



# California State University, Monterey Bay Associated Students Bylaws

100 Campus Center, Seaside, CA 93955

Student Center Building 12 Room 125

(831)582-4725

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## Preamble

Associated Students of California State University, Monterey Bay seeks to empower and represent students in all areas of concern by upholding our university's commitment to its Vision Statement, while sustaining an active role in the decisions, actions, and affairs of our university through advocacy and equitable governance.

The Bylaws shall be interpreted in conjunction with the Constitution of the Associated Students and shall be outlined by AS Coded Memoranda. The Articles shall supersede the Bylaws and all governing documents of the organization in cases of conflict.

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## Article I – Purpose

This association is formed for the specific and primary purpose of operating a representative organization for the student body of California State University, Monterey Bay.

## Article II – Organization

### Section 1. Structure

- A. Associated Students official organizational structure is as follows:
- Executives
  - Academic Senators
  - Programmatic Senators
  - Inter-Club Council and Sport Club Council
- B. Organization of the Associated Students Governing documents are guided by the Constitution of the Associated Students implemented by the organization’s Bylaws and then outlined through the AS Coded Memoranda.

### Section 2. AS Divisions

- A. AS Divisions consists of Boards, Councils, Committees and other legislative groups.
- B. The Associated Students government structure shall be divided into AS Divisions. Each AS body will be managed by one (1) Officers, each managing and operating their own division and reporting through the AS President, who shall manage the organization as a whole.
- 1) The following are currently recognized as AS Divisions:
- AS Senate
  - Executive Board
  - Finance Board
  - Internal Affairs Board (IAB)
  - Inter-Club Council (ICC)
  - Sport Club Council (SCC)
  - Lobby Corps
  - Committee of the Colleges (COC)
  - Diversity and Inclusion Committee (D&I)
  - Environmental Affairs Committee (EAC)
  - Elections Committee
  - Hiring Committee
- C. AS Committees may be added as the organization deems fit.

## Article III– Elected Officers

The AS officers will be voted in by the general student body in an annual election conducted in the spring semester of the academic year.

## **Section 1. Qualifications**

- A. All students who apply and remain an Associated Students Officer must comply with academic requirements established by the Trustees and the University President, as well as maintain a minimum 2.3 cumulative GPA.
- B. Undergraduate candidates for office must maintain 12 semester units per term.
- C. Graduate and credential student candidates must maintain 6 semester units per term.

## **Section 2. Term of Office**

- A. Initiation for Elected Officers
  - 1) For all officers elected in the general elections, the term of office shall begin the moment they take the Oath of Office.
- B. Initiation for Appointed Officers
  - 1) For all appointed officers, the term of office shall begin upon their appointment to their position by the AS President with the AS Senate approval required to confirm appointment.
- C. End of Term for Existing Officers
  - 1) Officers shall be released from their official duties the moment the new administration is inaugurated with the exception of the AS President.
  - 2) The AS President shall end their term at the beginning of May.

## **Section 3. Officer Special Requirements**

- A. All Officers should have completed at least one (1) semester as a CSUMB student prior to elections.
- B. The AS President must at least have one (1) full semester prior experience as an AS Executive or Senator Officer.
- C. All Academic Senators must be a member of their respective college in which they represent.

## **Article IV – Executive Officers**

The Executive Authority of the Associated Students shall be vested in the Executive Board.

- A. The Executive Officers shall be ordered by the following structure:
  - AS President
  - Vice President of Internal Affairs
  - Vice President of Financial Affairs
  - Vice President of University Affairs
  - Vice President of External Affairs

- President/Chair of the Inter-Club Council
- President/Chair of the Sports Club Council

B. Duties:

- 1) Executive Officers shall be responsible for ensuring the organization and all AS Divisions are in compliance with Title V, Title IX, Gloria Romero, and any other recent changes.
- 2) Executive Officers must meet with the AS President biweekly.
- 3) Executive Officers shall meet regularly with the Senior Coordinator of Governance and Operations.

## Section 1. Succession

- A. If, at any time, the AS President is unable to fulfill their duty, it is the responsibility of the Vice President of Internal Affairs to take on the responsibilities and duties of President and maintain their current position.
- B. If, at any time, any of the Executive positions are vacant with the exception of ICC/SCC chair, it is the responsibility of the Hiring Committee and Senate to select a successor. This successor will comply with all officer requirements stated in the Bylaws. While the position is vacant, the President shall delegate responsibilities and duties of this position as they deem fit.
- C. Shall there be a time when an Executive Officer is not available, they may delegate their responsibilities to the AS President and if the AS President is not available, responsibilities defer to the AS Senior Coordinator of Governance and Operations.
- D. Should any executive position(s) become vacant, any current officer shall be allowed to apply for an executive position without the risk of losing their current position (should they not be chosen) with the exception of the AS President.

## Section 2. Duties

Each Executive Officer shall be responsible as the implementer of the Code of Strategic Vision, Code #13-11.

A. President

- 1) Powers
  - a. Serves as the official representative of the Associated Students.
  - b. Chairs and oversees the Executive Board.
  - c. Serves as a voting member of the Executive Board in case of a tie.
  - d. Serves as a voting member of the Finance Board.
  - e. Serves as a voting member of the Internal Affairs Board.
  - f. Serves as a designee member of all AS Boards/Committee/ICC/SCC.
  - g. Serves as the student voice at the University President's Extended Cabinet meetings.
  - h. Has the power of general or item veto of any measure adopted by the Senate, except in matters of impeachment.

- i. Has the power to call a special convening of the AS.
  - j. Has the power to appoint, dismiss, or discharge any position within AS.
  - k. Reviews annually the professional staff of the AS with the Director of Student Engagement of Leadership Development (SELD).
- 2) Responsibilities
- a. Shall ensure the overall effectiveness and efficiency of the organization and ensure the organization stays aligned with its Annual Stability Plan and Five-Year Strategic Plan.
  - b. Shall report to the AS Senate at each general or special session.
  - c. Shall oversee the AS assessment and evaluation with the Vice President of Internal Affairs; to improve the AS government structure.
  - d. Shall mediate and dismantle personnel conflicts within the organization.
  - e. Shall oversee selection, nomination, and appointment processes.
  - f. Shall serve as the primary voting member of the organization of California State Student Association (CSSA) and attend all meetings. (Such as the Board of Directors and other committees).
  - g. Shall attend (or send a designee if needed to) the Panetta Institute Leadership Seminar during the summer.
  - h. Shall attend the California Higher Education Student Summit (CHESS) conference trip.
  - i. In the event that Associated Students hosts a CSSA plenary, the President shall plan and implement the meeting with the Office and Services Coordinator.
  - j. Shall organize opportunities, functions, or meetings for the AS to interact with University Administration.
  - k. Shall meet biweekly with Executive Officers' for one-on-one development.
  - l. Shall meet regularly with the President of the University and their delegate to ensure an open line of communication with shared governance.
  - m. Shall meet regularly with the Vice President of Student Affairs and their delegate to ensure an open line of communication with student affairs.
  - n. Shall meet regularly with the Associate Vice President for Student Affairs/ Dean of Students.
  - o. Shall meet regularly with the Chair and Vice Chair of the Academic Senate and if needed, Administrative Liaisons.
  - p. Serve as the official representative of the Associated Students during the summer.  
Shall attend regional, state, and national conferences (i.e. CSUnity, CHESS, Hill Day).

