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 José State University and continually improve the quality of their educational opportunities and experiences.

Section II - Purpose

A. We, the students of San José 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 III - Names and Colors

A. The name of the organization shall be Associated Students (A.S.) of San José 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 members 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.

Section II - Rights of Members

A. Initiatives

1. Student members of the Association shall have all rights and responsibilities as granted by the Associated Students Bylaws.
2. 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 ten percent (10%) of the student members of the Association.

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

Article III: Board of Directors

Section I - Functions

A. The Board of Directors 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.

B. 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 VII, 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 a two-thirds (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:
   A.S. President
   A.S. Vice President
   A.S. Controller
   A.S. Director of Business Affairs
   A.S. Director of Co-curricular Affairs
   A.S. Director of Communications
   A.S. Director of Community and Sustainability Affairs
   A.S. Director of External Affairs
   A.S. Director of Faculty Affairs
   A.S. Director of Intercultural Affairs
   A.S. Director of Internal Affairs
   A.S. Director of Programming Affairs
   A.S. Director of Student Fee Affairs
   A.S. Director of Student Resource Affairs
   A.S. Director of Student Rights and Responsibilities
   A.S. 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, Subsection E.

C. The University President shall appoint a University Representative to the Board of Directors to advise on policy and 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 that 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 of Directors shall read, sign, and adhere to the conflict of interest statement and the Memorandum of Understanding (MOU) developed by the A.S. Vice President with the approval of the A.S. President and A.S. Controller prior to the receipt of the first legislative stipend.

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

B. Maintaining Office

1. Board of Directors must fulfill all duties prescribed 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 A.S. Executive Committee or Board of Directors.

2. Board of 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 A.S. Executive Committee their reason for absence in order to distinguish its excusableness.

   b. Directors are allowed three (3) excused absences from a combination of regularly scheduled A.S. Board meetings, A.S. committee meetings and University committees they serve on per semester.

   c. 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 that position vacant.

   d. 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 A.S. 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 of a member of the director’s family that requires care, or the bereavement of the director’s family member.
iii. Absence due to individual circumstances, due cause and excusableness of which are determined by the A.S. Executive Committee on a case-by-case basis to determine negligence or ill intent.

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

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

6. Board of Directors are required to provide a written report for each regular Board meeting of the areas of the director’s responsibility, as directed by the Chair and the Board of Directors.

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

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

11. Board of Directors shall be subject to Legislative Directives pursuant to Article III, Section V.
12. Board of Directors may censure a Board Member by a two-thirds (2/3) vote 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 two-thirds (2/3) vote of total voting membership as recommended by consensus of the Board, if a member fails to complete their prescribed duties.

3. 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 the term.

Section IV - Specific Duties

1. A.S. President
   a. To be Chief Executive Officer of this Association.
   b. To serve as the Chair of the A.S. Executive Committee.
   c. To serve as the Chair of the A.S. Personnel Committee.
   d. To serve as an ex-officio member of the A.S. Lobby Corps.
   e. To serve as a member of the Academic Senate.
   f. To serve as a member of the Executive Committee of the Academic Senate.
   g. To serve as a member of the Committee on Committees of the Academic Senate.
   h. To serve as a member of the Instruction and Student Affairs Committee.
   i. To serve as an ex-officio member of the Accreditation Review Committee of the Academic Senate.
      i. A Board Member Designee can be assigned to this committee.
   j. To serve as a member of the Athletics Board of the Academic Senate.
      i. A Board Member Designee can be assigned to this committee.
   k. To serve as a member of the Budget Advisory Committee of the Academic Senate.
      i. A Board Member Designee can be assigned to this committee.
   l. To serve as an ex-officio member of the Strategic Planning Steering Committee of the Academic Senate.
      i. A Board Member Designee can be assigned to this committee.
   m. To serve as an ex-officio member of the University Library Board of the Academic Senate.
      i. A Board Member Designee can be assigned to this committee.
   n. To be the official representative of the Associated Students.
o. To be responsible for the implementation of all legislation, including the coordination of the Associated Students committee system.

p. To make such nominations in accordance with Article VI, Section IV, subject to 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.

q. To dismiss with stated cause any individuals in positions nominated by the University President, subject to two-thirds (2/3) majority approval of the voting membership of the Board of Directors.

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

s. To work in consultation with the A.S. 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.

t. To assist the A.S. Vice President in the planning, coordination, and implementation of the training program for the incoming Board of Directors and Executive Officers.

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

v. 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. A.S. Vice President
   a. To be the Chief Administrative Officer of the Board of Directors.
   b. To serve as the Vice-Chair on the A.S. Executive Committee.
   c. To serve as a member of the A.S. Personnel Committee.
   d. To serve as the Chair of the Board of Directors. Duties as Chair shall be:
      i. To preside over the Board of Director Meetings.
      ii. To be responsible for the proper enforcement of these Bylaws with assistance of the Director of Internal Affairs.
      iii. To sign all legislation passed by the Board of Directors.
      iv. To prepare all legislation in the proper form after the Board has taken final action and shall present all legislation to the A.S. 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.
   e. To perform the duties of the A.S. President during the President’s (i.) incapacity; or (ii.) extended absence resulting in the President’s unavailability to performed the duties identified in Article IV, 1.
   f. To keep a complete and permanent record of the A.S. Bylaws and legislation passed by the Board of Directors.
   g. To plan, coordinate, and implement the training program for incoming Board of Directors and Executive Officers.
h. To administer the Oath of Office to the newly elected executives and directors.
   i. 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 be responsible.

3. A.S. 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 serve as a member of the A.S. Executive Committee.
   d. To serve as a member of the A.S. Operations Committee.
   e. To have signing authority for the Operating Fund.
   f. To administer the financial affairs of the Association.
   g. To be responsible for the implementation of all fiscal legislation.
   h. To submit to the Board of Directors a report of the Student Organization Fund of the Associated Students on a bi-weekly basis.
   i. 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, Sections I and IV.
   j. To publicize financial reports to the general student body at least semi-annually.
   k. To perform such other Associated Students duties as requested by the Associated Students President.
   l. To assume all duties of the Secretary/Treasurer position as required by the California Corporations Code.

