



ASSOCIATED  
STUDENTS  
UNIVERSITY OF SAN DIEGO

# ASSOCIATED STUDENTS BYLAWS

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**PREAMBLE:** *The purpose of these Bylaws is to provide structures and procedures to implement the Associated Students Constitution.*

## **ARTICLE I THE EXECUTIVE BOARD**

Section 1 The Executive Board shall consist of the President, the Vice President, the Speaker of the Senate, the Finance Chair, the Communications Chair, the Athletics Chair, and the Torero Program Board Chair.

Section 2 The President shall:

- A. Before the A.S. Spring Retreat, be ultimately responsible for organizing 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. Must attend both the Spring and Winter A.S. Retreats.
- C. Be ultimately responsible for retreat coordination and implementation.
- D. Consider the recommendations of the current A.S. Strategic Plan.
- E. 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.
- F. Chair weekly Executive Board Meetings.
- G. Organize A.S. Leadership Team (A.S. Governance and TPB) meetings as deemed necessary.
- H. 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.



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- I. Supervise the Director of Changemaking Initiatives while assisting them in their projects.
- J. Meet weekly with the Torero Program Board Chair to ensure that programming is in the interests of student needs and concerns.
- K. Serve as a non-voting, ex-officio member of the A.S. Student Senate.
- L. Communicate with members of A.S. to have an overall awareness of the organization.
- M. Serve as an A.S. representative to the Student Affairs Committee of the Board of Trustees.
- N. Promote cohesion and interaction between A.S. members.
- O. Be responsible for ensuring the proper operation of A.S. during summer and Intersession.
- P. Serve on the A.S. Finance Committee.
- Q. Ensure the business of the Finance Committee represents proper stewardship of the student activity fee.
- R. Work with the Executive Board to plan Holiday Social and End-Of-The Year Banquet.
- S. With the aid of the Executive Board, coordinate transition activities in the Spring Semester.
- T. Be involved in the Senior Legacy Program.
- U. Attend student-sponsored programs for support and feedback.
- V. Support Torero Athletics by encouraging A.S. attendance at various athletic events.
- W. Foster and promote inclusivity through programs and services.



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- X. Be ultimately responsible for the integrity of elections.
- Y. Responsible for recruiting, interviewing, and appointing directors with other members of the Executive Board and A.S. advisors.
- Z. 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 3 The Vice President shall:

- A. Attend weekly Executive Board Meetings.
- B. Attend A.S. Leadership Team Meetings.
- C. Be responsible for the coordination of all academic matters pertinent to the students.
- D. Serve as a voting student representative in academic matters, such as the Undergraduate Curriculum Committee, and other faculty committees as deemed necessary.
- E. Oversee the Academic Review Council and processes.
- F. Serve as the A.S. liaison to the Provost of the University and Academic Deans of the University.
- G. In the absence of the President, conduct the business of the President.
- H. Communicate with non-Vice President board members of the Associated Students to have an overall awareness of the Association.
- I. Serve as a non-voting, ex-officio member of the Student Senate of the Associated Students of the University of San Diego.
- J. Serve as an A.S. representative on the Academic Affairs Committee of the Board of Trustees.



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- K. Serve as an A.S Representative on the Institutional Review Board, University Senate (faculty version of the Student Senate), and the Board of Trustees.
  - L. Serve on the A.S. Finance Committee. Work in the interests of students' needs and concerns.
  - M. Be responsible for ensuring the proper operation of the A.S. during summer and intersession.
  - N. With the aid of the Executive Board, coordinate transition activities in the Spring Semester.
  - O. Foster and promote inclusivity in their work with administration and student organizations.
  - P. Attend both the Spring and Winter A.S. Retreats.
  - Q. Responsible for recruiting, interviewing, and appointing directors with other members of the Executive Board and A.S. advisors.
  - R. Train and transition newly-elected A.S. Vice President in the Spring Semester.
  - S. Supervise the Chair of Academics and Chair of Student Organizations while assisting them in their projects and facilitation of Senate Committees.
- Section 4 The Speaker of the Senate shall:
- A. Serve as the chair of the Associated Student Senate by facilitating all business and discussion.
  - B. The Speaker must be proficient in parliamentary procedure as outline within Robert's Rules of Order to conduct their job efficiently.
  - C. Be responsible for the coordination of the beginning of the term training for the Associated Students Senate.



