Bylaws
Associated Students
of San José State University
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Article I: Intent

Section I- Mission Statement

A. Our Mission is to represent the students of San Jose State University and continually improve the quality of their educational opportunities and experiences.

Section 2- Purpose

A. We, the students of San Jose State University, in order to promote educational, social, and cultural opportunities; to govern and finance student activities; to facilitate participation in the University community; and to discharge the authority vested in the Association by the State of California and the President of the University, do hereby declare that equal opportunities shall be afforded to all students without regard to race, religion, creed, gender, sexual or affectional preference, age, ethnic origin, nationality, physical disability, or any other basis protected by law.

Section 3- Name and Colors

A. The name of the organization shall be Associated Students (A.S.) of San Jose State University (SJSU), otherwise referred to herein as Associated Students.

B. The colors of this organization shall be Gold, White, and Blue.

Article II: Membership

Section I- Members of Association

A. All students registered at San José State University who have paid the student body fees shall be student members of the Association. All such members shall hold equal voting rights in campus-wide elections. There are no members of the Association as that term is defined in the California Corporations Code section 5056, or any successor thereto. Any action that would otherwise require approval by a majority of all members, as that term is defined in the California Corporations Code, shall only require approval by the Board of Directors.

B. Student members of the Association shall have all rights and responsibilities as granted by the Associated Students Bylaws.
Section II- Rights of Members

A. Initiatives

1. The procedures for an initiative petition from the student body shall be identical to those for recall, as defined in Article VI, Section I. The petition shall be signed by either twenty-five percent (25%) of student members of A.S who cast ballots in the last A.S Presidential election, or by ten percent (10%) of the student members of the Association, whichever is less.

2. A majority of the votes cast in said election shall be sufficient for enactment of said initiative measure.

Article III: Board of Directors

Section I- Functions

It shall be empowered to adopt measures necessary for the general welfare and to protect the interests and to respond to the needs of the Associated Students. In general, it shall perform all legislative functions on matters within the jurisdiction of the Association.

A. The functions and powers of the Board of Directors are:

1. To operate as the supreme policy-making body of the Association.

2. To delegate specific authority to the Executive Committee, group, or committee under the jurisdiction of the Board of Directors.

3. To approve by a two-thirds (2/3) majority vote of the voting membership of the Board of Directors the appointment of all Associated Students Officers and members of the Associated Students committees or student/faculty committees in accordance with Article VI, Section II

4. To adhere to the Attendance Policy, which is to attend all required meetings as defined in Article III, Section III, Subsection B in addition to those appointed or requested by the A.S. Executive Committee.

5. To establish and determine the functions of the Associated Students Committees, including boards, commissions, and agencies as necessary to provide services to the Association.

6. To oversee the financial affairs of the Association, including approval of Association budgets and accountability of allocated funds.
7. To hear student recommendations concerning revision of University and Associated Students policies and to make appropriate recommendations to the Associated Students President and/or the University President.

8. To enforce the provisions of this document by means of appropriate rules and regulations as may be necessary.

9. Approve the hiring of the Executive Director by 2/3 vote of the Board as recommended by the A.S President.

10. To enact legislation as authorized by the Association’s Constitution and not in conflict with campus policy, the California Education Code, and/or Title V of the California Code of Regulations.

11. To Review its Bylaws.

12. To have such additional authority to enact such other legislation as may be deemed necessary for the general welfare of the Associated Students.

Section II- Membership

A. The members of the Board of Directors shall be:
   President
   Vice- President
   Controller
   Director of Business Affairs
   Director of Co-curricular Affairs
   Director of Communications
   Director of Community and Sustainability Affairs
   Director of External Affairs
   Director of Faculty Affairs
   Director of Intercultural Affairs
   Director of Internal Affairs
   Director of Programming Affairs
   Director of Student Fee Affairs
   Director of Student Resource Affairs
   Director of Student Rights and Responsibilities
   Director of University Advising Affairs

B. Each member of the Board of Directors shall carry one (1) vote in accordance with Article VII, Section VII, E.
C. The campus President shall appoint a University Representative to the Board of Directors to advise on policy and to be a liaison between the Board of Directors and the campus. Their role is advisory and is not considered to be a member of the Board of Directors.

D. The Chair of the Board of Directors shall be the Vice President in accordance to Article III, Section IV, 2.

Section III- General Duties and Responsibilities

A. Assuming Office

1. The oath of office must be taken before someone elected or appointed to the Board of Directors starts his/her term of office. In the event that all members do not take the oath of office at the first meeting, the total membership of the Board is reduced accordingly pursuant to A.S. Bylaws.

2. All Board members shall read, sign, and adhere to the conflict of interest statement and the Memorandum of Understanding (MOU) developed by the Vice President with the approval of the President and Controller prior to the receipt of his/her first legislative stipend.

3. Directors shall contact the Chairs of their prescribed committees immediately upon being sworn in or upon appointment.

B. Maintaining Office

1. Directors must fulfill all duties prescribed to him/her unless extenuating circumstances occur and the Director is excused by the Committee Chair or the A.S. Vice President. Unexcused absences from duty are amendable and debatable, and must be passed by a majority vote of the Executive Committee or Board of Directors.

2. Directors shall abide by the following attendance policy (in which semesters shall be defined as the first day of instruction and concluding the last day of finals with the exception of the fall semester. Regular attendance is essential to Associated Students, Inc.’s efficient operation and proper representation of the students of San José State University. All Board Members, including Executives, are expected to conduct themselves in a professional manner during the course of their
service, and to fully participate in the activities of Associated Students, Inc.:

a. Attendance at retreats is mandatory, including overnight hours. Attendance at A.S In-Service is mandatory. Should extenuating circumstances arise, a director shall submit to the Executive Committee their reason for absence in order to distinguish its excusableness.

b. Directors are allowed three (3) excused absences from regularly scheduled A.S Board meetings, A.S. committee meetings and University committees they serve on per semester. Should a Director have two (2) unexcused absences or exceed their maximum of two (2) absences from Board meetings, it is within the jurisdiction of the Board of Directors to declare his or her position vacant.

c. An unexcused absence is defined as any absence from A.S. meetings, training, etc. that does not meet the excused absence definitions listed below or those determined by the Executive Committee to be excused.

i. Absence from an official University recognized program including Associated Students business at which a member’s attendance is required. In this case the Chair will be notified in advance.

ii. Absence due to illness of a director or a member of his or her family requiring the director’s care, or the bereavement of the director’s family member.

iii. Absence due to individual circumstances, due cause and excusableness of which are to be determined by the Executive Committee on a case-by case basis to determine negligence or ill intent.

d. Any excuses or explanations shall be submitted in writing by the Director to the Executive Committee within seven calendar days before or three calendar days after an absence.

e. It is within the jurisdiction of the Board of Directors to declare a position vacant if it is determined that the attendance policy has
been breached. Should the position become vacant by a two-thirds (2/3) vote of the Board of Directors, normal operating procedures, pursuant to Article VI Section III, for vacancies would take effect immediately.

3. Directors are required to keep a minimum of three (3) office hours a week during regular academic semesters, excluding meeting times. The office hours shall be posted on the A.S. Government website for the purpose of student accessibility.

4. Directors are required to meet with the A.S. Vice President at least once a month unless deemed otherwise by the A.S. Vice President with the exception of the A.S. President and A.S. Controller for the purpose of direction support and feedback regarding issues related to their respective position and A.S. at large.

5. Directors are required to attend and participate in each regular and special Board meeting.

6. Directors shall provide a written report for each regular Board meeting of the areas of his or her responsibility as directed by the Chair and the Board of Directors.

7. Directors who serve as a liaison to University or A.S. departments shall meet with an appropriate representative at least twice a semester and shall report on its status and activities at the following A.S. Board meeting.

8. Directors shall be expected to seek adequate knowledge of student affairs and of the corporate affairs of Associated Students, SJSU, so as to make informed and intelligent decisions on matters brought before the Board of Directors.

9. Directors shall be responsible for communicating and coordinating with fellow Directors in areas where responsibilities overlap.

10. Directors are encouraged to discuss issues concerning their areas of responsibility with members of the campus community prior to making decisions or voting.

11. Directors shall be subject to Legislative Directives pursuant to Article III, Section V.
12. The Board may censure a member by a vote of two-thirds of the voting members present for violation of policies and procedures which may include but are not limited to: the Gloria Romero Open Meeting Act of 2000, the California Education Code, CSU Auxiliary Organizations Compliance Guide, A.S. Bylaws, A.S. and CSU Executive Orders, and Robert’s Rules of Order.

C. Conclusion of Term of Office

1. The individual members of the Board of Directors must maintain a semester and cumulative on-campus (SJSU) GPA of at least 2.0 while in office and the semester running for office. Failure to meet these qualifications will result in immediate forfeiture of the position.

2. The Board of Directors may declare a seat vacant by a two-thirds (2/3) vote of the total voting membership if a member has been absent two (2) or more consecutive times or has accumulated three (3) or more absences per semester from regular Director responsibilities (including but not limited to, office hours, one-on-ones, meetings and other activities of the Board), excluding excused absences which have been processed pursuant to Article III, Section III, Subsection B. 2.

3. The Board may declare a seat vacant by two-thirds (2/3) vote of total voting membership as recommended by consensus of the Board, if a member fails to complete all prescribed duties.

4. A.S. will place a registration hold on the records of any A.S. Director or Executive who fails to return all A.S. property which may include but is not limited to keys, laptops, binders, and confidential materials upon completion of his or her term.

