

THE BYLAWS OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF SAN DIEGO

Preamble: The purpose of these Bylaws is to provide structures and procedures to implement the Associated Student Constitution.

Article I: The Executive Branch

Section I: The President shall fulfill the following duties:

LEADERSHIP

- A. Before the A.S. Spring Retreat, be ultimately responsible for organizing a comprehensive
- B. A.S. Leadership manual for each A.S. Leadership Team member and advisor that includes
- C. Information deemed necessary by the newly elected Executive Board.
- D. Must attend both the Spring and Winter A.S. Retreats.
- E. Be ultimately responsible for retreat coordination and implementation.
- F. Consider the recommendations of the 2011 A.S. Strategic Plan.
- G. Ensure that Executive Board, Senate, A.S. Team, and any other meetings deemed necessary by the Executive Board are scheduled **before** the start of each semester.
- H. Chair weekly Executive Board Meetings.
- I. Organize A.S. Leadership Team meetings as deemed necessary.
- J. Organize meetings that bring together the directors of the different centers (Women's Center, CASA, etc.) as deemed necessary to sufficiently encourage collaboration and communication.
- K. Meet bi-weekly with the Torero Program Board Chair to ensure that programming is in the interests of student needs and concerns.
- L. Serve as a non-voting, ex-officio member of the A.S. Student Senate
- M. Communicate with members of A.S. to have an overall awareness of the organization.
- N. Serve as an A.S. representative to the Student Affairs Committee of the Board of Trustees.
- O. Promote cohesion and interaction between A.S. members.
- P. Be responsible for ensuring the proper operation of A.S. during summer and Intersession.

FINANCIAL

- A. Serve on the A.S. Finance Committee.
- B. Ensure the business of the Finance Committee represents proper stewardship of the student activity fee.
- C. Work with the Executive Board to plan Holiday Social and end-of-the Year Banquet.
- D. With the aid of the Executive Board, coordinate transition activities in the Spring Semester.

TORERO LIFE

- A. Be involved in the Senior Legacy Program.
- B. Attend student-sponsored programs for support and feedback.
- C. Support Torero Athletics by encouraging A.S. attendance at various athletic events.
- D. Foster and promote inclusivity through programs and services.

TRANSITION

- A. Be ultimately responsible for the integrity of elections.
- B. Responsible for recruiting, interviewing, and appointing directors with other members of the

- C. Executive Board and A.S. advisors.
- D. Train and transition newly-elected A.S. President in the Spring Semester and be responsible for the proper transition of the newly elected Executive Board.

Section II: The Vice President shall:

- A. Before the A.S. Spring Retreat, help the President in putting together a comprehensive A.S. Leadership manual for each A.S. Leadership Team member and advisor that includes information deemed necessary by the newly elected Executive Board.
- B. Serve as the A.S. liaison to USD registered student organizations.
- C. Chair Vice President Board Meetings to coordinate services as deemed necessary.
- D. Attend weekly Executive Board Meetings.
- E. Attend AS Leadership Team Meetings.
- F. Be responsible for the coordination of all academic matters pertinent to the students.
- G. Serve as the student representative in academic matters including but not limited to University Senate, Undergraduate Curriculum Committee, and other faculty committees as deemed necessary.
- H. Oversee the Academic Research Grant Selection Board and processes.
- I. Serve as the A.S. liaison to the Provost of the University and Academic Deans of the University.
- J. In the absence of the President, conduct the business of the President.
- K. Communicate with non-Vice President board members of the Associated Students to have an overall awareness of the Association.
- L. Serve as a non-voting, ex-officio member of the Student Senate of the Associated Students of the University of San Diego.
- M. Serve as an A.S. representative on the Academic Affairs Committee of the Board of Trustees.
- N. Serve as an A.S. Representative on the Institutional Review Board, University Senate (faculty version of the Student Senate), and the Board of Trustees.
- O. Serve on the A.S. Finance Committee. Work in the interests of students' needs and concerns.
- P. Be responsible for ensuring the proper operation of the A.S. during summer and intersession.
- Q. With the aid of the Executive Board, coordinate transition activities in the Spring Semester.
- R. Foster and promote inclusivity in their work with administration and student organizations.
- S. Attend both the Spring and Winter A.S. Retreats.
- T. Responsible for recruiting, interviewing, and appointing directors with other members of the Executive Board and A.S. advisors.
- U. Train and transition newly-elected A.S. Vice President in the Spring Semester.
- V. Supervise the Chair of Academics and Chair of Student Organizations while assisting them in their projects and facilitation of Senate Committees.

