Associated Students Council
2016-2017 Bylaws

Updated 4.26.16 D.L.
ASSOCIATED STUDENTS COUNCIL
SAN DIEGO STATE UNIVERSITY – IMPERIAL VALLEY CAMPUS

OFFICIAL 2016-2017 BYLAWS

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OFFICIAL BYLAWS OF THE ASSOCIATED STUDENT
SAN DIEGO STATE UNIVERSITY – IMPERIAL VALLEY CAMPUS
2016-2017

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

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

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

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

Students Bill Of Rights

Section 1.  
Organizational Rights:

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

Section 2. Individual Rights:

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

a. The freedom of the press shall not be abridged.
ARTICLE I
DEFINITIONS

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

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

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

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

ARTICLE II
NAME, COLORS, AND MASCOT

Section 1 The name of this organization is Associated Students Council, San Diego State University-Imperial Valley 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

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

Section 1 The voting members of the A.S. Council shall consist of the President, Vice-President, Treasurer, Secretary, and one Senator and one Ambassador for every 200 students, (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 A.S. Council who shall serve as a non-voting member. In addition, the A.S. Council Advisor may choose to appoint an A.S. Council Assistant Advisor/Student Life Coordinator to serve as 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-Imperial Valley Campus by the first day of class each semester. Undergraduate students must maintain a 2.0 grade point average and graduate students must maintain a 2.85 grade point average. Members who do not meet these criteria will be disqualified and removed from office. Said member has two (2) weeks after grades have been submitted by the instructors to correct any mistakes on his/her transcript. If after the two (2) weeks no change has been made, removal will be immediate.

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

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

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

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

Section 7 In the event that any A.S. Council member misrepresents the association by violating the Standards of Conduct (Appendix A), San Diego State University-Imperial Valley 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 A.S. Council shall fill vacancies by opening applications to all San Diego State University-Imperial Valley Campus students (See Article IX). A vacancy may be declared if a member is removed from the A.S. Council (See Articles XI and XII).

ARTICLE V
ELECTIONS PROCEDURES

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

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

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

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 the
Association. 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 online polls, faculty, and staff polls shall remain open for duration of four (4) working days, beginning on a Sunday at 11:59 p.m. and ending on a Thursday at 11:59 a.m.

Section 8 In the case that voting is not made available online, A.S. Council, faculty, and staff polls shall remain open for the duration of four (4) working days, beginning on a Monday and ending on a Thursday. Voting shall take place for at least three to four (3-4) hours during each working day. The Elections Commissioner shall schedule the hours of voting at the convenience of the students at large, with the approval of the A.S. Council.

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

Section 10 The Ballot Counting Committee is composed of at least the A.S. Council Advisor, A.S. Council Assistant Advisor/Student Life Coordinator and/or A.S. Bookkeeper, Elections Commissioner, a non-running A.S. Council member, and/or an enrolled student who is not a part of the A.S. Council, and the option of one 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 Ballot Counting Committee. An additional matriculated student who is not a part of the A.S Council shall replace the A.S. Council member’s role in the Ballot Counting Committee.

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

Section 13 In the case that the online voting is not available; the Ballot Counting Committee shall count ballots during a closed session. Should there be three (3) votes separating the victorious candidate from the other candidate, the ballots shall be
counted a minimum of two (2) times to ensure correctness.

Section 14 Candidates who receive the majority of votes shall be elected. If a tie should occur, a runoff shall be held. If one 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 A.S. Council meeting to be informed of when they will be sworn into office. Should the candidate not be able to meet with the A.S. Council at their official meeting, that candidate shall be notified by the Elections Commissioner of their swear-in date.

Section 16 Once candidates apply for the positions, the candidates have the opportunity, but are not required to observe the duties of the A.S. Council member currently in the position they are pursuing.

