

ASSOCIATED STUDENTS CONSTITUTION

ARTICLE I. NAME AND MEMBERSHIP

Section 1 This organization shall be named THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF SAN DIEGO, hereafter referred to as the Association, Associated Students, or AS.

Section 2 All registered undergraduate students of the University of San Diego, both full and part time, are members of the AS and as such shall pay the appropriate AS fee, and are subject to this constitution and all ordinances lawfully enacted. Payment of the full time AS fee shall entitle a member of the AS to full participation in all activities of the AS. Payment of the part time AS fee shall entitle a member of the AS to participation in all activities except holding elective office.

ARTICLE II. THE EXECUTIVE BRANCH

Section 1 The executive officers of this association shall be the President, the Vice President of Student Issues, the Vice President of Academics, the Vice President of Programming, and the Vice President of Finance.

- A. The order of succession to the presidency shall be: the Vice President of Student Issues, the Vice President of Academics, the Vice President of Programming, the Vice President of Finance.
- B. In the event of a vacancy, either by resignation or dismissal, in any AS executive office other than that of the President, the office shall be declared vacant by the Student Senate proceedings, within a period of ten (10) days in which classes are in session. The vacancy will be filled by persons petitioning a minimum of fifty (50) signatures from the general student body and by a simple majority vote of the Senate. In the event that no petition is received, a new appointment shall be proposed by the President and approved by the Student Senate, passing with a simple majority vote. The newly appointed officer shall serve in an apprenticeship capacity under the supervision of the resigning officer, but will not assume the full authority of the office until the date of the actual resignation.
- C. The Recording Secretary, appointed by the President, shall be present at all Student Senate meetings for the purpose of taking the minutes of the meetings.

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- D. During summer vacation or any other period exceeding ten (10) days in which classes are in session and the Student Senate does meet, the President shall be charged with all administrative decisions of the AS. If the President is absent, she/he shall appoint another elected or appointed officer of the Associated Students to handle administrative decisions. Herein, the word officer refers to an elected or appointed member of the Associated Students.
- E. All Executive Board meetings shall be closed unless decided otherwise by a vote of a simple majority of the members.
- F. The Executive Board shall meet at least bimonthly when school is in session during the fall and spring semesters.

Section 2 The President shall:

- A. Work with the Vice Presidents to coordinate their activities and be ultimately responsible for the welfare of the Association.
- B. Be the official liaison between the student body and the administration.
- C. Be responsible for ensuring the proper operation of the Associated Students during summer and intercession. In the absence of the President during this time, the President will appoint an officer of the Associated Students to fulfill these duties.
- D. Oversee the operation of the Student Senate.
- E. Have veto power, within a period of seven (7) days, over any Student Senate legislation she/he deems not in the best interest of the student population.
- F. Have the power, under the provisions of Article IX, to initiate and execute the fiscal policies of the Association.
- G. Appoint and dismiss committees and chairpersons subject to the simple majority approval of the Student Senate. These committees shall be known as Executive Committees of the AS.
- H. Appoint and dismiss an appointed officer of the AS with a simple majority approval of Student Senate, unless the particular appointment is to be made by another member of the Executive

Board.

- I. Have such other powers as are necessary for the fulfillment of the duties of her/his office and are consistent with the other provisions of this constitution.

Section 3 The Vice President of Student Issues shall:

- A. Chair the Student Issues Board which meets weekly.
- B. Assist the President in setting the agenda for Student Senate and in her/his absence, resignation or recall conduct the business of the Executive Board and the Student Senate.
- C. Act as AS liaison to the faculty and administration in matters of Dining Services, University Ministry, Health Services, Physical Plant Services, and other departments as needed.
- D. Be responsible for notifying the Student Senate and the Executive Board members of emergency sessions.

Section 4 The Vice President of Academics shall:

- A. Be responsible for the coordination of all academic matters and academic activities pertinent to the students.
- B. Chair the Academic Board which meets weekly.
- C. Serve as the Student representative of the University Senate, Academic Assembly, Undergraduate Curriculum Committee, Academic Integrity Hearing Committee, and other faculty committees as deemed necessary.
- D. Chair the Academic Research Grant Selection Board (A. R. G. S. B.). This Board shall consist of the Vice President of Academics, a faculty/administrative representative, a Student Affairs Administrative representative, the Director of Academic Issues, the Director of Academic Programming and two upper-class students appointed by the AS President. The appointed members must represent departmental majors not represented by the AS officers.
- E. Serve as AS liaison to the Provost and academic deans of the

University.