The President shall have such other powers and perform other duties as may be assigned by Associated Students Governing Documents (i.e. Bylaws, or Coded Memoranda).

## B. Vice President of Internal Affairs

### 1) Powers

- a. Chairs and oversees the Internal Affairs Board.
- b. Serves as a voting member of the Executive Board.

- c. Serves as a voting member of the Internal Affairs Board in case of a tie.
- d. Assumes the duties of the President if the latter is incarcerated, removed, or resigns.

## 2) Responsibilities

- a. Shall mediate and dismantle any inter-organizational conflicts.
- b. Shall assist the President with organizing and improving organizational efficiency.
- c. Shall be responsible for keeping up to date with the accountability of all AS officers (agenda postings, meeting attendance, office hours, etc.).
- d. Shall collaborate with the AS President to ensure the organization stays aligned and accountable to the Annual Stability Plan and Officer goals, refer to Code of Strategic Vision, Code #13-11.
- e. Shall act as Parliamentarian and ensure actions and decisions of the Senate are in accordance with the AS governing documents.
- f. Shall serve as a resource person for Senate Resolutions and AS Governing Documents (i.e. Articles of the Associated Students, Bylaws, and the AS Coded Memoranda).
- g. Shall be responsible for the efficient functioning of all AS Divisions.
- h. Shall oversee Performance Reviews and evaluation of officers with the AS President and Senior Coordinator of Governance and Operations; to improve the AS government structure.
- i. Shall be responsible for amendment through, upholding the Bill process for all AS governing documents for efficiency and effectiveness for the organization.
- j. Shall keep on record an updated copy of the AS governing documents and shall maintain an updated archive of all AS Bills.
- k. Shall distribute a quarterly (twice a semester) update on how many warnings and violations an officer has received, and why, to the AS President, the Senior Coordinator of Governance and Operations, and the Office & Service Coordinator.
- l. Shall meet regularly with the Senior Coordinator of Governance and Operations.
- m. Shall oversee and facilitate leadership development for all officers of the organization.

The Vice President of Internal Affairs shall have such other powers and perform other duties as may be assigned by the AS President, the Constitution of Associated Students, Bylaws, or Coded Memoranda.

## C. Vice President of Financial Affairs

### 1) Powers

- a. Chairs and oversees the Finance Board.
- b. Co-Chairs the Student Fee Advisory Committee (SFAC).
- c. Serves as a voting member of the Executive Board.
- d. Serves as a voting member of the Finance Board in case of a tie.
- e. Serves as a voting member of the Foundation Board.
- f. Serves as a voting member of the University Corporation Board of Directors.



Authorizes Associated Students expenditures below \$999.99 that are not specific line items on the AS Operating Budget.

2) Responsibilities

- a. Shall be responsible for the development and management of the AS operational budget with consultation with the Senior Coordinator of Governance and Operations.
- b. Shall oversee the effectiveness of AS financial operations for the AS organization in reference to the Code of Finance.
- c. Shall be responsible for presenting quarterly updates to AS Divisions (i.e. AS Senate).
- d. Shall communicate fee proposals discussed by (SFAC) to AS and the general student body.
- e. Shall assist in oversight and ensure that the AS Divisions are spending in line with Title V, the Code of Finance, and their budget priorities.
- f. Shall serve as the representative of AS with any matters of auxiliary affairs (ie. University Corporation, and Foundation Board).
- g. Shall propose an annual fiscal budget to the AS Senate, with the recommendations from the Finance Board in consultation from the Senior Coordinator of Governance and Operations and AS Office and Services Coordinator.
- h. Shall meet regularly with the Senior Coordinator of Governance and Operations and the AS Office and Services Coordinator to review AS finances and fiscal stability.
- i. Shall be the liaison between the Finance Board and AS Division (i.e. AS Senate).

The Vice President of Financial Affairs shall have such other powers and perform other duties as may be assigned by the AS President, the Constitution of Associated Students, Bylaws, or Coded Memoranda.

D. Vice President of University Affairs

1) Powers

- a. Chairs and oversees the AS Senate in case of a tie.
- b. Chairs and assembles the Student Organization Unification Plenary (S.O.U.P) with all umbrella organizations of CSUMB (ie. Student Housing, Athletics Department, Residential Housing Association, Otter Student Union, etc.).
- c. Serves as a voting member of the Executive Board.
- d. Serves as a voting member of the AS Committee of the Colleges.  
Serves as the student representative for dining services, campus health services, campus safety, alumni association, athletics and student housing.

2) Responsibilities

- a. Shall meet bi-weekly with the Senators for one-on-one development.
- b. Shall meet regularly with the Chair of the Academic Senate with the AS President.
- c. Shall serve as the main point of contact to ensure an open communication with the Academic Senate.

- d. Shall serve as the point of contact for any grievances within University Affairs including housing, campus dining services, campus beautification, master planning, and alumni relations.
- e. Shall work with Student Housing and Residential Life and the Residential Housing Association (RHA), as the AS liaison, to create an enriched and hospitable living and learning environment in our residential communities.
- f. Shall serve as liaison to the Academic Senate Executive Board.

The Vice President of University Affairs shall have such other powers and perform other duties as may be assigned by the AS President, the Constitution of the Associated Students, Bylaws, or Coded Memoranda.

#### E. Vice President of External Affairs

##### 1) Powers

- a. Chairs and oversees the AS Lobby Corps.
- b. Serves as a voting member of the Executive Board.
- c. Shall serve as the AS President's designee member on specific CSSA committees (i.e. Legislative Affairs and University Affairs).

##### 2) Responsibilities

- a. Shall organize annual on-campus voter registration drives and Census\*.
- b. Shall serve as a resource on state and federal legislation to the student body.
- c. Shall organize and plan the monthly CSSA plenary trips with the AS Office and Service Coordinator.
- d. Shall organize the annual CSUnity conference trip with the AS Office and Services Coordinator.
- e. Shall organize the annual (CHESS) conference trip with the AS Senior Coordinator of Governance and Operations.
- f. Shall organize lobby visits with local and state legislators for matters that affect CSUMB, CSU system, and higher education system.
- g. Shall meet regularly with the Associate Vice President for University Affairs (President's Office).
- h. Shall serve as a representative for the following cities; Marina, Monterey, Salinas and Seaside.
- i. Shall attend city council and related community meetings when matters affecting CSUMB students are discussed, and report back to AS Senate.

\*Census occurs every decade (10 years)

The Vice President of External Affairs shall have such other powers and perform other duties as may be assigned by the AS President, the Constitution of Associated Students, Bylaws, or Coded Memoranda.

### **Section 3. Duties of ICC & SCC Presidents/Chairs**

#### A. President/Chair of the Inter-Club Council

## 2) Powers

- a. Chairs and oversees the Inter-Club Council (ICC).
- b. Serves as a voting member of the AS Internal Affairs Board.
- c. Serves as a voting member of the AS Executive Board.
- d. Shall serve as a voting member of the AS Finance Board if the ICC treasurer position is vacant.
- e. Shall have the power to form and dissolve special committees of the council
- f. Manages complete oversight of the Division of Inter-Club Council.