Section III: The Speaker of the Senate shall:

- A. Chair the Student Senate by proposing and facilitating discussions that may lead to a vote on the items outlined in the Constitution. The Speaker must be familiar with parliamentary procedure in order to adequately fulfill this duty. These meetings must be advertised to the entire student body and must include opportunities for non-voting members of the Senate to discuss issues.
- B. Be responsible, in coordination with the Senate Pro Tempore and the Parliamentarian, for managing the Senators of the A.S. Student Senate to ensure these officers are fulfilling the duties outlined in the A.S. Constitution, A.S. By-Laws, and A.S. Job Descriptions. In the absence of the Speaker, the Senator Pro Tempore shall chair in his/her place.
- C. Be responsible, in coordination with the Senate Pro Tempore and the Parliamentarian, for setting the agenda for the upcoming Student Senate Meeting and the rules governing discussion for said meetings.
- D. Appoint and dismiss committees and chairpersons subject to the simple majority approval of the

Student Senate. These committees shall be known as Senate Committees. The Four Standing Committees shall be Inclusion and Diversity, Academics, Student Organizations, and Student Life.

- E. Serve on the Executive Board of Associated Students and faithfully complete any responsibilities this service entails.
- F. Serve as an A.S. representative on the Student Affairs Committee of the Board of Trustees.
- G. Serve on the A.S. Finance Committee. Work in the interests of students' needs and concerns.
- H. Attend student-sponsored programs for support and feedback.
- I. Attend both mandatory Spring and Winter A.S. Retreats.
- J. Take responsibility for recruiting, interviewing, and appointing A.S. Directors with other members of the Executive Board and A.S. advisors.
- K. Train and transition newly-elected A.S. Speaker of Senate in the Spring Semester.
- L. Train and transition the newly elected Speaker of the Senate in the Spring Semester.
- M. Supervise the Chair of Student Life, Chair of Inclusion and Diversity, Chair of Changemaking Initiatives, Chair of Sustainability, and Chair of Wellness while assisting them in their projects and facilitation of Senate Committees

Section IV: The Finance Chair shall:

- A. Coordinate and Chair the A.S. Finance Committee and A.S. Budget Committee meetings.
- B. Recruit the A.S. Budget Committee. It is the duty of this committee to consider the best interest of A.S. in all financial decisions and to allocate funds consistently, based on the A.S. Budget Committee By-Laws.
- C. Submit Fall and Spring semester budgets, as determined by A.S. Finance Committee, to Senate for approval during first Senate meeting of each semester.
- D. Review financial expenditures of the Program Board and centers funded by AS. These expense reports are prepared monthly for review.
- E. Process expenditures/transactions of the funds allocated to A.S. Team and clubs/organizations by the A.S. Finance Committee and the A.S. Budget Committee. The process includes completion of procurement processes and appropriate record keeping practices. Transactions include, but are not limited to: check requests, purchase orders, petty cash dispersal and collection, and inter-campus charges.
- F. Oversee and maintain appropriate stewardship of A.S. funds between A.S. Team, Torero Program Board, and A.S. Budget Committee.
- G. Provide accessible information and support to students to inform the masses about the financing process.
- H. Collaborate with the A.S. Controller to review the spending of A.S. funds. Make sure that both are fulfilling the duties outlined in the A.S. Constitution, A.S. By-Laws, and A.S. Job Descriptions.
- I. Recruit, interview, and appoint positions on A.S. with other members of the executive board.
- J. Collaborate with A.S. Controller, A.S. Activities and Budget Coordinator, and the A.S. team to accomplish responsibilities and objectives throughout academic year.
- K. Train and transition newly-appointed Finance Chair in the Spring semester.
- L. Foster and promote inclusivity in programming and/or services.
- M. Attend both Spring and Winter A.S. retreats.