Section IV- Specific Duties

1. President
   a.) To be Chief Executive Officer of this Association.
   b.) To be the official representative of the Associated Students.
   c.) To be responsible for the implementation of all legislation including the coordination of the Associated Students committee system.
   d.) To make such nominations in accordance with Article VI, Section III, subject to a two-thirds (2/3) majority approval of the voting membership of the Board of Directors, and to fill all vacancies unless otherwise provided for in these Bylaws.
e.) To dismiss with stated cause any individuals in positions nominated by the President, subject to two-thirds (2/3) majority approval of the voting membership of the Board of Directors. The President shall not dismiss any individual nominated by him/her to the vacancy of an elected office.

f.) To perform other duties as authorized by the Board of Directors.

g.) To work in consultation with the Associated Students Controller in the preparation of the budget for the subsequent fiscal year. This shall be submitted no later than the first board meeting in April.

h.) To assist the Associated Students Vice President in the planning, coordination, and implementation of the training program for the incoming Board of Directors and Executive Officers.

i.) Maintain regular attendance and engagement at the California State Student Association (CSSA) in coordination with the Director of External Affairs.

j.) The A.S. President, as Chief Executive Officer has the ability to issue Executive Orders.
   i. An Executive Order is defined as an order issued by the A.S. President concerning implementation of a provision of legislation or fiscal action adopted by the A.S. Board.
   ii. An Executive Order is effective immediately and shall remain in effect until the end of the issuing term on May 31st or rescinded in writing by the A.S. President or by two-thirds (2/3) vote of the voting membership of the A.S. Board.

2. Vice President

   a.) To serve as Chief Administrative Officer of the Board of Directors.
   b.) To be the Chair of the Board of Directors.
   c.) The Chair’s duties shall be:
      i. To preside over the board of directors meetings.
      ii. To be responsible for the proper enforcement of these Bylaws with assistance of the Director of Internal Affairs.
      iii. The Chair shall sign all legislation passed by the Board of Directors.
      iv. The Chair shall be responsible for the preparation of all legislation in the proper form after the Board has taken final action and shall present all legislation to the Associated Students President no more than five (5) business days after the meeting in which the final action was taken. This section shall not apply in the event that the business is carried over to the next regular meeting.
d.) To perform the duties of the President during - the President’s (i) incapacity or (ii) extended absence resulting in the President’s unavailability to perform the duties identified in Article IV, Section I.

e.) To keep a complete and permanent record of the Associated Students Bylaws and legislation passed by the Board of Directors.

f.) To plan, coordinate, and implement the training program for incoming Board of Directors members and Executive Officers.

g.) The Chair is also responsible in administering the oath of office to the newly elected executives and directors. If the Chair is not available at the time set for installations, the current A.S. President would be responsible for this duty. If the A.S. President is not available, the A.S. Executive Director would then be responsible.

3. Controller

a.) To be the Chief Financial Officer of the Association.

b.) To serve as the chair of the A.S. Finance Committee.

c.) To have signing authority for the Operating Fund.

d.) To administer the financial affairs of the Association.

e.) To be responsible for the implementation of all fiscal legislation.

f.) To submit to the Board of Directors a report of the Student Organization Fund of the Associated Students on a bi-weekly basis.

g.) To work in consultation with the A.S. President and the A.S. Executive Director in the preparation of the budget and budget assumptions for the subsequent fiscal year budget as determined by Article IV, Section I, Section III A 8.

h.) To publicize financial reports to the general student body at least semi-annually.

i.) To perform such other Associated Students duties as requested by the Associated Students President.

j.) The Controller shall assume all duties of the Secretary/Treasurer position as required by the California Corporations Code.

4. Director of Business Affairs shall:

a. Serve as a Chair of the A.S. Operations Committee.

b. Serve as the Vice-Chair of the Finance Committee.

c. Serve on the A.S. Personnel Committee pursuant to Article IV, Section VII.

d. Serve as a member of the A.S. Executive Committee.

e. Serve as the A.S. Board representative for hiring committees unless otherwise deemed exempt.

5. Director of Co-curricular Affairs shall:
   a. Serve as the Vice-Chair of the A.S. Programming Board pursuant to Article IV, Section VIII.
   b. Serve as a member of the Homecoming Selection Committee.
   c. Serve as a member of the A.S. Operations Committee.
   d. Serve as a member of the Athletics Board.
   e. Provide a liaison report on the status and activities of Spartan Recreation, Residence Hall Association (RHA), the Department of Intercollegiate Athletics, and Student Involvement including Fraternity and Sorority Life (FASL), to the Board to advocate a sense of community for San Jose State University students.
   f. Advocate and serve to promote and enhance outreach and accessibility of co-curricular involvement on campus through collaborations with the University.

6. Director of Communications shall:
   a. Serve as a member of the A.S. Programming Board pursuant to Article IV, section VII.
   b. Serve as a member of the Committee on Committees of the Academic Senate.
   c. Serve as a member of the A.S. Operations Committee.
   d. Serve as a member of the A.S. Lobby Corps pursuant to Article IV, Section V.
   e. Assist the Board in publicizing the activities of Associated Students through methods such as the Spartan Daily, A.S. website, press releases, emails, and newsletters.
   f. Advocate and establish a public relations strategy to educate the campus community regarding the role of the Associated Students Board of Directors.
   g. Prepare advertisements concerning A.S. meetings, programs, services, and vacancies on University and A.S. boards and committees in coordination with the Chair of the Board and the Executive Director.
   h. Shall maintain any social and digital media sites that AS participates in (Google+, Facebook, etc.).
   i. Provide a liaison report for the Office of Strategic Communications & Public Affairs.

7. Director of Community and Sustainability Affairs shall:
   a. Serve on the Campus Planning Board and Sustainability Board of the Academic Senate.
b. Serve as a member of University Affairs Committee.
c. Serve as a member of Programming Board.
d. Provide a liaison report on the status and activities of the Environmental Resource Center, FD&O Recycling and Moving Services, University Housing Services, University Safety and Risk Services Office, FD&O Energy and Utilities Division, A.S. Transportation Solutions and Spartan Shops, CommUniverCity, and Center for Community Learning & Leadership (CCLL).
e. Advocate and educate A.S. on campus issues pertaining to sustainability, recycling, and related activities.
f. Report on decisions concerning, and proposed changes in, policies affecting the campus community to the board. Raise and address issues concerning sustainability pertaining to the campus, the surrounding community, the nearby region, and/or the global environment.

8. Director of External Affairs shall:
   a. Term commences June 1 pursuant to being a CSSA member. Otherwise term shall commence August 1.
   b. Serve as Chair of the A.S. Lobby Corps pursuant to Article IV, Section V.
   c. Serve as a Student Senator in the Academic Senate.
   d. Serve as a student-at-large on the Instruction and Student Affairs Committee in the Academic Senate.
   e. Work with local government officials and legislative offices to promote the interests of San José State University and its students in coordination with the A.S. President.
   f. Provide a liaison report on the status and activities of the Division of Student Affairs Campus and Community Relations and Office of Strategic Communications & Public Affairs Government Relations Consult.
   g. Organize all Associated Students, SJSU voter registration, education, and mobilization efforts in coordination with the Programming Board.
   h. Work with other universities and colleges in combined efforts with regard to legislation and voter registration.
   i. Will fulfill the role of the CSSA Representative with sole voting rights.
   j. Submit recommendations concerning California State Student Association (CSSA) proposals from the California State-Wide Academic Senate, the California State University system, the California State Legislature, and U.S. Congress that affect the
interests of San José State University and its students to the Board in coordination with the A.S. President.

9. Director of Faculty Affairs shall:
   a. Serve as Chair of the A.S. University Affairs Committee pursuant to Article IV, Section X.
   b. Serve as a Student Senator in the Academic Senate.
   c. Serve as a member of the Professional Standards Committee of the Academic Senate.
   d. Provide a liaison report on the status and activities of the California Faculty Association (CFA).
   e. Serve as a member of the Outstanding Professor Award Selection Committee of the Academic Senate.
   f. Report on proposed changes in retention, tenure, promotion (RTP) and other policies pertaining to faculty affairs and professional standards to the Board.
   g. Work in coordination with the Student Senators to submit proposals to the Board and the Academic Senate recommending changes in academic policies pertaining to faculty affairs.

10. Director of Intercultural Affairs shall:
    a. Serve as a member of the Faculty Diversity Committee of the Academic Senate.
    b. Serve as a member of the International Programs and Students Committee of the Academic Senate.
    c. Serve as a member of the Veterans Advisory Committee and Violence Prevention Coalition.
    d. Provide a liaison report on the status and activities of Counseling Services, the Accessible Education Center, the International House, MOSAIC, PRIDE Center, Veterans Resource Center and the Gender Equity Center.
    e. Report Academic Senate policies affecting ethnic/cultural, international, and non-traditional student groups at San José State University to the Board.
    f. Advocate for ethnic/cultural, international, and non-traditional student groups, which may include but are not limited to disabled, LGBT, re-entry, veteran, graduate, and night students.

11. Director of Internal Affairs shall:
    a. Serve as Chair of the A.S. Internal Affairs Committee.
    b. Serve as Vice-Chair to the A.S. Board of Directors.
    c. Serve as a Student Senator on the Academic Senate.
    d. Serve as member of the A.S. Executive Committee
e. Serve as a member of the A.S. University Affairs Committee pursuant to Article IV, Section X.

f. Serve as a member of the Organization and Government Committee of the Academic Senate.

g. Report on proposals of the Academic Senate affecting University governance, including revisions of the Academic Senate Constitution and Bylaws, to the Board.

h. Work in coordination with the Student Senators to submit proposals to the Board and the Academic Senate recommending changes in policies regarding University governance.

