

ASSOCIATED STUDENTS BOARD OF DIRECTORS

Humboldt State University
Meeting on Tuesday, November 19, 2019
University Center Banquet Room

7:00 pm

Agenda #8

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #8 dated November 19, 2019 – **Action Item**
- IV. Approval of Minutes – **Actionable Item**
- V. Chair's Report
- VI. Public Comments

As per the Gloria Romero Open Meeting Act of 2000 authorized by Section 89306.

Every A. S. Board of Directors agenda for regular meetings shall provide an opportunity for members of the public to directly address the A.S. Board of Directors on any item affecting higher education at the campus or statewide level. Provided that no action shall be taken on any item not appearing on the agenda. However, the Board of Directors may briefly respond to statements made or questions posed by a person exercising their public testimony rights, may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. The A.S. Board of Directors may also provide a reference to resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or request that a matter of business be placed on a future agenda.

Persons recognized by the Chair should first identify themselves by name. Time limits will be established by the Chair depending on the number of people wishing to speak and the length of the Agenda. The maximum amount of time per speaker shall not exceed 10 minutes. Public comments regarding items on the agenda will be taken prior to each agenda item.

VII. Appointments to the Board of Directors and Committees– Action Items

(See the “Recommended to Appoint” folder for the applications)

- a. President – Yadira Cruz
 - i. Elliot Portillo to the Intercollegiate Athletics Advisory Committee [IAAC]
 - ii. Breannah Rueda to the University Senate
 - iii. Jourden Lamar to the A.S. Board of Directors as a College of Professional Studies Representative
- b. Administrative Vice President – Lizbeth Cano Sanchez
- c. Legislative Vice President – Jeremiah Finley
- d. Student Affairs Vice President – Breannah Rueda
 - i. Ella Moore to A.S. Lobby Corps

VIII. Reports

- a. Officers
 - i. President - Yadira Cruz
 - ii. Legislative Vice President – Jeremiah Finley

- iii. Administrative Vice President – Lizbeth Cano Sanchez
- iv. Student Affairs Vice President – Breannah Rueda
- b. Standing Committee Reports
 - i. Executive Committee – Yadira Cruz
 - ii. Board of Finance – Lizbeth Cano Sanchez
 - iii. Student Affairs Advisory Committee – Breannah Rueda
 - iv. *ASPresents* Committee – Flow Lemus
 - v. Lobby Corps – Paola Valdovinos
 - vi. Earth Week Every Week Committee – Gabrielle Grace Smith
 - vii. A.S. Public Relations Committee – Cassaundra Caudillo
 - viii. Graduate Pledge Alliance [GPA] – Sarah Kanga Livingstone
 - ix. A.S. Funded Programs Meeting – Lizbeth Cano Sanchez
 - x. Student Fee Advisory Committee [SFAC] – Yadira Cruz
- c. Executive Director – Jenessa Lund
- d. Special Reports
 - i. Priority Working Group
 - 1. Strengthening Committees – Breannah Rueda
 - 2. Parking – Victor Parra
 - 3. Backpack – Sarah Kanga Livingstone
- e. Board Reports

The Chair will take a raise of placards for those who wish to verbally make a Board report on non-standing committees or projects. 10 minute limit each speaker, additional time at discretion of the Chair. Board members may follow-up with questions regarding reports after all reports have been made, during the General Discussion session.

IX. General Discussion

Anyone may follow-up with questions regarding reports.

X. Presentation

- a. [Lead365](#) Conference – A.S. Vice Presidents Jeremiah Finley and Breannah Rueda
Vice President Rueda and Finley attended the Lead365 Conference in Orlando, FL October 31 to November 2 and will provide an overview of the conference theme, sessions and educational experiences. (See “Lead365.pdf” for reference)

XI. Old Business

- a. A.S. Standing Rules and Meeting Schedule – **Actionable Item**
The current meeting day and time are under review for spring semester, with the suggestion of meeting earlier in the day. (See 2019-20 ASBoD Standing Rules & Schedule.pdf for reference)
- b. Liaisons – **Actionable Item**
A.S. Government Code, Section 3.06, outlines the responsibilities that a Board member has with an Associated Students Program. Liaisons have not been decided or assigned for 2019-20. In previous discussions on the topic, the Board has remained uncertain of the continued practice of liaisons citing that the Code Sections leave room for different interpretations and wondering if liaisons institute bias. Additionally, the recently passed Resolution No. 2019-20-03 “An Act to Establish A More Perfect Union” created the Associated-Residential-Athletic Council which