Section V: The Communication Chair shall:

- A. Create and maintain updated spending of the Communication budget. The budget will be prepared in consultation with the Director of Student Activities.
- B. Develop agenda for Communication Board meetings.
- C. Supervise the activities of the Director of Media Marketing, Director of Brand Marketing, and Director of Recruitment.
- D. Facilitate discussion and brainstorming sessions with members of Communication Board about upcoming campaigns.
- E. Delegate communication-related tasks to the Communication Board.
- F. Work with outside vendors to order supplies.
- G. Maintain the A.S. website <www.sandiego.edu/associatedstudents> in coordination with the Webmaster.
- H. Coordinate with the Creative Zone (CZ) about maintaining marketing supplies and equipment; work with the CZ to have regular A.S. campaigns and marketing produced in house.
- I. Enhance the marketability of A.S. through cooperation with student media:
 - a. Maintain the “T-SPAN” collaboration and coordinate campus news coverage with USDtv.
 - b. Work with The Vista to ensure A.S. activities are adequately covered.
 - c. Partner with USD Radio for occasional A.S. radio broadcasts.
- J. Have a good understanding of social media and be able to run and update A.S. Facebook, Twitter, and Senate Blog accounts.
- K. Recognize the upkeep and maintenance of computer hardware (i.e. understand when your computer needs a new version of Photoshop and other computer software, etc.). Inform Finance Chair of any needed repairs and/or upgrades to marketing equipment.
- L. Establish good relations with University Copy and Graphics (formerly known as the “USD Print Shop”).
- M. Monitor all in-house communication within Associated Students and relay information between the Senate and A.S. Team.
- N. Assist with Torero Days marketing: order postcards, business cards, and promotional materials to distribute to incoming students.
- O. Work with University administrators on USD-wide projects, which includes serving on planning committees as needed and providing a student’s perspective.
- P. Attend student-sponsored programs for support and feedback.
- Q. Actively participate in the planning of the A.S. retreat agendas.
- R. Foster and promote a campus environment of camaraderie and inclusivity through programs and services.
- S. Attend both Spring and Winter A.S. retreats.
- T. Recruit, interview, and appoint A.S. directors with other members of the Executive Board and A.S. advisors.
- U. Train and transition newly-elected Communication Chair in the spring semester.

Section VI: Torero Program Board Chair shall:

- A. See to advance the programming objectives of Program Board.
 - a. Seek ways to reduce over-programming at USD.
 - b. Produce a master Calendar for Program Board and student body to view.
 - c. Set semester/yearly goals for Program Board.
- B. Represent the Student Body to the faculty/administration in programming matters.
- C. Actively participate in the Associated Student Senate representing USD Program Board.
 - a. Use the Senate to solicit input and feedback concerning programming and events.
 - b. However, the Program Board President does not have a voting right.

