

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

Article I: Censure by the Executive Board

Should the Associated Students Executive Board decide that the Torero Program Board Chair, an AS Director, or Senator has acted inappropriately, but not to a degree that requires the review process, the Executive Board can issue a letter of censure (a letter of censure expresses extreme displeasure with the actions of the person receiving the letter) to the individual in question, correcting them for their actions and informing them that any other inappropriate action will result in the automatic start of the review process. The process of censure shall be as follows:

1. The Associated Students Executive Board shall meet and begin the process of censure following a majority vote in favor of pursuing the censure process.
2. If a vote to censure is reached, the AS member being censured shall be delivered the letter by hardcopy or email within 72 hours of the vote.
3. The letter shall be signed by the entire Executive Board.
4. Within two weeks of the censure letter being delivered to the AS member in question, a meeting between that AS member and their supervising Executive Board member shall take place to discuss the offense.
5. The AS member shall remain on a censure review for one year of Associated Students service.
6. The Elections Committee shall be notified in an official letter signed by the Associated Students President if an AS member is censured, and it shall be left to the Committee's discretion is that AS member shall be eligible to run for elected office in the future.

Article II: Censure by the President to a member of Executive Board

Should the Associated Students President decide that a member of the Associated Students Executive Board has acted inappropriately, but not to a degree that requires the review process, the President can issue a letter of censure (a letter of censure expresses extreme displeasure with the actions of the person receiving the letter) to the individual in question, correcting them for their actions and informing them that any other inappropriate action will result in the automatic start of the review process. The process of censure shall be as follows:

1. In the case of an Executive Board member being censured, the Associated Students President shall call a meeting of the Associated Students Executive Board, minus the Executive Board member in question.
2. The process of censure will occur following a majority vote of the Executive Board members present.

3. If a vote of censure is reached, the Executive Board member being censured shall be delivered the letter by hardcopy or email within 72 hours of the vote.
4. The letter shall be signed by the entire Executive Board and the AS Advisor.
5. Within two weeks of the censure letter being delivered, a meeting between the Executive Board member in question and the Associated Students President shall take place to discuss the offense.
6. The AS member shall remain on a censure review for one year of Associated Students service.
7. The Elections Committee shall be notified in an official letter signed by the Associated Students President if an AS member is censured, and it shall be left to the Committee's discretion if that AS member shall be eligible to run for elected office in the future.

Article III: Review Process for member of AS Leadership Team

An Executive Board member, the Torero Program Board Chair, Director, or Senator of Associated Students may be placed on status review for failure to faithfully execute their outlined duties, improper professional behavior, or misuse or abuse of power or authority. The process of review shall be as follows:

1. The Associated Students Executive Board shall begin the review process by voting to place the Associated Students Leadership Team member on review. A majority vote shall be required to begin the process. In the case of an Executive Board member being reviewed, the Associated Students President shall be in charge of this part of the process.
2. Within 72 hours of voting to begin the review process, the AS member placed on review and their advisor shall be notified. The Executive Board member in charge of overseeing the duties of the director placed on review shall arrange a meeting with the director being reviewed no later than one week after the Executive Board's vote. In this meeting, the Executive Board member and the AS member placed on review shall discuss the punishable action and develop a set of goals with deadlines that the AS member in question must complete and focus on during their remaining time in office.
3. Within one week after the meeting between the Executive Board member and the AS member under review has taken place, the Executive Board shall meet and quorum must be met. The Executive Board will discuss the action that precipitated the review process, the goals set forth by the director and their supervising Executive Board member, and the possible benefits or consequences of further action.
4. The Executive Board will meet again two weeks after the first meeting detailed in Article III, Section 3 to vote on further action, taking into account any recent developments. In the case of a long weekend or academic break falling during this time, the Executive Board shall meet during the week immediately following. The Executive Board may vote to either end the review

- process or remove the AS member in question from their position. A majority vote is needed to remove the AS member.
5. Should the Executive Board vote to remove the AS member in question, that person must be notified immediately (within 24 hours) following the meeting detailed in Article III, Section 4 by their supervising Executive Board member and must leave office immediately.
 6. If the Executive Board votes to remove the AS member under review, the Elections Committee shall be notified by an official letter signed by the Associated Students President. It shall then be left to the discretion of the Elections Committee if the AS member who was removed shall be allowed to seek elected office in the future.
 7. Should the AS member in question wish to appeal the decision of the Executive Board under this article, they may appeal to the Associated Students Senate within 24 hours. Only AS members who hold elected positions are able to appeal to Student Senate. AS members who were hired for their positions are not allowed to appeal the decision of the Executive Board.