- F. In the absence of both the President and Vice President of Student Issues, conduct the business of the Executive Board and/or the Student Senate.

Section 5 The Vice President of Programming shall:

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- A. Be responsible for all events programmed for the student body the use of Associated Students' funds.
 - B. Serve as Chairperson of the weekly AS Program Board, which consists of the Secretary of Student Organizations, all appointed directors, and a representative from the Office of Student Affairs. Representatives from all major cultural, social, recreational, and spiritual programs on campus are also invited and encouraged to attend. This board shall seek to advance the programming objectives of the Associated Students.

Section 6 The Vice President of Finance shall:

- A. Be responsible, in accordance with the provisions of Article IX, for the budgeting and recording of all AS funds.
- B. Arrange for an audit of the AS accounts during the third week of April or for any successor of his/hers during the course of the school year.
- C. Preside over the AS Finance Committee. This committee is comprised of the President, Vice President of Programming, Vice President of Student Issues, the Vice President of Academics, the Associate Vice President of Student Affairs and the Director of Student Activities, and other representatives from the office of Student Affairs as deemed necessary. This Committee is responsible for drawing up the AS budget and submitting it to the Student Senate no later than the second week in September for the fall semester and the first week of February for the spring semester respectively.
- D. Report monthly to the Student Senate on the financial state of the AS and serve as chairperson of the AS Budget Committee.
- E. Prepare the Operations' budget for the Associated Students.

ARTICLE III. OTHER ELECTED POSITIONS

Section 1 The Secretary of Student Organizations shall:

- A. Be responsible for representing the viewpoints of all clubs and student organizations to the Student Senate and the AS Program Board.
- B. Act as the chairperson of the Inter-Club Council. This council shall have at least one mandatory informational workshop each semester.
- C. Develop additional educational workshops during each semester for members of the Inter-Club Council.
- D. Publish the annual Directory of AS Clubs and Organizations.
- E. Serve as a voting member of the AS Budget Committee.
- F. Be responsible for reviewing the constitutions of existing organizations on campus.
- G. Be responsible for reviewing and submitting the constitutions of new clubs petitioning for registration to the Student Senate.

ARTICLE IV. THE LEGISLATIVE BRANCH

Section 1 The legislative body of the Associated Students shall be known as the Student Senate of the Associated Students of the University of San Diego. It shall be a unicameral legislative body.

Section 2 The Student Senate shall be composed of the duly elected and approved representatives of the AS. These representatives shall be:

- A. The President of the Associated Students
- B. The Vice President of Student Issues
- C. The Vice President of Academics
- D. The Vice President of Programming
- E. The Vice President of Finance
- F. The Secretary of Student Organizations
- G. The Secretary of Athletics
- H. The Secretary of Multicultural Programming

- I. The eight elected class senators - who are responsible for representing the viewpoints of their constituents to the Student Senate.

- J. A minimum of four representatives from student organizations which promote awareness of or enhance cultural, racial, spiritual, or sexual diversity on campus.
 - 1. These representatives shall be presidents or presidential appointees who sit on the executive board of their respective organizations.
 - 2. These representatives will be responsible for representing the viewpoints of their constituents to the Student Senate.
 - 3. To qualify for membership on Senate the student organization must be officially registered with the Associated Students for at least two years.
 - 4. Representatives will be chosen based on individual petitions submitted to the Executive Board and criteria established for their selection.

- K. One representative from both the Panhellenic Association and Interfraternity Council who sit on the executive board of I.F.C. or Panhellenic Association.
 - 1. These representatives will be responsible for representing the viewpoints of their constituents to the Student Senate.
 - 2. Criteria to qualify for membership must include the IFC and Panhellenic Association being officially registered with the Associated Students.

