



Cal State Monterey Bay Associated Students Bylaws

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Preamble

The Associated Students of California State University, Monterey Bay is an organization that seeks to serve, empower, and represent students in all areas of student concern. We engage in an active role in the decisions, actions, and the affairs of our university through advocacy and equitable governance.

We seek to uphold our university's commitment to its Vision Statement in providing higher education to the "diverse people of California, especially the working class, historically undereducated and low-income populations," by advocating for affordable tuition and fees, and ensuring that student support services remain available as a means to ensure student retention and completion of higher education degrees.

This association is formed to uphold the core values of Community, Advocacy, Legacy, and Inclusivity (CAL). The Bylaws shall be interpreted in conjunction with the Constitution of the Associated Students and shall be outlined by AS Coded Memoranda.

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Article I – Purpose

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

Article II – Organization

Section 1. AS Governmental Structure

- A. Associated Students shall be organized into AS Divisions, Councils, Boards, Committees, and Volunteer Committees
- B. AS Divisions are as follows:
 - a. Academic Senators
 - b. Programmatic Senators
 - c. Executives
 - d. Programming and Marketing
 - e. Otter Media
- C. AS Councils are as follows:
 - a. Inter-Club Council
 - b. Sports Club Council
- D. AS Boards are as follows:
 - a. Executive Board
 - b. Internal Affairs Board
 - c. Finance Board
- E. AS Committees are as follows:
 - a. Hiring Committee

- b. Elections Committee
 - c. Committee of Colleges (COC)
- F. AS Volunteer Committees are as follows:
 - a. Lobby Corps
 - b. Diversity and Inclusion Committee
 - c. Environmental Affairs Committee
 - d. Basic Needs Committee
- G. Organization of the Associated Students Governing documents is guided by the AS Constitution, implemented by the AS Bylaws, and outlined in the AS Codes.

Section 2. AS Divisions

- A. AS Divisions consist of Boards, Councils, Committees, and other legislative bodies.
- B. The Associated Students government structure shall be divided into AS Divisions. Each AS Division will be managed by one (1) Officer, each operating their own Division and reporting to the AS President, who shall oversee the organization as a whole.
- C. AS Committees may be added as needed.

Article III– Elected Officers

The AS officers will be voted in by the general student body in an annual AS 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.
- D. Exceptions to qualification criteria must be approved by the Director of Student Engagement and Leadership Development and the Senior Coordinator of Governance and Operations.

Section 2. Term of Office

- A. Initiation for Elected Officers
 - 1) For all elected officers, 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 approval by the AS Senate.
- C. End of Term for Existing Officers
 - 1) Officers shall be relieved of their duties on the final day of the academic year.

Section 3. Officer Special Requirements

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

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 other relevant legislation.
- 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 duties, it is the responsibility of the Vice President of Internal Affairs to take on the responsibilities and duties of the President and maintain their current position.
- B. If, at any time, any of the Executive positions are vacant, with the exception of the ICC/SCC Chair, it is the responsibility of the Hiring Committee and the Senate to select a successor. This successor will comply with all officer requirements stated in the Bylaws.
- C. While the position is vacant, the President shall delegate responsibilities and duties of this position as they deem fit.
- D. Shall there be a time when an Executive Officer is not available, they may delegate their responsibilities to the AS President or their designee.
- E. 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, with the exception of the AS President.

Section 2. Duties

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

A. AS 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 Senate or Executive Board.
- j. Has the power to appoint, dismiss, or discharge any position within AS.
- k. Annually reviews by the professional staff of AS with the Director of Student Engagement and 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 Three-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 (refer to Code #13-08).
- d. Shall serve as the primary voting member of the California State Student Association (CSSA) Board of Directors and attend all plenaries.
- e. Shall attend (or send a designee) the Panetta Institute Leadership Seminar during the summer.
- f. Shall attend the California Higher Education Student Summit (CHESS) conference.
- g. In the event that the CSUMB Associated Students hosts a CSSA plenary, the President shall plan and implement the meeting with the Student Engagement & Leadership Development Office and Service Analyst.

- h. Shall organize opportunities for AS to interact with University Administration.
- i. Shall meet biweekly with Executive Officers.
- j. Shall meet regularly with the Senior Coordinator of Governance and Operations (SCGO).
- k. Shall meet regularly with the President of the University and their designee .
- l. Shall meet regularly with the Vice President of Student Affairs .
- m. Shall meet regularly with the Associate Vice President for Student Affairs/Dean of Students.
- n. Shall meet regularly with the Chair and Vice Chair of the Academic Senate and, if needed, Administrative Liaisons.
- o. Serve as the official representative of the Associated Students during the summer.
- p. Shall attend regional, state, and national conferences (i.e., CSUnity, CHESS, Hill Day).

