

ASSOCIATED STUDENTS BY-LAWS

PREAMBLE: The purpose of these By-Laws is to provide structures and procedures to implement the Associated Student Constitution.

ARTICLE I. THE EXECUTIVE BRANCH

Section 1 The President shall:

- A. Chair Executive Board meetings. Set an agenda to enact a timeline for upcoming events and activities, utilizing input from the Vice Presidents.
- B. Serve as an AS representative to the Student Affairs Committee of the Board of Trustees.
- C. Recruit, interview, and appoint directors with other members of the Executive Board.
- D. Attend student sponsored programs for support and feedback.
- E. Be responsible for the supervision of activities of the Vice President of Student Issues, Vice President of Academics, Vice President of Programming, Vice President of Finance, Vice President of Multicultural Relations, Vice President of Marketing, AS Office Manager, and the AS Executive Secretaries. Make sure that they are fulfilling the duties outlined in the AS Constitution, the AS By-Laws, and the AS Job Descriptions.
- F. Before Orientation activities, be responsible for assembling an AS manual for each position that is to include information deemed necessary by the newly elected Executive Board.
- G. Be responsible for the coordination of AS special events (i.e. motivational events, social activities, Holiday Banquet, End of the Year Banquet).
- H. Meet weekly with all Vice Presidents to be updated on their respective areas of focus.
- I. Be responsible for the internal management of the offices and officers.
- J. Work to resolve internal conflicts.

- K. Organize and chair AS Leadership Team meetings. Meetings should provide and gather general AS Information, provide instructive workshops, and include team-building exercises.
- L. Work with the University Relations staff to promote AS events that are open to the greater community.
- M. Be ultimately responsible for retreat coordination and implementation. Coordinate planning meetings with the advisors and the Executive Board to set agendas. Must provide a retreat agenda to all AS officers for each retreat.

Section 2 The Vice President of Student Issues shall:

- A. Recruit the Student Issues Board. This board shall consist of the Director of Academic Issues, eight elected class Senators, Secretary of Athletics, Director of Women's Center Issues, Director of Commuter Student Affairs, one Co-Director of Social Issues, Director of Multicultural Issues, Director of Parking, Director of Computing, and any other AS member. Faculty, staff, or administrators may attend the meeting as deemed appropriate by the Vice President of Student Issues.
- B. Advise and manage the eight class Senators, Director of Academic Issues, Director of Multicultural Issues, Director of Parking, Director of Commuter Student Affairs, Director of Computing, Secretary of Athletics, and the Director of Women Center Issues to make sure that they are fulfilling the duties outlined in the AS Constitution, the AS By-Laws, and the AS Job Descriptions.
- C. Act as AS liaison to the faculty and administration in matters of Residence Life, Academics, Public Safety, Computing, Environmental issues, Athletics, Multicultural issues, Telecommunications, the Vista, Financial Aid, and other departments and areas as needed.
- D. Establish a public forum and/or venue to be staffed by members of the Student Issues Board. This will serve to gather issues and provide information regarding the University to the student body.
- E. Meet regularly with the said members of the Student Issues Board to share learned information, to advise them about upcoming opportunities and issues they should be focusing on, and to provide any other necessary information that they may need or want.
- F. Make sure that all members of the Student Issues Board consistently aim to serve by finding solutions to student issues that the student body views as important in a manner that benefits the student population.

- G. Recruit, interview, and appoint directors with other members of the Executive Board.
- H. Meet weekly with the President to inform her/him about current student issues.
- I. Meet regularly with the President to inform her/him about the current issues and to keep her/him up-to-date on the happenings of Student Issues Board.
- J. Attend student-sponsored programs for support and feedback.

Section 3 The Vice President of Academics shall:

- A. Serve as the student representative to the Board of Trustees Academic Affairs Committee.
- B. Promote Academic Integrity campus wide.
- C. Actively seek to secure opinions and concerns of students regarding academic issues.
- D. Advise the Director of Academic Programming, Chair of the Honor Council and Director of Academic Issues. Make sure that they are fulfilling the duties outlined in the AS Constitution, the AS By-Laws, and the AS Job Descriptions.
- E. Recruit, interview, and appoint directors with other members of the Executive Board.
- F. Meet weekly with the President to inform her/him about the current academic issues.
- G. Attend student-sponsored programs for support and feedback.