12. Director of Programming Affairs shall:
   a. Serve as Chair of the A.S. Programming Board pursuant to Article IV, Section VIII.
   b. Serve as Chair of the A.S. Homecoming Court Selection Committee.
   c. Provide a liaison report on the activities of A.S. Events.
   d. Advocate for the A.S. Board member participation in campus-wide events and activities such as but not limited to: Fall Welcome Days, Academic Integrity Week, Student Organization Leadership Conference, Tunnel of Oppression, and events and activities hosted by Associated Students, SJSU.
   e. Attend the National Association for Campus Activities conference or event annually as determined.

13. Director of Student Fee Affairs shall:
   a. Serve as a member of the A.S University Affairs committee.
   b. Serve as a member of the Campus Fee Advisory Committee.
   c. Serve as a member of the A.S. Finance Committee.
   d. Serve as a member of the A.S. Operations Committee.
   e. Serve as the Vice Chair the A.S. Lobby Corps pursuant to Article IV, Section V.
   f. Serve as a member on the Traffic, Transit, and Parking Committee of the Academic Senate.
   g. Serve as a resource and advocate for subsidies made available for students such as: alternative transportation solutions, book loan program, laptop rental, and scholarships and financial aid.
   h. Provide a liaison report on the status and activities of the Office of Financial Aid and Scholarships.
   i. Report on decisions in the California State Legislature affecting student fees to the Board in coordination with the Director of External Affairs.
14. Director of Student Resource Affairs shall:
   a. Serve as the Vice chair of the A.S. University Affairs Committee pursuant to Article IV, Section X.
   b. Serve as a member of the Internal Affairs Committee.
   c. Serve as a Student Senator in the Academic Senate.
   d. Serve as a member of the Instruction and Student Affairs Committee of the Academic Senate.
   e. Serve as a member of the Student Success Committee of the Academic Senate.
   f. Serve as a member of The Student Health Advisory Committee.
   g. Provide a liaison report on the status and activities of the Registrar, Testing Office, Enrollment Services and Peer Connections.
   h. Report decisions and proposed changes by the Academic Senate related to instruction and student affairs to the Board.
   i. Submit proposals to the Board and the Academic Senate that recommend changes in academic policies pertaining to student resources in coordination with the Student Senators.

15. Director of Student Rights and Responsibilities shall:
   a. Serve as a member of the A.S. University Affairs Committee pursuant to Article IV, Section X.
   b. Serve as Vice Chair of Internal Affairs Committee.
   c. Serve as a Student Senator in the Academic Senate.
   d. Serve as a member of the Instruction and Student Affairs Committee of the Academic Senate.
   e. Serve as a member of the Alcohol and Drug Abuse Prevention Committee (ADAPC)
   f. Serve as a member of the Campus Fee Advisory Committee.
   g. Submit proposals recommending changes in academic policies pertaining to student rights and responsibilities to the Board and the Academic Senate in coordination with the Student Senators.
   h. Provide a liaison report on the status and activities of the Ombudsman’s Office, Office of Student Conduct, Ethical Development, and University Police Department (UPD).
   i. Report on proposals under consideration by the Academic Senate to change academic and administrative policies and procedures affecting student rights and responsibilities to the Board.
   j. Promote awareness of the academic responsibilities of students and the various University grievance procedures available to them.

16. Director of University Advising Affairs shall:
a. Serve on the A.S. University Affairs Committee pursuant to Article IV, Section X.
b. Serve as a Student Senator in the Academic Senate.
c. Serve as a member of the Curriculum and Research Committee of the Academic Senate.
d. Serve as a member of the Undergraduate Studies Committee of the Academic Senate.
e. Providing a liaison report for Admissions, Student Outreach and Recruitment, Academic Advising and Student Academic Success Services.
f. Work in coordination with the Student Senators to submit proposals to the Board and the Academic Senate that initiate changes in academic policies relating to curriculum and research, general education, continuing education, and academic advising.

Section V- Types of Legislation

A. General Definitions of Legislation

1. A Legislative Resolution is a statement expressing the opinion, position, or recommendation of the A.S. Board to an external party.

2. A Fiscal Resolution is a statement by the A.S. Board concerning the use of previously allocated Associated Students’ funds by an external recipient of said funds. A Fiscal Resolution does not change the General Fund balance.

3. A Legislative Directive is an internal instruction by the A.S. Board of Directors to the Executive Committee of the Associated Students or to a single member of said committee, to itself as a group or to members thereof, to Associated Students Committees, or to legal counsel to adopt a course of action. It has the force of law for Associated Students. It has a permanent and binding effect on the parties concerned until amended, repealed, or superseded by the A.S. Board.

4. A Fiscal Directive is a statement by the A.S. Board, directed internally to Associated Students personnel and/or leadership, concerning the allocation of currently approved Associated Students funds. A Fiscal Directive may set or change the General Fund balance for the current fiscal year.
5. A Legislative Action is any other non-fiscal action of the A.S. Board, including but not limited to amendments to these Bylaws.

6. A Budget Amendment is legislation which changes the current Associated Students budget, including stipulations and budgeted amounts.

B. The introduction of any legislation shall follow all general procedures and shall be given at least two (2) readings, as specified below. All proposed legislation must be distributed to the legislative body at least 72 hours prior to the meeting.

C. First Reading of Legislation: These shall be introduced at Associated Students committees as information, discussion, or action items. If legislation is introduced at the Board of Directors meetings, it may only be an information or discussion item in keeping with the provisions of the California Education Code.

D. Final Reading of Legislation: The Legislation shall be read in full on the final reading at the Associated Students Board of Directors meeting. The A.S. Board may debate and amend the Legislation at the final reading.

E. A two-thirds (2/3) vote of the voting membership of the A.S. Board of Directors shall be necessary for adoption of the Legislation. The vote shall be taken by roll call vote.

F. Amendments
1. When an amendment to an existing legislation is presented to the A.S. Board, words to be added shall be bolded, underlined and italicized; omission of words shall be indicated by a line passing through the words.

2. To amend legislation including these Bylaws, the proposed amendment must follow the procedures, as outlined in Article III, Section V, Sub-sections C-E with the exception that it does not need to be taken by roll call vote.

3. Upon petition by ten percent (10%) of the number of student members of the Associated Students who cast ballots in the last Associated Students Presidential election, a proposed amendment shall be placed before the Board of Directors for consideration.

4. A majority of the A.S. Board present may decline to consider an amendment presented by its author, which changes a substantial portion of existing legislation.
Article IV: Committees

Section I- Executive Committee

A. Purpose and Duties
1. The functions of the Executive Committee shall be to administer the affairs of the Associated Students and implement all legislation passed by the Board of Directors. It shall coordinate relations with other student associations and with the University administration.

2. The Executive Committee will be a committee of the Board of Directors with powers of the Board as enumerated:
   a. Oversee the execution of the approved budget through allocation of monies.
   b. Implement legislation passed by the Board of Directors.
   c. Spend reserve funds in times of emergency where the board cannot convene consistent with A.S Budget Policies
   d. Handle board issues relating to complaints, suggestions for training, and violations of Board policies.
   e. To hear and investigate any issues pertaining to board members and committee conduct.

Membership

1. The Executive Committee shall consist of five (5) elected members, Executive Director and other appointed positions as designated by the Associated Students President and/or the Board of Directors.

2. The elected members shall be:
   a. President (Chair, Non-Voting)
   b. Vice President (Vice-Chair, Voting)
   c. Controller (Voting)
   d. Director of Business Affairs (Voting)
   e. Director of Internal Affairs (Voting)
   f. A.S. Executive Director (Non-Voting)

Section II - Audit Committee

1. Purpose and Duties
In compliance with The Nonprofit Integrity Act of 2004, A.S. shall have an Audit Committee appointed by the Board of Directors. The Audit Committee shall not include any members of the A.S. staff, the A.S. President, the A.S. Board Chair, or the A.S. Controller. The A.S. Finance Committee shall be separate from the Audit Committee. Members of the Finance Committee may serve on the Audit Committee; however, the Chair and Vice Chair of the Audit Committee may not be a member of the Finance Committee and members of the Finance Committee shall constitute less than one-half of the membership of the Audit Committee.

2. The Audit Committee shall:
   a. Make recommendations to the A.S. Board on the hiring and firing of the outside auditing firm.
   b. Negotiate the compensation of the auditor on behalf of the A.S. Board.
   c. Confer with the auditor to satisfy the committee members that the financial affairs of the charitable organization are in order.
   d. Review and determine whether to recommend acceptance of the audit by the Board of Directors.
   e. Approve any non-audit services to be performed by the auditing firm.

3. Committee Membership:
   a. University Faculty Representative (Chair, Non-Voting)
   b. A.S. Finance Committee Member (Voting)
   c. University President’s Designee (Voting)
   d. Director-at-Large (Voting)
   e. Director-at-Large (Voting)
   f. Student-at-Large (Voting)

4. Duties of Committee Chair and Vice Chair:
   a. The Chair shall be the University Faculty Representative. The Chair shall provide written and/or oral reports to the A.S. Board.
   b. The Vice-Chair shall be elected from the committee membership by a majority vote of the voting members of the A.S Audit Committee. The Vice-Chair shall:
      i. Assume Duties of the Chair in the absence of the Chair;
      ii. Assist the Chair in carrying out his/her duties;
      iii. Maintain meeting minutes.
Section III - Finance Committee

A. Purpose and Duties

1. Under the authority of the Education Code, Sections 89300, 89301, and 89302, of the State of California, all monies collected from the mandatory student activities fees shall be collected by the Chief Financial Fiscal Officer of the University and shall be transferred to the Associated Students for deposit.