The President shall have such other powers as 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 or personnel conflicts.
- b. Shall assist the President with organizing and improving organizational efficiency.
- c. Shall be responsible for holding all AS officers accountable to their responsibilities (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 AS Senate are in accordance with 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 (refer to Code #13-08).
- i. Shall be responsible for upholding the Bill process for all AS governing documents.

- j. Shall keep an updated copy of all AS governing documents and maintain an 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 and the Senior Coordinator of Governance and Operations.
- 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 as assigned by the AS President, the Constitution of Associated Students, AS 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.
- g. 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 in 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 (refer to Code #13-01).
- c. Shall be responsible for presenting updates to the AS Senate each semester.
- 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 (i.e. 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 with the Senior Coordinator of Governance and Operations and SELD Service Analyst.
- h. Shall meet regularly with the Senior Coordinator of Governance and Operations and the SELD Service Analyst to review AS finances and fiscal stability.
- i. Shall be the liaison between the Finance Board and the AS Senate.

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

D. Vice President of University Affairs

1) Powers

- a. Chairs and oversees the AS Senate
- b. Serves as a voting member of the AS Senate in case of a tie.
- c. Serves as a voting member of the Executive Board.

- d. Has the authority to delegate tasks to the Student Affairs Commissioner in consultation with the Vice President of Internal Affairs and Senior Coordinator of Governance and Operations.
- e. Serves as a voting member of the AS Committee of the Colleges (COC).
- f. Serves as the student representative for dining services, campus health services, campus safety, Alumni Association, Otter Athletics, campus beautification, university strategic planning, and Student Housing and Residential Life (SH&RL).

2) Responsibilities

- a. Shall meet bi-weekly with the Senators.
- b. Shall meet regularly with the Senior Coordinator of Governance and Operations.
- c. Shall meet regularly with the Chair of the Academic Senate with the AS President.
- d. Shall serve as the main point of contact with the Academic Senate.
- e. Shall serve as the point of contact for any grievances within University Affairs.
- f. Shall work with SH&RL as the AS liaison.
- g. Shall meet regularly with the Student Affairs Commissioner and stay updated on their actions on matters related to Elections, Academic Senate business, and other responsibilities assigned by the AS Bylaws, Coded Memoranda, AS President, and AS Constitution.

The Vice President of University Affairs shall have such other powers as 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 CSSA Legislative Affairs and Systemwide Affairs committees.

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 represent CSUMB at the Chancellor's office in Long Beach, CA, when applicable.
- d. Shall organize and plan the monthly CSSA plenary trips with the SELDOffice and Service Analyst.
- e. Shall organize the annual CSUnity conference trip with the SELDOffice and Service Analyst.
- f. Shall organize the annual California Higher Education Student Summit (CHESS) conference trip with the AS Senior Coordinator of Governance and Operations.
- g. Shall organize lobby visits with local and state legislators for matters that affect CSUMB, the CSU system, and higher education.
- h. Shall meet regularly with the Senior Coordinator of Governance and Operations.
- i. Shall meet regularly with the Director of Governmental and External Relations.
- j. Shall serve as a representative for the following cities: Marina, Monterey, Salinas, and Seaside.
- k. Shall attend city council and related community meetings when matters affecting CSUMB students are discussed and report back to the AS Senate.

*Census occurs every decade (10 years)

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

Section 3. Duties of ICC & SCC Presidents/Chairs

A. President/Chair of the Inter-Club Council

1) 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 the Inter-Club Council.

2) Responsibilities

- a. Shall interpret and enforce all funding guidelines.
- b. Shall propose interpretations of the ICC Constitution of the Associated Students and the Student Organization Handbook.
- c. Shall serve as a liaison to the AS Senate and SCC.
- d. Shall serve as a voting member of the ICC Executive Board in case of a tie.
- e. Shall adhere to all duties and responsibilities as set forth by AS governing documents.
- f. Shall nominate a representative of their Council to serve on the AS Elections Committee.

- g. Shall oversee, manage, and develop the ICC Officers.
- h. Shall develop annual goals and submit them to the ICC Public Relations Officer for publication and the AS President for review.
- i. Shall meet regularly with the Senior Coordinator of Student Organizations, Leadership Development and Assessment.
- j. Shall meet weekly with the AS President as a member of the AS Executive Board.

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

B. 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 position is vacant.
- e. Shall serve as avoting member of the SCC Executive Board in the case of tie.
- f. Shall have the power to form and dissolve special committees of the Council.
- g. Manages complete oversight of the Division of the Sports Club Council.

2) Responsibilities

- a. Shall interpret and enforce all funding guidelines.

- b. Shall propose interpretations of the SCC Constitution and Student Organization Handbook .
- c. Shall serve as a liaison between the AS Senate and ICC.
- d. Shall adhere to all duties and responsibilities as set forth by AS governing documents.
- e. Shall nominate a representative of their council to serve on the AS Elections Committee.
- f. Shall oversee, manage, and develop the SCC Officers..
- g. Shall develop annual goals and submit goals to the Associated Students Programs and Communications Coordinator for publication and the AS President for review.
- h. Shall meet regularly with the SCC Advisor.
- i. Shall meet weekly with the AS President.
- j. Shall meet with all Sport Club Presidents for check-in.
- k. The President shall assume all duties left by vacant SCC Executive positions.
- l. Shall serve as the liaison between AS and CSUMB Recreation.
- m. Shall serve as a voting member in case of a tie on SCC funding proposals.