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- D. Ensure that Senate is properly planned and ready to conduct business at the agreed upon time, this includes checking that EVR's have been placed, materials required for business is collected, all media devices are prepared, and the setup and layout of the assembly is according to desired preference.
- E. Be ultimately responsible for managing the Senators of the AS Senate to ensure these officers are fulfilling the duties outlined in the AS Constitution, AS By-Laws, and AS Job Descriptions. In the absence of the Speaker, the Senate Pro Tempore shall chair in his/her place.
- F. Be ultimately responsible for setting the agenda for the upcoming Student Senate Meeting and the rules governing discussion for same.
- G. Appoint and dismiss committees and chairpersons subject to the simple majority approval of the Student Senate.
- H. Meet regularly with the chairs of the Associated Students committees to remain properly aware of the projects of all of the Senators.
- I. Appoint or dismiss two Senators for ASBC (budget committee) and one Senator for the position of Parking Re-Appeals Coordinator.
- J. Serve on the Executive Board of Associated Students and faithfully complete any responsibilities this service entails.
- K. Serve as an AS representative on the Student Affairs Committee of the Board of Trustees.
- L. Serve on the AS Finance Committee and work in the interests of students' needs and concerns.
- M. Manage and approve the finances of the Associated Students Senate, ensuring funds are made available to Senators for initiatives and constituency outreach.





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- N. Attend student-sponsored programs and programs of the Torero Program Board regularly for support and feedback from the undergraduate student body.
- O. Be ultimately responsible for the formatting and maintaining of all bylaws of the Associated Students. The parliamentarian shall assist in this duty as needed.
- P. Attend both mandatory Spring and Winter AS Retreats.
- Q. Take responsibility for recruiting, interviewing, and appointing AS Directors with other members of the Executive Board and AS advisors.
- R. Meet regularly with AS advisors and other AS Executive members.
- S. Foster and promote camaraderie and inclusivity in programming and services.
- T. Be responsible for the coordination of the swearing in ceremony for the end of their term, and before the term of their duly elected successor begins.
- U. Train and transition the newly-elected Speaker of the Senate in the Spring semester.

Section 5 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 in conjunction with the A.S. Controller. 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.





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- 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 Torero Program Board and Centers funded by A.S. These expense reports are prepared monthly for review.
- E. Process expenditures/transactions of the funds allocated to A.S. Governance 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. Governance, 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. Governance 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.





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- Section 6      The Communications 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 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.      Have a good understanding of social media and be able to run and update A.S. Facebook, Twitter, Snapchat and Instagram accounts.
  - J.      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 A.S. Activities and Budget Coordinator of any needed repairs and/or upgrades to marketing equipment.
  - K.      Monitor all in-house communication within Associated Students and relay information between the Senate and A.S. Team.







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- L. Assist with Ole Weekend marketing: order postcards, business cards, and promotional materials to distribute to incoming students.
- M. Work with University administrators on USD-wide projects, which includes serving on planning committees as needed and providing a student's perspective.
- N. Attend student-sponsored programs for support and feedback.
- O. Actively participate in the planning of the A.S. retreat agendas.
- P. Foster and promote a campus environment of camaraderie and inclusivity through programs and services.
- Q. Attend both Spring and Winter A.S. retreats.
- R. Recruit, interview, and appoint A.S. directors with other members of the Executive Board and A.S. advisors.
- S. Train and transition newly-elected Communication Chair in the spring semester.
- T. 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.

### Section 7 The Athletics Chair shall:

- A. Sit on the Executive Board and attend weekly Executive Board meetings.
- B. Be the official liaison between student-athletes on campus and the Associated Students.





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- C. Create and maintain updated spending of the Athletics ventures budget. The budget will be prepared in consultation with the Assistant Director of the Associated Students and the Director of Student Activities.
- D. Facilitate discussion and brainstorming sessions with members of the student body on improving school spirit at U.S.D.
- E. Attend all Student Athlete Advisory Committee (SAAC) meetings and relay important A.S. updates to SAAC, and vice versa.
- F. Serve as a non-voting, ex-officio member of A.S. Senate.
- G. Meet with every athletic team coach at least once per year.
- H. Allocate time and energy evenly between campaigns, efforts, promotions, and advocacy for men's and women's sports.
- I. Attend A.S. retreats in both semesters.
- J. Train and transition the newly-elected Athletics Chair in the spring semester.
- K. Prior to the beginning of each semester, meet with the TPB Spirit Coordinator to plan events for the upcoming semester and choose specific sports events to target.
- L. Work with the Torero Program Board to support athletics related programming, outside of athletic competitions.
- M. Collaborate with the Student Life Committee in regards to their school spirit initiatives.
- N. Collaborate with the Communications Chair in regards to marketing efforts surrounding school spirit. O. Serve as the A.S. representative on the Athletics Committee of the Board of Trustees (ACBOT).