4. A.S. Director of Business Affairs
   a. To serve as the Chair of the A.S. Operations Committee.
   b. To serve as the Vice-Chair of the A.S. Finance Committee.
   c. To serve as a member of the A.S. Personnel Committee.
   d. To serve as a member of the A.S. Executive Committee.
   e. To serve as the A.S. Board representative for hiring committees unless otherwise deemed exempt.
   f. To serve as a member of the Campus Planning Board of the Academic Senate.
   g. To report quarterly on the A.S. strategic planning progress.
   h. To work with the A.S. Controller on revisions to budget policies.

5. A.S. Director of Co-curricular Affairs
   a. To serve as the Vice-Chair of the A.S. Programming Board.
   b. To serve as a member of the Homecoming Selection Committee.
   c. To serve as a member of the A.S. Operations Committee.
   d. To serve as a member of the Athletics Board of the Academic Senate.
   e. To 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. To advocate and serve by promoting and enhancing outreach and accessibility of co-curricular involvement on campus through collaborations with the University.

6. A.S. Director of Communications
   a. To serve as a member of the A.S. Programming Board.
   b. To serve as a member of the A.S. Operations Committee.
   c. To serve as a member of the A.S. Lobby Corps.
   d. To 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.
   e. To advocate and establish a public relations strategy to educate the campus community regarding the role of the Board of Directors.
   f. To 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.
   g. To maintain any social and digital media sites that A.S. participates in (e.g. Google+, Facebook, etc.).
   h. To provide a liaison report for the Office of Strategic Communications & Public Affairs.

7. A.S. Director of Community and Sustainability Affairs
   a. To serve as a member of the A.S. University Affairs Committee.
   b. To serve as a member of the A.S. Programming Board.
   c. To serve as a member of the Campus Planning Board of the Academic Senate.
   d. To serve as a member of the Sustainability Board of the Academic Senate.
   e. To 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).
   f. To advocate and educate A.S. on campus issues pertaining to sustainability, recycling, and related activities.
   g. To report on decisions concerning, and proposed changes in, policies affecting the campus community to the Board of Directors. Raise and address issues concerning sustainability pertaining to the campus, the surrounding community, the nearby region, and/or the global environment.

8. A.S. Director of External Affairs
   a. Term commences June 1 pursuant to being a CSSA member. Otherwise term shall commence August 1.
   b. To serve as the Chair of the A.S. Lobby Corps.
   c. To serve as a Student Senator on the Academic Senate.
   d. To serve as a member of the Instruction and Student Affairs Committee of the Academic Senate.
   e. To serve as a representative on the Silicon Valley Leadership Group Student Council.
f. To 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.
g. To 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.
h. To organize all Associated Students, SJSU voter registration, education, and mobilization efforts in coordination with the Programming Board.
i. To work with other universities and colleges in combined efforts with regard to legislation and voter registration.
j. To fulfill the role of the CSSA Representative with sole voting rights.
k. To 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 of Directors in coordination with the A.S. President.

9. A.S. Director of Faculty Affairs
   a. To serve as the Chair of the A.S. University Affairs Committee.
   b. To serve as a Student Senator on the Academic Senate.
   c. To serve as a member of the Professional Standards Committee of the Academic Senate.
   d. To serve as a member of the Faculty Diversity Committee of the Academic Senate.
   e. To serve as a member of the Outstanding Professor Award Selection Committee of the Academic Senate.
   f. To provide a liaison report on the status and activities of the California Faculty Association (CFA).
   g. To report on proposed changes in retention, tenure, promotion (RTP) and other policies pertaining to faculty affairs and professional standards to the Board of Directors.
   h. To 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. A.S. Director of Intercultural Affairs
    a. To serve as a member of the Faculty Diversity Committee of the Academic Senate.
    b. To serve as a member of the International Programs and Students Committee of the Academic Senate.
    c. To serve as a member of the Veterans Advisory Committee.
    d. To 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. To report Academic Senate policies affecting ethnic/cultural, international, and non-traditional student groups at San José State University to the Board of Directors.
f. To 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. A.S. Director of Internal Affairs
   a. To serve as the Chair of the A.S. Internal Affairs Committee.
   b. To serve as the Vice-Chair of the A.S. Board of Directors.
   c. To serve as a member of the A.S. Executive Committee.
   d. To serve as a member of the A.S. University Affairs Committee.
   e. To serve as a Student Senator on the Academic Senate.
   f. To serve as a member of the Organization and Government Committee of the
      Academic Senate.
   g. To report on proposals of the Academic Senate affecting University
      governance, including revisions of the Academic Senate Constitution and
      Bylaws, to the Board of Directors.
   h. To 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. A.S. Director of Programming Affairs
   a. To serve as the Chair of the A.S. Programming Board.
   b. To serve as the Chair of the A.S. Homecoming Court Selection Committee.
   c. To provide a liaison report on the activities of A.S. Events.
   d. To advocate for the A.S. Board Member participation in campus-wide events
      and activities.
   e. To make the best decision possible on whether or not to attend the National
      Association for Campus Activities conference or event annually as determined
      by the A.S. Executive Director.

13. A.S. Director of Student Fee Affairs
   a. To serve as the Vice Chair of the A.S. Lobby Corps.
   b. To serve as a member of the A.S. University Affairs Committee.
   c. To serve as a member of the A.S. Finance Committee.
   d. To serve as a member of the A.S. Operations Committee.
   e. To serve as a member of the Traffic, Transit, and Parking Committee of the
      Academic Senate.
   f. To serve as a member of the Campus Fee Advisory Committee.
   g. To serve as a resource and advocate for subsidies made available to students
      such as: alternative transportation solutions, book loan program, laptop rental,
      and scholarships and financial aid.
   h. To provide a liaison report on the status and activities of the Office of
      Financial Aid and Scholarships.
   i. To report on decision in the California State Legislature affecting student fees
      to the Board in coordination with the Director of External Affairs.