ARTICLE VI

ASSOCIATED STUDENTS COUNCIL MEMBER AND COMMISSIONER
DUTIES AND CHARGED ORDER

Section 1 The Oath to Office (See Article XV) will be considered an A.S. Council member or Commissioner’s verbal agreement to fulfill their duties. By reciting 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 A.S. Council President shall be responsible for appointing and conducting A.S. Council meetings, and appointing and overseeing A.S. Council members’ duties and responsibilities. The President shall also work closely with members of the A.S. Council and other members of campus community. The President shall strive to maintain an appearance of excellence and promote the well-being of the school and the students. The President will be responsible for serving a minimum of three (3) office hours per week, be part of the Commencement Committee and one (1) other committee of their choice. In order to be an upcoming candidate for President, the member must have served one year in office.

Section 3 **Vice President:** The A.S. Council Vice President shall be responsible for managing the appointment process for vacancies in the A.S. Council, managing excused absence forms and overseeing the Senators’ and Ambassadors’ duties and
responsibilities. The Vice President shall act as the liaison to student organizations, by attending an active student organization meeting once a semester and providing information about ongoing organization events to the A.S. Council. The Vice President shall assist the President with the conducting of A.S. Council Meetings and A.S. Council events. The Vice President shall assume the responsibilities of the President in the event that the President cannot attend a meeting or event. If the President chooses to resign or step down from their position, the Vice President shall fill the Presidency. The Vice President will be responsible for serving a minimum of three (3) office hours per week, be part of the Club Representatives Committee, and Disciplinary Committee. In order to be an upcoming candidate for Vice President, the member must have served one semester in A.S. Council office or as a club executive position in the year prior to the election.

Section 4  **Treasurer:** The A.S. Council Treasurer shall be responsible for maintaining a monthly report of the budget and working closely with the A.S. Council Bookkeeper. The Treasurer will ensure that the credit card is used appropriately. Other responsibilities include: familiarizing oneself with both the Activities and Student Union Building Budgets, keeping track of receipts, and appointing an A.S. Council member to fulfill these duties in case of 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, be part of the Budget Committee, Scholarship Committee and two (2) other committees of their choice.

Section 5  **Secretary:** The A.S. Council Secretary shall be responsible for taking notes at all official and unofficial A.S. Council Meetings, producing agendas, forms, memos, minutes, schedules, keeping orderly files, and working closely with the A.S. Council on pending projects and campus events. The Secretary shall have the right to require each council member including A.S. Council Advisor and A.S. Council Assistant Advisor/Student Life Coordinator to write down or e-mail their reports addressed during the official meetings. A.S. Council Assistant Advisor/Student Life Coordinator will be responsible as well as the Secretary to type the minutes during the official meeting. The Secretary has the right to allow or prohibit the use of track changes for the minute corrections. The Secretary shall work with the A.S. Council Advisor and/or A.S. Council Assistant Advisor/Student Life Coordinator and/or Bookkeeper, and President to review minutes and agendas to ensure that they are correct. In the absence of the
President, an executive member shall take their place. After minutes have been signed by the President, the Secretary, and the A.S. Council Advisor and/or A.S. Council Assistant Advisor/Student Life Coordinator, the Secretary shall be responsible for turning them to the A.S. Bookkeeper. In the event that the Secretary is absent from a meeting, the Treasurer shall assume the duties of the Secretary for that week. In the event that both the Secretary and Treasurer are absent from a meeting, the Vice President shall assume the duties for that week. The Secretary will be responsible for serving a minimum of three (3) office hours per week and two (2) committees of their choice.

Section 6  
**Senators:** The A.S. Council Senators shall be responsible for public relations. This includes but will not be limited to: making sure students are informed of current A.S. Council events on campus, and how to become involved with the A.S. Council. They shall do so by producing informational materials for all upcoming events. This includes but is not limited to: producing flyers and posters, having information posted on the Student Union Building bulletin boards and marquee, having information posted on the San Diego State University-Imperial Valley Campus and A.S. Council websites, create and forward mass e-mail information to student assistants, and by informing others by word of mouth. Senators will also plan and organize events for the year under the direction of the President and Vice-President. Senator planning and organization shall include but will not be limited to: Fall and Spring Activities, Spirit Week(s), and any Political Forums. Senators are also responsible for serving a minimum of three (3) office hours per week and be part of four (4) committees of their choice. A Lead Senator may be appointed at the discretion of the A.S. Council (See Appendix C).