## 3) Responsibilities

- a. Shall interpret and enforce all funding guidelines.
- b. Shall propose interpretations of the ICC Constitution of the Associated Students and Standing Rules.
- c. Shall adhere to all duties and responsibilities as set forth by AS governing documents.
- d. Shall nominate a representative of their Council to serve on the AS Elections Committee annually.
- e. Shall oversee, manage and develop the ICC Officers, who will be responsible for specific areas and who shall submit annual goals for their position.
- f. Shall develop annual goals and submit them to the Public Relations Officer for publication and the AS President for review.
- g. Shall meet regularly with the ICC Advisor.
- h. Shall meet weekly with the AS President and report to the President on the Division of Inter-Club Affairs.

The Chair of the Inter-Club Council shall have such other powers and perform other duties as may be assigned by the AS President, Constitution of the Associated Students, Bylaws, or Coded Memoranda.

## F. President/Chair of the Sports Club Council

### 1) Powers

- a. Chairs and oversees the Sports Club Council (SCC).
- b. Serves as a voting member of the AS Internal Affairs Board.
- c. Serves as a voting member of the AS Executive Board.
- d. Serves as a voting member of the AS Finance Board, if SCC Treasurer is vacant.
- e. Shall serve as a non-voting member but does vote in SCC Executive Board Meetings in the case of ties, SCC funding proposals in the case of ties, and when voting is brought to the board.
- f. Shall have the power to form and dissolve special committees of the Council.
- g. Manages complete oversight of the Division of Sports Club Council.

### 2) Responsibilities

- a. Shall interpret and enforce all funding guidelines.
- b. Shall propose interpretations of the Bylaws of the Associated Students and Standing Rules to SCC.

- c. Shall propose interpretations of the SCC Constitution and Student Organization Handbook to SCC.
- d. Shall serve as communications link between AS Senate, and ICC by reporting to each organization on a regular basis.
- e. Shall abide by all requirements as set forth by Associated Students policies.
- f. Shall nominate a representative of their council to serve on the AS Elections Committee annually.
- g. Shall oversee, manage and develop the SCC Officers, who will be responsible for specific areas and who shall submit annual goals for their position.
- h. Shall develop annual goals and submit goals to the SCC Advisor for publication and the AS President for review.
- i. Shall meet regularly with the SCC Advisor.
- j. Shall meet regularly with the AS President
- k. Shall meet with all club Presidents for check-in.
- l. The President shall assume all duties assigned to the vacated E-Board Officer positions that have either been removed from office or have left their position before the completion of their contract.
- m. Inform clubs if they have fallen inactive as discussed with E-Board.
- n. Shall serve as the liaison between AS and CSUMB Recreation.
- o. Shall serve as a non-voting member but does vote on SCC funding proposals in the case of ties and when voting is brought to the board.

The Chair of the Sports Club Council shall have such other powers and perform other duties as may be assigned by the AS President, Constitution of the Associated Students, Bylaws, or Coded Memoranda.

## Article V– Academic Senators

The Senators of Associated Students shall be vested in the AS Senate.

A. The Academic Senators shall be ordered by the following structure:

- College of Arts, Humanities & Social Science
- College of Business
- College of Education
- College of Health Science & Human Services
- College of Science

### Section 1. Succession

A. If, at any time, any of the Senator positions are vacant it is the responsibility of the Hiring Committee and Senate to select a successor. They will comply with all officer requirements stated in the Bylaws. While the position is vacant, the current President shall delegate responsibilities and duties of this position as they deem fit.

- B. Should any Executive position(s) become vacant, any current officer shall be allowed to apply for an Executive position without the risk of losing their current position (should they not be chosen).

## Section 2. Duties

A. College of Arts, Humanities, and Social Sciences Senator (CAHSS)

1) Powers

- a. Serves as a voting member of the AS Senate.
- b. Serves as the Chair of the Committee of the Colleges if selected among the college senators.
- c. Serves as a voting member of the Committee of the Colleges.
- d. Serves as one of the AS representatives of the Academic Senate.

2) Responsibilities

- a. Shall sustained, manage, and recruit for the AS Committee of the Colleges, with representatives from their college.
- b. Shall serve as a resource for students who have grievances within the CAHSS.
- c. Shall serve on the Department Grade Appeal committees as needed.
- d. Shall meet regularly with the Dean or their representative of the CAHSS.
- e. Shall meet with the Dean's Student Council of their representative college (or consult with the Dean for formation of the council, if needed.)

3) CAHSS Programs:

- Music & Performing Arts Department
- Cinematic Arts & Technology Department
- Visual & Public Arts Department
- School of Humanities & Communication
- School of Social, Behavioral, & Global Studies
- Psychology Department
- School of World Languages & Cultures

The College of Arts, Humanities, and Social Sciences Senator shall have such other powers and perform other duties as may be assigned by the AS President, the Constitution of the Associated Students, Bylaws, or Coded Memoranda.

B. College of Business Senator (COB)

1) Powers

- a. Serves as a voting member of the AS Senate.
- b. Serves as the Chair of the Committee of the Colleges if selected among the college senators.
- c. Serves as a voting member of the Committee of the Colleges.
- d. Serves as one of the AS representatives of the Academic Senate.

- 2) Responsibilities
  - a. Shall sustained, manage, and recruit for the AS Committee of the Colleges, with representatives from their college.
  - b. Shall serve as a resource for students who have grievances within the College of Business.
  - c. Shall serve on the Department Grade Appeal committees as needed.
  - d. Shall meet regularly with the Dean or their representative of the College of Business.
  - e. Shall meet with the Dean's Student Council of their representative college (or consult with the Dean for formation of the council, if needed.)

3) Business Programs:

- Business Administration
- Sustainability Hospitality Management
- Masters of Business Administration

The College of Business Senator shall have such other powers and perform other duties as may be assigned by the AS President, the Constitution of the Associated Students.

C. College of Education Senator (COE)

1) Powers

- a. Serves as a voting member of the AS Senate.
- b. Serves as the Chair of the Committee of the Colleges if selected among the college senators.
- c. Serves as a voting member of the Committee of the Colleges.
- d. Serves as one of the AS representatives of the Academic Senate.

2) Responsibilities

- a. Shall sustained, manage, and recruit for the AS Committee of the Colleges, with representatives from their college.
- b. Shall serve as a resource for students who have grievances within the College of Education.
- c. Shall serve on the Department Grade Appeal committees as needed.
- d. Shall meet regularly with the Dean or their representative of the College of Education.
- e. Shall meet with the Dean's Student Council of their representative college (or consult with the Dean for formation of the council, if needed.)

3) Education Programs

- Liberal Studies
- Human Development & Family Studies
- Education and Leadership (Teaching Credentials)
- Master of Education
- MAESTROs

The college of Education Senator shall have such other powers and perform other duties as may be assigned by the AS President, the Constitution of the Associated Students, Bylaws, or Coded Memoranda.

D. College of Health Science and Human Service Senator (CHSHS)

1) Powers

- a. Serves as a voting member of the AS Senate.
- b. Serves as the Chair of the Committee of the Colleges if selected among the college senators.
- c. Serves as a voting member of the Committee of the Colleges.
- d. Serves as one of the AS representatives of the Academic Senate.