- c. Actively seek and secure the opinions and concerns of the undergraduate student body regarding programming on campus and off campus.
 - d. The President must sit in on the Associated Student Senate to hear the voice of the public as well as report on programs planned throughout the academic year.
 - e. The President will then report back to Program Board with student concerns and attempt to accommodate the students/ needs.
- D. Supervise the Vice Chairs of Entertainment, Main Events, and Special Events, who oversee the following coordinators:
- a. Arts and Lectures
 - b. Marketing
 - c. Concerts
 - d. After Dark
 - e. Novelty
 - f. Spotlight
 - g. Spirit and Traditions
 - h. Class Programming
 - i. Weekend Programming
 - j. Multicultural
- E. Facilitate numerous meetings with the Program Council that consists of Program Board and other programming representatives of campus life, including but not limited to:
- a. Residence Hall Association (RHA)
 - b. Community Service Learning (CSL) and Center for Awareness, Service, and Action (CASA)
 - c. United Front Multicultural Center (UFMC) and UF Leadership Council
 - d. Inter-Fraternity Council (IFC)
 - e. Panhellenic Council
 - f. Women's Center
- F. Coordinate to plan and lead the Spring and Winter Board Retreat
- G. Recruit, interview, and appoint Torero Program Board directors and chairs in conjunction with the A.S. President, the Program Board advisor, and the previous Program Board Chair.

Article II: Appointed Positions

Section I: The following positions will be appointed by the AS Executive Team from the entire student body: Chief of Staff, Controller, Director of Media Marketing, Director of Brand Marketing, and Director of Recruitment.

Section II: Chief of Staff

- A. Complete tasks as needed by the Executive Board members. Answer phones and direct calls accordingly.
- B. Maintain current contact lists of A.S. Leadership Team members (*i.e.* permanent and local addresses, phone numbers, e-mail addresses, birthdays, and any other pertinent information deemed necessary by the Executive Board).
- C. Assist in coordination of Senate meetings (*i.e.* ordering, picking up, and delivering food; distributing agendas; and designing and placing nameplates for members). This responsibility will be mainly completed by the Executive Committee of the Student Senate (*e.g.* Speaker, Senator Pro Tempore, and Parliamentarian) but the Chief of Staff shall assist as needed. Take minutes at Senate meetings.
- D. Assist A.S. President in organization matters dealing with the whole leadership team (*e.g.* keys, PBN Numbers, etc.), and for the Fall and Spring Executive Conferences.

- E. Answer questions and address the needs of the people who walk into the office, maintain use of the Associated Students Bulletin Board and respond to interest inquiries from the Associated Students website.
- F. Buy needed office supplies weekly at the USD Bookstore or at a local office supply company (including supplies for printer and copier).
- G. Work with the A.S. President on office and/or staff issues. Communicate with the A.S. President and the entire Executive Board regularly.
- H. Assist the A.S. President and Executive Board as needed throughout the year.
- I. Maintain the A.S. Credit Card, Bookstore Card, Advantage Card, golf cart, and mobile filing cabinets.
- J. Assist the A.S. President in planning retreats, banquets, and senate activities.
- K. Organize interviews for A.S. appointed position applicants.
- L. Attend both spring and winter A.S. retreats.
- M. Train and transition newly-appointed Chief of Staff in the spring semester.
- N. Foster and promote camaraderie and inclusivity in programming and/or services.
- O. Maintain binders for Senate.

Section III: Controller

- A. Keep an accurate record of money allocated and dispersed by ASBC.
- B. Maintain records for money allocated, money spent, and accounting policies and procedures.
- C. Process reimbursements for clubs and organizations receiving funding allocation from ASBC.
- D. Manage the chart of accounts in Oracle.
- E. Produce financial reports for ASBC meetings.
- F. Oversee on-campus centers and sports clubs accounts.
- G. Provide assistance needed for any audit of A.S.
- H. Train and transition newly appointed Controller in the spring semester.
- I. Foster and promote camaraderie and inclusivity in programming and/or services.
- J. Attend both spring and winter A.S. retreats.