Section 4 The Vice President of Programming shall:

- A. Seek to advance the programming objectives of the Associated Students.
- B. Recruit, interview, and appoint directors with other members of the Executive Board.
- C. Coordinate event dates between AS Directors and Senators, and clubs and organizations.

- D. Serve on Budget Committee and seek to serve the interests of student programming. Co-chair Budget Committee and, in the absence of the Vice President of Finance, conduct the business of the Budget Committee.
- E. Supervise the following programmers: Director of Social, Co-Directors of Community Service, Director of Showcase, Director of Cultural Arts, Director of Women's Center Programming, Secretary of Student Organizations, Director of Athletic Promotions, Director of Concerts, Assistant Director of Concerts, Tech Crew Director, Co-Directors of Social Issues, Director of Arts and Expression, and Director of Committee Correspondence. Advise and manage the individual programmers and, in coordination with the Vice President of Finance, their budgets. Make sure that they are fulfilling the duties outlined in the AS Constitution, the AS By-Laws, and the AS Job Descriptions.
- F. Coordinate training of the AS Directors and Senators about recruiting, managing, training, and delegating to committees.
- G. Coordinate the management of a resource center that is to provide up-to-date programming magazines, agent contact lists, old and new programming techniques, etc.
- H. Actively seek to secure the opinions and concerns of the students regarding issues of programming on campus.
- I. Meet regularly with the AS President to inform her/him of programming issues, agendas, and ideas relevant to the Associated Students and the University as a whole.
- J. Promote AS and AS programs to the University community as well as the outside community.
- K. Attend student-sponsored programs for support and feedback.

Section 5 The Vice President of Finance shall:

- A. Recruit the AS Budget Committee. It is the duty of this committee to consider the best interest of AS in all financial decisions and to allocate new funds based on AS Budget Committee By-Laws.
- B. Coordinate the A.S. Budget Committee of the Vice President of Multicultural Relations and Finance Committee and A.S. Finance Committee.

- C. Complete both fall and spring semester budgets and submit them to the President no later than the last week in July; January respectively.
- D. Process all requests for funds as budgeted each semester by the Finance Committee. Transactions include, but are not limited to, check requests, purchase orders, petty cash dispersal and collection, and inter campus charges.
- E. Process funds as stated in Article II, Section 6A of the Associated Students Constitution. This process includes the writing of all fund requests and purchase requisitions, along with obtaining the authorized signature of the Dean of Students. Signed requests are then coordinated with Accounts Payable, Purchasing, and the Cashier's Office.
- F. Manage the proper allocation of AS funds between all AS directors and elected officers.
- G. Coordinate the operation of the AS Finance Office. Collaborate with the AS Auditor and Controller to review the spending of AS funds. Make sure that both are fulfilling the duties outlined in the AS Constitution, the AS By-Laws, and the AS Job Descriptions.
- H. Recruit, interview, and appoint directors with other members of the Executive Board.
- I. Meet weekly with the A.S. President to update her/him about any rising finance issues.
- J. Attend student-sponsored programs for support and feedback.

Section 6 The Vice President of Multicultural Relations shall:

- A. Enhance multicultural awareness on campus by programming events that focus on diversity and cultural understanding.
- B. Promote, embrace, and seek to educate and institutionalize respect for cultural, ethnic, social, and spiritual diversity and diverse sexual orientations on campus.
- C. Co-Chair the AS Budget Committee of the Vice President of Multicultural Relations according to the By-laws.
- D. Chair Multicultural Relations Board meetings.
- E. Work to avoid cross-programming between the United Front Multicultural Center Organizations and A.S. leadership team programs.

- E. Serve as a resource to the Hate Crimes Initiative and Rainbow Educators representatives who will be working with the Director of Multicultural Issues.
- F. Act as the AS Liaison regarding the AS/United Front Human Relations Workshop.
- G. Recruit, interview, and appoint directors with other members of the Executive Board.
- H. Attend student-sponsored programs for support and feedback.
- I. Meet weekly with the AS President to inform her/him of programming issues, agendas, and ideas relevant to the Associated Students and the University as a whole.

