or A.S.C. Assistant Advisor will be present to guarantee the fairness and equality of all interviews.

Section 5. Following interviews, the committee will discuss and recommend the best candidate for the position. The A.S.C. Advisor and/or A.S.C. Assistant Advisor will guide and advice the council on selecting the best candidate. After the A.S.C. Advisor and/or A.S.C. Assistant Advisor recommendations, the committee will present the recommendations to the Associated Students Council.

Section 6. If the Associated Students Council approves the recommendation, the Appointment Committee will submit a written motion to the A.S. Secretary. The applicants will be sworn in at the next official A.S. Council meeting.
ARTICLE X
REFERENDUMS

Section 1. Matters relating to the Associated Students (that does not involve recall or other issues resolvable within the A.S. Council) shall be decided by referendum of a majority of votes cast when the conditions of the succeeding sections of this Article are met.

Section 2. The presiding officer of the Associated Students Council shall declare a referendum:

A. Upon receiving a petition calling for a referendum signed by at least ten percent (10%) of the Associated Students.

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

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

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

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

ARTICLE XI
DISCIPLINE, RECALL, AND PLEBISCITE

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

A. A member will be considered tardy when he/she arrives over ten (10) minutes late to an A.S. Council sponsored event and/or meeting. A tardy will also apply to a member who leaves early from an event and/or meeting without adequate previous notice. Every two (2) tardies will count as one (1) absence.
B. A member must give a minimum of twenty-four (24) hour notice if he/she plans to be absent from an event and/or meeting. A member shall be allowed no more than two (2) unexcused absences and three (3) of excused absences for official meetings per semester (including summer and winter session). The A.S.C. Advisor and/or A.S.C Assistant Advisor will determine the validity of all excused absences. At the time of the second unexcused absence or third excused absence a write-up will be presented to said member. Absences can be excused if the Vice-President and the A.S.C. Advisor and/or A.S.C. Assistant Advisor are presented with documentation within one (1) week of the absence in question. A member may also choose to ask for a meeting with the Vice-President, A.S.C. Advisor and/or A.S.C. Assistant Advisor if he/she is not able to present any tangible proof to excuse the absence but would like consideration.

C. The A.S.C. Advisor and/or A.S.C. Assistant Advisor shall have the authority to issue write-ups to council members. A write up will act as an official document that describes incidents in which a council member has received either two (2) verbal warnings for their actions or accumulated two (2) unexcused absences or three (3) excused absences for official meetings. The incidents will be described in detail (dates, times, nature of the incident, etc.).

D. A member shall be presented with a write-up if he/she:
   1. Have had two (2) unexcused absences in one semester or three (3) excused absences in one semester for official meetings.
   2. Have lacked in fulfilling their set responsibilities and have had two (2) verbal warnings by the A.S.C. Advisor and/or A.S.C. Assistant Advisor.
   3. Have violated the Standards of Conduct (See Appendix A).

When a member is presented with their third write-up they will be informed that procedures for their removal from the council shall be initiated. For procedure refer to Article XI Sec. 2 (4C).

Section 2. The Associated Students Council shall have the authority to remove or call for the resignation of a voting member provided that:
A. The cause is specified in the San Diego State University – Imperial Valley Campus Associated Students Council’s Official Bylaws within Article XI Section 1.

B. The cause if related to the qualifications of the voting member to continue in office such as the breach of duties and responsibilities, eligibility requirements provided in the Official Bylaws under Article IV Section 2.

C. A member has engaged in heinous activities such as, but not limited to: sexual harassment, stealing, and causing damage to campus facilities. Other forms of improper conduct may be considered as heinous by the Disciplinary Committee (if the A.S.C. Advisor and/or A.S.C. Assistant Advisor feel it is necessary).

D. The action is done in good faith and in a fair and reasonable manner and conducted in accordance with the following procedures:

1. The Associated Students Council’s Disciplinary committee will meet in private to discuss violations. The Disciplinary Committee shall be comprised of one (1) member of the Executive Cabinet (President, Vice-President, Treasurer, or Secretary), one Senator, one Ambassador, and the A.S.C. Advisor and/or A.S.C. Assistant Advisor.