Section IV: Director of Media Marketing

- A. Update the A.S. Facebook page <www.facebook.com/usdassociatedstudents> status on a daily basis (Monday through Friday) and once per weekend with relevant news or information regarding A.S. actions/events or student life on campus.
- B. Assist the Communication Chair, Student Senate, and other A.S. members with any A.S. publicity or marketing campaigns using web marketing (Facebook ads/updates, Tweets, etc.)
- C. Take photographs at important A.S. events to be posted on the A.S. Facebook page and A.S. blog or used for marketing campaigns.
- D. Take pictures of A.S. officers and senators to be displayed in the Executive office and posted on the A.S. Facebook by the end of September.
- E. Collect important documents from A.S. officers and senators to keep record of all important A.S. events and actions.
- F. Update the A.S. “Year in Review” Blog once a month with all photos, documents, and write-ups summarizing important A.S. actions and events from the previous month.
- G. Write-ups should include the recordings of pertinent facts and details surrounding significant movements in ideology, structure, or events of the organization.
- H. Prepare a slideshow of pictures for the end of the year A.S. banquet
- I. Serve as A.S. liaison with yearbook staff.
- J. Attend both Fall and Spring Semester A.S. retreats
- K. Promote inclusivity through services.

- L. Train and transition newly appointed A.S. Director of Media Marketing.
- M. Seek to enhance the A.S. website.
- N. Organize marketing to be featured on the A.S. website.
- O. Get approval from the Communication Chair and relevant directors and chairs for ideas and announcements to be posted on the website.
- P. Work with several campus departments to incorporate new features into the A.S. website.
- Q. Keep the A.S. website updated and coordinate all marketing done through the AS website, including but not limited to the maintenance of online forms, documents, and A.S. pages.
- R. Monitor any web-related and technical needs of the Leadership Team. Coordinate the display of events and/or elections (including AS position elections) with Information Technology Services (ITS).

Section V: Director of Brand Marketing

- A. Publicize A.S. Senate issues and resolutions.
 - a. Collaborate with the Communication Chair and Communication Board to ensure that the student body is accurately informed of which issues Senators are handling and other ways the Senate is working to benefit student life on campus.
 - b. Maintain and monitor the Senate Blog to ensure that Senate Committee Chairs are updating the blog accurately and appropriately.
 - c. Assist Senators in planning and executing meet-and-greets with their respective constituencies to establish themselves as student representatives and to solicit student issues.
- B. Coordinate A.S. marketing campaigns.
 - a. Collaborate with the Communication Chair on all marketing campaigns by the A.S. Communication Board to ensure coordination with the cohesive A.S. branding scheme in addition to high efficacy.
 - b. Work with the Creative Zone on all A.S. marketing requests to ensure professional and visually appealing marketing materials that complement the A.S. brand image.
 - c. Publicize A.S. during Torero Days orientation.
 - d. Research other colleges' and universities' student government organizations and corporations alike to inspire fresh ideas that both expand and fortify A.S. marketing strategies.
- C. Set goals for, design, and execute A.S. marketing campaigns. Evaluate target audience and analyze effectiveness of marketing plans.
- D. Create, maintain, and monitor the marketing budget.
- E. Work with outside local vendors to solidify relationships and innovate fresh concepts for promotional giveaways.
- F. Serve as liaison between A.S. and USD student media.
 - a. Establish and maintain close contact with all of the prominent student media outlets: USDtv, USD Radio, and The Vista.
 - b. Submit press releases to these outlets when necessary.
 - c. Ensure that all important information released by the Senate and the A.S. Team is adequately covered by the appropriate media outlet.
- G. Serve as liaison between A.S. and the USD Office of Public Affairs.
 - a. Establish and maintain communication between A.S. and the Office of Public Affairs.
 - b. Serve as the A.S. representative for a student perspective at meetings called by the Office of Public Affairs.
- H. Maintain and implement communication contingency plans.
 - a. Ensure that all A.S. contingency plans are updated and accurate.
 - b. On the rare occasion that a contingency plan needs to be implemented, make sure the process is swift and smooth.
- I. Maintain community relations.