The Chair of the Sports Club Council shall have such other powers as 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 (CAHSS)
- College of Business (COB)
- College of Education (COE)
- College of Health Science & Human Services (CHSHS)
- College of Science (COS)

Section 1. Succession and Vacancies

- A. If, at any time, any of the Senator positions are vacant, it is the responsibility of the Hiring Committee and Senate to select an eligible successor.
- B. While the position is vacant, the current AS President shall delegate responsibilities and duties of this position as they deem fit.
- C. Should any Executive position(s) become vacant, any current officer can apply for an Executive position without the risk of losing their current position.

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.
- c. Serves as a voting member of the Committee of the Colleges.

2) Responsibilities

- a. Shall serve as a resource for students who have grievances within CAHSS.
- b. Shall serve on the Department Grade Appeal committees as needed.
- c. Shall meet regularly with the CAHSS Dean or their representative.
- d. Shall meet with the Dean's Student Council of their representative college
(or consult with the Dean for formation of the council, if needed.)
- e. Shall meet regularly with the Senior Coordinator of Governance and Operations.

3) CAHSS Departments:

- Cinematic Arts & Technology Department
- Performing and Visual Arts
- Humanities & Communication
- Social Sciences and Global Studies
- Psychology
- World Languages and Cultures

The College of Arts, Humanities, and Social Sciences Senator shall have such other powers as 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.
- c. Serves as a voting member of the Committee of the Colleges.

2) Responsibilities

- a. Shall serve as a resource for students who have grievances within the College of Business.
- b. Shall serve on the Department Grade Appeal committees as needed.
- c. Shall meet regularly with the Senior Coordinator of Governance and Operations
- d. Shall meet regularly with the College of Business Dean or their representative
- e. Shall meet with the College of Business Dean's Student Council.

3) Business Departments:

- Business Administration
- Sustainability Hospitality and Tourism 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, Bylaws, the Constitution of the Associated Students, or Coded Memoranda.

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.
- c. Serves as a voting member of the Committee of the Colleges.

2) Responsibilities

- a. Shall serve as a resource for students who have grievances within the College of Education.

- b. Shall serve on the Department Grade Appeal committees as needed.
- c. Shall meet regularly with the Senior Coordinator of Governance and Operations
- d. Shall meet regularly with the College of Education Dean or their representative.
- e. Shall meet with the College of Education Dean's Student Council

3) Education Departments:

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

The College of Education Senator shall have such other powers as 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.
- c. Serves as a voting member of the Committee of the Colleges.

2) Responsibilities

- a. Shall serve as a resource for students who have grievances within the CHSHS.
- b. Shall serve on the Department Grade Appeal committees as needed.
- c. Shall meet regularly with the Senior Coordinator of Governance and Operations.

- d. Shall meet regularly with the CHSHS Dean or their representative.
- e. Shall meet with the CHSHS Dean's Student Council.

3) CHSHS Departments:

- Health, Human Services, and Public Policy
- Kinesiology
- Physician Assistant
- Social Work
- Nursing

The College of Health Sciences and Human Services Senator shall have such other powers as 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.
- c. Serves as a voting member of the Committee of the Colleges.

2) Responsibilities

- a. Shall serve as a resource for students who have grievances within the College of Science.
- b. Shall serve on the Department Grade Appeal committees as needed.
- c. Shall meet regularly with the Senior Coordinator of Governance and Operations.

d. Shall meet regularly with the College of Science Dean or their representative.

e. Shall meet with the College of Science Dean's Student Council

3) Science Departments:

- Computing and Design
- Biology & Chemistry
- Applied Environmental Science
- Marine Science
- Mathematics and Statistics
- Mechatronics Engineering
- Science Illustration

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

Article VI –Programmatic Senators

The AS Senate shall contain three Programmatic Senators.

A. The Programmatic Senators are ordered as follows:

- Basic Needs
- Diversity & Inclusion
- Sustainability

Section 1. Succession and Vacancies

- A. If any of the senator positions are vacant at any time, the Hiring Committee and Senate must select an eligible successor.
- B. While the position is vacant, the current President shall delegate responsibilities and duties of this position as they deem fit.
- C. 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.

Section 2. Duties

A. Basic Needs Senator

1) Powers

- a. Chairs the AS Basic Needs Committee.
- b. Serves as a voting member of the AS Senate.

2) Responsibilities

- a. Shall serve as the point of contact for any grievances regarding basic needs (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 complies with the committee's mission.