- L. A minimum of seven representatives from student organizations other than those described in section 2 K and L, or which are represented by the Sports Club Council representatives.
 - 1. These representatives shall be presidents or presidential appointees who sit on the executive board of their respective organizations.
 - 2. These representatives will be responsible for representing the viewpoints of their constituents to the Student Senate.
 - 3. Criteria to qualify for membership on Senate must include being officially registered with the Associated Students for the past two years, and the promotion of intellectual and/or professional development of students, or social service/awareness for the campus or community.

4. Individual general Greek organization chapters may apply for Senate membership under this section.

Section 3 The rules governing the Student Senate include:

- A. No person shall hold more than one position on the Student Senate.
- B. Each member of the Student Senate shall have one vote with the exception of President who will vote only in the case of a tie.
- C. All members of the Student Senate shall be elected or appointed to serve for one academic year.
- D. Any vacancy in the senatorial-elected offices of the Student Senate, other than the Executive Board positions (Article II, Section 1B), shall be filled by special election or appointment as deemed appropriate by the Student Senate.
- E. At no time shall the number of appointed members exceed one-half the total Student Senate membership.

Section 4 The Student Senate shall have the power to:

- A. Legislate rules and regulations, as well as maximum and minimum sanctions for violations of these rules and regulations, which govern the individual members and groups of the AS in
accord
and other
University regulations.
- B. Ratify chairpersons and committee members by a two-thirds majority vote of the members present of the Student Senate.
- C. Grant, withhold, or rescind recognition of any organization of the AS in accordance with the Student Code of Rights and Responsibilities.
- D. Approve by a simple majority vote of the total membership, the budget of the AS prepared by the AS Finance Committee and submitted to the Student Senate by the AS Vice President of Finance.
- E. Initiate amendments to this Constitution.

- F. Establish rules for its own proceedings.
- G. Ratify by simple majority vote appointments and dismissals made by the AS President.
- H. Make temporary appointments to fill vacancies in any elected office, other than the office of AS President.
- I. Override the veto of the AS President with a two-thirds majority of its total membership within fifteen (15) days after the AS President's veto.
- J. Call for a special meeting of the Student Senate if one-half of the members approve.

Section 5 No act of the Student Senate shall be valid unless there is a quorum present. A quorum shall consist of the two-thirds majority of the Student Senate's total membership at the time of the meeting. This is extended to proxy vote.

Section 6 There shall be proxy vote, in which the said member shall advise the chair of her/his views, provided that the Student Senate accepts written excuse from the absent member, and the vote is done in writing.

Section 7 A roll call shall be required at each meeting of the Student Senate, and shall be considered an official notice for records. Any member(s) of the Student Senate who is/are absent from three (3) regular Senate meetings without an excuse validated by the Student Senate shall be subject to disciplinary action. In the event of expulsion, the vacancy shall be filled in accordance with Article IV, Sections 2K and 2M.

Section 8 All Student Senate meetings shall be open to any member of the AS. Any member of the AS may speak upon recognition by the Chairperson, but shall not have the right to vote, or make motions.

Section 9 The Student Senate shall meet regularly, as deemed necessary by the AS President, during the fall and spring semesters, when school is in session, with no more than fourteen days passing between the time each meeting has been called.

ARTICLE V. THE JUDICIARY BRANCH

- Section 1 There shall be a Traffic Court, which shall:
- A. Be chaired by the Director of Parking.
 - B. Have appellate jurisdiction in matters of traffic and parking violations.
 - C. Be composed of the Director of Parking and eight additional jurors, at least one from each class, who shall be appointed by the AS President and approved by the Student Senate.

ARTICLE VI. ELECTIONS

- Section 1 All, and only, members of the AS shall have the right to vote in accordance with Article I, Section 2 of this Constitution.
- Section 2 All general elections of the AS shall be carried out in accordance with the principles of the equal vote and the AS Elections By-Laws.
- Section 3 All rules and regulations governing elections of the AS shall be established by the Elections Committee, appointed by the AS President.
- Section 4 All candidates for elective office of the Executive Board, of the AS, and all voters must be members of the Associated Students. No person shall be recognized as a candidate for the offices of the Executive Board until she/he shall have been certified as a candidate by the Elections Committee.
- Section 5 The election of officers shall be held six weeks before the last day of classes, not counting Spring Break week. During the period immediately following their election, the newly elected Executive Board shall be required to serve in an internship capacity under the supervision of outgoing officers, but will not assume full authority of their office until the second Monday in May.
- Section 6 Elections for the Senators to the Student Senate shall be held each year, six weeks before the last day of classes, not counting Spring Break week. Freshmen Senators shall be elected the last week of September and they shall take office the next scheduled Senate meeting after elections.
- Section 7 This amendment establishes campaign spending limits by candidates for AS offices. The ceiling for such expenditures will be set by the Senate.