2. The Finance Committee shall be a standing implementing committee of the Board of Directors and shall consist of the following:

3. Allocation of Student Activity Fees
   a. Student Activity Fees shall be governed under the same provisions established under the Education Code of the State of California, Article II, and Section 89300
   b. A.S. may use fees collected in accordance with all programs listed in Title 5, page 2, Subchapter 6, Article 4, Section 42659 of the State of California.
   c. The general student body shall be informed through various mediums, such as print media, and the Office of Student Involvement, as to the availability of funding and the process in which to be considered for funding.

4. Responsibility of Chair
   a. Preside over all meetings of the A.S. Finance Committee and provide an agenda in accordance with the Gloria Romero Open Meeting Act of 2000 and the A.S. Bylaws.
   b. Shall inform the A.S. Board of Directors of all actions taken by the Finance Committee at the ensuing board meeting.

B. Membership

1. A.S. Controller (Chair, Non-Voting)
2. Director of Business Affairs (Vice Chair, Voting)
3. Director of Student Fee Affairs (Voting)
4. A.S. Director at Large (Voting)
5. A.S. Director at Large (Voting)
6. Student at Large (Voting)
7. Student at Large (Voting)
8. Student at Large (Voting)
9. Student at Large (Voting)
10. Student at Large (Voting)
11. Student at Large (Voting)
12. Student at Large (Voting)
13. Student at Large (Voting)
14. Director of Student Involvement (Non-Voting)
15. A.S. Executive Director or Designee (Non-Voting)

C. The duties of the A.S. Finance Committee are to:
   a. The responsibilities of this committee shall be:
      i. Approve, monitor and provide oversight of the annual A.S. Operating Budget and General Fund
      ii. Recommend changes to the A.S. Budget Policies and ensure their adherence during the budget request process
      iii. Award funding to eligible organizations, per the annual Budget Policies, Guidelines and Assumptions
      iv. Seek direction from the A.S. Board of Directors regarding policy statements related to the expenditure of A.S. funds.
   
   b. The Finance committee shall forward the annual budget to the Board of Directors for final approval.

Section IV - Internal Affairs Committee

A. Purpose and Duties
1. The purpose of the A.S. Internal Affairs Committee is to maintain accurate copies and effectively propose changes to the Articles of Incorporation, Bylaws, Elections Regulation Manual (Governing Documents) to the A.S. Board of Directors and regulate issues pertaining to board accountability

2. The duties of the A.S. Internal Affairs Committee are to:
   a. To meet and review the Governing Documents and to make recommendations to the A.S. Board of Directors (A.S. Board) on revisions to the Governing Documents, as well as any proposed changes in the University Governance Structure. The A.S. Board of Directors may accept these recommendations and act upon them according to the procedures outlined in the Bylaws.
   b. To review processes and procedures of Associated Students.
B. Committee Membership
1. The A.S. Internal Affairs Committee shall be composed of:
   a. A.S. Director of Internal Affairs (Chair, Non-Voting)
   b. Director of Students Rights and Responsibilities (Vice Chair, Voting)
   c. Director of Student Resource Affairs (Voting)
   d. Director-at-Large (Voting)
   e. Director-at-Large (Voting)
   f. Student-at-Large (Voting)
   g. Student-at-Large (Voting)
   h. A.S. Executive Director or staff designee (Non-Voting)

2. The A.S. legal counsel serves as an ex-officio member of this committee and may be consulted upon the request of the A.S. President and/or Executive Director.
   a. All committee appointments are to follow established A.S. or University procedures. Students-at-Large shall be nominated by the A.S. President with consultation from the A.S. Director of Internal Affairs and appointed by the A.S. Board. They shall serve from the time of appointment until the last meeting in May.

C. Duties of Committee Officers and Members
1. The Chair shall be the A.S. Director of Internal Affairs. The duties of the Chair are to:
   a. Preside over all meetings of the A.S. Internal Affairs Committee and provide an agenda in accordance with the Gloria Romero Open Meeting Act of 2000 and the A.S. Bylaws.
   b. Be responsible for providing written and oral reports to the A.S. Board as to the actions taken by the Committee.
   c. Be responsible for researching and bringing to the Committee issues that would be consistent with the purpose of the Committee or designating specific responsibilities to other members of the Committee.

2. The Vice-Chair shall be the Director of Rights and Responsibilities. The duties of the Vice-Chair are to:
   a. Assume the duties of the Chair in the absence of the Chair.
   b. Assist the Chair in carrying out his/her duties.
   c. Maintain accurate meeting minutes.

D. Committee Operations
1. The A.S. Internal Affairs Committee shall meet on the first and third Wednesdays of the month.
All matters shall be decided by a majority vote of those present and voting.

Section V - Lobby Corps

A. Purpose and Duties
1. The purpose of this Lobby Corps shall be to make recommendations to the Associated Student (A.S.) President and the A.S. Board of Directors (A.S. Board) concerning the impact of pending legislation in the state legislature and the U.S. Congress concerning San José State University, the California State University system, education in general and higher education in particular, and the legislation’s impact on individual San José State University students.

2. The duties of the A.S. Lobby Corps are to:
   a. Be responsible for implementing Associated Students’ lobby efforts in coordination with the A.S. President, which shall include, but not be limited to: rallies, letter-writing campaigns, and legislative office visits.
   b. Organizing and carrying out annual voter education, registration, and mobilization.

B. Committee Membership
1. The A.S. Lobby Corps shall be composed of:
   a. A.S. Director of External Affairs (Chair, Non-Voting)
   b. A.S. Director of Student Fee Affairs (Vice Chair, Voting)
   c. A.S. Director of Communications (Voting)
   d. Student-at-large (Voting)
   e. Voter Registration Captain (Student-at-large, Voting)
   f. Local Campaign Manager (Student-at-large, Voting)
   g. State Campaign Manager (Student-at-large, Voting)
   h. Federal Campaign Manager (Student-at-large, Voting)
   i. Student-at-large (Voting)
   j. Student-at-large (Voting)
   k. Student-at-large (Voting)
   l. Student-at-large (Voting)
   m. A.S. President (Ex-Officio)
   n. A.S. Executive Director or staff designee (Non-Voting)

2. All committee appointments are to follow established A.S. or University procedures.
a. A.S. officers shall serve during their term of office.
b. A.S. directors shall serve during their term of office.
c. Students-at-Large shall be nominated by the A.S. President with consultation from the A.S. Director of External Affairs and appointed by the A.S. Board of Directors. They shall serve from the time of appointment until the expiration of the current Board of Directors.
d. All other committee officers (Voter Registration Captain, Local, State, and Federal Campaign Manager) shall be appointed by Lobby Corps at the first or most appropriate successive meeting.

C. Duties of Committee Officers and Members
1. The Chair shall be the A.S. Director of External Affairs. The duties of the Chair are:
   a. Preside at all meetings of the Lobby Corps and provide an agenda in accordance with the Gloria Romero Open Meeting Act of 2000 and the A.S. Bylaws.
   b. Report on the activities of the Lobby Corps to the A.S. Board of Directors at least monthly.
   c. Research and bring legislation to the Lobby Corps which would be consistent with the purpose of the committee.
   d. Fulfill the role of the CSSA Representative
      i. Attend each meeting of the California State Student Association (CSSA)
      ii. Actively participate in CSSA meetings and business/activities by holding leadership positions and promoting CSSA events.
      iii. Provide a report on the actions taken at CSSA meetings to the A.S Board.
   e. Perform other duties as necessary.
2. The Vice-Chair shall be the Director of Student Fee Affairs. The duties of the Vice-Chair are:
   a. Assume the duties of the Chair in their absence.
   b. Assist the Chair in carrying out his/her duties.
   c. Forward information discussed in meetings to committee members who were absent.
   d. Perform other duties as necessary.
3. The duties of the Voter Registration Captain are:
   a. Attend each meeting of the Lobby Corps.
b. Coordinate voter-registration drives on campus and in the campus community.
c. Assist in the other programming and education efforts of the Lobby Corps.

4. The duties of Lobby Corps Campaign Managers (local, state and federal) are:
   a. Attend each meeting of the Lobby Corps.
   b. Provide a liaison report to the Lobby Corps of actions, event, and legislation pertinent to their area, local state, or federal.
   c. Implement lobbying events and efforts pertinent to their area (local, state, or federal), including, but not limited to: rallies, letter-writing campaigns, speakers and legislative office visits.

5. Lobby Corps members shall:
   a. Attend each meeting of the Lobby Corps.
   b. Discuss debate, propose, and promote legislative issues that affect students at San José State University.
   c. Organize and participate in legislative/lobbying events approved by the Lobby Corps.
   d. Perform all other duties necessary to fulfill the purpose of the Lobby Corps as outlined in this Section, A, a.

D. Committee Operations
   1. Lobby Corps shall meet on a bi-monthly basis on the first and third Wednesday of each month during the academic year, or as deemed necessary by the Lobby Corps.
   2. All matters shall be decided by a majority vote of those present and voting.

Section VI - Operations Committee

A. Purpose & Duties
   1. The purpose of the A.S. Operations Committee is to assess A.S. programs and services, along with the A.S. strategic plan, as an evaluation of the organization’s needs and effectiveness.
   2. The duties of the A.S. Operations Committee:
      a. Review the strategic plan to evaluate its alignment with A.S. goals, mission statement, and projects.
      b. Provide program and service recommendations for future strategic considerations of the A.S. Board of Directors
c. Analyze, evaluate and present to the Board of Directors the results of data acquired from students, which reflect the assessment of needs and satisfaction through tools, like surveys.