- e. Shall meet regularly with the Senior Coordinator of Governance and Operations and/or with the AS Programming & Communications Coordinator (the latter for consultations on their events).
- f. Shall meet regularly with the Director of Care and Basic Needs.
- 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 CalFresh, Medicaid, and other county and state level social service programs.

The Basic Needs Senator shall have such other powers as 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. Serves as a voting member of the Sexual Assault Awareness Committee.
- c. Serves as a voting member of the AS 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, student veterans, students with dependents, and transfer students.
- c. Shall stay informed of the Chancellor's Office efforts on any Diversity and Inclusion initiatives.

- d. Shall meet regularly with the Senior Coordinator of Governance and Operations and/or with the AS Programming & Communications Coordinator (the latter for consultations on their events).
- e. Shall ensure that the Diversity and Inclusion Committee complies with the committee's mission.
- f. Shall oversee, manage, and develop the Diversity and Inclusion Committee volunteers.
- g. Shall promote cultural awareness through events and opportunities to celebrate campus diversity..
- h. Shall support the annual cultural affinity graduation celebrations.
- i. Shall bring awareness to the community of issues of diversity and identity on the local, state, and CSU levels.
- j. Shall serve as the AS liaison with the Otter Cross Cultural Center (OC3).

The Diversity & Inclusion Senator shall have such other powers as 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 (EAC).
- b. Serves as a voting member of the AS Senate.
- c. Serves as the AS representative on the President's Sustainability Committee.

2) Responsibilities

- a. Shall promote sustainable campus and organizational practices through the Environmental Affairs Committee.
- b. Shall ensure that the Environmental Affairs Committee complies with the committee's mission.
- c. Shall stay informed of the Chancellor's Office efforts on any sustainability initiatives.
- d. Shall oversee, manage, and develop the Environmental Affairs Committee volunteers.
- e. Shall meet regularly with the Senior Coordinator of Governance and Operations and/or with the AS Programming & Communications Coordinator (the latter for consultations on their events).
- f. Shall meet regularly with the Associate Director of Safety, Risk, and Sustainability and attend any university sustainability meetings as a student representative.
- g. Shall stay informed on the environmental impact and operational practices of CSUMB business and its surrounding environment.
- h. Shall raise awareness of local and global environmental issues.
- i. Shall raise awareness of environmental cleanup activities surrounding CSUMB.

The Sustainability Senator shall have such other powers as 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 abiding by the Gloria Romero Open Meetings Act of 2000.

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. Responsibility

1) Advocacy

- a. Review governing documents such as legislation and resolutions.
- b. Propose official recommendations to the University President.

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. The AS Senate shall convene during University Hour (Mondays from 12:00 pm to 2:00 pm).

C. 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 Senator
 - College of Business Senator
 - College of Health Sciences & Human Services Senator
 - College of Education Senator
 - College of Science Senator
 - Basic Needs Senator
 - Diversity & Inclusion Senator
 - Sustainability Senator
- 4) The AS Senate shall have eight(8) non-voting, designee members, including:
 - AS President
 - Vice President of Internal Affairs
 - Vice President of Financial Affairs
 - Vice President of University Affairs

- Vice President of External Affairs
- Student Affairs Commissioner
- Senior Coordinator of Governance and Operations
- President of the University or designee

Section 2. AS General Council

- A. Once a month during the academic year, AS Senate shall convene a comprehensive General Council with representatives from all Divisions of Associated Students.
 - a. The AS President and Vice President of University Affairs, in consultation with Senators, Otter Media members, ICC, and SCC Executive Officers, will determine meeting times.
- B. Attendance and Conduct expectations will be enforced via the Vice President of Internal Affairs, as outlined in AS Coded Memoranda (refer to Code #13-07).
- C. A Quorum in the General Council shall consist of a simple majority of all voting members.

Purpose

- A. This council serves to bridge organizational gaps and encourage Divisional communication and collaboration.
- B. The meeting of AS Divisions will make organization leaders more visible to the students they represent and facilitate holistic approaches to organizational decision making.

Membership

- A. The AS President will Chair the AS General Council.
- B. The AS Vice President of University Affairs will be the Vice Chair and shall fulfill Chair responsibilities in the absence of the President.

C. There shall be seven (7) voting members, including:

- 1) AS Vice President of University Affairs
- 2) ICC President/Chair
- 3) SCC President/Chair
- 4) Otter Media Representative
- 5) Committee of Colleges Chair (COC)
- 6) Programmatic Senator Representative
- 7) AS Programming Board Representative

D. The AS President shall be a voting member in the case of a tie.

E. There shall be nine (9) non-voting designee members:

- 1) Senior Coordinator of Governance and Operations
- 2) President of the University or designee
- 3) Director of Student Engagement and Leadership Development
- 4) Senior Coordinator of Student Organizations, Leadership Development and Assessment
- 5) SELD Office and Service Analyst
- 6) Associated Students Programs and Communications Coordinator
- 7) SCC Advisor
- 8) AS Box Office Representative
- 9) United Sorority Fraternity Council (USFC) Representative

F. Remaining AS, ICC, and SCC Executives, AS Senators, and the AS Student Affairs Commissioner are required to attend.

G. The Vice President of Internal Affairs shall act as Parliamentarian and ensure proper meeting procedures are followed.