Receipts or proper proof of expenditure are required for all forms of campaign related expenditures. The Director of Elections and Vice President of Finance will jointly audit each contested winning candidate's expenditures. The expenditures will be reported in full to the Director of Elections in a Campaign Related Expenditure Statement, along with receipts of proper proof of expenditures. Any candidate found to be in violation of any of the above mentioned paragraphs will be subject to disciplinary action, once receiving due process for any and all allegations and upon conviction thereof.

Section 8 This article establishes a system of funding by the AS for candidates determined to be financially needy according to the financial aid office criteria. Each candidate must submit a completed application for AS campaign aid at the time she/he submits her/his petition for office to be eligible. Preliminary recommendations will be made by the Financial Aid Office and reported to the AS Elections Committee which has final judgment in the matter.

ARTICLE VII. STUDENT RIGHTS

Section 1 The AS shall function in accordance with the Student Code of Rights and Responsibilities and other appropriate University regulations.

Section 2 Any action taken by the Student Senate may be subject to referendum.

Section 3 All elected officers of this Association may be subject to recall. A recall election will be initiated by either (a) a two-thirds vote of the Student Senate, or (b) a petition signed by at least 20% of the number of those voting in the election of the officer(s).

Section 4 No member of this Association shall be deprived of office, status, or property without due process.

ARTICLE VIII. ADVISOR

Section 1 The Advisor(s) to the Associated Students and to the Student Senate shall be representatives from the Office of Student Affairs appointed by the Vice President of Student Affairs. They shall:

- A. Have advisory and recommending responsibilities.
- B. Act as liaison(s) between the Associated Students, the faculty and administration.

Section 2 The Advisor to Executive Board, the Student Senate, and Program Board shall:

- A. Have the power, jointly with the AS President or Vice President of Finance, to create legally binding contracts in the name of the Associated Students.
- B. Have mandatory regularly scheduled meetings with the Student Senate.
- C. Receive reports on AS financial affairs from the Vice President of Finance.

Section 3 In the event of disagreement between the Advisor(s) and the Associated Students, an appeal shall be made to the Vice President for Student Affairs.

ARTICLE IX. ASSOCIATED STUDENT BODY FEES AND FUNDS

Section 1 The AS fee shall be set by the Student Senate, in conjunction with the University Administration and the Board of Trustees.

Section 2 No tax, assessment, or fee, other than the AS fee shall be extracted from the members of the AS for the benefit of the AS unless it shall have been authorized by a majority vote of its membership voting.

Section 3 All AS fees shall be collected and disbursed by the University in the name of the Associated Students.

ARTICLE X. AMENDMENTS

Section 1 This Constitution may be amended in the following way:

- A. Any member of the AS who is entitled to full participation in its activities may at any regular meeting of the Student Senate submit a proposed amendment.
- B. The Student Senate must approve the proposed amendment, no sooner than the next meeting, by a two-thirds majority of its voting membership before it is put to student vote.
- C. The AS Recording Secretary must then keep the proposed

amendment posted publicly for a period of ten (10) class days.

- D. Upon expiration of the ten (10) class days, the proposed amendment must be submitted to a vote of the Associated Students.

- E. A two-thirds majority of the members of this Association voting shall be necessary for the adoption of an amendment to this Constitution.

ARTICLE XI. RATIFICATION PROCEDURE

- Section 1 Initial ratification of this Constitution shall be a two-thirds majority of those voting.

- Section 2 This Constitution shall be submitted to the Vice President of Student Affairs for administrative approval, and be subject to the right of appeal to the President of the University and the Board of Trustees.

- Section 3 Final ratification of this entire Constitution will be effected by two-thirds vote of the entire Student Senate.

REVISED SEPTEMBER 21, 2000