14. A.S. Director of Student Resource Affairs
   a. To serve as the Vice-Chair of the A.S. University Affairs Committee.
   b. To serve as a member of the Internal Affairs Committee.
c. To serve as a Student Senator on the Academic Senate.
d. To serve as a member of the Student Success Committee of the Academic Senate.
e. To serve as a member of the Instruction and Student Affairs Committee of the Academic Senate.
f. To serve as a member of the Student Health Advisory Committee.
g. To provide a liaison report on the status and activities of the Registrar, Testing Office, Enrollment Services, and Peer Connections.
h. To report decisions and proposed changes by the Academic Senate related to instruction and student affairs to the Board of Directors.
i. To submit proposals to the Board of Directors and the Academic Senate that recommend changes in academic policies pertaining to student resources in coordination with the Student Senators.

15. A.S. Director of Student Rights and Responsibilities
   a. To serve as a member of the A.S. University Affairs Committee.
b. To serve as the Vice-Chair of the Internal Affairs Committee.
c. To serve as a Student Senator on the Academic Senate.
d. To serve as a member of the Instruction and Student Affairs Committee of the Academic Senate.
e. To serve as a member of the Alcohol and Drug Abuse Prevention Committee (ADAPC) of the Academic Senate.
f. To serve as a member of the Campus Fee Advisory Committee.
g. To submit proposals recommending changes in academic policies pertaining to student rights and responsibilities to the Board of Directors and the Academic Senate in coordination with the Student Senators.
h. To provide a liaison report on the status and activities of the University Ombudsperson, Office of Student Conduct and Ethical Development, and University Police Department (UPD).
i. To 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 of Directors.
j. To promote awareness of the academic responsibilities of students and the various University grievance procedures available to them.

16. A.S. Director of University Advising Affairs
   a. To serve on the A.S. University Affairs Committee.
b. To serve as a Student Senator on the Academic Senate.
c. To serve as a member of the Curriculum and Research Committee of the Academic Senate.
d. To serve as a member of the Undergraduate Studies Committee of the Academic Senate.
e. To provide a liaison report for Admissions, Student Outreach and Recruitment, Academic Advising and Student Academic Success Services.
f. To work in coordination with the Student Senators to submit proposals to the Board of Directors 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 Board of Directors to an external party.

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

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

4. A Fiscal Directive is a statement by the Board of Directors, directed internally to Associated Students personnel and/or leadership, concerning the allocation of currently approved Associated Students funds.
   a. 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 Board of Directors, including but not limited to amendments of these Bylaws.

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

B. Introducing Legislation

1. 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

1. Legislation that is introduced at an A.S. Committee can be designated as an information, discussion, or action item.
   a. If legislation is introduced at a Board of Directors meeting, it may only be an information or discussion item in keeping with the provisions of the California Education Code.

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

E. Passage of Legislation

1. A two-thirds (2/3) vote of the voting membership of the 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 Board of Directors, 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, 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 Board of Directors present may decline to consider an amendment presented by its author, which changes a substantial portion of existing legislation.

Article IV: Committees

Section I - Defining Committees

A. Purpose of Committees

1. The purpose of A.S. Committees is to carry out the specific duties of the Board of Directors.

B. Types of Committees

1. The following are currently recognized A.S. Committees:
   a. Executive Committee
   b. Audit Committee
   c. Finance Committee
   d. Internal Affairs Committee
   e. Lobby Corps
   f. Operations Committee
   g. Personnel Committee
   h. Programming Board
i. Students’ Election Commission
j. University Affairs Committee
k. Ad Hoc Committees

C. Membership of Committees

1. Committee membership shall be comprised of a combination of Board of Directors, Students-at-Large, and the A.S. Executive Director or Designee.
   a. Except for the SEC, Student staff members may also serve as a student-at-large on committees.

D. Committee Appointments for Students-at-Large

1. The following are procedures to appointing a student-at-large on an A.S. Committee:
   a. Interested applicants will submit their completed A.S. application with their desired committee choice.
   b. The Chair of said committee will send all eligible applications to the committee for review and decision, with the Chair’s recommendation. The Chair’s recommendation will be decided through consultation with the A.S. President.
   c. Upon a majority approval from the current present voting members of the committee, the recommendation for student(s)-at-large will be sent to the Board of Directors for approval.
      i. Students-at-Large shall serve from the time of appointment until the last Board of Directors meeting in May.

2. When a recommendation cannot be given by the committee due to lack of quorum, applications can then be sent to the Executive Committee for final approval.

3. All A.S. Committees will follow the appointment procedures, with exception to the A.S. Programming Board.
   a. Students-at-Large from the A.S. Programming Board shall be appointed by the A.S. Director of Programming Affairs and the A.S. Director of Co-curricular Affairs (Vice Chair). Appointments must be reported to the Board of Directors through the Director Report at the following Board of Directors meeting.

Section II - Executive Committee

A. Purpose and Duties

1. The purpose of the A.S. Executive Committee is 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 duties of the A.S. Executive Committee are to:
   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 of Directors cannot convene consistent with A.S. Budget policies.
d. Approve Student-at-Large candidates for committee membership.
e. Resolve board issues relating to complaints, suggestions for training, and violations of Board policies.
f. Hear and investigate any issues pertaining to Board of Directors and committee conduct.

B. Membership

1. The A.S. Executive Committee shall be comprised of:
   a. A.S. President (Chair, Non-Voting)
   b. A.S. Vice President (Vice-Chair, Voting)
   c. A.S. Controller (Voting)
   d. A.S. Director of Business Affairs (Voting)
   e. A.S. Director of Internal Affairs (Voting)
   f. A.S. Executive Director or Designee (Non-Voting)

2. Designee Staff appointments will be determined by the A.S. Executive Director.

C. Duties of Committee Chair and Vice Chair

1. The Chair shall be the A.S. President. The duties of the Chair are to:
   a. Preside over all meetings of the A.S. Executive Committee and provide an agenda in accordance with the Gloria Romero Open Meetings Act of 2000 and the A.S. Bylaws.