2) Responsibilities

- a. Shall sustained, manage, and recruit for the AS Committee of the Colleges, with representatives from their college.
- b. Shall serve as a resource for students who have grievances within the CHSHS.
- c. Shall serve on the Department Grade Appeal committees as needed.
- d. Shall meet regularly with the Dean or their representative of the CHSHS.
- e. Shall meet with the Dean's Student Council of their representative college (or consult with the Dean for formation of the council, if needed.)

3) CHSHS Programs

- Collaborative Health and Human Services
- Kinesiology
- Master of Science Physician Assistant
- Master of Social Work
- Nursing

The College of Health Sciences and Human Services Senator shall have such other powers and perform other duties as may be assigned by the AS President, the Constitution of the Associated Students, Bylaws, or Coded Memoranda.

E. College of Science Senator (COS)

1) Powers

- a. Serves as a voting member of the AS Senate.
- b. Serves as the Chair of the Committee of the Colleges if selected among the college senators.
- c. Serves as a voting member of the Committee of the Colleges.
- d. Serves as one of the AS representatives of the Academic Senate.

2) Responsibilities

- a. Shall sustained, manage, and recruit for the AS Committee of the Colleges, with representatives from their college.
- b. Shall serve as a resource for students who have grievances within the College of Science.

- c. Shall serve on the Department Grade Appeal committees as needed.
- d. Shall meet regularly with the Dean or their representative of the College of Science.
- e. Shall meet with the Dean’s Student Council of their representative college (or consult with the Dean for formation of the council, if needed.)

3) Science Programs

- School of Computing and Design
- Biology & Chemistry Department
- Applied Environmental Science Department
- Marine Science Department
- Mathematics and Statistics Department

The College of Science Senator shall have such other powers and perform other duties as may be assigned by the AS President, the Constitution of the Associated Students, Bylaws, or Coded Memoranda.

## Article VI –Programmatic Senators

The Programmatic Senators of the Associated Students shall be vested in the AS Senate.

- A. The Programmatic Senators shall be ordered by the following structure:
  - Basic Needs
  - Diversity & Inclusion
  - Sustainability

### Section 1. Succession

- A. If, at any time, any of the Senator positions are vacant it is the responsibility of the Hiring Committee and Senate to select a successor. They will comply with all officer requirements stated in the Bylaws. While the position is vacant, the current President shall delegate responsibilities and duties of this position as they deem fit.
- B. Should any Executive position(s) become vacant, any current officer shall be allowed to apply for an Executive position without the risk of losing their current position (should they not be chosen).

### Section 1. Duties

- A. Basic Needs Senator
  - 1) Powers
    - a. Chairs the AS Basic Needs Committee.
    - b. Co-chairs the CSUMB Basic Needs Committee with the Basic Needs Coordinator.
    - c. Serves as a voting member of the AS Senate.
    - d. Serves as one of the AS representatives of the Academic Senate.
  - 2) Responsibilities



- a. Shall serve as the point of contact for any grievances regarding basic needs issues (i.e. food and housing insecurity, mental well-being, and overall financial support per CSUMB).
- b. Shall work to address accessibility and affordability barriers on campus and in the community.
- c. Shall stay informed of the Chancellor's Office efforts on the Basic Needs Initiative.
- d. Shall ensure that the CSUMB Basic Needs Committee is performing in compliance with the committee's mission.
- e. Through the AS Basic Needs Committee, shall oversee, manage and develop the Food Pantry, Toiletry Pantry, and Farmer's Market.
- f. Shall meet regularly with the University Care Manager within the Dean of Students' Office and attend any university basic needs-related meetings.
- g. Shall serve as the AS representative to the CSUMB Mental Health Advisory Committee.
- h. Shall serve as the AS liaison to Financial Aid.
- i. Shall raise awareness of Cal Fresh and other such programs.

The Basic Needs Senator shall have such other powers and perform other duties as may be assigned by the AS President, the Constitution of the Associated Students, Bylaws, or Coded Memoranda.

## B. Diversity & Inclusion Senator

### 1) Powers

- a. Chairs the Diversity and Inclusion Committee.
- b. Chairs the Sexual Assault Awareness Committee.
- c. Serves as a voting member of the AS Senate.
- d. Serves as one of the AS representatives of the Academic Senate.

### 2) Responsibilities

- a. Shall serve as a liaison and point of contact for all cultural, diversity-based clubs, organizations and campus departments.
- b. Shall serve as an advocate for students with disabilities and student veterans including students with dependents and transfer students.
- c. Shall stay informed of the Chancellor's Office efforts on any diversity and inclusion initiatives.
- d. Shall serve as the student representative on the President's Committee for Equity & Inclusion.
- e. Shall ensure that the Diversity and Inclusion Committee is performing in compliance with the committee's mission.
- f. Shall oversee, manage and develop the Diversity and Inclusion Committee volunteers, who will be responsible for specific representational areas.
- g. Shall increase the cultural awareness, celebration of diversity, and promote equity and identity for all people through various approaches.
- h. Shall promote equitable access for students with disabilities.
- i. Shall support the annual cultural affinity graduation celebrations.

- j. Shall bring awareness to the community of issues of diversity and identity on the local, state, and CSU levels.
- k. Shall serve as the AS liaison with the Otter Cross Cultural Center (OC3).
- l. Shall convene the Sexual Assault Awareness Committee, if needed.

The Diversity & Inclusion Senator shall have such other powers and perform other duties as may be assigned by the AS President, the Constitution of the Associated Students, Bylaws, or Coded Memoranda.

#### C. Sustainability Senator

##### 1) Powers

- a. Chairs the Environmental Affairs Committee.
- b. Serves as a voting member of the AS Senate.
- c. Serves as the AS representative on the President’s Sustainability Committee.
- d. Serves as the AS representative on the Transportation and Parking Committee.
- e. Serves as one of the AS representatives of the Academic Senate.

##### 2) Responsibilities

- a. Shall promote sustainable campus and organizational practices through the Environmental Affairs Committee.
- b. Shall ensure that the Environmental Affairs Committee is performing in compliance with the committee’s mission.
- c. Shall stay informed of the Chancellor’s Office efforts on any sustainable initiative.
- d. Shall oversee, manage and develop the Environmental Affairs Committee volunteers, who will be responsible for specific sustainability areas.
- e. Shall meet regularly with the Campus Sustainability Director and attend any university sustainability meetings as a student representative.
- f. Shall stay informed on the environmental impact and operational practices of CSUMB business and its surrounding environment.
- g. Shall raise awareness of local and global environmental issues.
- h. Shall raise awareness of environmental cleanup activities surrounding (CSUMB).

The Sustainability Senator shall have such other powers and perform other duties as may be assigned by the AS President, the Constitution of the Associated Students, Bylaws, or Coded Memoranda.

## Article VII – AS Divisions

- A. Voting members of AS Divisions must be registered as students in good standing at California State University, Monterey Bay (CSUMB).
- B. Shall establish annual goals and responsibilities for their board(s), committee(s), or legislative meeting(s).
- C. Shall be responsible for developing agenda material that are posted 72 hours in advance of a scheduled meeting.

- D. Shall be responsible for reporting back to the AS President following their scheduled meeting(s).

## Section 1. AS Senate

The AS Senate shall be the sole governing body of Associated Students.

### A. Purpose

- 1) The AS Senate shall conduct, manage and control the affairs and activities of the organization.

