

THE BYLAWS OF THE ACADEMIC REVIEW COUNCIL 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 Students Constitution.
Article I	Name and Purpose
Section 1	The Academic Review Council
Section 2	The primary purpose of the Academic Review Council is to ensure academic integrity and review applications and allocate funding for academic grants.
Article II	Membership
Section A	Constituency
	The Academic Review Council consists of eight to twelve students, alongside the Associated Students Vice President (ideally between two and three students from each class, representative of the College of Arts and Sciences, School of Business and Shiley Marcos School of Engineering). All members are voting members with the exception of the Associated Students Vice President and the advisor. The Chair and Secretary, Recruitment Officer, and the Academic Integrity Promotion Officer of the Academic Review Council are selected each year by the Board in April.
Section B	Attendance
	Members are required to attend all meetings and Academic Review Council events, as deemed necessary by the Chair of the Board.
Section C	Recruitment Efforts
	Recruitment efforts are to be conducted by the council each semester in order to maintain a steady membership. New members will be recruited annually and will be selected for their demonstrated leadership, academic achievement, and outstanding personal conduct.
	Examples of recruitment efforts include Associated Students' website marketing, an Academic Review Council presence at the Alcalá Bazaar, the Blue Buzz, and referral through professors, Associated Students, and departments within Student Affairs.
Section D	Applications

Applications will be made available on the Associated Students website by the start of each semester, will require the student to provide a resume, his or her high-school GPA (first year students) or college GPA, and answers to short, situational essay questions that will seek to gauge prospective members' leadership abilities, time-management skills, interest and personal background and history. Examples of essay questions include:

1. Why are you interested, and what can you contribute to the Academic Review Council?
2. Define a time when your academic integrity was challenged.
3. Why is academic integrity important to USD?

Section E Interview Procedures

Interviews are to be conducted by a panel including the Chair, the Recruitment Officer and the Associated Students Vice President and will take place by the end of the first week of October or the end of the third week of February. Candidates will be chosen based upon their applications, with important criteria being leadership experience, academic achievement, campus involvement, and responses to essay and interview questions.

Article III Administrative Officers

Members are elected to officer positions with a majority vote by their peers on the Academic Review Council.

Section A Chair

The Chair will be responsible for overseeing all operations of the council. The Chair will approve all events and help each officer in his or her respective field. The Chair will be the main point of contact between the advisor and the council and will pursue all on-going projects. The Chair also serves as the liaison between the coordinators of the Academic Integrity Hearings and the Academic Review Council. The Chair is responsible for providing an agenda for each meeting and for keeping order. The Chair will be in charge of orchestrating each meeting and providing educational substance and opportunity to each member. The Chair is also responsible for obtaining all information pertaining to hearings and for coordinating with respective school administrators in order to schedule council members for attendance at hearings.

Section B Recruitment Officer

The Recruitment Officer is responsible for coordinating all recruitment activities as outlined above. The Recruitment Officer will also serve as the point of contact for all prospective members, and will assist the Chair in scheduling and leading interviews. The Recruitment Officer will be responsible for filling out marketing requests and for obtaining marketing materials for all council functions and events.

Section C Secretary

The Secretary will keep detailed minutes of every council meeting and the Research and Creative Explorations Grant deliberations and will be responsible for making minutes readily available to each council member, promptly after each meeting. Meeting minutes will serve to update all council members: both those present and those absent from meetings. The Secretary will also remind council members of upcoming meetings and events, will be responsible for updating a contact sheet of all council members, and will keep role at each meeting.

Section D Academic Integrity Promotion Officer

The Academic Integrity Promotion Officer will organize all council-sponsored events; the main council-sponsored event in both the fall and spring semesters being the finals week campaign.

Article IV Meetings and Procedures

Academic Review Council meetings are to be held at least three times/semester, and attendance is mandatory for all council members. The Chair must be made aware of any absences twenty-four hours in advance, and more than two absences in any given semester will result in that student's membership being called into question and which can be revoked with a majority vote by council members.

Article V Funding

Funding is received through the Associated Students Vice President.

Article VI Amendments and Ratifications

Amendments can be drafted and proposed once each semester by members of the Academic Review Council and ratified by Associated Students Senate.