This event is wheelchair accessible. Persons who wish to request disability-related accommodations, including sign-language interpreters, should contact Casey Park, A.S. Board Coordinator, at cgp135@humboldt.edu or call (707) 826-4221. Some accommodations may take up to several weeks to arrange.

could replace the need for A.S. Government Code, Section 3.09. (See Responsibilities of a Liaison for reference)

XII. New Business

a. A.S. Grant Recommendations – **Action Item**

The Board of Finance recommends the following allocations to active HSU clubs for event and travel support. Requests from clubs were heard on Tuesday, November 12, 2019 from 5:30-7:00pm in Nelson Hall East 106. (See “A.S. Grants Hearing” materials for reference)

- i. \$380 to AMSA for Fall Travel
- ii. \$1,400 to Journalism Club for Fall Travel
- iii. \$82 to Renewable Energy Student Union
- iv. \$800 to Formerly Incarcerated Students Club
- v. \$426 to Psi Chi
- vi. \$214 to E.R.E.S.A
- vii. \$1,200 to Business & Economics Club
- viii. \$1,200 to HSU History Club
- ix. \$1,000 to Wildlife Graduate Student Society
- x. \$500 to Wildlife Graduate Student Society
- xi. \$600 to Pi Epsilon
- xii. \$1,400 to Range and Soils Club
- xiii. \$700 to Philosophy Club
- xiv. \$994 to Water Resources club
- xv. \$1,000 to Society of Women Engineers [SWE]
- xvi. \$500 to Computer Science Club

b. Resolution 2019-20-04 An Act to Amend the Associated Students Constitution – First Reading (Request by Co-Author Finley for [1st reading to be waived](#))

This resolution proposes major changes to the A.S. (titles, structure, positions, abilities of members and committees) to the Constitution and Codes (see “Working Constitution_Bylaws 11-16-19”), would add a Judicial Code (See “Proposed ASI Judicial Code”), and would “task the Associated Students Professional and Student Staff to create and recommend a logistical implementation plan.” Resolution co-authored by Vice President Finley and Vice President Rueda. (See the “An Act to Amend the Associated Students Constitution” for reference)

c. Academic Integrity Policy – **Discussion Item**

Legislative Vice President Finley holds an ex-officio position on the University Senate’s Academic Policy Committee [APC]. The APC is proposing an Academic Honesty & Integrity Policy and looking for the Board’s review and input. (See the current [Academic Honesty Policy](#), "Senate Committees Reports 11.12.19" and "Academic_Integrity_and_Honesty_Policy...(pdf)" for reference)

d. A.S. Newsletter – **TIME CERTAIN 8:30pm – Discussion Item**

Associated Students has a newsletter group but no longer has an active newsletter. The Board will discuss the revival of a newsletter. Vice President Meriwether will be present to discuss the value of a student government newsletter.

XIII. Announcements

XIV. Adjournment

This event is wheelchair accessible. Persons who wish to request disability-related accommodations, including sign-language interpreters, should contact Casey Park, A.S. Board Coordinator, at cgp135@humboldt.edu or call (707) 826-4221. Some accommodations may take up to several weeks to arrange.

2019-20 A.S. Board of Directors Members List

<u>Board Title</u>	<u>First Name</u>	<u>Last Name</u>	<u>Position</u>
"Officers" (voting*)	Yadira	Cruz	President
Chair *only votes in a tie	Jeremiah	Finley	Legislative Vice President
	Lizbeth	Cano-Sanchez	Administrative Vice President
	Breannah	Rueda	Student Affairs Vice President
	Malluli	Cuellar	Social Justice & Equity Officer
	Gabrielle	Smith	Environmental Sustainability Officer
"Representatives" (voting)	Yi-Hsuan (Lily)	HUANG	Graduate Representative
Vice Chair	Sarah	Kanga Livingstone	College of Natural Resources & Sciences Representative
	William	Weinberg	College of Natural Resources & Sciences Representative
	Marisol	Angeles	College of Professional Studies Representative
			College of Professional Studies Representative
	Victor	Parra	College of Arts, Humanities, and Social Sciences Representative
	Amal	Amoora	College of Arts, Humanities, and Social Sciences Representative
	Allie	Follett	At-Large Representative
	Yarexi	Gutierrez	At-Large Representative
"Advisors" (non-voting)	Paola	Valdovinos	External Affairs Representative
	Cassie	Caudillo	Public Relations Officer
	Flow	Lemus	<i>ASPresents</i> Representative
	Eboni	Turnbow	Interim Dean of Students
	Jenessa	Lund	Executive Director