- H. Meetings shall be open to the public and shall abide by the Gloria Romero Open Meetings Act of 2000 and Robert's Rules.

Responsibility

- A. This body shall vote on AS Resolutions, when applicable, and other decisions escalated by the AS Senate, ICC Executive Board, SCC Executive Board.
- B. Shall send official recommendations to the University President, as needed.
- C. Shall hear semesterly budget updates from AS Divisions.
 - a. Refer to Code #13-01
- D. All members shall give reports on the state of their respective Division.
- E. The AS General Council shall offer time in each meeting for a Roundtable Discussion of relevant questions or concerns within the University.
- F. May assist the Vice President of Internal Affairs in the organizational assessment statement (refer to Code #13-08, Code of Assessment).

Section 3. Division Boards

- A. Executive Board
 - 1) Purpose
 - a. This Division shall ensure the efficiency and effectiveness of AS.
 - 2) Board Responsibility
 - a. The Executive Board shall assist the President in the day-to-day operations of 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/President of Inter-Club Council
- Chair/President of Sports Club Council

- c. AS shall have three (3) non-voting designee member, including:

- Senior Coordinator of Governance & Operations
- President of the University or designee
- Student Affairs Commissioner

B. Finance Board

1) Purpose

- a. Shall oversee and review the fiscal operations of the organization, including the responsible administration of Associate Student body fee.

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 member, including:
- Senior Coordinator of Governance and Operations.
 - The SELD Office and Service Analyst may be asked to attend when necessary.

C. Internal Affairs Board

1) Purpose

- a. Shall oversee the work being done by all AS officers and facilitate the review and maintenance of AS Governing Documents.

2) Board Responsibility

- a. Shall serve as the hiring committee when there are vacancies.
- b. Shall monitor the governing procedures of 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 Bylaws, AS Constitution, 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 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 member including:
 - Senior Coordinator of Governance and Operations

Section 4. Councils

A. Inter-Club Council

1) Purpose

- a. The Inter-Club Council (ICC) serves as a central force bringing together all of the recognized clubs for 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) serves the specific needs of Sports Clubs through resource appropriation, coordinating club activities, and enforcing safety policies.
- 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.

2) Council Structure

- Refer: [Sport Club Council Constitution](#)

Section 5. Standing Committees

A. Committee of the Colleges (COC)

1) Purpose

- a. The Committee of Colleges serves as a channel for student voice, taking steps to address the financial needs of students..

2) Committee Responsibility

- a. Shall ensure student concerns are heard within each college.
- b. Shall oversee and facilitate the creation and dispersal of AS scholarships.

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 Sciences and Human Services Senator
 - Vice President of University Affairs
- d. The COC shall have one (1) non-voting designee member, including:
 - Senior Coordinator of Governance and Operations

B. Diversity and Inclusion Committee

1) Purpose

- a. Shall celebrate and 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.
- 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.

3) Membership

- a. The Diversity & Inclusion Senator shall chair the Diversity and Inclusion Committee.
- b. Shall consist of student volunteers that coordinate programming, raise awareness, and advocate for student concerns.
- c. There shall be one (1) designee member, including:
 - Associated Students Programs and Communications Coordinator

C. Environmental Affairs Committee (EAC)

1) Purpose

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

2) Committee Responsibility

- a. Shall increase awareness of environmental cleanup efforts in the university community.
- b. Shall engage students in sustainability initiatives.
- c. Shall plan an Earth Day celebration 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 student volunteers.
- c. There shall be one (1) designee member, including:
 - Associated Students Programs and Communications Coordinator

D. Hiring Committee

1) Purpose

- a. 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 AS vacant positions.
- b. Shall interview and recommend candidates for final review and approval by AS Senate

3) Membership

- a. The Hiring Committee shall be chaired by the Vice President of Internal Affairs.
- b. The Hiring Committee shall consist of the Internal Affairs Board members.
- c. Current AS officers may be asked to sit in on interviews for their positions as non-voting members of the Hiring Committee.
- d. The Hiring Committee shall be comprised of five (5) members:
 - AS President
 - Vice President of Internal Affairs
 - Senate Representative
 - ICC Representative
 - SCC Representative

- a. There shall be one (1) designee member, including:

- Senior Coordinator of Governance and Operations

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

E. Elections Committee

- Refer to AS Bylaws Article IX Section 3

Section 6. Other Divisions

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 attend the annual California Higher Education Student Summit (CHESS), representing CSUMB to state and local legislators.