### B. Board Responsibility

#### 1) Advocacy

- a. Review governing documents such as: legislation and resolutions.
- b. Propose official recommendations to the University President.
- c. Attend monthly Academic Senate meetings.

#### 2) Financial Oversight

- a. Regulate all AS expenditures and financial operations.
- b. Senate provisions for Financial Oversight are explained in the Financial Guidelines.

Refer: Code of Finance #13-01

- c. Implement, by a majority vote, any financial action within the operating budget.

#### 3) Operations

- a. Fill all vacancies in elected offices, with the exception of the AS President.
- b. Create standing and special committees.

A quorum in the Senate shall consist of a simple majority of all voting members.

### B. Membership

- 1) The Vice President of University Affairs shall chair the AS Senate.
- 2) The Vice President of University Affairs may give proxy to the AS President to chair a meeting in their absence.
- 3) The AS Senate shall be comprised of seven (7) voting members including:
  - College of Arts, Humanities, & Social Sciences
  - College of Business
  - College of Collaborate Health & Human Services
  - College of Education College of Science
  - Basic Needs Senator
  - Diversity and Inclusion Senator
  - Sustainability Senator
- 4) The AS Senate shall have five (5) non-voting, designee members including:
  - AS President

- Vice President of University Affairs
- Vice President of Internal Affairs
- Senior Coordinator of Governance and Operations
- President of the University, or designee

## Section 2. Division Boards

### A. Executive Board

#### 1) Purpose

- a. This Division shall ensure the efficiency and effectiveness of the AS association.

#### 2) Board Responsibility

- a. The Executive Board shall assist the President in the day-to-day operations of the AS.

#### 3) Membership

- a. The AS President shall chair the Executive Board.
- b. The Executive Board shall be comprised of seven (7) voting members including:
  - AS President
  - AS Vice President of Internal Affairs
  - AS Vice President of Financial Affairs
  - AS Vice President of University Affairs
  - AS Vice President of External Affairs
  - Chair of Inter Club Council
  - Chair of Sports Club Council
- c. AS shall have one (1) non-voting, designee member including:
  - Senior Coordinator of Governance & Operations.

### B. Finance Board

#### 1) Statement of Purpose

- a. Shall oversee and review the fiscal operations of the organization and student body fee administered by and for the organization to ensure that AS fees are spent in the best interest of CSUMB students.

#### 2) Membership

- a. The AS Vice President of Financial Affairs shall chair the Finance Board.
- b. The Vice President of Financial Affairs may give proxy to the AS President to chair a meeting in their absence.
- c. The Finance Board shall be comprised of seven (7) voting members including:
  - Vice President of Financial Affairs
  - AS President
  - Inter-Club Council Treasurer

- Sports Club Council Treasurer
  - Programming Specialist
  - A Delegate from the AS Senate
  - A Student-at-Large
- d. All Council representatives may select a permanent designee to attend meetings if they are not able to attend.
- e. Finance Board shall have one (1) non-voting, designee members including:
- Senior Coordinator of Governance and Operations.
  - The Associated Students Office and Services Coordinator may be asked to attend when necessary.

C. Internal Affairs Board

1) Purpose

- a. Shall oversee the work being done by all officers of the AS, and review any violations of the Articles of the Associated Students, Bylaws, Coded Memoranda, and any other standing piece of legislation, including attendance, by any member of the AS.

2) Board Responsibility

- a. Shall serve as the hiring committee and in charge of organizing applicant screenings, interviews and recommending candidates to the AS Senate for official vote and appointment.
- b. Shall monitor the governing procedures of the AS, including the annual review and timely presentation of governing document changes for Senate vote.
- c. Shall serve as the point of contact for any grievance against the AS ways and means.
- d. Shall investigate and hold hearings on any violation of the Constitution of the Associated Students, Bylaws, and Coded Memoranda.
- e. Shall investigate and hold hearings on any student organization suspected of violating applicable sections of the AS Articles of the Associated Students, Bylaws, and Coded Memoranda.
- f. The AS President and Vice President of Internal Affairs shall call hearings as needed.

3) Membership

- a. The Vice President of Internal Affairs shall chair the Internal Affairs Board.
- b. The Vice President of Internal Affairs may give proxy to the AS President to chair a meeting in their absence.
- c. The Internal Affairs Board shall be comprised of six (6) voting members including:
- AS President
  - AS President Vice President of Internal Affairs
  - ICC Representative
  - SCC Representative
  - A delegate from the AS Senate
  - A Student-at-Large

- d. The Internal Affairs Board shall have one (1) non-voting, designee members including:
  - Senior Coordinator of Governance and Operations

### **Section 3. Councils**

#### **A. Inter-Club Council**

##### **1) Purpose**

- a. The Inter-Club Council (ICC) purpose is to serve as a central force bringing together all of the recognized clubs for the resource appropriation, advocacy, and networking.
- b. The AS Senate may establish general Codes and financial policies for ICC but shall not interfere with the day-to-day operations of ICC.
- c. ICC Board Officers are considered Council Officers of the organization.

##### **2) Council Structure**

- Refer: Inter-Club Council Constitution

#### **B. Sports Club Council**

##### **1) Purpose**

- a. The Sports Club Council (SCC) purpose is to serve the specific organizational, financial, and risk management needs of Sports Club by reviewing and recommending resource appropriation: proposing, planning, and coordinating club activities; and establishing and enforcing policies for the safe and effective operations of club activities.
- b. The AS Senate may establish general policies and financial guidelines for the SCC but shall not interfere with the day-to-day operations of the SCC.
- c. SCC Board Officers are considered Council Officers of the organization.

##### **3) Council Structure**

- Refer: Inter-Club Council Constitution

### **Section 4. Standing Committees**

#### **A. Committee of the Colleges (COC)**

##### **1) Statement of Purpose**

The Committee of Colleges shall serve as the student liaison for their respective college and to advocate awareness on behalf of the educational desires of the students at CSUMB.

##### **2) Committee Responsibility**

- a. Shall ensure student concerns are heard within each college and academic department.
- b. Shall make recommendations on behalf of their constituents to their designated Deans, Academic Senate, Vice President of Academic Affairs/Provost and any other University Standing Committee.

##### **3) Membership**

- a. The Chair shall be voted on by members of the committee.

- b. The Vice President of University Affairs will chair the COC in the absence of the elected Chair.
- c. The COC shall be comprised of six (6) voting members including:
  - College of Arts, Humanities, and Social Sciences Senator
  - College of Business Senator
  - College of Education Senator
  - College of Science Senator
  - College of Health Science and Human Services
  - Vice President of University Affairs
- d. The COC shall have one (1) non-voting, designee members including:
  - Senior Coordinator of Governance and Operations

## B. Diversity & Inclusion Committee

### 1) Purpose

- a. Shall coordinate and advocate activities to enrich the cultural diversity at CSUMB.

### 2) Committee Responsibility

- a. Shall coordinate cultural programming and workshops to meet the diverse needs of the student body.
- b. Shall engage student involvement in the AS through cultural advocacy and identity.
- c. Shall serve as a liaison and point of contact for all cultural, diversity-based concerns.
- d. Shall coordinate with the Otter Cross Cultural Center (OC3) on collaborative efforts between AS and Student Engagement & Leadership Development (SELD).
- e. Shall raise awareness of sexual assault concerns affecting the student body.
- f. Shall collaborate with campus partners and local community agencies on campus events.
- g. Shall plan and implement Slut Walk and other campus-wide events.