Elliott Portillo

ejp56@humboldt.edu

College of Arts, Humanities, and Social Sciences: Journalism and Mass Communications
Junior

Applied: 11/7/2019

Recommended to apply by: AS Board member told you

Applying for:

- Intercollegiate Athletic Advisory Committee

Please explain why you are interested in this position:

I am interested in this position because I feel an obligation to ensure the needs of my associates are well represented and heard on a university-wide level. Representation and advocacy is important, and without every voice at the table, we cannot accurately begin to ensure that all needs are met.

Briefly describe any past experience, campus activities, and/or skills that you feel qualify you for this position:

Currently, I am a member of HSU's Student Athlete Advisory Committee (SAAC), in which I act as a representative of Humboldt State's Men's Cross Country team. I also work with HSU's Sports Information Department (SID) taking photos of sporting events for use on the school's athletic website and social media platforms.

Interview and Recommendation by: President Yadira Cruz & HSU Athletics Jill Wilson

Interview date and time: Saturday, November 16

Recommendation: To appoint

Board Decision:

Breannah Rueda

bnr27@humboldt.edu

College of Arts, Humanities, and Social Sciences: Political Science
Senior

Applied: 10/23/2019

Recommended to apply by: Staff/Faculty member told you.

Applying for:

- University Senate

Please explain why you are interested in this position:

I was a previous member of the Senate and believe that I would be a valuable addition to the Senate. I am active in many areas on campus and believe that with my knowledge I can speak in a positive light through the student perspective. I believe the Senate is extremely important and vital to our university and that they are influential as the governing body of the University. I want to help make the student voice more well known, louder, and undeniable. Students need to be at these conversations and in these organizations and I believe having me as a senate member I can help effect change.

Briefly describe any past experience, campus activities, and/or skills that you feel qualify you for this position:

I serve as the Student Affairs Vice President for A.S.

I serve as the National Communications Coordinator for RHA

I serve as the public relations coordinator for FISC

I believe with these different roles I have on campus I have gained a variety of tools that help me become a influential student leader. I have been able to develop skills that allow me to handle tough situations, such as communicating effectively with my fellow board members, being able to critically think and solve issues. I ultimately believe that I am qualified for this position and can make a great impact to the Senate.

Interview and Recommendation by: President Yadira Cruz

Interview date and time: Saturday, November 16, 2019

Recommendation: To appoint

Board Decision:

JOURDEN LAMAR

7983 Cinthia St, La Mesa, CA 91941 · (619)- 248-2850

Jdlamar0403@gmail.com

DEAR ASSOCIATED STUDENTS BOARD OF DIRECTORS,

Thank you for the opportunity to apply for the College of Professional Studies Representative role for Associated Students. After reviewing your job description, it's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am a hard-working college student (2.6 GPA, Kinesiology) currently attending Humboldt State University. During the course of my academic career, I also managed to accrue nearly 2 years of work experience. I had the privilege of working for the Residence Hall Association as the President and Vice President of Legislation role in my free time, where I learned valuable professional skills such as, organizational leadership, strategic planning, and productivity and performance management. In both my academic and professional life, I have been consistently praised as focused by many professors and peers. Whether working on academic, extracurricular, or professional projects, I apply proven communication, teamwork, and leadership skills, which I hope to leverage into the College of Professional Studies Representative role for Associated Students.

After reviewing my resume, I hope you will agree that I am the type of competent and complete candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit Associated Students. Please contact me at (619) 248-2850 or via email jdlamar0403@gmail.com to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Jourden Lamar

JOURDEN LAMAR

7983 Cinthia St · (619)-248-2850

Jdlamar0403@gmail.com

EXPERIENCE

08/2019 – PRESENT

HOUSING MARKETING & GRAPHIC DESIGNER, HUMBOLDT STATE UNIVERSITY

Creating marketing schemes for projects that may be implemented for the campus. Creating flyers for programs that SA's are planning along with posting and managing the social media pages.

08/2019 – PRESENT

RESIDENCE HALL ASSOCIATION, HUMBOLDT STATE UNIVERSITY

Advocating for residents with problems they may be having in the dorms. Leading General meetings with the area councils. Lastly, planning programs that residents would like to see.