2. All allegations against an A.S. Council member, complaints or violation of ethics, misconduct or failure to comply with the requirements of the official Bylaws shall be presented via written declaration to the President or Vice President, depending on who is the A.S. Council member in question, and reviewed by the A.S.C. Advisor at a special hearing.

3. The accused member must be present when he/she is called to resign in the special hearing and will consequently be placed under review for seven (7) days where he/she may not be able to carry out regular duties or represent the council at large in any capacity. The accused member shall also receive written notice at the beginning of his/her review period of the hearing date. The accused member shall return the A.S. office keys to the A.S.C. Advisor or A.S.C. Assistant Advisor right before the review period begins. The notice of the hearing shall include a copy of the written declaration outlining the allegations against the A.S. Council
member. This shall include any documentation such as write-ups given to the member.

4. The Hearing Committee (this is a separate board not the A.S. Council’s Disciplinary committee) will be comprised of the A.S.C. Advisor and or A.S.C. Assistant Advisor and two Associated Students.

5. The special hearing shall be conducted in an open session.

6. The findings and any recommendations of the Hearing Committee shall be presented in writing to the A.S. Council for approval, with a copy to the accused member.

7. The A.S. Council may remove a member as provided for in these Official Bylaws only upon the approval of two-thirds (2/3) of the members present and voting for the action at a regular or special meeting, and provided that the accused member is given seven (7) days to vacate.

8. The accused member shall have the opportunity to be heard before a regular or special meeting of the A.S. Council, orally or in writing, no less than five (5) days before the effective date of the removal as to why the removal should not take place.

ARTICLE XII
VOLUNTARY RESIGNATION PROCEDURES

Any A.S. Council member who voluntarily wants to resign from the Council shall present a formal letter of resignation to the A.S.C. Advisor and/or A.S.C. Assistant Advisor. Resignation will be effective once the formal letter has been signed and turned in to the A.S.C. Advisors. The resigning member shall return the A.S. office keys on the last day of their office hours.
ARTICLE XIII
BUDGET REVIEW

The President, Treasurer, A.S.C. Advisor and/or A.S.C. Assistant Advisor, and A.S.C. Bookkeeper, will formulate the budget. After formulation, the Associated Students Council will approve the budget at an official meeting. The budget must be approved by the A.S. Council prior to reconvening the spring semester with a simple majority.

ARTICLE XIV
AMENDMENTS

Upon ratification these Bylaws may be amended in the manner described in Article IX, See 1-B & D of San Diego State University-West Campus. Copies of the Bylaws as ratified shall be made available upon request.

ARTICLE XV
OATH TO OFFICE

All new Associated Students Council members and representatives must affirm the following oath as they take office:

I (Name), as duly elected (Council member/Representative/Commissioner) of the Associated Students, San Diego State University, do swear that I will faithfully fulfill the duties of this office as provided in these Bylaws. I will strive to establish representative government, maintain academic freedom and defend student rights. I will work toward the strengthening of the cooperation between the Associated Students Council and the administration and work toward bettering my leadership qualities and scholastic standards. With these thoughts in mind, I shall set as my goal the betterment of San Diego State University; I so affirm.
APPENDIX A
ASSOCIATED STUDENTS COUNCIL
SAN DIEGO STATE UNIVERSITY
IMPERIAL VALLEY CAMPUS
STANDARDS OF CONDUCT

Associated Students Council Members Shall:

1. Avoid putting themselves in a position where their personal interest and that of the Associated Students Council appear to be in conflict or might interfere with their ability to perform their job to the best of their ability.

2. Not give or offer to give gratuities to anyone with the purpose of influencing their judgment in the performance of their duties.

3. Not accept gratuities that would give the appearance of affecting their judgment in carrying out Associated Students Council business.