Section 7  
**Ambassadors:** The A.S. Council Ambassadors shall work closely with an assigned Senator. Their duties and responsibilities will be to assist and enhance Senators’ efforts in the planning and organizing of A.S. Council events as well as assist them with public relations. Ambassadors are also responsible for serving a minimum of two (2) hours per week and be part of three (3) committees of their choice.

Section 8  
**Commissioners:** The A.S. Council Commissioners shall work closely with an assigned Senator or Ambassador. Their duties and responsibilities will be to assist and enhance Senators’ or Ambassadors’ efforts in the planning and organizing of A.S. Council events. Commissioners are also responsible for attending A.S. Council official meetings and events. Commissioners are also responsible for serving a minimum of one (1) office hour per week.

a.  **Cultural Arts and Special Events Commissioner:** The Cultural Arts and
Special Events Commissioner shall assist with the planning and coordinating of special events and cultural programs. They shall also serve as the A.S. Council representative to the Cultural Arts Board Committee. They may also participate in any committee of their choosing.

b. **Education Commissioner:** The Education Commissioner shall assist with the planning and coordinating of educational events. They may also participate in any committee of their choosing.

c. **Sports and Social Commissioner:** The Sports and Social Commissioner shall assist with the planning and coordinating of A.S. Council sports and social events by acting as a liaison to the students concerning upcoming events such as, but not limited to the Fall and Spring Activities. They may also participate in any committee of their choosing.

d. **Sustainability Commissioner:** The Sustainability Commissioner shall assist with the Sustainability Committee by helping raise awareness of sustainability issues on campus and at A.S. Council events as well as encouraging the A.S. Council towards a more eco-friendly lifestyle. They may also participate in any committee of their choosing.

Section 9 **Elections Commissioner:** The Elections Commissioner shall hold a mandatory meeting to inform all candidates on the Elections Code (Appendix 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. Refer to Appendix E for the duties that the Elections Commissioner shall be responsible for fulfilling.

Section 10 The A.S. Council members shall also be held responsible for other duties related to their positions in the council. This includes, but is not limited to doing informational tabling throughout the semester (minimum of six (6) 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 11 The A.S. Council shall serve on the year-round and short-term committees. All year-round and short-term committees must be filled by A.S. Council members and are open to volunteers of the students at large (See Appendix F). All A.S. Council voting members must serve in a minimum of two (2) year-round and a minimum of three (3) short-term committees.

Section 12 Two official summer meetings shall be required before the fall semester begins.
Only one (1) excused or unexcused absence will be allowed during the summer for the official meetings. If additional meetings are held during the summer, the council members will not be penalized for their absentee.

Section 13  Retreats (fall, summer, or winter) shall be discussed and approved by the newly A.S. Council before they can be held.

**ARTICLE VII**

**ASSOCIATED STUDENTS COUNCIL MEETINGS AND RECORDS**

Section 1  The A.S. 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 A.S. Council.

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

a. **Vote on Emergency Basis:** The A.S. Council President may call for a special meeting of the A.S. Council. The 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.

a. **Committee Chairs, A.S. Council Advisor, A.S. Council Assistant**
   Advisor/Student Life Coordinator, A.S. Council Bookkeeper, A.S. Council Student Assistants must email committee reports to A.S. Council Secretary and A.S. Council Student Assistant within an hour (1) before the official meeting.

b. In case of an emergency, written reports may be submitted ten (10) minutes after the official meeting ends.
Section 5  If the President and Vice President are both absent for a meeting, the Treasurer shall preside as chair. If 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 A.S. Council Office in the Student Union Building, the bulletin board near the SDSU-IV Campus parking lot, and on the bulletin board in the Brawley Campus. Agendas and Minutes shall be posted three (3) working days prior to the next A.S. Council meeting, except when meeting on an emergency basis.