B. Committee Membership
1. The A.S. Operations Committee shall be comprised of:
   a. A.S. Director of Business Affairs (Chair, Non-Voting)
   b. A.S. Director of Communications (Voting)
   c. A.S. Director of Co-Curricular Affairs (Voting)
   d. A.S. Director of Student Fee Affairs (Voting)
   e. Director-at-Large (Voting)
   f. A.S. Executive Director or staff designee (Non-Voting)
2. All committee appointments are to follow established A.S. or University procedures.
   a. A.S. directors shall be selected by the A.S. Board of Directors and shall serve during their term of office.
   Designee Staff appointments will be determined by the Executive Director.

C. Duties of Committee Officers and Members
1. The Chair shall be the A.S. Director of Business Affair. The duties of the Chair are to:
   a. Preside over all meetings of the A.S. Operations Committee and provide an agenda in accordance with the Gloria Romero Open Meeting Act of 2000 and the A.S. Bylaws.
   b. Be responsible for providing written and oral reports to the A.S. Board as to the actions taken by the Committee.
   c. The Chair shall be a non-voting member of the meeting except to break a tie.
   d. Perform other duties as necessary.
2. The Vice-Chair shall be a Director-at-Large by a majority vote of the voting members of the A.S. Operations Committee. The duties of the Vice-Chair are to:
   a. Assume the duties of the Chair in the absence of the Chair.
   b. Assist the Chair in carrying out his/her duties.

D. Committee Operations
1. The A.S. Operations Committee shall meet at least once a month as determined by the committee membership.

Section VII - Personnel Committee

A. Purpose and Duties
1. To serve as oversight to the operational functions of the corporation by ensuring compliant labor practices for all employees
2. To recommend to the A.S. Executive Director, operational improvements; employee benefits; and wage distribution strategies necessary for budget planning purposes
3. To recommend personnel policy for all at-will and contractual employees, in conjunction with the A.S. Executive Director, to the A.S. Board
4. To adopt all rules and procedures necessary to execute all personnel affairs of Associated Students
5. Shall provide consultation and support when called upon in a grievance matter brought to the attention of the Personnel Committee pursuant to the Employee Handbook
6. To assist the A.S. President in analysis of periodic evaluations of the A.S. Executive Director, in accordance with the provisions of this Section and Employment Contract of the Executive Director
7. To approve and recommend to the A.S. Board the annual performance review and renewed Employment Contract of the Executive Director
8. To establish the personnel selection processes of the Executive Director with approval of the A.S. Board of Directors (A.S. Board). For the selection of an A.S. Executive Director, the committee shall;
   a. Recruit, select and recommend a final candidate for the position of A.S. Executive Director to the A.S. Board for approval
   b. In the event that the A.S. Board does not approve the Personnel Committee’s recommendation, it will be the duty of the Personnel Committee to bring another candidate

B. Committee Membership
1. A.S. President (Chair, Non-Voting)
2. A.S. Vice-President (Voting)
3. A.S. Controller (Voting)
4. A.S. Director of Business Affairs (Voting)
5. University President’s Designee (Voting)
6. Faculty or Staff Representative approved by the Academic Senate Executive Committee. This person shall serve a two (2) year term
coinciding with the A.S. fiscal year. Consecutive terms permitted at a maximum of 2 terms (Voting)
7. University Personnel Officer or Designee (Non-Voting)
8. A.S. Executive Director (Non-Voting)

C. Duties of Committee Officers and Members
   1. Duties of Chair:
      a. The Chair shall be the A.S. President
      b. To preside over all meetings of the A.S. Personnel Committee and provide an agenda in accordance with the Gloria Romero Open Meeting Act of 2000 and the A.S. Bylaws.
      c. To act as official spokesperson for the A.S. Personnel Committee
      d. To appoint members of the Committee to complete specific duties such as research, evaluation and assessment of procedures and practices as determined
      e. Complete periodic evaluations of the A.S. Executive Director in accordance with the provisions of this Section and the employment contract of the Executive Director

   2. Duties of the Executive Director:
      a. Serve to ensure consistency, compliance and appropriate documentation in all matters of employee relations as an at-will employer for the corporation
      b. Fulfill all responsibilities of the position as defined in the employment contract and job description.

D. Committee Operations
   1. The employment and termination of the A.S. Executive Director must follow proper procedures and be approved by a majority of total membership of the Personnel Committee.
   2. All policy recommendations must be approved by a two-thirds (2/3) vote of the A.S. Board
   3. A quorum shall consist of a majority of currently appointed voting members, with a minimum of three (3) students

Section VIII - Programming Board

A. Name
   The name shall be the Associated Students (A.S.) Programming Board.

B. Purpose
   The purpose of this board shall be to create, organize, facilitate and execute programs that spark the desire in students to get involved with the campus community; such programs shall understand the diversity
of the students and may even target specific interests. The A.S. Programming Board should have a collaborative and supportive relationship with the Associated Students Marketing and Events Department (ASME). This committee is an implementing committee to the Board of Directors.

C. Composition and Authority
1. The board shall have the following membership:
   a. A.S. Director of Programming Affairs (Chair, Non-Voting)
   b. A.S. Director of Co-curricular Affairs (Vice-Chair, Voting)
   c. A.S. Director of Community and Sustainability Affairs (Voting)
   d. A.S. Director of Communications (Voting)
   e. A minimum of four Programmers (Students-at-Large, Voting)
   f. The Marketing and Events Manager (Advisor, Non-Voting)
2. Programmers (Students-at-Large) shall be nominated by the A.S. President with consultation from the A.S. Director of Programming Affairs in consultation with the A.S. Director of Co-curricular Affairs, and must be reported to the A.S. Board of Directors at the following board meeting. They shall serve from the time of appointment until the expiration of the current Board of Directors.
3. The A.S. Programming Board shall report to the A.S. Board of Directors (A.S. Board).
4. The A.S. Programming Board shall supervise only its own volunteers. Paid assistants of other departments of A.S. or the University shall report to their respective supervisors.

D. Duties and Responsibilities of Board Members
1. A.S. Director of Programming Affairs
   a. Shall serve as the Chair of the A.S. Programming Board and as its official spokesperson.
   b. Preside over all meetings of the A.S. Programming Board and provide an agenda in accordance with the Gloria Romero Open Meeting Act of 2000 and the A.S. Bylaws.
   c. Provide an educational in-service to the committee relevant to event planning no later than the 3rd week of October.
   d. The Chair shall be a non-voting member of the meeting except to break a tie.
2. A.S. Director of Co-curricular Affairs
   a. Shall serve as Vice-Chair of the A.S. Programming Board and assume the duties of the Chair in their absence.
   b. Assist the Chair in carrying out their duties.
   c. Forward information discussed in meetings to committee members who were absent.
d. Shall perform other duties as necessary.

3. Students-at-Large
   a. Shall each serve as a member of one (1) sub-committee, as appointed by the A.S. Director of Programming Affairs
   b. Shall be responsible for reporting the activities of their sub-committee to the A.S. Programming Board on a regular basis.

4. A.S. Marketing and Events Manager
   a. Work in coordination with A.S. Programming Director as determined.
   b. Shall serve as the advisor to the A.S. Programming Board.
   c. Shall help coordinate and oversee programs and activities of the Programming Board.
   d. Shall coordinate the activities of all the other A.S. Programming Board members and the support staff.

E. Responsibilities of the Board
   1. To meet a minimum of two times per month between the months of September and April.
   2. Coordinate, and/or facilitate, on behalf of Associated Students for the following events:
      a. Fire on the Fountain (Director of Programming Affairs, in coordination with ASME)
      b. Fall Event
      c. Spring Event
   3. Provide regular free programming to students under the categories of:
      a. Music and Entertainment
      b. Performing Arts and Lectures
      c. Films and Media
      d. Special and Social Events
   4. Create at least two (2) small-scale A.S. visibility events per sub-committee, per semester.
   5. Must report and be responsible to the A.S. Board of Directors.
   6. Shall be the primary programming entity of A.S.
   7. Approve the Homecoming Court selection protocol.

Section IX - Students’ Election Commission (SEC)

A. Purpose Duties and Purview
   1. The purpose is to establish the A.S. Students’ Election Commission (SEC) and Election Appeals Board.
   2. The duty of the A.S. SEC is to oversee the manner in which all A.S. general, special and run-off elections will be conducted under the purview of the Elections Regulation Manual (ERM).
3. The provisions of this Section shall be in effect for all elections authorized by the A.S. Board of Directors or the A.S. Bylaws. Amendments shall be made in accordance with the A.S. Bylaws.
   a. This Section shall apply to all areas recognized as San Jose State University (SJSU).
   b. This Section shall apply to all matriculated SJSU students.
4. Decisions by the SEC shall occur without undue influence by or from the A.S. non-student/student staff or A.S. Board.
5. The Duties of the A.S. SEC shall be to:
   a. Oversee all aspects of the A.S. General elections and any special election.
   b. Inform Student Body of all causes, issues and candidates which are relevant to the election process in collaboration with the appropriate A.S. Department.
   c. Facilitate meetings, forums, debates, and the overall election process in an unbiased and fair manner.
   d. Codify suggestions or recommendations regarding this Section and ERM issues after election operations are complete.
   e. Forward the suggestions or recommendations to the A.S. Director of Internal Affairs after the close of elections. A formal meeting between the Chief Elections Officer and A.S. Director of Internal Affairs is advised.