EDUCATION

AUGUST 2017-PRESENT

BACHOLERS, HUMBOLDT STATE UNIVERSITY

Kinesiology (Exercise Science), Cumulative GPA 2.6

SKILLS

- Outspoken
- Leadership
- Administrative
- Communication
- Time Management

ACTIVITIES

Attending a National Conference where I presented a programing the showcased student mental & physical health. Having the opportunity to lead meetings where we discuss topics and programs that reach at least 1,000 residents. Being a part of a Social Fraternity that has over 320 chapters in the US has given me a chance to develop more social and business skills. Lastly, being the Chair for the University Center Board of Directors, a place where we provide services, conveniences, and amenities requisite to the daily life of the campus and the students.

Isabella Moore

em416@humboldt.edu

College of Natural Resources and Sciences: Business Administration: Environmental
Resources and Engineering
First Year

Applied: 11/6/2019

Recommended to apply by: AS Board member told you.

Applying for:

- Lobby Corps

Please explain why you are interested in this position:

I would like to work on bettering the HSU community by lobbying on behalf of students. I am also interested in gaining leadership experience by holding an AS position.

Briefly describe any past experience, campus activities, and/or skills that you feel qualify you for this position:

I was a head member of the fundraising committee in leadership for all of my senior year of high school, along with a fundraiser for the senior trip. Additionally, I was a student leader for my high school's sophomore orientation program. My school used project based curriculum which emphasized leadership and presentation skills.

Interview and Recommendation by: Student Affairs Vice President Breannah Rueda

Review date: 11/14

Interview date and time: 11/15 8pm

Recommendation: To Appoint

Board Decision on 11/19/19:



Lead 365



Lead 365 Overview

- Examine who you are
- Explore your vision
- Establish Authentic and integral relationships
- Encourage Collaboration
- Engage Conflict and Discomfort
- Embracing Complexities and Multiple Truths
- Exhibit a willingness to give and Receive Feedback

→ Evolve into the leader you would follow

Helpful Conferencing Tips

Mindset

What version of yourself are you
allowing others to see?

Asking Important Questions;
In meaningful ways

- Conversation
- Connection
- Trust
- Partnerships



L.O.V.E. T.A.G.S.

- Leverage
- Optimize
- Value
- Engage

- ❖ Talents
- ❖ Abilities
- ❖ Gifts
- ❖ Skills



Sessions

Leading Imperfectly

- Authentic Leadership
 - Purposeful
 - Serves as a Bulldozer
 - Empower
 - Leaders do not pull they push
 - Own
 - Putting everything in front of the mirror
 - The version who you allow people to see
 - Resilience is born from claiming your identity
 - Morals
 - Authentic Leadership comes with striving to always be better
 - How are you forming your morals?