ARTICLE VIII
POWERS OF ASSOCIATED STUDENTS COUNCIL

The A.S. 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 A.S. Council’s behalf for a given purpose for a specified time.

b. Control all A.S. Council Funds and appropriate those funds in the best interests of the students unless the students through the fee referendum process lock in portions of A.S. Council funds to finance certain areas. Sponsor cultural and athletic events and projects.

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

d. Confer traditional and new awards.

e. Attach fees to A.S. Council Events (traditional or new events)

ARTICLE IX
APPOINTMENTS COMMITTEE

Section 1  The Appointment Committee will interview all candidates when vacancies are available. The Appointment Committee will be chaired by either the President or Vice President. The committee shall consist of the President or Vice President, a
Senator, an Ambassador, and the A.S. Council Advisor, A.S. Council Assistant Advisor/Student Life Coordinator, and/or A.S. Bookkeeper. In case there are no Ambassadors available, another Senator will be asked to join; if there are no Senators available another member of the Executive board will be asked to join the committee.

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

Section 3  The committee will decide when the application period for 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. Council Advisor, A.S. Council Assistant Advisor/Student Life Coordinator, and/or A.S. Council Bookkeeper will be present to guarantee the fairness and equality of all interviews.

Section 5  Following interviews, the committee will discuss and recommend the best candidate for the position. The A.S. Council Advisor, A.S. Council Assistant Advisor/Student Life Coordinator, and/or A.S. Council Bookkeeper will guide and advise the A.S. Council on selecting the best candidate. After the recommendation(s), A.S Council Advisor, A.S. Council Assistant Advisor/Student Life Coordinator, and/or A.S. Council Bookkeeper and the committee will present the recommendation(s) to the A.S. Council.

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

ARTICLE X
REFERENDUMS

Section 1  Matters relating to the A.S. Council (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 A.S. Council shall declare a referendum:
a. Upon receiving a petition calling for a referendum signed by at least ten percent (10%) of the A.S. Council.

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

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

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

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

ARTICLE XI
DISCIPLINE, RECALL, AND PLEBISCITE

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

a. A member will be considered tardy when he/she arrives over fifteen (15) minutes late to an A.S. Council sponsored event and/or meeting. A tardy will also apply to a member who leaves early from an event and/or meeting without adequate previous notice. Three (3) late arrivals will count as one (1) 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 events/meetings per semester; summer absentees will not be included for the fall semester. The A.S. Council President and A.S. Council Vice President will determine the validity of all excused absences. At the time of the second unexcused absence or third excused absence, a write-up will be presented to said member. Absences can be excused if the A.S. Council President and/or Vice President is presented with a written documentation within one (1) week of the absence in question. The member may request a meeting with the President and/or Vice President, A.S. Council Advisor and/or A.S. Council Assistant Advisor/Student Life Coordinator if
he/she is not able to present any tangible proof to excuse the absence, but would like consideration.

1. If an unforeseen emergency occurs before or the day of an event/meeting, the A.S. Council member should notify the A.S. Council Vice President as soon as possible. The A.S. Council member will then have twenty-four (24) hours to present appropriate documentation to justify the absence.

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

d. After receiving two (2) verbal warnings, a member shall be presented with a write-up if he/she commits at least one (1) of the following:

1. Has lacked in fulfilling their set responsibilities.
2. Has violated the Standards of Conduct (See Appendix A).

e. When a member is presented with their third write-up, they will be notified of their initiative removal from the council. For procedures refer to Article XI Section 2.

f. If a member is removed from the A.S. Council, he/she will not be able to seek an A.S. Council position for the following academic year.

1. Once the member is removed, he/she must return the A.S. Council office keys immediately.

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

a. The cause is specified in the San Diego State University-Imperial Valley Campus A.S. 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 San Diego State University-Imperial Valley Campus A.S.
Council’s Official Bylaws under Article IV Section 2.

c. A member has engaged in heinous activities such as, but not limited to: sexual harassment, stealing, and causing damage to campus facilities. Other forms of improper conduct may be considered as heinous by the Disciplinary Committee.