B. Students’ Election Commission Membership
1. The SEC shall consist of the following members:
   a. Chief Elections Officer (Chair, Non-Voting)
   b. Ethics Officer (Vice Chair, Voting)
   c. Events Officer (Voting)
   d. Marketing Officer (Voting)
   e. Election Consultant (Voting)
   f. Election Consultant (Voting)
   g. Student-at-large (Voting)
   h. Student-at-large (Voting)
   i. SEC Advisor (Non-Voting)
   j. (Unlimited) Student Volunteers (Non-Voting)
2. The Qualifications shall be:
   a. All SEC officers and members shall adhere to S05-04 (Academic Qualifications) Minor Representative Offices.
   b. No member of the SEC shall be a candidate for any elective office appearing on the ballot. Nor shall he/she engage in any activity promoting campaigning for or against any candidate seeking an A.S. office or any cause or issue appearing on the ballot.
3. The Selection Process shall be:
   a. The SEC Chief Elections Officer shall be selected by an interview process with a representative from A.S. Marketing & Events, A.S. Board of Directors, Office of Student Conduct and Ethical Development, Student Involvement and SEC Advisor. This group shall make a recommendation to the A.S. Board of Directors who may affirm the appointment with a 2/3rds vote.
   b. Election Officers shall be chosen through an interview process with the Chief Elections Officer and a representative from the appropriate area. This position does not have to be affirmed by the A.S. Board of Directors.
   c. Student-at-Large members and Election Consultants shall be appointed by the Chief Elections Officer in consultation with the SEC committee members.

4. Terms of Office shall be:
   a. The Chief Elections Officer shall be selected no later than October 31st and serve until May 31st.
   b. Election Officers (Events, Ethics Marketing) shall be appointed within 30 days of the Chief Elections Officer selection and serve until the end of elections.
   c. Students-at-large and Election Consultants must be appointed before the availability of candidate applications and serve until the end of elections.
   d. SEC At-Large Members can be removed with 2/3rds vote of the SEC.

C. Duties of SEC Officers and Members
1. For each A.S. election, the SEC members shall:
   a. Manage and oversee all the logistics of student elections.
   b. Conduct elections as authorized and outlined by the A.S. Bylaws and the ERM.
   c. Advertise activities about A.S. and elections to potential candidates and voters in collaboration with the A.S. Marketing Department, including but not limited to:
      i. Creating a theme for the marketing of elections
      ii. Coordinating all election media efforts.
      iii. Managing a communication and promotion plan in accordance with the SEC budget.
      iv. Overseeing the design and develop themed publicity materials, including but not limited to, signs, posters,
pamphlets, and banners in collaboration with the A.S. Marketing Department.

d. Publicize election dates and candidate filing deadlines to SJSU students.

e. Clearly provide orientation to all candidates concerning policies, procedures and requirements to campaign for A.S. office in accordance with this Section and the ERM.

f. Establish and supervise polling and polling places.

g. Declare election results.

h. Prepare, codify and maintain all election files, including, but not limited to decisions and information pertinent to the expeditious performance of future SEC.

i. Election Officers shall maintain a minimum of five (5) office hours per week during all election cycles.

j. Election Consultants shall maintain a minimum of two (2) office hours per week during all election cycles.

k. Attend an educational training session with the Office of Student Conduct and Ethical Development on ethical behavior in student-led elections.

l. Attend an educational training and planning session with A.S. Marketing and Events to develop the marketing and events for the elections calendar.

2. The Chief Elections Officer shall perform the following duties:

a. Serve as the Chair, which includes calling membership together for any election meetings and events.

b. Preside over all meetings of the SEC and provide an agenda in accordance with the Gloria Romero Open Meetings Act of 2000 and A.S. Bylaws.

c. Prepare the annual SEC Budget request in accordance with A.S. Budget Policies, in collaboration with the SEC Advisor.

d. Submit the SEC Budget Request to the A.S. Controller and SEC Advisor.

Serve as budget authority for the SEC.

e. Coordinate and delegate the design, in collaboration with the Marketing Officer, and to develop instructions for poll watchers, voting materials, and information necessary for each polling area.

f. Coordinate and delegate the design, development and facilitation of the online and print version of the Voter Information Guide (VIG), in collaboration with the Marketing Officer.
g. Coordinate and delegate the development and implementation of the Electronic Ballot/online voting application system in collaboration with the A.S. IT Manager.

h. Submit a written report and oral report on the status and activities of the SEC to the A.S. Board of Directors at regular Board meetings.

3. The Ethics Officer shall perform all of the following duties:
   a. Serve as Vice-Chair, which includes assuming the duties of the Chair in the absence of the Chair.
   b. Coordinate Candidate Orientations and Ethics Meetings
      Coordinate the supervision of polling and scheduling of poll watchers.
   c. Prepare instructions for poll watchers; provide voting materials and information necessary for each polling area.
   d. Serve as Recording Secretary. Record accurate and detailed minutes, disseminate and maintain accurate records.
   e. Serve as a liaison to the Office of Student Conduct and Ethical Development.
   f. Serve as a liaison to FD&O.
   g. Set up a meeting with FD&O to agree upon campaigning locations.
   h. Set up an in-service with the Office of Student Conduct and Ethical Development to discuss the grievance process and SEC’s role in the grievance process.
   i. Review any election grievances

4. The Marketing Officer shall perform the following duties:
   a. Work with the A.S. Marketing & Events Department to deliver VIG content and create the online and print version of the VIG by the deadline on the Elections Calendar/Timeline.
   b. Distribute VIG’s to appropriate campus constituents, as well as voter instructions and materials necessary to cast a vote at each polling location.
   c. Confirm that a current version of the Electronic Ballot/online voting application is available with the Chief Elections Officer and the A.S. IT Manager.
   d. Serve as a poll watcher during scheduled election dates.
   e. Perform other SEC duties as designated by the SEC.
   f. Collaborate with the SEC and A.S. Marketing Department to design apparel for the SEC.
   g. Plan and execute a marketing plan and theme in collaboration with the A.S. Marketing & Events Department.
h. Serve as a liaison to the A.S. Marketing & Events Department.
i. Coordinate distribution of marketing materials for all related elections events and voting.
j. Set up a training in-service with A.S. Marketing and Events to discuss a marketing plan for the election cycle.

5. Events Officer
   a. Collaborate with the SEC and A.S. Events to plan and execute election events.
b. Attend and facilitate a minimum of four (4) election events.
c. Ensure that marketing material are available at all election events.
d. Set up an in-service with A.S. Marketing and Events.
e. Serve as a poll watcher during scheduled election dates.
f. Perform other SEC duties designated by the SEC.

6. Elections Consultants
   a. Provide input and consultation about all areas of the election process, voter engagement, and interpreting and applying election rules and regulations.
   c. Help market and execute any candidate or election event alongside the SEC Marketing & Events Officers.
   d. Serve as a voting member on the SEC meeting.
e. Serve as a poll watcher during scheduled election dates.
f. Perform other SEC duties as designated by the SEC.

7. Student-at-Large
   a. Help and execute any election events and marketing.
b. Serve as a voting member on the SEC meetings.
c. Serve at the discretion of and be responsive to the requests of the Election Officers of the SEC.

8. The SEC Advisor shall perform the following duties:
b. Provide guidance to the Chief Elections Officer concerning SEC training, meeting agendas and procedures, and any goals and expectations set by the A.S. Board of Directors for that election cycle.
c. Serve as an advisor to the SEC on meeting procedure, interpretation and application of the A.S. Bylaws and ERM as it pertains to elections activities and decisions of the SEC.
d. Remain neutral and unbiased with regard to all candidates, candidate activities and grievances and have no undue influence over SEC decisions.
e. Serve as the chair of the Elections Appeals Board.

9. All matters of action shall be decided by a majority vote of currently appointed voting members.

D. Election Appeals Board
1. Composition of the Election Appeals Board (EAB):
   a. SEC Advisor (Chair, Non-Voting)
   b. Chief Election Officer (Voting)
   c. Representative from the Office of Student Conduct and Ethical Development (Non-Voting)
   d. Student at-Large (Voting)
   e. Student at-Large (Voting)

2. Duties of EAB:
   a. Shall convene to hear, investigate and adjudicate appeals of the SEC.
   b. EAB members may not hold dual membership on any other A.S. committee, nor the A.S. Board of Directors.

3. The Selection Process shall be:
   a. EAB Students-at-Large shall be selected by the SEC Advisor before Election applications are made available.

4. Operations of EAB:
   a. All matters of action shall be decided by a majority vote of currently appointed voting members.
   b. In a case when the EAB cannot or will not make a decision, the Associate Vice President of Student Affairs or designee will make the final decision.

Section X - University Affairs
A. Purpose and Duties
1. The purpose of the A.S. University Affairs Committee is to handle all matters related to the University and student success.
2. The duties of the University Affairs Committee are to:
   a. Bring to the A.S. Board of Directors (A.S. Board) issues pending in the Academic Senate and at the CSU Board of Trustees that impact on the quality of education and university experience of San José State University students.
b. Review issues not within the jurisdiction of other A.S. committees.
c. Make appropriate recommendations to the A.S. Board.

B. Committee Membership
1. The A.S. University Affairs Committee shall be composed of:
   a. A.S. Director of Faculty Affairs (Chair, Non-Voting)
   b. A.S. Director of Student Resource Affairs (Vice Chair, Voting)
   c. A.S. Director of Community and Sustainability Affairs (Voting)
   d. A.S. Director of Internal Affairs (Voting)
   e. A.S. Director of Student Fee Affairs (Voting)
   f. A.S. Director of Student Rights & Responsibilities (Voting)
   g. A.S. Director of University Advising Affairs (Voting)
   h. Student-at-Large (Voting)
   i. Student-at-Large (Voting)
   j. Student-at-Large (Voting)
   k. Student-at-Large (Voting)
   l. Student-at-Large (Voting)
   m. Executive Director or staff designee (Non-Voting)
2. All committee appointments are to follow established A.S. or University procedures.
3. A.S. directors shall serve during their term of office.
4. Students-at-large shall be nominated by the A.S. President and appointed by the A.S. Board. They shall serve from the time of appointment until the last meeting in May.