### 3) Membership

- a. The Diversity & Inclusion Senator shall chair the Diversity & Inclusion Committee.
- b. Shall consist of students appointed to coordinate programming, awareness, and advocacy based on the cultural themed months and needs and desires of the campus community.
- c. The D&I Committee shall be comprised of Interns.
- d. There shall be one (1) designee member including:
  - Coordinator of Programming and Communications

## C. Environmental Affairs Committee (EAC)

### 1) Purpose

- a. Shall raise awareness of environmental impact issues on campus, the surrounding community, the region and state.
- b. Shall promote and advocate for sustainable organizational and campus practices and operations.

## 2) Committee Responsibility

- a. The Green Team shall increase awareness of environmental cleanup activities surrounding the university, including issues of groundwater cleanup, OU-2 landfill, carbon tetrachloride plume(s), unexploded ordinance, and the Fort Ord prescribed vegetation burns.
- b. Shall engage student involvement in sustainability initiatives.
- c. The Green Team shall plan and implement Earth Day and coordinate other campus-wide sustainability events.

## 3) Membership

- a. The Sustainability Senator shall chair the Environmental Affairs Committee.
- b. The Environmental Affairs Committee shall consist of interns.
- c. There shall be one (1) designee member including:
  - Coordinator of Programming and Communications

## D. Hiring Committee

### 1) Purpose

- a. The purpose of the Hiring Committee is to ensure the fair, equitable and legal recruitment and hiring process for vacant Associated Students officer positions.

### 2) Committee Responsibility

- a. Shall promote and advertise for AS vacant positions.
- b. Shall interview and recommend candidates for final review and approval by AS Senate
- c. The AS President shall have the option to appoint a candidate to fill a vacant position or establish a hiring committee.

### 3) Membership

- a. For vacant officer positions, the Community and Outreach Senators will convene the meetings and interviews.
- b. The Hiring Committee shall be comprised of the Internal Affairs Board members.
- c. Current AS officers shall take part of the hiring process when interviewing their position to provide input as non-voting members.
- d. The Hiring Committee shall be comprised of four (4) members.
  - AS President
  - Vice President of Internal Affairs
  - Two (2) AS Delegates
- a. There shall be one (1) designee member including:
  - Senior Coordinator of Programming and Communications

All members are required to be present in attending scheduled meetings and interviews.

## E. Elections Committee

- Refer to AS Bylaws Article IX Section 2



## **Section 5. Other Division**

- A. Lobby Corps
- 1) Purpose
    - a. Shall lobby as a student coalition to advocate on behalf of students at a local, state, and federal government level.
  - 2) Board Responsibility
    - a. Shall organize promotional information about current state legislation pertaining to CSU students.
    - b. Shall have regularly scheduled in-district legislative visits (if possible).
    - c. Shall represent CSUMB at the Chancellor's office in Long Beach, CA.
  - 3) Membership
    - a. The Vice President of External Affairs shall chair the Lobby Corps.
    - b. Lobby Corps shall be open to all CSUMB students.

## **Section 6. Campus Wide Committee(s)**

- A. The AS President shall appoint student representatives to campus-wide committees.
- B. AS Officers that serve on campus-wide committees shall refer to the campus-wide committees "Master List", that the President and Senior Coordinator of Governance of Operations maintain.
- C. AS Officers and student representatives shall present a written monthly, unless the committee does not meet monthly, report to the AS Senate per the campus-wide committee.

## **Section 7. Special Committee(s)**

- A. The AS President shall, with the completion of the proper form and approval of the Senate, have the authority to establish such ad hoc "special" committees.
- B. Shall be established as needed to handle specific issues that do not reside in the realm of AS standing Boards/Committees.

## **Article VIII – AS Programs**

The Associated Students shall have the authority to establish auxiliary programs such as:

- AS Programming Board
- CSUMB Mascot: Monte Rey
- Otter Media

## **Section 1. AS Programing Board**

- A. Purpose

- 1) The Associated Students Programming Board serves as the official programming branch of CSUMB Associated Students. The Board strives to provide enriching events and programs that develop a sense of belonging, enhances the collegiate experience, and foster school pride for all CSUMB students.

### **Section 1. CSUMB Mascot: Monte Rey**

#### **A. Purpose**

- 1) The Associated Students Monte Rey Mascot plays an integral role in creating and maintaining school spirit at CSUMB. Monte Rey serves as the official CSUMB mascot. Monte Rey strives to foster school spirit by attending events, interacting with the community, and developing Otter Pride.

### **Section 1. Otter Media**

#### **A. Purpose**

- 1) Otter Media is a radio service available at CSUMB for staff, students, and our local community. Otter Media hosts will practice and learn the principles of radio broadcasting, station management, and leadership. The program exists to encourage and promote our student artists and with the goal of building and entertaining the CSUMB community through media and broadcasting communication.

## **Article IX – Annual AS Elections**

### **Section 1. Elections**

#### **A. Elections Date**

- 1) There will be one general election in each academic year to be held in the spring semester.

#### **B. Number of Votes**

- 1) 1) A simple majority of all votes cast in the balloting procedure will be necessary to elect the AS Officers.

#### **C. Unopposed Candidates:**

1. All unopposed candidates for a given position will have their names placed on the ballot along with the option of a no confidence vote.
2. If the total number of no confidence votes exceeds the total number of votes cast for the candidate, the position will be deemed vacant.

#### **D. Elections Code**

1. The Code of AS Elections shall govern all matters of election procedures.

#### **a. Elections Regulations**

- Refer to Code of Elections

## Section 2. Elections Commissioner

### A. Elections Commissioner

- 1) Shall interpret and enforce the Elections Code.
  - Refer to Coded Memoranda Code of Elections Commissioner.

### B. Qualifications, Terms, and Selection

- 1) Any persons seeking to become or remain the Elections Commissioner must comply with the eligibility requirements as outlined in the AS Bylaws.
- 2) The Elections Commissioner may not be a candidate in the Election for which they serve as Commissioner due to any conflicts of interest that could bias the execution of their duties, the Elections Committee and ultimately affect their running a fair and open AS Elections process.
- 3) Persons seeking to become the Elections Commissioner must be available to serve in their position starting in the fall semester and be available to fulfill all the duties listed above.
- 4) The Elections Commissioner will be appointed by the beginning of each academic year and their term shall end at the end of the Elections process.
- 5) The Elections Commissioner shall be appointed by the AS Senate after a recommendation by an interview committee formed by the AS President consisting of:
  - a. Vice President of Internal Affairs or their designee, a member of the faculty as appointed by the Student Affairs and Academic Support Committee (SAAC) of the Academic Senate, and the Elections Advisor.
  - b. The interview committee shall ensure applications are available for a period not less than 14 days and that the availability of applications is advertised to the student body.
  - c. The interview committee shall forward one name to the AS Senate for appointment no later than the beginning of October.
  - d. The AS Senate shall appoint the Elections Commissioner. The appointment shall require the approval of the AS Senate by a 2/3 vote.
  - e. In the event that there are restrictions (ie: timing, etc) to recruit and hire an Elections Commissioner, the AS President may appoint someone without recommendation from an interview committee under the advice of the Senior Coordinator of Governance and Operations.