Article IV: Process of Review for AS President

The President of Associated Students may be placed on status review for failure to faithfully execute his/her outlined duties, improper professional behavior, or misuse or abuse of power or authority. The process of review shall be as follows:

1. The Associated Students Executive Board shall begin the review process by voting to place the Associated Students President on review. At an AS Executive Board meeting with all voting members present, a majority vote shall be required to begin the process. The AS President will not be voting.
2. Within 72 hours of voting to begin the review process, the Director of Student Activities at the University of San Diego will meet with the AS President. In this meeting, they shall discuss the punishable action and develop a set of goals with deadlines that the AS President in question must complete and focus on during their remaining time in office.
3. Within one week after the meeting between the Director of Student Activities at the University of San Diego and the AS President has taken place, the Executive Board shall meet and quorum must be met. The Executive Board will discuss the action that precipitated the review process, the goals set forth by the AS President and Director of Student Activities, and the possible benefits or consequences of further action.
4. The Executive Board will meet again two weeks after the first meeting detailed in Article III, Section 3 to vote on further action, taking into account any recent developments. In the case of a long weekend or academic break falling during this time, the Executive Board shall meet during the week immediately following. The Executive Board may vote to either end the review process or begin the process for immediate removal of the AS President as outlined in Article VI of these by-laws.

5. If the Associated Students' Senate votes to remove the AS President under review, the Elections Committee shall be notified by an official letter signed by the Associated Executive Board. It shall then be left to the discretion of the Elections Committee if the AS member who was removed shall be allowed to seek elected office in the future.

Article V: Immediate Removal by the AS Executive Board

In the case of a severe infraction by a member of Associated Students, the Associated Students President may discharge the AS member in question with his/her discretion. This action may only be taken in the instance of the AS member in question misappropriating Associated Students funds, knowingly and willingly violating the Associated Students Constitution, or performing an act that makes his/her continued presence in Associated Students counterproductive to its mission. This measure may not be used in the cases of lack off attendance, not sufficiently performing ones duties or disrespect towards the Executive Board. The process for presidential removal shall be as follows:

1. The Associated Students President must decide within 72 hours of learning about the AS member in question's actions to use this provision. (Should the President learn of the actions one week prior to an official school recess, the proceedings may be postponed until school resumes.)
2. The Associated Students President must inform the AS member's supervising Executive Board member within 24 hours of making his/her decision and call a meeting of the Executive Board. Every Executive Board member must be physically present. The Executive Board shall then hold a vote to affirm or deny the decision of the Associated Students President. In order to affirm the President's decision, a majority vote is required. support
3. In the case of immediate removal of a member of the Associated Students Executive Board, the Associated Students President must hold a meeting of the Executive Board. Every Executive Board member should be present, not including the Board member in question. At this time, the Executive Board present shall then hold a vote to affirm or deny the decision of the Associated Students President. In order to affirm the President's decision, a majority vote is required.
4. The AS member in question must be notified personally or by letter or email within 24 hours of the Executive Board's vote. The meeting must be attended by the Associated Students President, the supervising Executive Board member and the Associated Students advisor. The letter must be signed by the Associated Students President.

Article VI: Process for Immediate Removal of AS President

In the case of a severe infraction by the Associated Students President, the AS Student Senate may vote for the immediate removal of the AS President. This action may only take place if the AS President misappropriates Associated Students funds, knowingly and willingly violates the Associated Students Constitution, or performs an act that makes his/her continued presence in Associated Students

counterproductive to its mission or the mission of the University of San Diego. The process for the immediate removal of AS President shall be as follows:

1. Any undergraduate student may submit an official complaint regarding the AS President to the Speaker of the Senate. This complaint should include a list of witnesses, a description of the alleged improper conduct, a petition signed by 500 of the undergraduate students, and the ground for immediate removal. Following Senate, each member of AS Senate should be sent an electronic copy to be reviewed in preparation for the formal presentation of the complaint at the next immediate Senate meeting.
2. The undergraduate student submitting the complaint must be present at the Senate meeting following the complaint's submission. Every voting member of Associated Students must be present as well.
3. The undergraduate student submitting the complaint will have 5 minutes to present the complaint to the members of AS Senate. After the presentation, the AS President must step out of the room while Senate discusses the presentation and poses questions to the accuser. At this time, a voting member of AS Senate may move to begin the proceedings for the immediate removal of the AS President. If a second is met, a 3/4 majority vote is required for the proceedings to begin.
4. If a 3/4 majority vote is the result, the AS President will be asked to reenter the room and will have 5 minutes to defend his/herself against the complaint made by the accuser.
5. After the President's defense, a voting member of AS Senate may move to remove or not remove the AS President. A 3/4 majority vote is required for the motion to pass.
6. If removed, the replacement is outlined in the AS Constitution.