2. The Vice-Chair shall be the A.S. Vice President. 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 meeting duties.

3. In the event that the A.S. President is subject to removal, the Director of Internal Affairs shall be the Vice-Chair.

4. In the event that the A.S. Vice President is subject to removal, the Director of Internal Affairs shall be the Vice-Chair.

5. In the event that simultaneous subject to removals occur with the A.S. President and A.S. Vice President, the Director of Internal Affairs shall be the Chair and the Director of Business Affairs shall be the Vice-Chair.

Section III - Audit Committee

A. Purpose and Duties
1. In compliance with the Nonprofit Integrity Act of 2004, A.S. shall have an Audit Committee appointed by the Board of Directors.

2. The purpose of the A.S. Audit Committee is to review the audit conducted by the outside auditing firm.

3. The duties of the A.S. Audit Committee are to:
   a. Make recommendations to the Board of Directors on the hiring and firing of the outside auditing firm.
   b. Negotiate the compensation of the auditor on behalf of the Board of Directors.
   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.

4. The A.S. Audit Committee shall be separate from the A.S. Finance Committee.

B. Committee Membership

1. The A.S. Audit Committee shall be comprised of:
   a. University Faculty Representative (Chair, Non-Voting)
   b. A.S. Finance Committee Member (Voting)
   c. University President’s Designee (Voting)
   d. A.S. Director-at-Large (Voting)
   e. A.S. Director-at-Large (Voting)
   f. Student-at-Large (Voting)

2. The A.S. 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.

3. Members of the A.S. Finance Committee may serve on the A.S. Audit Committee. However, the Chair and Vice-Chair of the A.S. Audit Committee may not be a member of the A.S. Finance Committee and membership of the A.S. Finance Committee shall constitute less than one-half (1/2) of the membership of the A.S. Audit Committee.

C. Duties of the Committee Chair and Vice-Chair

1. The Chair shall be a University Faculty Representative.

2. The Vice-Chair shall be elected from the committee membership by a majority vote of the voting membership of the A.S. Audit Committee. The Vice Chair shall:
   a. Assume duties of the Chair in the absence of the Chair.
   b. Assist the Chair in carrying out duties.
   c. Provide written and/or oral reports to the A.S. Board.
   d. Perform other duties as necessary.
Section IV - Finance Committee

A. Purpose and Duties

1. The purpose of the A.S. Finance Committee is to approve funding requests from student organizations and to forward the annual A.S. Operating Budget and General Fund to the Board of Directors for final approval.

2. The duties of the A.S. Finance Committee are to:
   a. Approve, monitor, and provide oversight of the annual A.S. Operating Budget and General Fund.
   b. Recommend charges to the A.S. Budget Policies and ensure their adherence during the budget request process.
   c. Award funding to eligible organizations, per the annual Budget Policies, Guidelines and Assumptions.
   d. Seek direction from the Board of Directors regarding policy statements related to the expenditure of A.S. funds.

B. Committee Membership

1. The A.S. Finance Committee shall be comprised of:
   a. A.S. Controller (Chair; Non-Voting)
   b. A.S. Director of Business Affairs (Vice-Chair, Voting)
   c. A.S. Director of Student Fee Affairs (Voting)
   d. A.S. Director-at-Large (Voting)
   e. A.S. Director-at-Large (Voting)
   f. Student-at-Large (Voting)
   g. Student-at-Large (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. Student-at-Large (Voting)
   n. Director of Student Involvement (Non-Voting)
   o. A.S. Executive Director or Designee (Non-Voting)

2. Designee Staff appointments will be determined by the A.S. Executive Director.

C. Duties of Committee Chair and Vice-Chair

1. The Chair shall be the A.S. Controller. The duties of the Chair are to:
   a. Preside over all meetings of the A.S. Finance Committee and provide an agenda in accordance with the Gloria Romero Open Meetings Act of 2000 and the A.S. Bylaws.
   b. Inform the A.S. Board of Directors of all actions taken by the A.S. Finance Committee at the ensuing Board of Directors meeting.
   c. Perform other duties as necessary.
2. The Vice-Chair shall be the A.S. Director of Business Affairs. 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 duties.
   c. Perform other duties as necessary.

D. Committee Operations

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 allocation of Student Activity Fees is as follows:
   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.
      i. 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 consider for funding.

Section V - 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, A.S. Bylaws, Elections Regulation Manual (i.e. Governing Documents) to the Board of Directors and regulate issues pertaining to board accountability.

2. The duties of the A.S. Internal Affairs Committee are to:
   a. Meet and review the Governing Documents.
   b. Make recommendations to the Board of Directors on revisions to the Governing Documents, as well as any proposed changes in the University Governance Structure.
      i. The Board of Directors may accept these recommendations and act upon them according to the procedures outlined in the Bylaws.
   c. Review processes and procedures of Associated Students.

B. Committee Membership

1. The A.S. Internal Affairs Committee shall be comprised of:
   a. A.S. Director of Internal Affairs (Chair, Non-Voting)
   b. A.S. Director of Student Rights and Responsibilities (Vice-Chair, Voting)
c. A.S. Director of Student Resource Affairs (Voting)
d. A.S. Director-at-Large (Voting)
e. A.S. Director-at-Large (Voting)
f. Student-at-Large (Voting)
g. Student-at-Large (Voting)
h. Student-at-Large (Voting)
i. A.S. Executive Director or Designee (Non-Voting)

2. Designee Staff appointments will be determined by the A.S. Executive Director.

3. The A.S. legal counsel could serve as an ex-officio member of this committee and may be consulted upon the request of the A.S. President or A.S. Executive Director.

C. Duties of Committee Chair and Vice Chair

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 Opening Meetings Act of 2000 and the A.S. Bylaws.
   b. Provide written and oral reports to the Board of Directors as to the actions taken by the Committee.
   c. Research and bring to the Committee issues that would be consistent with the purpose of the Committee or designate specific responsibilities to others members of the Committee.
   d. Perform other duties as necessary.