4. Exercise diligent care of Associated Students Council supplies and equipment entrusted to them.

5. Not use Associated Students Council property and/or services for personal gain and shall not remove or dispose of Associated Students Council materials, supplies, or equipment without proper authority.

6. Not discriminate against anyone on the basis of race, ethnic background, nationality, gender, religion, political beliefs, sexual orientation or handicap.

7. Not engage in any form of sexual harassment or similar conduct that would bring discredit to the Associated Students Council. If they do so, they can and will be held accountable for their actions, if charges are pressed against them.
APPENDIX B
ASSOCIATED STUDENTS COUNCIL
SAN DIEGO STATE UNIVERSITY
IMPERIAL VALLEY CAMPUS
OFFICE ETIQUETTE

1. The Associated Students Council facilities are intended for professional use ONLY. All council members and staff members (Advisor, Assistant Advisor, Bookkeeper, etc.) are expected to uphold to the standards of office etiquette specified below. Any responsibilities and/or job activities not related to the A.S. Council will not be completed with the use of A.S. resources or facilities.

2. Council members and A.S. staff members shall be the only individuals allowed in the A.S. Offices. If the A.S. Council decides on deviating from this etiquette, the A.S. Council may decide to allow student volunteers in the office by creating a procedure and by passing a majority vote at the beginning of each academic year on how such an action should be handled.

3. Office doors are to remain locked at all times and council members shall always lock doors when leaving the offices.

4. Computers can only be utilized by the Associated Students Council and/or A.S. staff members. Computer policy will limit access to online resources only necessary to complete their daily tasks/activities. (Visiting resources/websites non-related to A.S. activities will not be allowed). The use of A.S. technology equipment for personal use is strictly prohibited. If any of the computer policies are breached, privileges will be revoked.

5. Computers are to be turned off at the end of every use.

6. Office printers are ONLY for the use of printing Associated Students Council related materials.

7. Downloading to an office computer is strictly prohibited unless the document is of Associated Students Council related information (agendas, minutes, work orders, etc.).
8. The use of personal USB memory sticks is prohibited (email documents if needed).

9. Office equipment is not allowed to leave the office (no borrowing staplers, hole-punchers, tape, etc.)

10. All council members are expected to adhere to the Student Union’s hours of operation.

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APPENDIX C
ASSOCIATED STUDENTS COUNCIL
SAN DIEGO STATE UNIVERSITY
IMPERIAL VALLEY CAMPUS
LEAD SENATOR AND COMMISSIONERS

1. After five to six (5-6) weeks into the Fall Semester, the performances of each Senator may be evaluated. If the Associated Students Council determines that a certain Senator, because of his or her high level of effectiveness, sense of responsibility, and strong initiative in their position, may be appointed to Lead Senator.

2. The Lead Senator shall be nominated by the ambassadors. After deciding on whom to nominate the ambassadors shall bring the nomination to the appointment committee who will then bring it to the A.S. Council. Following the nomination, the council shall then vote for the Lead senator (all senators shall abstain from voting).

3. The Lead Senator shall act as a liaison between the Public Relations Committee, Executive Cabinet, the A.S.C. Advisor and A.S.C. Assistant Advisor by:
   A. Maintaining communication within the PR Committee, Vice President, and the A.S.C. Advisors.
   B. Providing records of attendance and participation at events to the Vice President and A.S.C. Advisors.

4. The Lead Senator shall also run the PR Committee meetings. This includes but is not limited to:
   A. Taking the attendance.
   B. Make sure there is an equal distribution of assigned duties.
   C. May delegate duties when no one has shown initiative to participate in events.
D. Provide a safe space for open communication (unbiased mediator).
E. Make sure no ideas are turned down without proper review.
F. Motivate the Commissioners and the PR Committee (teambuilding activities).