## Section 3. Election Committee

### A. Elections Committee

- 1) Purpose
  - a. The Elections Committee is dedicated to establishing the regulations for all general and special election periods of AS of California State University, Monterey Bay (CSUMB) and to ensure a fair, ethical and legal elections process.
- 2) Committee Responsibility
  - a. The Elections Committee shall be charged with organizing, promoting, and overseeing the AS elections.
- 3) Membership:

- a. The Elections Committee shall be comprised of four (4) voting members including:
  - A delegate from the AS Senate
  - A delegate from the AS Executive Board
  - A delegate from the Inter-Club Council
  - A delegate from the Sports Club Council
- b. The Elections Committee shall have up to six (6) voting, designee member including:
  - AS Senior Coordinator of Operations and Governance
  - The President of the University or his/her designee
  - A delegate from the Otter Student Union
  - A delegate from the Residential Housing Association
  - A delegate from the Multicultural Greek Council
- c. Designee members shall not be required, filled positions but the chair of the Elections Committee is required to reach out an offer of membership to each respective member when establishing the committee.
- d. Quorum will be met when three (3) of the voting members are present.
- e. Members of the Elections Committee are not eligible to run for office during the time they serve on the committee.
- f. The Elections Commissioner is responsible for the recruitment and nominations of their committee membership.

The AS Senate shall approve the nominations of the Elections Commissioner by a majority vote. The Elections Committee should be established before the end of the fall semester and will automatically disband at the close of the election period.

## Article X – Installation of Officer(s)

### Section 1. Appointed Representatives

- A. The AS President may appoint student(s)-at-large representatives for AS Board(s), Committees if their membership is applicable.
- B. Appointees must be approved by the Senate with a majority vote.

### Section 2. Vacancies

- A. Presidential Appointment(s)
  - 1) In the event of a vacancy, the AS President may appoint or recommend candidates to elected positions that remain vacant.
    - a. Before approval of appointment by the Senate, the AS President must consult with the Executive Board.
  - 2) AS Division Appointments will be conducted by each respective division.
- B. Hiring Committee Process
  - 1) In the event of a vacancy, the Hiring Committee shall recruit and recommend candidates to elected positions that remain vacant before and after elections.

- 2) AS Division hiring's will be conducted by each respective division.
- 3) All AS Officer appointments must be approved by the Senate and/or their Councils with a two-thirds vote.

## **Article XI– Removal from Office**

### **Section 1. Removal Authority**

The AS Senate shall have the authority to remove an AS officer for cause provided that:

- A. The cause is specified in these Bylaws and was included in these Bylaws at the beginning of the officer's term in office.
  - 1) The cause is related to the officer's failure to comply or a breach of duties and responsibilities, including fiduciary duties and eligibility requirements.
  - 2) The action is done in good faith and in a fair and reasonable manner and shall be conducted in accordance with the following procedures:
    - a. All allegations against an officer of AS complaints or violations of ethics, misconduct or failure to comply shall be presented via written declaration to the AS President; or the Vice President of Internal Affairs if the AS President is the officer in question.
    - b. All AS complaints or violations of an officer shall be reviewed by the Internal Affairs Board in a special closed session for the presented cause thereof.
    - c. The accused officer shall receive written notice of the special hearing at least seven (7) days prior to the date set for the hearing. The notice of the hearing shall include a copy of the written declaration outlining the allegations against the officer
    - d. The findings and any recommendations of the Internal Affairs Board shall be presented in writing to the AS Senate for approval, with a copy to the accused officer.
    - e. The accused member shall have the opportunity to be heard before a regular or special meeting of the AS Senate, orally or in writing, not less than five (5) days before the effective date of removal, as to why the removal should not take place.
    - f. Once presented to, the AS Senate may remove a member as provided for in these bylaws only upon the approval of two-thirds (2/3) of the members present and voting for the action at a regular or special session, and provided that the accused member has been provided a minimum of fifteen (15) days prior written notice of the removal and the reasons for the removal.

### **Section 2. Resignation**

- A. In the event an AS officer should resign, a written notice of resignation shall be submitted to the AS President and/or AS Senior Coordinator of Governance & Operations, or Division Advisor.

- B. The resignation shall be effective when the notice is given, unless it specifically states at a later time, the AS Senate or Division Council may elect/appoint a successor to take office as soon as the resignation date becomes effective.

### **Section 3. Termination**

- A. An AS officer shall be terminated when the Associated Students receives written notification from the university stating that the officer is ineligible for office or when the officer is no longer a student.
- B. Failure to fulfill officer requirements at any given time will lead to termination.

## **Article XII – Conduct Process**

This Article contains proper procedures of the appeal process and conduct reviews of Associated Students.

### **Section 1. Warnings**

Warnings are issued when officers fail to comply with their responsibilities as listed in the Bylaws, Coded Memoranda and general operating procedures.

- Refer to Coded Memoranda
- A. Warnings can be requested to the Vice President of Internal Affairs by any AS Officer.
- B. AS Officers can request an appeal process when issued a warning. This must be submitted in writing no later than 72 business hours (from receiving a warning) to the Vice President of Internal Affairs for further review in consultation with the Senior Coordinator for Governance & Operations.

### **Section 2. Violations**

Violations are issued when officers accrue more than three (3) warnings that results in financial penalties assessed by Associated Students.

- Refer to Coded Memoranda
- A. Violations can be requested to the Vice President of Internal Affairs by any AS Officer.
- B. In extreme cases, a violation can be issued in place of a warning, which can be assigned by any Officer, with the approval from the Vice President of Internal Affairs in consultation with the Senior Coordinator for Governance & Operations.
- C. AS Officers can request an appeal process when issued a violation. This must be submitted in writing no later than 72 business hours (from receiving a violation) to the Vice President of Internal Affairs for further review in consultation with the Senior Coordinator for Governance & Operations.

### **Section 3. Conduct Reviews**

Conduct Reviews are issued when officers receive a Violation.

- A. AS officers can request an appeal to a conduct review when issued three (3) warnings or a violation. The officer must request the appeal process from the Vice President of Internal Affairs within the next 72 business hours upon issue.
- B. The appeal must be presented first to the Internal Affairs Board.
  - 1) If a request to drop the violation is not granted, the officer can then request an appeal process from their division chair.
  - 2) If the request is still not granted, the officer can request a final appeal process from the AS President and the Director of Student Engagement and Leadership Development.
- C. Internal Affairs Board has the power to review and terminate an officer based on their conduct review.

### **Article XIII – Coded Memoranda**

- A. AS Coded Memoranda supports the AS Bylaws and are to be adopted by the organization with the intent to provide functional day-to-day direction.
- B. Shall establish and reinforce standing operating procedures and policies to be upheld by the AS organization. (i.e. Finance, elections, risk management, meeting regulations, etc.)
- C. Newly developed Codes must be adopted by the Internal Affairs Board and then reviewed and approved by the AS Senate.

### **Section 1. Structure**

- A. Article I – Name
  - 1) Shall classify an official title of the policy and order of the policy
  - 2) A Code will be numbered starting with the current academic year (i.e. 2020-21), then followed by the numerical order of the formation of the Code (two-digit format 20-01).
  - 3) If a Code is ever revised, the number of the Code shall stay the same, yet the Code will be stated as a “Revised” policy (refer to Code outline).
- B. Article II – Purpose and Background
  - 1) Shall classify the purpose and background of the policy for which it was established under.