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

1. The A.S. Council’s Disciplinary Committee will meet in private to discuss violations. The Disciplinary Committee shall be comprised of the Vice President, one Senator, one Ambassador, and the A.S. Council Advisor and/or A.S. Council Assistant Advisor/Student Life Coordinator. In case there are no Ambassadors available another Senator will be asked to join; if there are no Senators available another member of the Executive board will be asked to join the committee.

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

3. The accused member must be present when he/she is called to resign in the special hearing and will consequently be placed under review for seven (7) working 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. Council office keys to the SDSU-IV Campus Cashier, A.S. Council Advisor or A.S. Council Assistant Advisor/Student Life Coordinator right before the review period begins. The notice of the hearing shall include a copy of the written declaration outlining the allegations against the A.S. Council member. This shall include any documentation such as write-ups given to the member.

e. Hearing Committee: The action is done in good faith and in a fair and reasonable manner and conducted in accordance with the following procedures:
1. The Hearing Committee, a separate board from the A.S. Council’s Disciplinary Committee, will be comprised of the A.S. Council Advisor and/or A.S. Council Assistant Advisor/Student Life Coordinator and two A.S. Council voting members.

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

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

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

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

ARTICLE XII
VOLUNTARY RESIGNATION PROCEDURES

Any A.S. Council member who voluntarily wants to resign from the council shall present a formal letter of resignation to the A.S. Council President, Advisor(s), and/or A.S. Bookkeeper. Resignation will be effective once the formal letter has been signed and turned in. The resigning member shall return the A.S. Council office keys immediately.

ARTICLE XIII
BUDGET REVIEW

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

ARTICLE XIV
AMENDMENTS

Section 1 Articles of these bylaws may be amended by the A.S. Council by a two-thirds
(2/3) vote of an approval of those present. There must be a quorum of the voting membership present.

Section 2 In order for these bylaws to remain in force, it must be reviewed, revised and affirmed by a signature of all current Executive board members.

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

ARTICLE XV
OATH TO OFFICE

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

I (Name), as duly elected (Council member/Representative/Commissioner) of the Associated Students Council, San Diego State University-Imperial Valley Campus, 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

A.S. Council Members Shall:

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

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

4. Exercise diligent care of A.S. Council supplies and equipment entrusted to them.

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

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

7. Not engage in any form of sexual harassment or similar conduct that would bring discredit to the A.S. 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 A.S. 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. Council resources or facilities.

2. A.S. Council members and A.S. Council staff members shall be the only individuals allowed in the A.S. Council Office. If the A.S. Council decides on deviating from this etiquette, the A.S. Council may decide to allow student volunteers in the office by creating a procedure and by passing a majority vote at the beginning of each semester on how such an action should be handled.
3. 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 A.S. Council and/or A.S. Council staff members.
Computer policy will limit access to online resources only necessary to complete their
daily tasks/activities. (Visiting resources/websites non-related to A.S. Council activities
will not be allowed). The use of A.S. Council technology equipment for personal use is
strictly prohibited during office hours. 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 A.S. Council related materials.

7. Downloading files to an office computer is strictly prohibited unless the documents are
A.S. Council related, such as, agendas, minutes, work orders, forms, etc…

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 Building’s hours of
operation.

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 A.S. 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 or Commissioners or any
member from the A.S. Council whom is not a Senator. After deciding on whom the
nominee is for the Lead Senator position, it shall be brought 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) during an official meeting.

3. The Lead Senator shall act as a liaison between the Executive Board, the A.S. Council Advisor and/or A.S. Council Assistant Advisor/Student Life Coordinator by:
   a. Maintaining communication between the Vice President and A.S. Council Advisor(s).
   b. Provide records of attendance and participation at events to the Vice President and A.S. Council Advisor(s).

4. The Lead Senator shall act as a liaison between voting and non-voting members in the A.S. Council. This includes but is not limited to:
   a. Take 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 through teambuilding activities.