5. Associated Students Council Commissioners are appointed as official volunteers (non-voting members) to the Associated Students Council that will assist with different aspects of the A.S. Council activities and programs such as but not limited to:
   A. Attending campus committee meetings and reporting on them at A.S. Council meetings.
   B. Assist in the planning and implementation of student events and activities.
   C. Assist in the promotion of student events and activities.
   D. Assist in the elections procedures for the A.S. Council.

APPENDIX D
ASSOCIATED STUDENTS COUNCIL
SAN DIEGO STATE UNIVERSITY
IMPERIAL VALLEY CAMPUS
ELECTIONS CODE

1. Flyers must be given to individuals and not be placed in cars.

2. The campaign period shall occur during a set two weeks in the month of March or April and may be either and/or both verbal and nonverbal. Campaigning is allowed during the week of voting, but all campaigning must take place fifty (50) feet away from the voting area.

3. Posters may not cover any part of an existing poster.

4. No area can be saturated with a single candidate’s posters. Only one poster per bulletin board is allowed.

5. Each candidate can post a total of ten (10) posters, banners and/or flyers between both campuses. Note: Anything being used in the form of a poster will be counted as a poster, regardless of shape and/or dimensions.
6. Only (14") inch by (14") inch posters are allowed on campus bulletin boards. Grounds Department approval is necessary prior to advertising on any green area around campus. No poster may be larger than six (6) square feet on green area.

7. Candidates may campaign together, but will be voted on separately.

8. Candidates may campaign together on posters, but each shared poster will count as one of their allotted ten (10) posters.

9. Do not deface campus property. This may include but is not limited to posting campaign materials on any painted surface. The Elections Commissioner has the authority, under approval of the A.S.C. Advisor and/or A.S.C. Assistant Advisor, to stipulate other violations.

10. Candidates must remove all posters promptly (within 24 hours) after polls have been closed, ballots counted, and winners are announced.

11. No posters are allowed inside classrooms or library.

12. Campaigning material may be handed out inside the classrooms, but only with the instructor’s approval.

13. No loud (with megaphone, PA system, etc.) campaigning may be done near classes.

14. Campaigning inside the library must be conducted in accordance to library regulations; speak to the librarian to find out what they are.

15. Brief (3-5 minutes) classroom campaigning presentations may be done, but only with the instructor’s approval.

16. Student campaigning for candidates must adhere to the same guidelines as candidates.

17. All campaigning materials must be checked and approved by the Elections Commissioner prior to being distributed and/or posted.
18. A reprimand will be given to the candidate who violates any of the above mentioned regulations or any of the verbal regulations given by the Elections Commissioner or A.S. Council liaison during the official campaign meeting or during the campaign itself.

19. A candidate may be removed from candidacy if:
   A. The candidate knowingly defames the character of another individual; and/or, but not limited to using falsified information to distort another candidate’s image.
   B. The candidate accumulates two (2) reprimands for violating the Elections Code.

20. The Associated Students Council members who are not running for candidacy reserve the right to question any action taken by a candidate during the campaign by submitting a written complaint describing the violation(s) to the Elections Commissioner.

21. Candidates have the right to fair treatment. Discrimination of any type is and will not be tolerated.

22. In case a candidate is treated unfairly, he or she has the right to appeal. This must be done in a written format (in order to avoid any misunderstanding and maintain order). The written appeal shall be presented to the A.S.C. Advisor and/or A.S.C. Assistant Advisor who will then present it to the Elections Commissioner and the A.S. Council. Thereafter, a deliberation will be held to decide how the issue shall be handled and how it will be resolved.

APPENDIX E
ASSOCIATED STUDENTS COUNCIL
SAN DIEGO STATE UNIVERSITY
IMPERIAL VALLEY CAMPUS
ELECTIONS COMMISSIONER

1. The Associated Students Council shall appoint the Elections Commissioner.

2. The Elections Commissioner shall be a student in good standing with the University and will be responsible for overseeing all elections procedures and will be under the tutelage of the A.S.C. Advisor, and/or A.S.C. Assistant Advisor and A.S.C. Bookkeeper.
3. The Elections Commissioner shall be responsible for screening and reviewing candidacy applications, upholding the Elections Code, following all Elections Procedures (Article V) and will be unbiased in their treatment of the candidates.