C. Article III - Authority and Amendments

- 1) Shall classify the authority over the policy and the amendment process for the policy.
- 2) Authorization of a Code shall be implemented by the specific officer and AS Division that operates by the Code.
  - a. Amendments of a Code shall be through the Bill process by a majority vote of the specific Board/Committee (i.e. AS Senate) stated in the Memorandum itself.
  - b. The Internal Affairs Board shall hold the power to always call for a special presentation to the AS Senate of any Code being processed for amendment and give feedback on the proposed amendments, but not take action on any of the amendments.

D. Article IV- Policies and Procedures

- 1) Shall classify the policy and all official procedures established to enact the Code.

## Article XIV – Resolutions, Bill, Referendum

### Section 1. Resolution

A resolution is a formal expression of an opinion by Associated Students. An affirmative majority vote of the AS Senate is required.

- Refer to: Code of Memoranda

### Section 2. Bill

A bill is a process by which an AS officer(s) can be utilized to modify, change or amend current governing documents.

A. For a bill to be adopted it must obtain either:

- 1) A majority vote of the Associated Students Senate, or
- 2) A petition bearing the signatures of ten percent (10%) of the Associated Students and presented to the Associated Students President.

B. For referencing the title of the bill address as such:

- A - Articles of the Associated Student
- B - Bylaws
- C- Coded Memoranda
- M - Mission Statement

### Section 3. Process

- A. State the official title of the Bill by stating the amendment of the governing document being amended followed by the official title, which is to be a summarized version of the “Purpose” of the Bill.



- B. State the official Bill number, always starting with the academic year (i.e. 2020 – 20), then followed by the numerical order of a Bill (two-digit format – 20-02), then the first letter of the governing document proposed for amendment.
- C. Articles of the Associated Students-A, Bylaws-B, Coded Memoranda- C, Mission Statement-M.
- D. If a Bill is voided by vote or veto, the numerical order of a Bill will continue; i.e. if Bill #20-07 is voided, it is archived as #20-07 Void.
  - 1) Article I. Origin
    - a. A Bill must be presented by an AS Officer, documenting his/her name and then his/her office.
  - 2) Article II. Purpose
    - a. State the purpose of the Bill and the outcomes to be followed by the proposed amendment.
  - 3) Article III. Background
    - a. Quote the governing document proposed to be amended with the exact article, section and wording from the said governing document.
  - 4) Article IV. Implementation
    - a. State the proposed amended article and section numbers.
    - b. State the proposed new language of the amended article and section.
    - c. If governing document being amended has numerous articles and sections in which need
    - d. According to this amendment, please state the following original modified article and section.
  - 5) Article V. Effectiveness
    - a. State the date the Bill will go into effect within the organization, recommended to be immediately.
    - b. Different proposed amendments throughout the bill may have different dates to go in effect, but they must be stated.

#### **Section 4. Approval**

- A. Certification
  - 1) Amendments to the AS Bylaws and all governing documents (unless specified in specific Coded Memoranda) through a Bill are adopted with majority vote by the Internal Affairs Board, then taken to the AS Senate, in general or special session.
  - 2) Following the approval of IAB, the Vice President of Internal Affairs certifies the Bill with his/her signature; following the approval of Senate, the Vice President of University Affairs certifies the Bill with their signature; and following certification from the Vice President of University Affairs, the AS President authorizes the Bill with their signature.

## B. Voided Bill

- 1) If a proposed Bill is not approved through any AS body, then the Bill shall be given to the Vice President of Internal Affairs to be properly voided and documented in the AS archives.

## C. Clauses

- 1) A bill proposed to amend the Code of Elections must be approved by the AS Senate by or prior to the last day of November in the fall semester to go into effect for the upcoming general election.
- 2) A bill proposed to amend any elected officer description must be approved by the AS Senate by or prior to the date general election packets are due (refer to the election timeline set by the Elections Committee).
- 3) If a change occurs externally from AS (CSU, University or umbrella organization) and will affect the governing documents, an “automatic bill” will be certified by the Division of Internal Affairs to ensure our governing documents are consistent; this is not extended to the ICC and SCC.
- 4) The official approved or voided Bill is then documented in AS archives and submitted on the AS website for future references.

## Section 5. Referendum

A referendum is a process by which the student body votes on proposed AS legislative action.

## Article XV – Bylaws

- A. An updated copy of these Bylaws shall be maintained by the AS Senior Coordinator of Governance and Operation and the Vice President of Internal Affairs.
- B. A copy of the current Bylaws shall be maintained on the CSUMB AS website for public viewing.
- C. Amendment to these Bylaws may only be proposed through the Bill process and require:
  - 1) A majority vote of the Associated Students Senate, or
  - 2) A petition bearing the signatures of ten percent (10%) of the Associated Students and presented to the Associated Students President.
- D. The proposed amendment shall be placed on the agenda of the next general/special AS Senate meeting and be approved by a majority vote.

## Section 1. Ratification of the Bylaws

- A. These Bylaws shall be ratified by the AS Senate by an affirmative vote of a majority of the voting members, in a special or general session.
  - 1) The Internal Affairs Board is allowed to amend formatting and grammar to any AS governing documents without the need of a bill process as long as AS Senate is notified by the next their Meeting.

B. Ratified, these Bylaws shall remain in effect until amended or revised through the Bill process.

C. Refer to the AS Archives for detailed bill descriptions and amendments.

## Section 2. Ratification History

- Approved by the AS Senate on 04/21/2003
- Amended by the AS Senate on 04/28/2003
- Amended by the AS Senate on 02/25/2004
- Amended by the AS Senate on 03/08/2004
- Amended by the AS Senate on 04/26/2004
- Amended by Presidential Veto on 05/03/2004
- Amended by AS Senate overturning Veto on 5/12/2004
- Amended by the AS Senate on 12/06/2004
- Amended by the AS Senate on 04/04/2005
- Amended by the AS Senate on 01/30/2006
- Amended by the AS Senate on 04/10/2006
- Amended by the AS Senate on 04/17/2006
- Amended by the AS Senate on 10/23/2006
- Amended by the AS Senate on 03/08/2007
- Amended by the AS Senate on 04/23/2007
- Amended by the AS Senate on 11/14/2007
- Amended by the AS Senate on 12/03/2007
- Amended by the AS Senate on 10/26/2009
- Amended by the AS Senate on 02/10/2010
- Amended by the AS Senate on 03/26/2011
- Amended by the AS Senate on 10/10/2011
- Amended by the AS Senate on 10/17/2011
- Amended by the AS Senate on 04/13/2012
- Amended by the AS Senate on 04/23/2013
- Amended by the AS Senate on 05/16/2012
- Amended by the AS Senate on 05/24/2012
- Amended by the AS Senate on 09/24/2012
- Amended by the AS Senate on 10/01/2012
- Amended by the AS Senate on 10/08/2012
- Amended by the AS Senate on 10/15/2012
- Amended by the AS Senate on 10/22/2012
- Amended by the AS Senate on 10/29/2012
- Amended by the AS Senate on 12/19/2012
- Amended by the AS Senate on 02/04/2013
- Amended by the AS Senate on 03/04/2013
- Amended by the AS Senate on 12/04/2017
- Amended by the AS Senate on 04/22/2020