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- P. Meet at least once per semester with the Executive Director of Athletics.
- Q. Be in constant communication with the Assistant Director of Athletics for Marketing and Promotions.
- R. Attend USD NCAA sports games frequently, and lead the USD “Bull Pit” student section in game time engagements and activities.
- S. Foster growth and expansion of the USD “Bull Pit” brand and fan section among all USD sports.
- T. Chair weekly Bull Pit Meetings
- U. Manage the structure of the Bull Pit, including assigning responsibilities.
- V. Encourage and enable athletic events and competition across campus in order to cultivate community, student engagement, and new USD traditions.
- W. Create working partnerships with Assistant and Associate Directors in the Athletics Department, which includes the Associate Director for Development, the Assistant Director of Athletics for Marketing & Promotions, the Assistant Director for Marketing.

Section 8 The 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.





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- 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 the Torero Program Board.
  
- 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 (PHC)



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- 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 DIRECTORS OF THE ASSOCIATED STUDENTS**

- Section 1 The Directors of the Associated Students shall consist of the Chief of Staff, the Controller, the Director of Changemaking Initiatives, the Director of Media Marketing, the Director of Brand Marketing, and the Director of Recruitment.
- Section 2 The Directors of the Associated Students shall be appointed by the Executive Board of the Associated Students.
- Section 3 The Chief of Staff shall:
  - 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.





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- 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.





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- Section 4      The Controller shall:
- 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 5      The Director of Changemaking Initiatives shall:
- 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.      Serve as a non-voting, ex-officio member of the Student Senate of the Associated Students of the University of San Diego.





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- D. Assist the Speaker of the Senate and Executive Board as needed throughout the year.
- E. Support the Changemaker Hub in social media and event advertising efforts across campus.
- F. Foster collaboration in changemaking efforts and social change throughout the USD community.
- G. Develop and embed a culture of changemaking by acting as the student voice of the USD community and promoting Changemaker thinking and action.
- H. 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.
- I. Develop partnerships with the San Diego community for Changemaking projects.
- J. Learn from and facilitate exchanges with Changemaker Universities across the world.
- K. Participate in bi-weekly meetings with the Changemaker Student Committee.
- L. The CSC should be composed of Senators as well as students outside of the Associated Students Senate. M. Attend weekly Changemaker Student Fellows meetings.
- N. Represent the student voice in biweekly Changemaker CORE meetings.
- O. Assist and help with coordination, marketing, and implementation of the annual Changemaker Festival.
- P. Foster and promote camaraderie and inclusivity in programming and services.



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- Q. Coordinate with the Chair of Inclusion and Diversity to consult with the Senate Inclusion and Diversity Committee.
- R. Create, monitor, and maintain the Changemaking Initiatives Budget.
- S. Encouraged to have prior experience on the Changemaker Student Committee.
- T. Work closely with the Assistant Director of the Changemaker Hub and other staff/administrators in CASA and the Changemaker Hub.

Section 6 The Director of Media Marketing shall:

- A. Update the A.S. Facebook page 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. Manage photographs taken at important A.S. events to be posted on the A.S. Facebook page and A.S. website or used for marketing campaigns.
- D. Prepare a slideshow of pictures for the end of the year A.S. banquet.
- E. Attend both Fall and Spring Semester A.S. retreats.
- F. Promote inclusivity through services.
- G. Train and transition newly appointed A.S. Director of Media Marketing.
- H. Seek to enhance the A.S. website.



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- I. Organize marketing to be featured on the A.S. website.
- J. Get approval from the Communication Chair and relevant directors and chairs for ideas and announcements to be posted on the website.
- K. Work with several campus departments to incorporate new features into the A.S. website.
- L. 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.
- M. 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 7 The Director of Brand Marketing shall:

- 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. 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.





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- 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 Ole Weekend 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. Work with outside local vendors to solidify relationships and innovate fresh concepts for promotional giveaways.
- E. 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.
- F. 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.





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- G. 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.
- H. 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.
- I. Collaborate with the Communications Chair and other members of the Communications Board to ensure that the student body is accurately informed of all A.S. initiatives.
- J. Attend weekly Communications Board meetings.
- K. Attend both Fall and Spring semester retreats.
- L. Foster and promote camaraderie and inclusivity in programming and services.
- M. Train and transition the newly appointed Director of Brand Management in the Spring Semester.





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- Section 8      The Director of Recruitment shall:
- 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.





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- 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.

### ARTICLE III CHAIRS OF THE ASSOCIATED STUDENTS SENATE

- Section 1 The Chairs of the Associated Students Senate shall be composed of the Chair of Academics, the Chair of Student Organizations, the Chair of Student Life, the Chair of Inclusion and Diversity, the Chair of Sustainability, and the Chair of Wellness.
- Section 2 The Chairs of the Associated Students Senate shall be appointed by the Speaker of the Senate from the elected Senators.
- Section 3 The Chair of Academics shall:
  - 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.





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- 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 and chair the Academics Committee of the Associated Students Senate.
- I. 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.
- J. Attend both spring and winter A.S. retreats.
- K. Train and transition newly-appointed Chair of Academics.
- E. Collaborate with other Chairs of the Associated Students Senate to assess issues that may overlap and be jointly resolved.
- L. Support Associated Students and Torero Program Board events.
- M. Perform duties as assigned by the Speaker of the Senate to facilitate and promote the operations of the Associated Students Senate.