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 7. Campus Wide Committee(s)

- A. The AS President shall appoint student representatives to campus-wide committees.
- B. All AS Officers shall list campus committee memberships on a “Master List” maintained by the Senior Coordinator of Governance and Operations and the Vice President of Internal Affairs.
- C. AS Officers and student representatives are expected to give regular reports to the AS Senate on the states and affairs of their committees.

Section 8. Special Committee(s)

- A. The AS President shall, pending Senate approval, have the authority to establish ad hoc “special” committees.
- B. Shall be established as needed to handle specific issues that do not reside in the realm of standing AS Boards/Committees.

Article VIII – AS Programs and Services

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

- AS Programming Board
- CSUMB Mascot: Monte Rey
- Otter Media
- Toiletry Pantry
- AS Box Office

Section 1. AS Programming Board

A. Purpose

- 1) The Associated Students Programming Board serves as the official programming branch of CSUMB Associated Students.
- 2) The Board coordinates events and programs that develop belonging, enhance the experience of CSUMB students, and foster school pride.

Section 2. CSUMB Mascot: Monte Rey

A. Purpose

- 1) The Associated Students Mascot, Monte Rey, is central to developing and maintaining CSUMB school spirit.
- 2) Monte Rey serves as the official CSUMB mascot attending events and interacting with the community.
- 3) Shall meet regularly with the AS/SELD Service Analyst in advising and oversight capacity of the Monte Mascot program.

Section 3. Otter Media

A. Purpose

- 1) Otter Media is a broadcasting service available at CSUMB for staff, students, and local community.
- 2) Otter Media hosts will practice and learn the principles of radio broadcasting, station management, and leadership.

- 3) The program exists to promote student artists with the goal of building the CSUMB community through pop culture connections and broadcasting communication.
- 4) Shall meet regularly with the Senior Coordinator of Governance and Operations
- 5) Shall meet regularly with the AS Programming & Communications Coordinator as their principle advisor and for consultations on their events.

Section 4. Toiletry Pantry

A. Purpose

- 1) The AS Toiletry Pantry shall be funded by AS and provide basic hygiene products for the student body to use at their discretion.
- 2) The Toiletry Pantry serves as a campus resource to ensure equitable access to hygiene products and toiletries in an effort to remove student barriers to health and wellness practices.

Section 5. AS Box Office

A. Purpose

- 1) The AS Box Office shall offer tickets to various community events and businesses at a discounted rate to foster community belonging and enhance the experience of CSUMB students.

Article IX – Annual AS Elections

Section 1. Elections

A. Elections Date

- i. One General Election will occur each academic year in the Spring Semester. .

B. Number of Votes

- i. A simple majority of all votes cast will be necessary to elect the AS Officers.

C. Unopposed Candidates:

1. All unopposed candidates 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 vacant.

D. Elections Code

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

a. Elections Regulations

- Refer to Code #13-04 - The Code of Elections

Section 2. Student Affairs Commissioner

A. Student Affairs Commissioner

- 1) Shall serve as the AS Liaison on the Academic Senate and the Academic Senate Executive Committee (ASEC)

- 2) Shall work closely with the Vice President of University Affairs to maintain an open line of communication on matters related to Elections, Academic Senate business, and any other tasks as delegated by the AS Bylaws, Coded Memoranda, or AS Constitution.
- 3) Shall meet regularly with the Senior Coordinator of Governance and Operations.
- 4) Shall meet regularly with the AS Marketing Team.
- 5) Shall serve as the Elections Commissioner and oversee AS General and Special Elections.
- 6) Shall collaborate with and organize Students-at-Large serving on AS and University Committees/Boards
- 7) Shall interpret and enforce the Elections Code.
 - Refer to Code #13-04.

B. Qualifications, Terms, and Selection

- 1) Any Student Affairs Commissioner candidate must meet eligibility requirements outlined in the AS Bylaws (refer to Article III Section 1) .
- 2) The Student Affairs Commissioner position must be appointed and cannot be elected during the General Election.
- 3) The Student Affairs Commissioner will begin in the Fall and must be able to fulfill all responsibilities outlined in this section.
- 4) The Student Affairs Commissioner will be appointed by the beginning of each academic year and their term shall end at the end of the academic year.
- 5) The Student Affairs Commissioner shall be appointed by the AS Senate after recommendation by the Hiring Committee (refer to AS Bylaws Article VII Section

- 6) The Hiring Committee shall put forward one name to the AS Senate for appointment no later than the beginning of October.
- 7) The AS Senate shall appoint the Student Affairs Commissioner with a 2/3 vote.