Conscious Leadership

Tips for Conscious Leadership

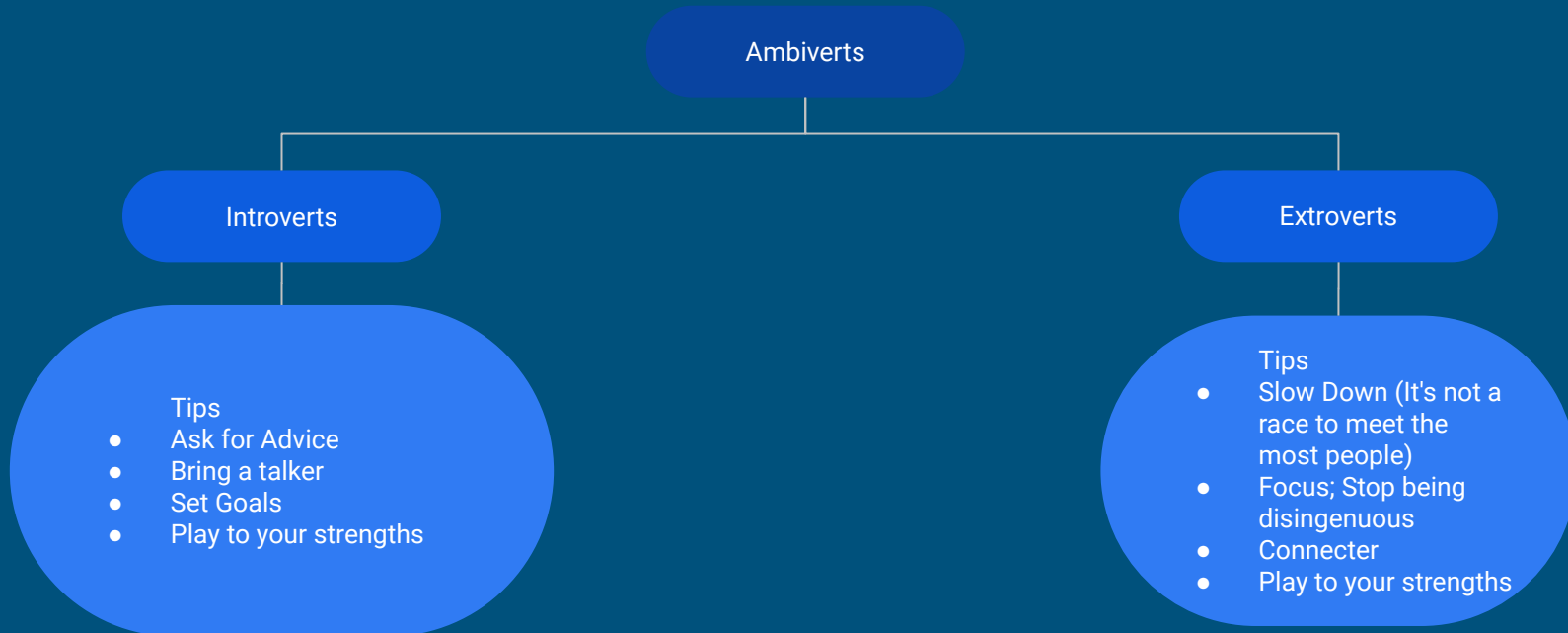
- Listen to not antagonize
- Question with Curiosity; Question unarguably
- Think about the Organization in relation to themselves (Where am I?)
- Have accountability to oneself
- Ask for and be able to withstand Criticism
- Speak with integrity, accountability, and non-reactivity
- Speak Up for those not in the room
- Accept Feedback as a gift

Public Speaking

- Start with a Story
- Talk about something you're passionate about (activation in conversation..)
- Roller Coaster it
- Being Confident that your thoughts matter
- Power of the Pause/Vocal Inflection and rhythm
- Show don't tell
- Relatability is powerful

Networking (Like a Boss)

- Who you know = the opportunity to flex your competence
- Recruitment; we are all recruiters



Motivating the Masses

“You serve the people, the people don't serve you”

- ❖ How do you serve the people?
- ❖ How do you see yourself?/How do you see others?

The People that we serve are not going to contribute if they feel they are not being heard.

- ❖ Feeding the Mice
 - To motivate people a good skill is feeding their motivational points (MICE)

Motivating the Masses Cont.

- ❖ Knowing each others TAGS and the TAGS of our constituents
 - People have skills that can and should be utilized
- ❖ Minimize to Maximize
 - Minimize a person tasks to accomplish in order to maximize their ability to perform in their area
 - Where can we as an organization minimize to maximize?

What is your Job as a leader?

Problem Solving Model

- ❑ Step-One: Identify the problem
- ❑ Step-Two: Identify the cause
- ❑ Step-Three: Generate Additional Insightful Information
- ❑ Step-Four: Brainstorming Possible Solutions
- ❑ Step-Five: Implement your Ideas and Plan



Conclusion/Q&A



ASSOCIATED STUDENTS BOARD OF DIRECTORS

2019-20 STANDING RULES

Approved: August 26, 2019

I. MEETINGS

- A. The Associated Students of Humboldt State University shall conduct its business in public meetings in accordance with the Gloria Romero Open Meeting Act of 2000 and as outlined in Government Code, Section 11 regarding meetings.
- B. **All regular meetings will convene at 7:00 p.m. as per the attached schedule.**
- C. A special meeting may be called at any time by the Legislative Vice President or by a majority of the membership of A.S. Board of Directors by providing appropriate written notice.
- D. **Meetings will adjourn by 10:00 p.m.** regardless of the completeness of the Agenda, unless extended by a majority vote of Board of Directors.
- E. All meetings of the A.S. Board of Directors shall be open and public, and all persons shall be permitted to attend any meeting, except as provided in the Gloria Romero Open Meeting Act of 2000.
- F. Public Comments (As per the Gloria Romero Open Meeting Act of 2000 authorized by Section 89306.)
 - a. Every A.S. Board of Directors agenda for regular meetings shall provide an opportunity for members of the public to directly address the A.S. Board of Directors on any item affecting higher education at the campus or statewide level, provided that no action shall be taken on any item not appearing on the agenda. However, the Board of Directors may briefly respond to statements made or questions posed by a person exercising his or her public testimony rights, may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. The A.S. Board of Directors may also provide a reference to resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or request that a matter of business be placed on a future agenda.
 - b. Persons recognized by the Chair should first identify themselves by name. Time limits will be established by the Chair depending on the number of people wishing to speak and the length of the Agenda. The maximum amount of time per speaker shall not exceed 10 minutes. Public comments regarding items on the agenda will be taken prior to each agenda item.
- G. During “Official Reports” on the Agenda, each report is limited to 10 minutes, with additional time allowed at the discretion of the Chair.
- H. All members are expected to comport themselves in accordance with the respectful attitude necessary to conduct business meetings.