Section 4 The Chair of Student Organizations shall:

- A. Supervise and oversee the Senate Student Organizations Committee:



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- 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 Speaker of the Senate for approval at the following meeting of the Associated Students Senate.
- B. Facilitate Student Organization Registration with the Associated Students Activities and Budget Coordinator.
  - C. Plan and coordinate a Student Organizations Mixer each academic semester.
  - D. Assist in the coordination of the Student Organization Conferences each academic semester, as well as with the Student Organizations Awards at the end of the academic year.
  - E. Attend all AS Senate meetings and chair the Student Organizations Committee of the Associated Students Senate.
  - F. Attend both spring and winter AS retreats.
  - G. Train and transition newly-appointed Chair of Student Organizations.
  - H. Collaborate with other Chairs of the Associated Students Senate to assess issues that may overlap and be jointly resolved.
  - I. Support Associated Students and Torero Program Board events.



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- J. Perform duties as assigned by the Speaker of the Senate to facilitate and promote the operations of the Associated Students Senate.

Section 5 The Chair of Student Life shall:

- 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 AS and Dining Services, Parking Services, Tram Services, Residential Life, 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 and chair the Student Life Committee of the Associated Students Senate.
- E. Actively seek out student wants and needs to promote initiatives and programs that enhance student life on campus.
- F. Attend both spring and winter AS retreats.
- G. Train and transition newly-appointed Chair of Student Life.
- H. Collaborate with other Chairs of the Associated Students Senate to assess issues that may overlap and be jointly resolved.
- I. Support Associated Students and Torero Program Board events.
- J. Perform duties as assigned by the Speaker of the Senate to facilitate and promote the operations of the Associated Students Senate.



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- Section 6      The Chair of Inclusion and Diversity shall:
- 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 and chair the Inclusion and Diversity Committee of the Associated Students Senate.
  - F.      Develop and implement plans and programs targeted towards education, awareness, and understanding of social issues on campus.
  - F.      Attend both spring and winter AS retreats.
  - G.      Train and transition newly-appointed Chair of Inclusion and Diversity.
  - H.      Collaborate with other Chairs of the Associated Students Senate to assess issues that may overlap and be jointly resolved.
  - I.      Support Associated Students and Torero Program Board events.
  - J.      Perform duties as assigned by the Speaker of the Senate to facilitate and promote the operations of the Associated Students Senate.
- Section 7      The Chair of Sustainability shall:
- A.      Serve as a key leader and advocate for comprehensive and integrated attention to sustainability efforts.



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- 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.
- I. Publicize sustainability-focused information, initiatives and events to the student body.
- J. Investigate ways the AS/TPB team, and the university as a whole, can be more sustainable in day-to-day practices.





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- K. Attend all Senate meetings and assist the Chair of Student Life in the operations of the Student Life Committee of the Associated Students Senate.
- L. Attend both spring and winter AS retreats.
- M. Train and transition newly-appointed Chair of Sustainability.
- N. Collaborate with other Chairs of the Associated Students Senate to assess issues that may overlap and be jointly resolved.
- O. Support Associated Students and Torero Program Board events.
- P. Perform duties as assigned by the Speaker of the Senate to facilitate and promote the operations of the Associated Students Senate.

Section 8 The Chair of Wellness shall:

- 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.





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- 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. Publicize wellness information, initiatives and events to the student body.
- I. Attend all Senate meetings and assist the Chair of Student Life in the operations of the Student Life Committee of the Associated Students Senate.
- J. Attend both spring and winter AS retreats.
- K. Train and transition newly-appointed Chair of Wellness.
- L. Collaborate with other Chairs of the Associated Students Senate to assess issues that may overlap and be jointly resolved.
- M. Support Associated Students and Torero Program Board events.
- N. Perform duties as assigned by the Speaker of the Senate to facilitate and promote the operations of the Associated Students Senate.

### ARTICLE IV AMENDMENTS

- Section 1 These By-Laws may be amended in the following way:
  - A. Any member of the A.S. Senate may submit a proposed amendment during any regular meeting.
  - B. The A.S. Senate may approve or deny the proposed amendment no sooner than the next scheduled meeting.
  - C. The A.S. President must post the proposed amendment publicly for a period of five (5) class days.



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- D. A two-thirds majority vote of the A.S. Senate is necessary for an adoption of an amendment to these By-Laws.

### **ARTICLE V      RATIFICATION PROCEDURES**

- Section 1      These bylaws 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.
- Section 2      Final ratification of these bylaws will be effected by a two-thirds vote of the entire Senate of the Associated Students, to be conducted yearly.



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