C. Duties of Committee Officers and Members
1. The Chair shall be the A.S. Director of Faculty Affairs. The duties of the Chair are to:
   a. Preside over all meetings of the A.S. University Affairs Committee and provide an agenda in accordance with the Gloria Romero Open Meeting Act of 2000 and the A.S. Bylaws.
   b. Be responsible for researching and bringing to the Committee issues consistent with the purpose of the Committee and designating specific responsibilities to other Committee members.
   c. Communicate with the A.S. Director of External Affairs regarding current matters being presented at monthly California State Student Association meetings, and bring issues to the Committee in conjunction with the Director of External Affairs.
2. The duties of the Vice-Chair are to:
   a. Assume the duties of the Chair in the absence of the Chair.
   b. Assist the Chair in carrying out his/her duties.
D. Committee Operations
   1. The A.S. University Affairs Committee shall meet on the first and third Wednesday of the month at a time to be determined.
   2. All matters shall be decided by a majority vote of those present and voting.

Section XI - Ad Hoc Committees

A. Ad Hoc Committees of the Board of Directors shall be created any member of the Board, with majority vote of the Board members present and voting, when, and if, the need arises.

B. Committee chairs shall be designated by a majority vote of the Board members present and voting.

C. In the event that an election between two (or more) individuals for an Ad Hoc Committee Chair is necessary, the losing candidate shall be designated vice-chair.

D. The Chair of the Ad Hoc Committee may designate committee composition, purpose, and duties so long as composition follows the parameters set in the following and is passed with majority vote by the Board.

E. In the event that no candidate is appointed for an Ad Hoc Committee Chair or vice-Chair position, the Board of Directors Chair shall serve in the position or select a designee, who need not be a member of the Board of Directors.

F. No Ad Hoc Committee shall be comprised of more than seven members of the Board of Directors as voting members, but Students-at-Large may be a large part of Ad Hoc Committees.

G. The Ad Hoc Committee Chair shall be responsible for communicating to the appropriate individuals information regarding time and place of public hearings.

H. The Chair will preside over all meetings of the A.S. Ad Hoc Committee and provide an agenda in accordance with the Gloria Romero Open Meeting Act of 2000 and the A.S. Bylaws.

I. A report to the Board of Directors shall be mandatory at the conclusion of an Ad Hoc Committee's task. The Board may require interim reports on the committee’s progress. The Board of Directors Chair shall place these reports on the Board’s agenda.

J. Committee Agendas
1. Standing Committee agendas shall exclude roman numerals II, VII, IX, X, XI, and XII of the Order of Business listed in Article VII Section VIII, at the discretion of the chair.

**Article V: Elections and Students’ Election Commission**

**Section I - Elections**

A. Candidates for Associated Students offices shall file separately.

B. The elections of the Associated Students Board of Directors shall be held during the second full week of April.

C. General Election voting shall take place over a span of no less than 48 hours and no more than one full week.
   1. Should the SEC determine that accommodations for lost time from an unexpected event be necessary, they can extend election voting for up to one full week. An unexpected event can be, but is not limited to, the following:
      a. Natural Disaster
      b. Campus Shutdown
      c. Faculty Strike
      d. Resignation of Chief Elections Officer

D. The candidate with the most votes in the general election shall be declared the winner of the office.

E. Should a tie vote result in no winner among the candidates for an elected office, there shall be a runoff election for that office during that same semester held no later than ten (10) days before the last day of instruction.

F. Newly elected Officers shall be sworn-in office at the last Board of Directors meeting of the spring semester as further clarified in the Article III, Section III.

**Section II - Qualification**

A. Each individual seeking to become or remain an Officer or Director must comply with the academic requirements established by the Trustees of the California State University and San José State University. (See Trustees
Academic Qualifications for Student Officers and University Policy S05-4, Academic Qualifications for Student Office Holders)

B. No student shall hold more than one Associated Students office, excluding committee memberships, during the tenure of office.

C. Executive officers shall have attended San José State University at least two (2) of the preceding three (3) semesters before the first day of October following elections.

D. All officers shall maintain at least six (6) units of credit at the time of election and during the entire tenure of office.

E. No student shall hold any one position on the Associated Students Board of Directors for more than two academic years and no student shall serve in any office in the Associated Students, exclusive of A.S. committees and boards, for more than three academic years.

F. If a Board member is appointed after the last fall semester Board meeting, their service will not count as a full term. A full term will be considered anyone elected or appointed before the last Board meeting of the fall semester.

Article VI: Recalls and Vacancies

Section I- Recall

A. Any elected or appointed officer(s) of the Association shall be removed from office for stated cause subsequent to an election in which two-thirds (2/3) of the voters participating vote for recall of specified officer(s).

1. A recall election shall be called for by a two-thirds (2/3) majority vote of the voting membership of the Board of Directors.

   -Or-

2. A recall election shall be called for by a petition signed by ten percent (10%) of the student members of the Association. The signers' student identification number must accompany the signatures.

   a. The petition shall be submitted to the SEC. This Commission shall determine within three (3) school days if the petition fulfills the requirements as established in this article.
b. If the petition fulfills the stated requirements, the recall election shall be held within fifteen (15) school days of receipt of the petition by the SEC.

c. In the event the SEC is unable to function as provided above, the Associated Students Internal Affairs Committee shall immediately convene to examine the petition and compel an election, subject to the relevant provisions of this Article.

3. Either provisions in 1 or 2 of this section shall serve to bring about a recall election or no restriction shall be enforced which would serve to impede their implementation.

4. A vacancy created by recall shall be filled by an Associated Students election within ten (10) school days of such vacancy

Section II - Line of Succession

A. If the office of Associated Students President is so vacated, the Vice President shall succeed to the Presidency.

B. If the office of Associated Students Vice President is so vacated, the Vice Chair of the Board of Directors (Director of Internal Affairs) shall succeed the Vice Presidency.

C. If the office of Associated Students Controller is so vacated, the Director of Business Affairs shall succeed the Controller.

D. If simultaneous vacancies occur within the office of the A.S. President and Vice President, the line of succession shall be the following: the Director of Internal Affairs will become the A.S. President and the Director of Business Affairs will become the A.S. Vice President.

Section III- Filling Board of Director Vacancies created by other than a Recall

A. In the event that a board director position becomes vacant the application should be posted immediately on the Associated Students website.

B. To be eligible for appointment to any vacant office, the candidate must meet the same qualifications as set forth in Article III, Section III – General Duties and Responsibilities of these Bylaws.
C. All applications and the president’s nominations for vacant positions must be made available to the Board of Directors, prior to the board meeting of which the appointment process will take place.

D. Elections or appointments to vacated offices shall be effective for the remainder of the current term. A person who fills a vacancy in an elective office shall be subject to the same removal criteria as are elected officials.

E. The Board may appoint individuals other than those nominated by the Associated Students President only by a two-thirds (2/3) majority vote of the voting membership of the Board of Directors at the time that the President's nomination is rejected.

Article VII: Meetings

Section I- Procedure

A. General

1. All A.S Committees will follow the procedures and rules listed in this Article unless it shall specifically be directed to the A.S Board.

2. All Board and Committee meetings will comply with the Gloria Romero Open Meetings Act of 2000 (California Education Code section 89305 et seq.)

3. Legislation may be introduced by an A.S. Board member, a group of members, or Committees of the A.S. Board.

4. The member, group of members, or A.S. Board Committee Legislation shall provide members of the committee with an electronic copy of the legislation at least five (5) business days prior to the meeting at which the proposed legislation will be considered. The name(s) of the introducer(s) and date of introduction or revision shall be included in the measure. The Chair may refuse any proposed legislation that is not in proper form.

B. Legal Consultation Procedures

1. All consultation of the attorney must be approved by the A.S. Executive Director or President.

2. The A.S. Vice President may consult A.S. Legal Counsel on matters pertaining to the Board and its operations.
3. The A.S. Controller may consult A.S. Legal Counsel on matters pertaining to the finances and budget.

4. Anyone with permission to consult legal counsel shall report the general topic(s) being considered by the attorney to the A.S. Board at the following A.S. Board meeting.

Section II – Voting

A. Committees
1. All matters shall be decided by a majority vote of those appointed committee members that are present and voting.

B. Board of Directors
1. Two thirds (2/3) vote is defined as two-thirds of the present and voting members of the Board of Directors.
2. The following actions must be approved by two-thirds (2/3) vote of the A.S. Board of Directors:
   i. Any type of legislation not listed below
   ii. Appointment of A.S. committee members
   iii. Approving the hiring of the A.S. Executive Director
   iv. Removal of an A.S. Board Member
   v. Rescinding an A.S. Presidential Executive Order
   vi. Policy recommendation from the A.S. Personnel Committee
   vii. Removal of any SEC At Large member
   viii. Call for a Recall election of a member of the A.S. Board of Directors
   ix. Appointment of any A.S. Board member to a vacancy
   x. Appointment of a candidate to the A.S. Board of Directors not nominated by the A.S. President
   xi. To amend legislation including the A.S. Bylaws, the proposed amendment must follow the procedures as outlined in Article III, Section V, with the exception that it does not need to be taken by roll call vote
3. A majority vote is defined as 50% +1 of the currently present and appointed members of the A.S. Board of Directors
4. The following actions must be approved by a majority vote of the A.S. Board of Directors:
   i. Any other non-legislative items that are not listed below
   ii. A.S. Board members being excused from assigned duties
   iii. Appointment of a Vice Chair to committees where a Vice Chair is not assigned
   iv. Creation of an Ad Hoc Committee
v. Appointment of a Chair of an Ad Hoc Committee

Section III. Quorum

A. A quorum shall consist of a majority of currently appointed voting members.

B. Actions requiring majority or two-thirds vote will only count voting members who are present. Vacant officers shall not be included in determining the voting membership.