4. The Elections Commissioner shall be responsible for running elections. That is, he or she will be responsible for: creating the ballot for the Associated Students Council elections, creating the ballot box, setting-up and clearing the elections site everyday, having a minimum of two approved of, non-running individuals supervising the election site at all times, ensure that valid student identification is presented at the time of voting, establish a way to protect and secure the ballot box at the end of each election day, running a mandatory informational meeting for all candidates on the Elections Code (Appendix D) and submit a final report detailing all events that took place during the whole elections procedure (from submission of candidacy applications to the announcement of the victorious candidates).

5. Ballots shall be tallied primarily online by the Elections Commissioner. If voting is not done online, then ballots from the elections shall be counted by the Ballot Counting Committee, which shall be composed of: the A.S.C. Advisor and/or A.S.C. Assistant Advisor, Elections Commissioner, an A.S. Council member (not running for candidacy), one currently matriculated student from the campus who is not a part of the council, and the option of one faculty and/or staff member. Ballot counting is to take place no later than 8:00 a.m. the day after polls have been closed for elections.

6. The Elections Commissioner shall also be responsible for creating and posting flyers that announce the unofficial results of the elections by 12:00 p.m. following the counting of the ballots throughout the campus. The Elections Commissioner must also submit a detailed report to the Associated Students Council at their next official meeting.

7. The Elections Commissioner shall contact all candidates and inform them to be present at the following official Associated Students Council meeting where they will be notified of the official poll results.
APPENDIX F
ASSOCIATED STUDENTS COUNCIL
SAN DIEGO STATE UNIVERSITY
IMPERIAL VALLEY CAMPUS
A.S. COUNCIL COMMITTEES

The Associated Students Council shall participate in the following year-long and short-term committees:

1. **Year-long committees**

   A). A.S. Council Team Development, two (2) A.S.C. members
   1. Coordinate monthly birthday celebrations
   2. Coordinate at least one A.S.C. development activity per month that is planned in advance with A.S.C. Advisors which can be but is not limited to a team builder, skill training or topic discussion.
   3. Plan an end of year banquet and/or end of the year project
   4. Photograph A.S.C. events
   5. Post pictures of the A.S.C. events on website
   6. Plan and coordinate A.S.C. recognition activities

   B) Sustainability Initiatives, two (2) A.S.C. members
   1. Point person for all sustainability initiatives related to SDSU
   2. Plan and coordinate one event per semester
   3. Provide updates on SDSU, SDSU-IV sustainability initiatives
   4. Coordinate Campus wide program during Earth Week
   5. Educate students on sustainability issues through workshops and silent/passive programs

   C) Facilities, two (2) A.S.C. members
   1. Coordinate the upkeep of the publicity room, A.S.C. office and coffee area
   2. Inventory of supplies at the end of each quarter for Calexico and Brawley campuses
   3. Coordinate ordering supplies and materials with A.S.C. Bookkeeper for the publicity room, A.S.C. office and coffee room
   4. Update bulletin board and marquee
   5. Supervise the necessities of the Brawley campus
   6. Work closely with the A.S.C. Treasurer and A.S.C. Bookkeeper
D) Club Representative, two (2) A.S.C. members
   1. Attend weekly active club meeting
   2. Provide info about ongoing club events to A.S. Council
   3. Act as a liaison between A.S. Council and clubs

E) Research Team, two (2) A.S.C. members
   1. Plan and coordinate focus groups
   2. Make and distribute surveys
   3. Publicize surveys and focus groups
   4. Attending and participating in focus groups
   5. Solicit participation from A.S.C. members

F) Campus Newsletter, two (2) A.S.C. members
   1. Organize meetings
   2. Provide support to the campus newsletter team
   3. Outreach to students faculty and staff
   4. Have volunteer positions open year round
   5. Create and meet deadlines to release newsletters, with the option of posting newsletter issues in every classroom and part-time faculty boxes
   6. Recycle old newsletter issues
   7. Get funding from IRA and other city resources