2. The Vice-Chair shall be the A.S. Director of Student 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 duties.
   c. Perform other duties as necessary.

D. Committee Operations

1. The A.S. Internal Affairs Committee shall meet on the first and third Wednesdays of each month during the academic year, or as deemed necessary by the Committee.

2. All matters shall be decided by a majority vote of those present and voting.

Section VI - Lobby Corps

A. Purpose and Duties

1. The purpose of the A.S. Lobby Corps is to make recommendations to the A.S. President and the Board of Directors 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. These shall include, but are not limited to: rallies, letter-writing campaigns, and legislative office visits.
   b. Discuss, debate, propose, and promote legislative issues that affect students at San José State University.
   c. Organize and carry out annual voter education, registration, and mobilization.

B. Committee Membership

1. The A.S. Lobby Corps shall be comprised 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. Voter Registration Captain (Student-at-large, Voting)
   e. Local Campaign Manager (Student-at-large, Voting)
   f. State Campaign Manager (Student-at-large, Voting)
   g. Federal Campaign Manager (Student-at-large, 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. A.S. President (Ex-Officio)
   n. A.S. Executive Director or Designee (Non-Voting)

2. Designee Staff appointments will be determined by the A.S. Executive Director.

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 to:
   a. Preside at all meetings of the A.S. 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 A.S. Lobby Corps to the Board of Directors at least monthly.
   c. Research and bring legislation to the A.S. Lobby Corps, that would be consistent with the purpose of the Committee.
   d. Fulfill the role of the CSSA Representative. These duties include:
      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 Board of Directors.

d. Perform other duties as necessary.

2. The Vice-Chair shall be the Director of Student Fee Affairs. The duties of the Vice-Chair are to:
   a. Assume the duties of the Chair in their absence.
   b. Assist the Chair in carrying out 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 to:
   a. Attend each meeting of the A.S. 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 A.S. Lobby Corps.
   d. Perform other duties as necessary.

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

D. Committee Operations

1. The A.S. Lobby Corps shall meet on the first and third Wednesdays of each month during the academic year, or as deemed necessary by the Committee.

2. All matters shall be decided by a majority vote of those present and voting.

Section VII - Operations Committee

A. Purpose and Duties

1. The purpose of the A.S. Operations Committee is to assess the programs, services, and strategic plan of Associated Students, as an evaluation of the organization’s needs and effectiveness.

2. The duties of the A.S. Operations Committee are to:
   a. Review the strategic plan to evaluate its alignment with Associated Students’ goals, mission statement, and projects.
   b. Provide program service recommendations for future strategic considerations of the 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 (i.e. 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. A.S. Controller (Voting)
   f. Student-at-Large (Voting)
   g. Student-at-Large (Voting)
   h. Student-at-Large (Voting)
   i. A.S. Executive Director or Designee (Non-Voting)

2. Designee Staff appointments will be determined by the A.S. Executive Director.

C. Duties of Committee Chair and Vice-Chair

1. The Chair shall be the A.S. Director of Business Affairs. 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 Meetings 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. 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 meeting duties.
   c. Perform other duties as necessary.

D. Committee Operations

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

Section VIII - Personnel Committee

A. Purpose and Duties

1. The duties of the A.S. Personnel Committee are to:
   a. Serve as oversight to the operational functions of the corporation by ensuring compliant labor practices for all employees.
b. Recommend to the A.S. Executive Director operational improvements, employee benefits, and wage distribution strategies necessary for budget planning purposes.

c. Recommend personnel policy for all employees, in conjunction with the A.S. Executive Director, to the Board of Directors.

d. Adopt all rules and procedures necessary to execute all personnel affairs of Associated Students.

e. 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.

f. 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.

g. Approve and recommend to the Board of Directors the annual performance review of the A.S. Executive Director.

h. Establish the personnel selection processes of the A.S. Executive Director with approval of the Board of Directors. For the selection of an A.S. Executive Director, the committee shall:
   i. Recruit, select, and recommend a final candidate for the position of A.S. Executive Director to the Board of Directors for approval. In the event that the Board of Directors does not approve the recommendation of the A.S. Personnel Committee, it will be the duty of the A.S. Personnel Committee to bring another candidate.

B. Committee Membership

1. The A.S. Personnel Committee shall be comprised of:
   a. A.S. President (Chair, Non-Voting)
   b. A.S. Vice-President (Voting)
   c. A.S. Controller (Voting)
   d. A.S. Director of Business Affairs (Voting)
   e. University President’s Designee (Voting)
   f. Faculty or Staff Representative (Voting)
      i. This person shall be approved by the Executive Committee of the Academic Senate.
      ii. This person shall serve a two (2) year term coinciding with the A.S. fiscal year. Consecutive terms permitted at a maximum of two (2) terms.
   g. University Personnel Officer or Designee (Non-Voting)
   h. A.S. Executive Director (Non-Voting)

C. Duties of Committee Officers and Members

1. The Chair shall be the A.S. President. The duties of the Chair are to:
   a. 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.
   b. Act as the official spokesperson for the A.S. Personnel Committee.
c. Appoint members of the Committee to complete specific duties such as research, evaluation and assessment of procedures and practices as determined.

d. 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. The duties of the A.S. Executive Director are to:
   a. 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 recommended 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 Board of Directors.

3. A quorum shall consist of a majority of currently appointed voting members, with a minimum of three (3) Board of Directors.

Section IX - Programming Board

A. Purpose and Duties

1. The purpose of the A.S. Programming Board is 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.

2. The duties of the A.S. Programming Board are to:
   a. Coordinate and/or facilitate on behalf of Associated Students for the following events:
      i. Fire on the Fountain (Director of Programming Affairs, in coordination with A.S. Marketing & Events)
      ii. Fall Event
      iii. Spring Event
   b. Provide regular free programming to students under the categories of:
      i. Music and Entertainment
      ii. Performing Arts and Lectures
      iii. Films and Media
      iv. Special and Social Events
   c. Approve the Homecoming Court selection protocol.
B. Committee Membership

1. The A.S. Programming Board shall be comprised of:
   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, a maximum of twenty Students-at-Large (Voting)
   f. A.S. Executive Director or Designee (Advisor, Non-Voting)

2. 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.