- a. Maintain relationships with local businesses that have agreed to a partnership with our A.S. team.
- b. Seek out donations from these businesses to be used as promotional giveaways.
- c. Organize and execute an annual philanthropic / community service event as a way for the A.S. team to give back to our community.
- J. Maintain a positive image for the A.S. Leadership Team and A.S. senate.
 - a. Ensure that a relationship has been made and is accurately maintained with all student media, local media, the USD office of Public Affairs, and the local San Diego community.
 - b. Oversee the production and distribution of “T-SPAN,” the A.S. program on USDtv.
- K. Collaborate with the Communications Chair and other members of the Communications Board to ensure that the student body is accurately informed of all AS initiatives.
- L. Attend weekly Communications Board meetings.
- M. Attend both Fall and Spring semester retreats.
- N. Foster and promote camaraderie and inclusivity in programming and services.
- O. Train and transition the newly appointed Director of Brand Management in the Spring Semester.

Section VI: Director of Recruitment

- A. Recruit/direct A.S. representatives for/of the Elections Committee.
 - a. Identify and contact potential A.S. representatives, especially students who complete an A.S. interest sheet.
 - b. Provide structure for regular Committee meetings and activities throughout the year.
 - c. Lead the Committee in planning, promoting, coordinating, and staffing elections events.
 - d. Oversee committee responsibility to advertisement of all A.S. positions in coordination with the A.S. Communication Board.
- B. Oversee election process and communication of election results to the student body.
- C. Work with the Elections Committee, the A.S. Communication Board, and the other A.S. Leadership Team members to advertise elections and encourage students to run for office and to vote.
- D. Recommend members of Elections Committee to the A.S. President for approval.
- E. In a U.S. election year (Midterm or Presidential), assist with voter registration and in coordination with the University.
- F. Attend weekly Communications Board meetings.
- G. Attend both Fall and Spring semester retreats.
- H. Foster and promote camaraderie and inclusivity in programming and services.
- I. Train and transition the newly appointed Director of Recruitment in the Spring Semester.
- J. Know and understand A.S. Elections Bylaws.
 - a. Maintain acute awareness of the power entrusted to this position and the Committee through the bylaws, ensuring fairness and impartiality at all times.
 - b. Oversee voting for constitutional changes.
 - c. Create, maintain, and monitor Elections budget.
 - d. Foster and promote camaraderie and inclusivity in programming and/or services.
 - e. Attend both Spring and Winter A.S. retreats.
 - f. Train and transition newly-appointed Director of Elections in the spring semester.

Section VII: The following positions will be appointed from the elected Senate by the AS Executive Board and Speaker of the Senate: Chair of Academics, Chair of Student Organizations, Chair of Student Life, Chair of Inclusion and Diversity, Chair of Changemaking Initiatives, Chair of Sustainability, Chair of Wellness

Section VIII: Chair of Academics

- A. Actively seek to secure opinions and concerns of students regarding academic issues.
- B. Work closely with the A.S. Vice President to address academic matters.
- C. Coordinate and facilitate A.S. Academic Research Grants Boards and chair meetings to allocate research funding each semester with the Senate Academics Committee.
- D. Work with the Center for Student Success to address student academic issues and to advocate for academic success on campus.
- E. Supervise the Senate Academics Committee
- F. Appoint delegates to various campus committees regarding academic issues from the Senate Academics Committee
- G. Foster and promote inclusivity in programming and/or services.
- H. Attend all Senate meetings.
- I. Attend both spring and winter A.S. retreats.
- J. Train and transition newly-appointed Chair of Academics in the spring semester.
- K. Appoint the Honors Council President and oversee the Honors Council outside of the Associated Students Senate. The Honors Council President must have previous experience with the Honors Council.
- L. Create, monitor, and maintain the Academics Budget