Section 3. Student-at-Large Oversight

- A. The Students-at-Large shall serve on AS and Academic Senate Committees/Boards to ensure student representation and offer insight into student opinion.
- B. Students-at-Large shall work closely with the Student Affairs Commissioner and Senior Coordinator of Governance and Operations.
- C. The Student Affairs Commissioner shall grant Students-at-Large time to report on pertinent committee/board information to the AS Senate or General Council during their report.
 - a. If conflicts arise, Students-at-Large may delegate their report to the Student Affairs Commissioner to be presented to the AS Senate or General Council during regular or special meetings.
- D. Students-at-Large shall be held to the same accountability and conduct standards as AS Officers when representing the organization.
 - a. If found to be in violation of AS conduct expectations, the Student Affairs Commissioner will implement accountability measures in collaboration with the Vice President of Internal Affairs (refer to Code #13-07).
- E. Any CSUMB student may be eligible for and apply to be a Student-at-Large.

Section 4. Election Committee

A. Elections Committee

1) Purpose

- a. The Elections Committee is dedicated to enforcing regulations for all general and special election periods of the Associated Students at California State University, Monterey Bay (CSUMB) to ensure a fair, ethical, and legal elections process.

2) Committee Responsibility

- a. The Elections Committee shall be charged with organizing, promoting, and overseeing AS Elections.

3) Membership:

- a. The Student Affairs Commissioner shall chair the Elections Committee.
- b. 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
- c. The Elections Committee shall have up to six (6) voting, designee members, including:
 - AS Senior Coordinator of Governance and Operations
 - The President of the University or their designee
 - A delegate from the Otter Student Union

- A delegate from the Multicultural Greek Council
- d. Designee members are not required to be filled, but the Student Affairs Commissioner is required to offer membership to each when establishing the committee.
- e. Quorum will be met when three (3) of the voting members are present.
- f. Members of the Elections Committee are not eligible to run for office during the time they serve on the committee.
- g. The Student Affairs Commissioner is responsible for the recruitment of their committee.

The Elections Committee should be established before the end of the fall semester and will automatically disband five (5) school days after the election, unless grievances arise.

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) and Committees, if 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 for vacant elected positions.

- a. Before approval of appointment by the Senate, the AS President must consult with the Executive Board.
 - b. The President can begin appointment proceedings concurrent with the AS Election cycle as vacancies appear.
- 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 for elected positions that remain vacant before and after elections.
- 2) The Hiring Committee can begin recruitment and hiring efforts, concurrent with the AS Election cycle as vacancies appear.
- 3) AS Division hirings will be conducted by each respective division.
- 4) 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) Removal must be 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 must be presented via written declaration to the AS President or the Vice President of Internal Affairs.
 - i. If the AS President is the officer in question, then allegations must be presented to the Vice President of Internal Affairs.
 - b. All AS complaints or violations towards an officer shall be reviewed by the Internal Affairs Board in a special closed session.
 - c. The accused officer shall receive written notice of the special hearing at least seven (7) days prior.
 - i. 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 review and approval.
 - i. A copy of the Internal Affairs Board's findings and recommendation must be sent to the accused officer.
 - e. The accused member shall have the opportunity to submit a statement of dissent, oral or written, to the AS Senate during a special or regular meeting up to five (5) days before the effective date of removal.
 - f. The accused member must be provided with a written notice of the removal a minimum of fifteen (15) days prior to the Senate's decision.
 - g. To remove the accused member, there must be a two-thirds ($\frac{2}{3}$) majority vote in the AS Senate following due process of removal procedures.

Section 2. Resignation

- A. In the event an AS officer should resign, a written notice of resignation shall be submitted to the AS President, AS Senior Coordinator of Governance & Operations, and/or applicable Division Advisor.
- B. The resignation shall be effective immediately unless otherwise indicated in the officer's notice of resignation.
- C. The AS Senate or Division Council may elect/appoint a successor to take office as soon as the resignation goes into effect.

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.
 - a. Refer to Code #13-07 - Code of Accountability and Conduct

Section 4. University Jurisdiction

- A. If an AS Officer or employee is implicated and held responsible for a violation from CSUMB's Title IX Office, or other applicable student conduct authority, the decision shall be final and will be upheld by the Associated Students at California State University, Monterey Bay.
- B. The Vice President of Internal Affairs, in consultation with the Senior Coordinator of Governance and Operations and the Director of Student Engagement and Leadership

Development, will immediately implement the recommendations and orders issued by the respective university Title IX or Student Conduct officers.

- a. In the event of a vacancy due to the final outcome of a student conduct decision, the Vice President of Internal Affairs and the Internal Affairs Board shall initiate the hiring process to fill the vacancy.
- C. Any AS officer or employee who resigns or is removed from their position due to a student conduct decision shall be ineligible to run, be appointed, or apply for any position within AS as long as they are a matriculated student at CSUMB.
 - a. A removed employee may petition the Director of Student Engagement and Leadership Development, in consultation with the Dean of Students, for potential re-entry with no guarantee of approval.
- D. Details regarding removals or resignations resulting from student conduct decisions shall remain strictly confidential to protect the privacy of the individuals involved and in recognition of the University's authority in such matters.
 - a. If any discussion or investigation is required of the Internal Affairs Board, it must occur in a special closed session.