C. Duties and Responsibilities of Committee Officers and Members

1. The Chair shall be the A.S. Director of Programming Affairs. The duties of the Chair are to:
   a. Preside over all meetings of the A.S. Programming Board and provide an agenda in accordance with the Gloria Romero Open Meetings Act of 2000 and the A.S. Bylaws.
   b. Provide an educational in-service to the committee relevant to event planning no later than the 3rd week of October.
   c. Provide written and oral reports to the Board of Directors as to the actions taken by the Committee.
   d. Perform other duties as necessary.

2. The Vice-Chair shall be the A.S. Director of Co-curricular Affairs. The duties of the Vice-Chair are to:
   a. Assume the duties of the Chair in their absence.
   b. Assist the Chair in carrying out duties.
   c. Forward information discussed in meetings to committee members who were absent.
   d. Perform other duties as necessary.

3. The duties of the Students-at-Large are to:
   a. Serve as a member of one (1) sub-committee, as appointed by the A.S. Director of Programming Affairs.
   b. Report on the activities of their sub-committee to the A.S. Programming Board on a regular basis.

4. The duties of the A.S. Executive Director or Designee are to:
   a. Work in coordination with A.S. Programming Director as determined.
   b. Serve as the advisor to the A.S. Programming Board.
   c. Assist, coordinate, and oversee programs and activities of the A.S. Programming Board.
d. Coordinate the activities of all the other A.S. Programming Board members and the support staff.

D. Committee Operations

1. The A.S. Programming Board shall meet at least once a month between the months of September and April.

2. 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.

Section X - Students' Election Commission

A. Purpose and Duties

1. The purpose of the A.S. Students’ Election Commission (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.

2. The duties of the A.S. SEC are 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 have concluded.
   e. Forward the suggestions or recommendations to the A.S. Director of Internal Affairs after the conclusion of elections.
      i. A formal meeting between the Chief Elections Officer and A.S. Director of Internal Affairs is advised.

B. Students’ Election Commission Membership

1. The Students' Election Commission shall be comprised of:
   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. Students’ Election Commission Advisor (Non-Voting)
   j. Student Volunteers (Unlimited Number, Non-Voting)
2. The Qualifications to take part on the Students' Election Commission shall be that:
   a. All Students' Election Commission 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 that member engage in any activity promoting campaigning for or against:
      i. Any candidate seeking an A.S. Office.
      ii. Any cause or issue appearing on the ballot.

3. The Selection Process to take part on the Students’ Election Commission shall be:
   a. The Chief Elections Officer shall be selected by an interview process with the Students’ Election Commission Advisor and a representative from A.S. Marketing & Events, the Board of Directors, the Office of Student Conduct and Ethical Development, and Student Involvement. This group shall make a recommendation to the Board of Directors, who may affirm the appointment with a two-thirds (2/3) 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 Board of Directors.
   c. Students-at-Large members and Election Consultants shall be appointed by the Chief Elections Officer in consultation with the Students’ Election Commission 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 (i.e. Events, Ethics, and Marketing) shall be appointed within 30 days of the Chief Elections Officer selection and serve until the conclusion of elections.
   c. Students-at-Large and Election Consultants must be appointed before the availability of candidate applications and serve until the conclusion of elections.
      i. Students-at-Large Members from the Students’ Election Commission can be removed with two-thirds (2/3) vote of the Students’ Election Commission.

C. Duties of Students’ Election Commission Officers and Members

1. For each A.S. election, the duties of the Students’ Election Commission members are to:
   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 Associated Students 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 Students’ Election Commission budget.
iv. Overseeing the design and developing 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 the students of San José State University.
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 locations.
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 Students’ Election Commissions.
i. Attend an educational training session with the Office of Student Conduct and Ethical Development on ethical behavior in student-led elections.
j. 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 duties of the Chief Elections Officer are to:
   a. Serve as the Chair of the Students’ Elections Commission. This includes calling membership together for any election events and meetings.
   b. Preside over all meetings of the Students’ Election Commission and provide an agenda in accordance with the Gloria Romero Open Meetings Act of 2000 and A.S. Bylaws.
   c. Prepare the annual Students’ Election Commission Budget request in accordance with A.S. Budget Policies and in collaboration with the Students’ Election Commission Advisor.
   d. Submit the SEC Budget Request to the A.S. Controller and SEC Advisor.
   e. Serve as budget authority for the Students’ Election Commission.
   f. Coordinate and delegate the design of voting materials and information necessary for each polling area.
   g. To develop instructions for poll watchers.
   h. Coordinate and delegate the development and implementation of the Electronic Ballot/online voting application system in collaboration with the A.S. IT Manager.
   i. 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 duties of the Ethics Officer are to:
   a. Serve as the Vice-Chair of the Students’ Elections Commission. This includes assuming all the duties of the Chair in the absence of the Char.
   b. Coordinate Candidate Orientations and Ethics Meetings.
   c. Coordinate the supervision of polling and scheduling of poll watchers.
   d. Provide voting materials and information necessary for each polling area.
   e. Prepare instructions for poll watchers.
f. Serve as Recording Secretary. This includes recording accurate and detailed minutes, as well as disseminating and maintaining accurate records.
g. Serve as a liaison to the Office of Student Conduct and Ethical Development.
h. Serve as a liaison to Facilities Development and Operations (FD&O).
i. Set up a meeting with Facilities Development and Operations to agree upon campaigning locations.
j. 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.
k. Review any election grievances.

4. The duties of the Marketing Officer are to:
   a. Work with the A.S. Marketing & Events Department to deliver Voter Information Guide content and to create the online and print version of the Voter Information Guide by the deadline on the Elections Calendar/Timeline.
   b. Distribute Voter Information Guides 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 Students’ Election Commission duties as designated by the SEC.
   f. Collaborate with the Students’ Election Commission 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. The duties of the Events Officer are to:
   a. Collaborate with the Students’ Election Commission 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 Students’ Election Commission.