Section 7 The Vice President of Marketing shall:

- A. Chair the A.S. Marketing Board
- B. Seek to advance the marketing objectives of the Associated Students.
- C. Recruit, interview, and appoint, directors with other members of the Executive Board
- D. Advise the following positions: Co-Directors of Marketing, Director of Computing, Historian, Director of Elections, Director of Corporate Relations, and Director of Public Relations.
- E. Coordinate the operation of the A.S. Marketing office. Collaborate with all positions that she/he supervises to make sure that they both are fulfilling the duties outlined in the A.S. Constitution, the A.S. By-Laws, and the A.S. Job Descriptions.
- F. Attend student-sponsored programs for support and feedback.
- G. Meet weekly with the AS President to inform her/him of marketing issues, agendas, and ideas relevant to the Associated Students and the University as a whole.

ARTICLE II. OTHER ELECTED POSITIONS

Section 1 The Secretary of Student Organizations shall:

- A. Be responsible for representing the viewpoint of all registered clubs and organizations to the AS Senate, Budget Committee, and Program Board.
- B. Chair the Inter-Club Council. The council should have at least one mandatory informational workshop per semester. Develop additional educational workshops during each semester for the Inter-Club Council.
- C. Serve as a voting member on the AS Budget Committee.
- D. Responsible for receiving and reviewing registration packets of new and existing clubs and organizations.
- E. Be responsible for submitting the constitutions of new clubs petitioning for registration at AS Senate.

Section 2 The Secretary of Athletics shall:

- A. Represent the viewpoint of all registered sports clubs to the AS Senate and AS Program Board.
- B. Recruit and chair the Sports Club Council.
- C. Be responsible for the Budget Committee of the Secretary of Athletics.
- D. Have primary jurisdiction over sports clubs, providing them with the knowledge of how to attain available resources of the Associated Students.
- E. Allocate funds to all sports clubs.
- F. Work with the Sports Center staff, specifically the Director of Athletic Development and Director of Athletics, to promote intercollegiate club sports.
- G. Work with the appointed directors to make them aware of opportunities for co-sponsorship with sports clubs.
- H. Serve on Student Issues Board to represent all students regarding athletic issues.

Section 3 The Associated Students Class Senators shall:

- A. Actively address student issues, as they are stated in the Article II, Section 3C of the Associated Students Constitution and Article I, Section 2B of the Associated Students By-Laws by maintaining close working relationships with the administration, faculty, and staff to make positive

changes that are beneficial to the student population. The bulk of a Senator's time shall be spent working on student issues.

- B. Assess the needs and concerns of the appropriate class for representation at AS Senate and Student Issues Board through surveys and open council meetings ("town hall" format).
- C. Recruit and chair a class council to assist with the gathering of class opinion on various issues and to help create, promote, and staff class events. Events include both AS sponsored events and other University sponsored class events -- including Class Retreats, Residence Hall Council Programs, etc.
- D. Communicate to the entire class how the University as a whole and the Associated Students are serving them by publishing at least one newsletter per semester to advertise events and to explain work accomplished on issues. The newsletter shall provide methods for students to communicate their ideas to the Senators.
- E. Work closely with AS programmers to communicate the class' programming needs and desires.
- F. Build class unity and spirit by organizing at least one class event per semester.
- G. Sophomore Senators shall submit nominations for the commencement speaker for their graduation ceremony.
- H. Junior Senators shall be responsible for planning and implementing the annual Senior Graduation Celebration.
- I. Senior Senators shall publish an additional newsletter in the late summer to be distributed early in the fall semester in order to notify students of graduation timeline requirements and activities.

ARTICLE III. AMENDMENTS

- Section 1
- A. These By-Laws may be amended in the following way:
 - 1. Any member of the AS Senate may submit a proposed amendment during any regular meeting.
 - 2. The AS Senate may approve or deny the proposed amendment no sooner than the next scheduled meeting.

3. The AS President must post the proposed amendment publicly for a period of five (5) class days.
4. A two-thirds majority vote of the AS Senate is necessary for an adoption of an amendment to these By-Laws.

ARTICLE IV. RATIFICATION PROCEDURES

- Section 1
- A. These By-Laws shall be submitted to the AS President yearly for administrative approval and be subjected to the right of appeal by the President of the University of San Diego and the Board of Trustees.
 - B. Final ratification of these By-Laws will be effected by a two thirds vote of the entire AS Student Senate, yearly.

REVISED June 28th, 2004