Section IV: Chair of Student Organizations

- A. Supervise and oversee the Senate Student Organizations Committee.
 - a. Make sure the Committee is cognizant of relevant student organization issues
 - b. Lead the hearing of student organizations presenting to the committee, which consists of a brief (two-minute) description of the club followed by questions from the committee.
 - c. Track attendance of clubs scheduled to present to the Committee
 - d. Deliver list of new student organizations to the Chair of the Student Issues Committee of the A.S. Senate (to present to Senate the following Senate meeting for approval).
- B. Facilitate Student Organization Registration with SLIC Executive Assistant
- C. Serve on A.S. Budget Committee (ASBC)
- D. Attend all A.S. Team meetings
- E. Support A.S. and Torero Program Board events
- F. Attend all A.S. Senate meetings and chair the Senate Student Organizations Committee
- G. Collaborate with the Senate Chair of Student Life to assess issues that may overlap and be jointly resolved.
- H. Create, monitor, and maintain the Student Organizations Budget

Section IX: Chair of Student Life

- A. Coordinate with the Chair of Wellness and the Chair of Sustainability to supervise and oversee the Senate Student Life Committee
- B. Serve as a liaison between A.S. and Dining Services, Parking Services, Tram Services, Residential Life, Parking Services, Campus Recreation, and other Student Affairs offices
- C. Develop and implement plans and programs to help resolve issues and needs of students that pertain to student life
- D. Attend all Senate meetings
- E. Actively seek out student wants and needs to promote initiatives and programs that enhance student life on campus
- F. Collaborate with the Senate Chair of Student Organizations to assess issues that may overlap and be

jointly resolved.

- G. Create, monitor, and maintain the Student Life Budget

Section X: Chair of Inclusion and Diversity

- A. Coordinate with the Chair of Changemaking Initiatives to supervise and oversee the Senate Inclusion and Diversity Committee
- B. Serve as a liaison between A.S. and the UFMC, BSRC, Center for Inclusion and Diversity, and multicultural groups and organizations on campus
- C. Seek out and respond to issues regarding social justice, inclusion, and diversity on campus
- D. Actively implement programs and initiatives that seek to create a sense of inclusion and belonging for all students
- E. Attend all Senate meetings
- F. Develop and implement plans and programs targeted towards education, awareness, and understanding of social issues on campus
- G. Create, monitor, and maintain the Inclusion and Diversity Budget

Section XI: Chair of Changemaking Initiatives

- A. Create awareness and increase understanding of the USD Changemaker Campus
- B. Act as a liaison between Associated Students, CASA, the Changemaker Hub, the Changemaker Student Committee, and any other centers or organizations deemed necessary
- C. Support the Changemaker Hub in social media and event advertising efforts across campus
- D. Foster collaboration in changemaking efforts and social change throughout the USD community
- E. Develop and embed a culture of changemaking by acting as the student voice of the USD community and promoting Changemaker thinking and action
- F. Create and pursue short term and long term changemaking initiatives for the University of San Diego through ensuring that the Changemaker Student Committee is representative of the student voice on all university wide Changemaker initiatives
- G. Develop partnerships with the San Diego community for Changemaking projects
- H. Learn from and facilitate exchanges with Changemaker Universities across the world
- I. Interview and select a student committee comprised of individuals from different facets of campus life for the Changemaker Student Committee, in coordination with CASA and the Changemaker Hub.
 - a. Participate in bi-weekly meetings with the Changemaker Student Committee.
 - b. The CSC should be composed of Senators on the subcommittee for Changemaking Initiatives as well as students outside of the Associated Students Senate
- J. Represent the student voice in biweekly Changemaker CORE meetings
- K. Assist and help with coordination, marketing, and implementation of the annual Changemaker Festival
- L. Foster and promote camaraderie and inclusivity in programming and services
- M. Train and transition the newly-appointed Director of Changemaker Initiatives in the Spring semester
- N. Coordinate with the Chair of Inclusion and Diversity to supervise the Senate Inclusion and Diversity Committee
 - a. Supervise oversee the subcommittee for Changemaking Initiatives in coordination with the CSC
- O. Attend all Senate meetings and CSC meetings
- P. Create, monitor, and maintain the Changemaking Initiatives Budget
- Q. Encouraged to have prior experience on the Changemaker Student Committee.
- R. Work closely with the Assistant Director of the Changemaker Hub and other staff/administrators in CASA and the Changemaker Hub.