6. The duties of the Election Consultants are to:
a. Provide input and consultation about all areas of the election process, voter engagement, and interpreting and applying election rules and regulations.
b. Help market and execute any candidate or election event alongside the Students’ Election Commission Marketing Officer and the Events Officers.
c. Serve as a voting member on the Students’ Election Commission meetings.
d. Serve as a poll watcher during scheduled election dates.
e. Perform other SEC duties as designated by the Students’ Election Commission.

7. The duties of the Students-at-Large are to:
   a. Help and execute any election events and marketing.
   b. Serve as a voting member on the Students’ Election Commission meetings.
   c. Serve at the discretion of and be responsive to requests from the Election Officers of the Students’ Election Commission.

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

D. Students’ Election Commission Operations

1. The provisions of Article IV, Section X shall be in effect for all elections authorized by the Board of Directors or the A.S. Bylaws. Amendments shall be made in accordance with the A.S. Bylaws.
   a. Article IV, Section X shall apply to all areas recognized as San Jose State University (SJSU).
   b. Article IV, Section X shall apply to all matriculated SJSU students.

2. Decisions by the Students’ Election Commission shall occur without undue influence by or from the A.S. non-student/student staff or A.S. Board.

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

4. Elections Officers and Election Consultants shall maintain officer hours during all election cycles.
a. Election Officers shall maintain a minimum of five (5) office hours per week during all election cycles.
   i. Office hours can include tabling around campus to promote election activities.
b. Election Consultants shall maintain a minimum of two (2) officer hours per week during all election cycles.

Section XI – University Affairs Committee

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 A.S. University Affairs Committee are to:
   a. Bring to the Board of Directors issues pending in the Academic Senate and at the CSU Board of Trustees that impact 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 Board of Directors.

B. Committee Membership

1. The A.S. University Affairs Committee shall be comprised 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)

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 Meetings 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 A.S. 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 meeting duties.
   c. Perform other duties as necessary.

D. Committee Operations

1. The A.S. University Affairs Committee shall meet on the first and third Wednesday of each month during the academic year, or as determined by the Committee.

2. All matters shall be decided by a majority vote of those present and voting.

Section XII - Ad Hoc Committees

A. Creating an Ad Hoc Committee

1. 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.

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

3. 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.

4. 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 of Directors.

5. 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.

B. Committee Operations

1. 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.

2. The Ad Hoc Committee Chair shall be responsible for communicating to the appropriate individual’s information regarding time and place of public hearings.
3. 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.

4. 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 Chair of the Board of Directors Chair place these reports on the Board Agenda.

C. 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, Qualifications, and Election Appeals Board

Section I – Elections

A. General Rules

1. Candidates for Associated Students offices shall file separately.

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

3. General Election voting shall take place over a span of no less than 48 hours and no more than one full week.
   a. 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:
      i. Natural Disaster
      ii. Campus Shutdown
      iii. Faculty Strike
      iv. Resignation of Chief Elections Officer

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

5. 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.

6. 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. General Rules

1. 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).

2. No student shall hold more than one Associated Students office, excluding committee membership, during the tenure of office.
   a. If a student staff member is elected or appointed, they must forfeit their staff position.

3. 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.

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

5. No student shall hold any one position on the Board of Directors for more than two academic years.

6. No student shall serve in any office in the Associated Students, exclusive of A.S. committees and boards, for more than three academic years.

7. If a Board of Director is appointed at or after the last fall semester Board meeting, their service will not count as a full term and will not be held against their term limits per position and per being on the Board of Directors. A full term will be considered anyone elected or appointed before the last Board meeting of the fall semester.

8. No student staff may serve in a dual capacity as both a staff member and an officer.

Section III – Election Appeals Board

A. Duties of the Election Appeals Board

1. The duties of the Election Appeals Board are to hear, investigate, and adjudicate appeals of the Students’ Election Commission.

B. Composition of the Election Appeals Board

1. The Election Appeals Board shall be comprised of:
   a. SEC Advisor (Chair, Non-Voting)
   b. Chief Elections Officer (Voting)
   c. Representative from the Office of Student Conduct and Development (Non-Voting)
2. Members of the Election Appeals Board may not hold dual membership on any other A.S. committee, nor on the Board of Directors.

3. Students-at-Large from the Election Appeals Board shall be selected by the Students’ Election Commission Advisor before Election applications are made available.

C. Board Operations

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

2. In a case when the Election Appeals Board cannot or will not make a decision, the Associate Vice President of Student Affairs or designee will make the final decision.

Article VI: Removal, Recalls, Line of Succession, and Vacancies

Section I - Removal

A. Procedures for Removal

1. The following are procedures to removing a Board of Director from the Board of Directors for failing to uphold duties within the A.S. Bylaws:
   a. A Board of Director subject to removal will first go through the Executive Committee. The Board of Director will be notified no less than seventy two (72) hours prior to the meeting by the A.S. Executive Committee Chair. The Board Member is to be provided with an opportunity to make their case.
   b. After the Chair has deemed that all the evidence and arguments have been presented, a two thirds (2/3) majority vote from the Executive Committee is required to move forward with a recommendation for removal.
   c. The final vote for removal shall be scheduled at the closest Board Meeting, in which a two thirds (2/3) majority vote of the present and voting members of the Board of Directors is required.

2. In the event that a Board Member should resign, written notice of that resignation shall be submitted to the Vice President and the Executive Director. A two thirds (2/3) majority vote of the present and voting members of the Board of Directors is required to accept the resignation.

Section II – Recalls

A. Procedures

1. 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).
a. 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 -

b. 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.
   i. The petition shall be submitted to the Students’ Election Commission. This Commission shall determine within three (3) school days if the petition fulfills the requirements as established in this article.
   ii. 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 Students’ Election Commission.
   iii. In the event the Students’ Election Commission is unable to function as provided above, the A.S. Internal Affairs Committee shall immediately convene to examine the petition and compel an election, subject to the relevant provisions of this Article.