Section IV. Abstention Votes

A. All abstentions shall carry an effective null weight. Majority and/or two-thirds will be determined by the total number of votes cast for or against the issue.

Section V. – A.S Board and Committee Meetings

A. Every agenda for regular and special meetings shall provide an opportunity for the public to address the A.S. Board or committee on any item affecting Higher Education. However, the A.S. Board or committee is not obligated to consider acting upon any request or proposal unless such request or proposal is received by the Chair in writing at least five business days before the meeting in which the agenda shall be used.

B. Any person desiring to have an item placed on A.S. Board or committee agendas shall do so in writing and present it to the Chair of the said A.S. Board or committee at least five (5) business days prior to the meeting in which the agenda shall be used. Agendas for A.S. Board and Committee meetings shall be publicly posted in an area that is freely accessible to the public at least seventy-two (72) hours prior to the scheduled meeting with a brief description of the items (around twenty (20) words or less) to be discussed or transacted. The Chair of the said meeting or the A.S. Government Administrative Assistant may post the agenda. No other items may be discussed or acted upon by the members of the A.S. Board unless otherwise provided for by the California Education Code.

C. Regular A.S. Board of Directors (A.S. Board) Meetings shall be held on the second and fourth Wednesdays of each month of each regular academic semester and shall convene at three o’clock in the afternoon (3:00 p.m.) or as otherwise specified in the call of the meeting.
D. A.S. standing and ad hoc committee meetings shall not conflict with any regular meetings of the (A.S. Board).

E. No action or discussion shall take place on any item not on the posted agenda, unless that item of business fulfills conditions specified in the California Education Code §89305.5(c). However, A.S Board or committee members or staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities, either on his or her own initiative or in response to questions posed by the public, a member of the legislative body, or a member of his or her staff. Furthermore, A.S. Board or committee members or the legislative body itself may provide a reference to staff or other resources for factual information, request staff or members to report back to the body at a subsequent meeting concerning any matter, or direct the Chair to place an item of business on a future agenda.

F. During A.S. Board and committee meetings, student members of the audience may be allotted a period of time (not to exceed five (5)) minutes per action item) in which they will be given the opportunity to speak on the current agenda item. This opportunity will occur during discussion and prior to voting as regulated by the acting Chair.

G. No action shall be taken by secret ballot, whether preliminary or final. Teleconferencing may be permitted. Proxies shall not be accepted by this body.

H. In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individual(s) who are willfully interrupting the meeting, the members of the A.S. Board, by majority of those present and voting, may order the meeting room cleared and continue in session. The A.S. Board may re-admit any individual(s) not responsible for willfully disturbing the orderly conduct of the meeting. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held under the circumstances described in this section.

I. Special meetings may be called by the Chair or by a majority of the membership of the A.S. Board or committee pursuant to the California Education Code §89306.5. Special meetings must be called and conducted in compliance with these Bylaws, the California Education Code, and all other pertinent governing documents.
J. Closed sessions may be held in accordance with the provisions of the Education Code §89307.

K. The A.S. Board shall conduct a public hearing of its proposed annual budget on the second (2nd) week in the month of April prior to its adoption.

L. Any person may, upon written request, receive copies Legislation and other communications, including items placed on the agenda for a particular meeting. The A.S. Board may establish a fee of ten cents (10¢) per page for such service, consistent with any cost related to the production of materials.

Section VI. – The Minutes

A. The Board shall keep minutes of its proceedings, and a record of all transactions of the Board will be set forth in the Minutes Book of the Board. The Minutes Book will be kept by the Board Secretary as a permanent official record of the Board business and will be open to inspection by the public.

B. The Recording Secretary shall prepare the minutes and enter the record of each meeting’s proceeding, including all questions of order, which are decided on appeal. The decision shall be recorded in the minutes.

C. Every motion made and entertained by the Chair shall be entered in the minutes with the last name of the maker of the motion. The last name of a member seconding a motion and the vote on the motion shall also be recorded. Voting will be by way of hand, voice or roll call of the members present.

D. The Recording Secretary shall enter the hour of commencement and adjournment in the minutes of each meeting of the Board of Directors.

E. The written opinion of any member of the Board, not exceeding 100 words, may be entered in the minutes by request.

Section VII. – The Chair of an A.S Committee and Board of Directors

A. At each meeting, the Chair shall present an agenda

B. The Chair shall have control of the Council Chamber and its entries.
C. The Chair shall take the Chair at the hour at which the Board of Directors convenes, immediately call the members to order, and cause the roll to be called.

D. The Chair shall be responsible for the reading and approval of the minutes of the previous meeting.

E. The Chair shall preserve order and decorum, shall decide all points of order, subject to appeal to the Board of Directors, may speak to points of order in preference to other Board members, and may vote only to break a tie vote on any matter considered by the committee/Board.

F. The Chair shall be responsible for the communication of the actions of the committee/Board to the appropriate parties.

G. The Chair shall provide notice of regular A.S. Board or committee meetings to any person who requests such notice in writing. Said notice shall be in the form of the agenda for the meeting and shall be made available to the public for inspection at least seventy-two (72) hours prior to the regular A.S. Board meeting. Said notice will be available through the Associated Students Government Administrative Assistant.

H. The Chair shall provide notice of special A.S. Board or committee meetings to any person who requests such notice in writing. Said notice shall be in the form of the agenda for the meeting and shall be made available to the public for inspection at least twenty four (24) hours prior to the special A.S. Board meeting. Said notice will be available through the Associated Students Government Administrative Assistant.

I. In the absence of the Recording Secretary or assigned taker of the minutes, the Chair may appoint an acting secretary to perform the delegated duties

J. The Chair shall conduct and declare all votes. If any member doubts the vote, a roll call may be requested. All Resolutions and Legislative Directives must be passed by roll call vote.

K. The Chair shall be responsible for the preparation of the agenda, which will include all pertinent legislation, petitions and communications and provide for the delivery of the same to members of the Board at least 48 hours before the regular Board meeting.

Section VIII. – Parliamentary Authority

B. No member shall speak for more than five (5) minutes or two (2) times on any question except when an extension is granted by the Chair, subject to appeal. A member rising to speak in protest shall be allowed to speak after the deciding vote for a period not to exceed three (3) minutes. An A.S. Board or committee member may yield to anyone who wishes to speak on an issue during a period of discussion.

C. The Chair may call upon a member of the gallery to speak on an issue during a period of debate. Members of the gallery are subject to the same limitations as members of the Board. This opportunity will occur during discussion and prior to voting as regulated by the acting Chair.

Section IX. – Officers of the Board

A. Chair
   1. The Chair will have such responsibilities as listed Section VII of this Article

B. Vice-Chair/Parliamentarian
   1. The Vice-Chair/Parliamentarian shall be the Director of Internal Affairs.

      The duties of the Vice-Chair are to:
      a. Assume Duties of the Chair in the absence of the Chair
      b. Assist the Chair in carrying out his/her duties.
      c. Maintain accurate meeting minutes if the recording secretary is absent

C. Recording Secretary
   1. The Associated Students Board shall appoint a designee from the Government Administration Department to be the Recording Secretary. The Recording Secretary:
      a. Shall prepare such memoranda and other materials as the Board or the Chair shall direct.
b. Shall prepare and distribute to each Board member unapproved
   minutes on a timely basis. The Board may approve its minutes at
   the next meeting unless an objection is made by a member of the
   Board or a member of the public.

c. Shall be responsible for the grammatical accuracy of the minutes.

d. Shall enter in the minutes the absence or tardiness of Board
   members during a meeting.
   Shall prepare and distribute to each Board member any special
   meeting notices twenty-four (24) hours prior to such meeting.

Section X. – Order of Business

  I. Call to Order
  II. Pledge of Allegiance
  III. Roll Call
  IV. Approval of the Agenda
  V. Approval of the Minutes
  VI. Public Forum
  VII. Executive Officer Reports (4 minutes each)
    A. President
       1. Personnel Committee
    B. Vice President
       1. A.S. 55
    C. Controller
       1. Finance Committee
  VIII. Executive Director’s Informational Report (4 minutes)
  IX. University Administration’s Informational Report (3 minutes)
 X. Chief Elections Officer Informational Report (3 minutes)
 XI. Action Items
    A. Old Business
    B. New Business
 XII. Directors’ Reports (3 minutes each)
    A. Director of Business Affairs
       1. Operations Committee
    B. Director of Co-Curricular Affairs
    C. Director of Communications
    D. Director of Community and Sustainability Affairs
    D. Director of External Affairs
       1. Lobby Corps
    F. Director of Faculty Affairs
       1. University Affairs
    G. Director of Intercultural Affairs
H. Director of Internal Affairs
   1. Internal Affairs Committee
I. Director of Programming Affairs
   1. Programming Board
J. Director of Student Fee Affairs
K. Director of Student Resource Affairs
L. Director of Student Rights and Responsibilities
M. Director of University Advising Affairs

XIII. Ad Hoc Committees

XIV. Closed Session

XV. Announcements

XVI. Adjournment

Introduced by: 2011 Ad Hoc Committee
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