5. A.S. Council Commissioners are appointed as non-voting members to the A.S. Council that will assist with different aspects of the A.S. Council activities and programs such as but not limited to:
   a. Attend 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. The use of the A.S. logo may not be used for campaigning purposes (e.g. posters, flyers, social media, etc.)

2. Flyers must be given to individuals and not be placed on cars.

3. The campaign period shall occur during a set two weeks in the month of February or March 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.

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

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

6. Each candidate can post a total of ten (10) posters banners and/or (10) flyers (8.5” x 11”) between both campuses. Note: Anything being used in the form of a poster will be counted as a poster, regardless of shape and/or dimensions.

7. Only fourteen inch (14”) by fourteen inch (14”) posters are allowed on campus bulletin boards. The SDSU-IV Campus Grounds Department approval is necessary prior to advertising on any green area around campus. No poster may be larger than six (6) square feet (36” x 24”) on green area.

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

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

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

11. Candidates must remove all posters promptly (within 24 hours) after polls have been
closed, ballots counted, and winners are announced. Winners are not officially announced until a week after polls close.

12. No posters are allowed inside classrooms or library.

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

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

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

16. Brief classroom campaigning presentations may be done, but only with the instructor’s approval.

17. Student(s) campaigning for candidates must adhere to the same guidelines as candidates.

18. All campaigning materials must be checked and approved by the Elections Commissioner prior to being distributed and/or posted.

19. A reprimand will be given to the candidate who violates any of the above mentioned regulations or any of the verbal regulations given by the Elections Commissioner or A.S. Council liaison during the official campaign meeting or during the campaign itself.

20. A candidate may be removed from candidacy if:

   a. The candidate knowingly defames the character of another individual; and/or, but not limited to using falsified information to distort another candidate’s image.

   b. The candidate accumulates two (2) reprimands for violating the Elections Code.

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

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

23. 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. Council Advisor and/or A.S. Council Assistant Advisor/Student Life Coordinator who will then present it to the Elections Commissioner and the A.S. Council. Thereafter, a deliberation will be held to decide how the issue shall be handled and how it will be resolved. The A.S. Council members running for re-election may not be present during set discussion.

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

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

2. The Elections Commissioner shall be a student in good standing with the University and will be responsible for overseeing all elections procedures and will be under the tutelage of the A.S. Council Advisor, A.S. Council Assistant Advisor/Student Life Coordinator and/or A.S. Council Bookkeeper.

3. The Elections Commissioner shall be responsible for screening and reviewing candidacy applications, upholding the Elections Code, following all Elections Procedures (Article V) and will be unbiased in their treatment of the candidates.

4. The Elections Commissioner shall be responsible for running elections. He/she will be responsible for: creating the ballot for the A.S. Council elections, creating the ballot box, setting-up and clearing the elections site every day, having a minimum of two approved, 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. Council Advisor, A.S. Council Assistant Advisor and/or A.S. Bookkeeper, Elections Commissioner, an A.S. Council member(s) (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. The ballot counting is to take place no later than 9:00 a.m. the day after polls have been closed.

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

7. The Elections Commissioner shall contact all candidates and inform them to be present at the following official A.S. 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 A.S. 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.Council members

      1. Coordinate monthly birthday celebrations.
2. Coordinate at least one A.S. Council development activity per month that is planned in advance with A.S. Council Advisor(s) which can be but is not limited to a team builder, skill training or topic discussion.

3. Plan an end of the year banquet and/or end of the year project.

4. Photograph A.S. Council events and co-sponsored events.

5. Post pictures of the A.S. Council events and co-sponsored events on website and/or social media.

6. Plan and coordinate A.S. Council recognition activities.

b. Sustainability Initiatives, two (2) A.S. Council members

1. Point person for all sustainability initiatives related to SDSU-IV.

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. Council members

1. Coordinate the upkeep of the A.S. Council bulletin boards, A.S. Council office and kitchen area.

2. Inventory of supplies at the end of each semester for Calexico and Brawley campuses.

3. Coordinate the ordering of supplies and materials with A.S. Bookkeeper for the council bulletin boards, office and kitchen area.