2. 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.

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

Section III - Line of Succession

A. Line of Succession for A.S. President, A.S. Vice President, and A.S. Controller

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

2. If the office of A.S. Vice President is so vacated, the Vice Chair of the Board of Directors (i.e. A.S. Director of Internal Affairs) shall succeed the Vice Presidency.

3. If the office of A.S. Controller is so vacated, the A.S. Director of Business Affairs shall succeed the Controller.

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

Section IV - Board of Director Vacancies Other Than Recall

A. General Procedures
1. In the event that a Board of Director position becomes vacant, the application should be posted immediately on the Associated Students website.

2. 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 the A.S. Bylaws.

3. All applications and the president’s nominations for vacant positions must be made available to the Board of Directors, at no less than 72 hours prior to the Board meeting of which the appointment process will take place.

4. 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.

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

**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 Board of Directors.

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 a Board of Director, a group of members, or Committees of the Associated Students.

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 of Directors at the following Board of Directors 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 Board of Directors:
   a. Any type of legislation not listed below
   b. Appointment of A.S. committee members
   c. Approving the hiring of the A.S. Executive Director
   d. Removal of a Board of Director
   e. Veto an A.S. Presidential Executive Order
   f. Policy recommendation from the A.S. Personnel Committee
   g. Appointment of a Student-at-Large
      i. Excludes Programming Board
   h. Removal of a Student-at-Large
      i. Excludes Programming Board
   i. Call for a Recall election of a member of the Board of Directors
   j. Appointment of any Board of Director to a vacancy
   k. Appointment of a candidate to the Board of Directors not nominated by the A.S. President
   l. 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 Board of Directors.

4. The following actions must be approved by a majority vote of the Board of Directors:
   a. Any other non-legislative items that are not listed below
b. Board of Directors being excused from assigned duties  
c. Creation of an Ad Hoc Committee  
d. Appointment of a Chair of an Ad Hoc Committee

Section III. Quorum

A. General Rules

1. Quorum shall consist of a majority of currently appointed voting members.

2. 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. General Rule

1. 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. General Rules

1. Every agenda for regular and special meetings shall provide an opportunity for the public to address the Board of Directors or committee on any item affecting Higher Education. However, the Board of Directors 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.

2. Any person desiring to have an item placed on Board of Directors or committee agendas shall do so in writing and present it to the Chair of the Board of Directors or committee at least five (5) business days prior to the meeting in which the agenda shall be used.

3. Agendas for Board of Directors 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 Board of Directors unless otherwise provided for by the California Education Code.

4. Regular Board of Directors 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.

5. A.S. standing and ad hoc committee meetings shall not conflict with any regular meetings of the Board of Directors.

6. 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, Board of Directors 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, Board of Directors 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.

7. Should there be a proposal to include an action item on the agenda through § 89305.5 (c)(2) of the Gloria Romero Opening Meetings Act of 2000, it must pass by a two-thirds (2/3) vote of the members present at the meeting. If less than two-thirds (2/3) of the members are present, then a unanimous vote of those members present is required for the proposal to be approved.

8. During Board of Directors 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.

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

10. 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 Board of Directors, by majority of those present and voting, may order the meeting room cleared and continue in session. The Board of Directors 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.

11. Special meetings may be called by the Chair or by a majority of the membership of the Board of Directors 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.
12. Closed sessions may be held in accordance with the provisions of the Education Code §89307.

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

14. Any person may, upon written request, receive copies Legislation and other communications, including items placed on the agenda for a particular meeting. The Board of Directors 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. General Rules

1. 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.

2. 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.

3. 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.

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

5. 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 a Committee or Board Meeting

A. General Rules

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

2. The Chair shall have control of the Council Chamber and its entries.

3. 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.
4. The Chair shall be responsible for the reading and approval of the minutes of the previous meeting.

5. 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.

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

7. The Chair shall provide notice of regular Board of Director 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 Board of Director meeting. Said notice will be available through the Associated Students Government Administrative Assistant.

8. The Chair shall provide notice of special Board of Director 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 Board of Director meeting. Said notice will be available through the Associated Students Government Administrative Assistant.

9. 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.

10. 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.

11. 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

A. General Rules


2. 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. A Board of Director or committee member may yield to anyone who wishes to speak on an issue during a period of discussion.

3. 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 of Directors. 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 A.S. Director of Internal Affairs.

2. 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 of Directors unapproved minutes on a timely basis. The Board of Directors 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 of Directors during a meeting.
   e. Shall prepare and distribute to each Board of Director 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. A.S. Executive Director’s Informational Report (4 minutes)
VIII. University Administration’s Informational Report (3 minutes)
IX. Chief Elections Officer Informational Report (3 minutes)
X. Action Items
  A. Old Business
  B. New Business
XI. Executive Officer Reports (4 minutes each)
  A. A.S. President
     1. A.S. Personnel Committee
  B. A.S. Vice President
     1. A.S. 55
  C. A.S. Controller
     1. A.S. Finance Committee
XII. Director Reports (3 minutes each)
  A. A.S. Director of Business Affairs
     1. A.S. Operations Committee
  B. A.S. Director of Co-Curricular Affairs
  C. A.S. Director of Communications
  D. A.S. Director of Community and Sustainability Affairs
  E. A.S. Director of External Affairs
     1. A.S. Lobby Corps
  F. A.S. Director of Faculty Affairs
     1. A.S. University Affairs
  G. A.S. Director of Intercultural Affairs
  H. A.S. Director of Internal Affairs
     1. A.S. Internal Affairs Committee
  I. A.S. Director of Programming Affairs
     1. A.S. Programming Board
  J. A.S. Director of Student Fee Affairs
  K. A.S. Director of Student Resource Affairs
  L. A.S. Director of Student Rights and Responsibilities
  M. A.S. Director of University Advising Affairs
XIII. Ad Hoc Committees
XIV. Closed Session
XV. Announcements
XVI. Adjournment

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