G) Cultural Arts and Special Events, four (4) A.S.C. members
   1. Plan and coordinate two (2) cultural events per semester
   2. Events can include, but are not limited to: Cultural performances, Talent Shows, Open Mic Night, Trips to Theatre Shows and Museums, art shows and exhibitions, cultural celebrations, Black History Month event, etc.
   3. Get funding from IRA
   4. Work staff in planning events
   5. Work with Cultural Arts Commissioner
   6. Publicize events to campus community
   7. Attend and participate in events
   8. Solicit participation from A.S.C. members
H) Sports and Social Events, four (4) A.S.C. members
1. Plan and coordinate two (2) events per semester
2. Events can include, but are not limited to: Sport competitions, family days, BBQs, Ice Cream Socials, dating shows, trips to basketball games or theme parks
3. Work with staff in planning events
4. Work with Spirit Commissioner
5. Event Coordination
6. Publicize events to campus community
7. Attend and participate in events
8. Solicit participation from A.S.C. members

I) Educational Events, four (4) A.S.C. members
1. Plan and coordinate two (2) educational events per semester
2. Events can include, but are not limited to: workshops, special lectures, passive programs, community service activities, documentary screening, etc.
3. Get funding from IRA
4. Work with staff in planning events
5. Event Coordination
6. Publicize events to campus community
7. Attending and participating in events
8. Solicit participation from A.S.C. members

2. Temporary committees

A) Bylaws Committee, three (3) A.S.C. members
1. The Bylaws committee is open to volunteers from the A.S. Council
2. All members of the Bylaws committee shall be responsible for attending meetings throughout the year
3. The committee is responsible for interpreting the Bylaws and making necessary changes
4. All final changes must be approved by the majority of the A.S. Council.
B) Commencement Representative, one (1) A.S.C. member

1. Commencement representative will be responsible for attending commencement meetings and acting as a liaison between the committee and the A.S.C.

C) IRA Committee, two (2) A.S.C. members

1. The committee shall consist of the A.S.C. President or designee and another A.S.C. member who will act as liaisons between the committee and the A.S. Council.
2. The A.S.C. representatives will be responsible for recruiting five (5) students at large to join the IRA committee.
3. All representatives will be responsible for attending IRA meetings.

D) Appointment Committee, three (3) A.S.C. members

1. The Appointment Committee shall consist of the President or Vice-President, a Senator, an Ambassador, and the A.S.C. Advisor and/or A.S.C. Assistant Advisor (Article IX).

E) Scholarship Committee, one (1) A.S.C. member

1. The committee shall consist of one (1) A.S. Council member and no more than six (6) students-at-large.
2. The committee shall review applications concerning the disbursement of scholarship monies.
3. Scholarships shall be separated into local and study abroad funds. The amount allocated to each scholarship fund shall be determined by the scholarship committee.

F) Disciplinary Committee, three (3) A.S.C. members

1. The committee shall be consist of one (1) member of the Executive Cabinet, one (1) Senator, one (1) Ambassador, and the A.S.C. Advisor and/or A.S.C. Assistant Advisor (Article XI, Section 2, Paragraph 4).

G) Ballot Counting, one (1) non-running A.S.C. member

1. A non-running A.S. Council member shall be part of the committee the day after elections to assist with ballot counting (see Article V, Section 8).
H) Golf Tournament Committee, one (1) A.S.C. member
   1. The Golf Tournament representative will be responsible for attending meetings and acting as a liaison between the committee and the A.S. Council.

I) Gala Committee, one (1) A.S.C. member
   1. The Gala representative will be responsible for attending meetings and acting as a liaison between the committee and the AS council.

3. **New Committees**
   A) If at any time the Associated Student Council wishes to form a new committee, the new committee must be approved by a simple majority of the A.S. Council.
   B) The new committee should be beneficial to the campus community.