Article XII – Performance Review Process

This Article contains proper procedures of the appeal process and performance reviews of the Associated Students and its officers.

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 Code #13-07 - Accountability and Conduct
- A. Warnings can be requested by any AS Officer through the Vice President of Internal Affairs.
- B. AS Officers can request an appeal when issued a warning.
- C. Appeals 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
- D. The Vice President of Internal Affairs shall work in consultation with the Senior Coordinator for Governance & Operations in all matters pertaining to appeals.

Section 2. Violations

Violations are issued when officers receive three (3) or more warnings.

- Refer to Code #13-07
- A. Violations can be requested by any AS Officer through the Vice President of Internal Affairs.
- B. In extreme cases, a violation can be issued in place of a warning with the Vice President of Internal Affairs' approval in consultation with the Senior Coordinator for Governance & Operations.
- C. AS Officers can request an appeal when issued a violation.
- D. Appeals 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
- E. The Vice President of Internal Affairs shall work in consultation with the Senior Coordinator for Governance & Operations in all matters pertaining to appeals.

Section 3. Performance Reviews

Performance Reviews are triggered when officers receive three (3) Violations.

- A. AS officers can request an appeal to a performance review when issued three (3) violations.
- B. The officer must request the appeal process from the Vice President of Internal Affairs within 72 business hours upon issue.
- C. The appeal must be presented first to the Internal Affairs Board.
 - 1) If a request to drop the violations 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 from the AS President and the Director of Student Engagement and Leadership Development.
- D. The Internal Affairs Board has the power to review and terminate an officer based on their performance 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, etc.)
- C. Newly developed Codes must be adopted by the Internal Affairs Board and then reviewed and approved by the AS Senate with a $\frac{2}{3}$ majority.

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. 2025-26), then followed by the numerical order of the formation of the Code (two-digit format: 25- 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.

C. Article III - Authority and Amendments

- 1) Shall classify the authorization (via the AS Bylaws) and the amendment process for the policy.
- 2) Codes are implemented through the Vice President of Internal Affairs and the Internal Affairs Board and then delegated to appropriate AS Divisions.
- 3) Code Amendments must use the Bill Process and require a majority vote by the AS Senate and Internal Affairs Board, in consultation with the presiding AS Division.

D. Article IV- Policies and Procedures

- 1) Shall classify the policy and outline all official procedures of the Code.

Article XIV – Resolutions, Bill, Referendum

Section 1. Resolution

A resolution is a formal expression of an opinion by Associated Students. An affirmative two-thirds ($\frac{2}{3}$) majority vote of the AS Senate is required.

- Refer to: Code #13-04 - Code of Resolution

Section 2. Bill

The Bill process allows an AS officer(s) 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:
- B - Bylaws
 - C - Coded Memoranda
 - M - Mission Statement or AS Constitution

Section 3. Process

- A. State the official title of the Bill by stating the governing document being amended, 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. 2025 – 26), then followed by the numerical order of a Bill (two-digit format – 20-02), then the Bill classification.
- a. Bylaws-B, Coded Memoranda- C, Mission Statement or AS Constitution-M.
- C. If a Bill is voided by vote or veto, the numerical order of a Bill will continue (i.e. if Bill #25-07 is voided, it is archived as #25-07 Void).
- 1) Article I. Origin
 - a. A Bill must be presented by an AS Officer, documenting their name and then their office.
 - 2) Article II. Purpose
 - a. State the purpose of the Bill and the outcomes of the proposed amendment.

3) Article III. Background

- a. Quote the governing document being amended with the exact article(s), section(s), and wording before amendment.

4) Article IV. Implementation

- a. State the proposed amendments in context of the applicable article(s) and section(s).
- b. If the governing document being revised has numerous articles and sections requiring revision, the amendments may be broken into multiple bills.
- c. The documents under revision may also be linked on Bills, as long as significant changes are copied explicitly into the Bill.

5) Article V. Effectiveness

- a. State the date the Bill will go into effect within the organization, recommended to be immediately after Senate approval.
- b. Different proposed amendments throughout the bill may have different effective dates, but they must be explicitly stated.

Section 4. Approval

A. Certification

- 1) Amendments to the AS Bylaws and all governing documents (unless otherwise specified) through a Bill are adopted with a majority vote by the Internal Affairs Board (IAB), then taken to the AS Senate in general or special session for discussion and approval.

- 2) Following approval by IAB and the AS Senate, the Vice President of Internal Affairs and Vice President of University Affairs, or AS President, certify and authorize the Bill(s) with their signatures.

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. (See AS Bylaws Article XIV Section 3)

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 Internal Affairs Board to ensure consistency; this does not extend 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 reference.

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 Operations 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. Proposed amendments 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 as long as AS Senate is notified by their next meeting.
- B. Once 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 04/22/20
- Amended by the AS Senate on 12/02/24
- Amended by the AS Senate on 04/07/25
- Amended by the AS Senate on 05/05/25