Section XII: Chair of Sustainability

- A. Serve as a key leader and advocate for comprehensive and integrated attention to sustainability efforts.
- B. Champion, implement and institutionalize an ecologically friendly approach to achieve a healthy campus emphasizing community over individualism.
- C. Play a constructive role in influencing policies and practices that address sustainability-related issues.
- D. Partner with the University's Sustainability Office, Sustainability Task Force, Changemaker Hub, and Be Blue Go Green student groups.
- E. Interview and select a student committee comprised of individuals from different facets of campus to be the Sustainability Task Force
 - a. Oversee and Supervise the Sustainability Task Force, in coordination with the Senate subcommittee on Sustainability
 - b. The Sustainability Task Force should be comprised of Senators on the subcommittee of Sustainability as well as students outside of the Associated Students Senate
- F. Serve as the principal point of contact for coordination of sustainability activities initiated by students.
- G. Serve on sustainability-related student advisory boards or committees.
- H. Communicate with the administrative contact for Missions Crossroads Community Garden and Composting Area to assist with programming, leveraging it to address wellness and sustainability practices. H. Publicize sustainability-focused information, initiatives and events to the student body.
- I. Create, maintain, and monitor the Sustainability budget.
- J. Train and provide guidelines for AS and TPB when planning meetings/programs.
- K. Investigate ways the AS/TPB team, and the university as a whole, can be more sustainable in day-to-day practices.
- L. Coordinate with the Chair of Student Life to supervise and oversee the Senate Student Life Committee
 - a. Supervise and oversee the subcommittee of Sustainability
- M. Foster and promote camaraderie and inclusivity in programming and services.
- N. Attend all retreats deemed necessary by A.S. Executive Board.
- O. Train and transition the newly appointed Chair of Sustainability in the Spring semester.
- P. Attend all Senate meetings
- Q. Create, monitor, and maintain the Sustainability Budget

Section XIII: Chair of Wellness

- A. Play a constructive role in influencing policies and practices that address student health.
- B. Serve as a principal point of contact for coordination of wellness activities initiated by students.
- C. Serve as a key leader and advocate for comprehensive and integrated attention to student health and wellness.
- D. Actively assess the health and wellness needs of all students, including underrepresented populations.
- E. Work closely with the AVP for Student Affairs for Student Wellness, Wellness Units Directors, the Student Health Center, Peer Health Educators, the Center for Health and Wellness Promotion and its student organization affiliate (Campus Connections), Outdoor Adventures and other wellness staff involved in health promotion on campus.
- F. Assist in adoption of models for collaboration to create a range of health promotion education and wellness services for students such as flu shots, STI testing, etc.
- G. Serve on wellness-related student advisory boards or committees.
- H. Foster and promote camaraderie
- I. Attend all retreats deemed necessary by the AS Executive Board
- J. Train and transition the newly appointed Chair of Wellness in the Spring Semester
- K. Attend all Senate meetings
- L. Publicize wellness information, initiatives and events to the student body.
- M. Create, maintain, and monitor the Student Wellness budget.

- N. Coordinate with the Chair of Student Life to supervise and oversee the Senate Student Life Committee
 - a. Supervise and oversee the subcommittee on Wellness

Article III: Amendments

Section I

- A. These By-Laws may be amended in the following way:
 - a. Any member of the AS Senate may submit a proposed amendment during any regular meeting.
 - b. The AS Senate may approve or deny the proposed amendment no sooner than the next scheduled meeting.
 - c. The AS President must post the proposed amendment publicly for a period of five (5) class days.
 - d. 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 I

- 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.