4. Update bulletin board and marquee.

5. Supervise the necessities of the Brawley campus.

d. Club Representative, two (2) A.S. Council members

1. Attend active club meeting once every semester.

2. Provide information about ongoing club events to A.S. Council.

3. Act as a liaison between A.S. Council and clubs.

e. Research Team, two (2) A.S. Council members

1. Plan and coordinate focus groups.

2. Make and distribute surveys.

3. Publicize surveys and focus groups.

4. Attend and facilitate in focus groups.

5. Solicit participation from A.S. Council members.

f. Campus Newsletter, one (1) A.S. Council member

1. Attend meetings with A.S. Council Bookkeeper and volunteers.

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.

g. Cultural Arts and Special Events, four (4) A.S. Council members

1. Plan and coordinate at least one (1) cultural event(s) per semester.
2. Events can include, but are not limited to: cultural performances, talent shows, open mic night, trips to theatre shows and museums, art shows and exhibitions, cultural celebrations, Black History Month Commemoration, etc.

3. Work with staff in planning events.

4. Work with Cultural Arts Commissioner.

5. Publicize events to campus community.

6. Attend and participate in events.

7. Solicit participation from A.S. Council members.

h. Sports and Social Events, four (4) A.S. Council members

1. Plan and coordinate one (1) event per semester.

2. Events can include, but are not limited to: sport competitions, family days, BBQs, ice cream socials, dating shows, trips to basketball games or theme parks, etc.

3. Work with staff in planning events.


5. Publicize events to campus community.

6. Attend and participate in events.

7. Solicit participation from A.S. Council members.

i. Educational Events, four (4) A.S. Council members

1. Plan and coordinate at least one (1) educational event(s) per semester.

2. Events can include, but are not limited to: workshops, special lectures, passive programs, community service activities, documentary screening, etc.

3. Work with staff in planning events.

4. Publicize events to campus community.
5. Attending and participating in events.


j. Bylaws Committee, three (3) A.S. Council members

1. The Bylaws committee shall be comprised of a member from the executive board, one (1) senator, and one (1) ambassador from the A.S. Council. In case there are no Ambassadors available another Senator will be asked to join; if there are no Senators available another member of the Executive board will be asked to join the committee.

2. All members of the Bylaws Committee shall be responsible for attending meetings with the A.S. Council Advisor and/or A.S. Council Assistant Advisor/Student Life Coordinator.

3. Bylaws Committee will start meeting the first week of October for at least one (1) hour per month.

4. The committee is responsible for interpreting the Bylaws and making necessary changes.

5. All final changes must be approved by the majority of the A.S. Council.

2. Temporary committees

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

b. Commencement Representative, two (2) A.S. Council members
   1. Commencement representative will be responsible for attending commencement meetings and acting as a liaison between the committee and the A.S. Council.

c. Campus Fee Advisory Committee (CFAC), two (2) A.S. Council members
   1. The committee shall consist of the A.S. Council President or designee and another A.S. Council member who will act as liaisons between the committee and the A.S. Council.
   2. The A.S. Council will assist in recruiting four (4) students at large to join CFAC.
   3. All representatives will be responsible for attending CFAC meetings.

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

e. Scholarship Committee, one (1) A.S. Council member
   1. The committee shall consist of one (1) A.S. Council member (A.S. Council Treasurer) and no more than three (3) 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. Council members
   1. The committee shall consist of one (1) member of the Executive Board, one (1) Senator, one (1) Ambassador, and the A.S. Council Advisor and/or A.S. Council Assistant Advisor/Student Life Coordinator (Article XI, Section 2, Subsection D). In case there are no Ambassadors available another Senator will be asked to join; if there are no Senators available another member of the Executive Board will be asked to join the committee.

g. Ballot Counting, one (1) non-running A.S. Council 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. SDSU-IV Campus Fundraising Committee, one (1) A.S. Council member
   1. Representative will be responsible for attending meetings and acting as a liaison between the committee and the A.S. Council.
   2. Representative will attend meetings for the Fall and Spring fundraising events.

3. New Committees

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

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