II. BUSINESS

- A. All parliamentary authority for the A.S. Board of Directors shall be from Sturgis Standard Code of Parliamentary Procedure.
For purposes of computing a majority or two-thirds approval, only yes and no votes shall be taken into account.
- B. All new business (business to be addressed at the next meeting, proposed legislation, resolutions, etc.) shall be submitted in writing to the A.S. Board Coordinator by 5:00 p.m. on the Wednesday of the academic workweek preceding the meeting it is on the agenda. The A.S. Board Coordinator will distribute the proposed items to the Board of Directors and the Executive Director.
- C. No action may be taken on any issue of legislation until that issue has been publicly posted for at least 72 hours before a regular meeting.
- D. When considering an action item listed under New and Old Business, the Board of Directors will:
 - a. Receive a presentation by the author.
 - b. Receive comment from members of the public.
 - c. Make a motion for action.

III. APPOINTMENTS TO COMMITTEES

- A. As outlined in Government Code, Section 7, committee appointees are required to be present at the A.S. Board of Directors meeting at the time they are nominated. This attendance requirement may be suspended by a two-thirds vote of the Board of Directors.
- B. The appointment of Board of Directors members to committees by the President or each Vice President shall take place after the appointments of students at-large.

IV. ADOPTION

- A. These standing rules shall be adopted by a majority vote of the A.S. Board of Directors and will be on-going year-to-year. They may only be amended or modified by a 2/3 vote of Board of Directors.

A.S. Board of Directors

2019-20 Standing Meeting Schedule

Location: University Center [UC] Banquet Room

Start time 7pm – End by 10pm

Fall 2019	Spring 2020
Monday, August 26 at 3pm	Tuesday, January 28
Tuesday, September 10	Tuesday, February 11
Tuesday, September 24	Tuesday, March 10
Tuesday, October 8	Tuesday, March 24
Tuesday, October 22	Tuesday, April 7
Tuesday, November 5	Tuesday, April 21
Tuesday, November 19	Tuesday, April 28
Tuesday, December 3	Tuesday, May 5

As of 6:00pm Monday, August 26, 2019



****Responsibilities of a Liaison ****

A.S. Government Code, Section 3.06 and 3.09 outline the responsibilities that a Board member has with their Associated Students Program(s).

- Each Board Member shall serve as a liaison to at least one (1) program area funded through the A.S. budget. Liaisons shall evaluate their programs in terms of financial need, effectiveness and demand for services.
- Liaisons should be available to their programs to help them evaluate their financial needs, effectiveness and demand for services.
- Liaisons should attend the Board of Finance budget hearings for their specific programs, if needed.
- Liaisons may be asked, by the Board of Finance, to assist in creating suitable budget language and funding for their program.
- Liaisons should also report on the activities and events of their program during Board Reports at the A.S. meetings.
- Resident Hall Association (RHA). In consultation with the A.S. President, one of the representatives shall serve as the Liaison to the RHA. This shall substitute for the duty to be an A.S. Program liaison.

A.S. Grants Hearing 2 Summary

HSU Club	Requested amount	Cycle #2 Recommended Allocations			
		TRAVEL		EVENT	
		FALL amount	SPRING amount	FALL amount	SPRING amount
AMSA [American Medical Student Association]	\$380	\$380			
Journalism Club	\$6,166	\$1,400			
Renewable Energy Student Union [RESU]	\$82	\$82			
Formerly Incarcerated Students Club [FISC]	\$4,720				\$800
Psi Chi	\$426			\$426	
E.R.E.S.A. [Environmental Resources Engineering Student Association]	\$214	\$214			
Business & Economics Club	\$2,953		\$1,200		
HSU History Club	\$2,312	\$1,200			
Wildlife Graduate Student Society [WiGSS]	\$2,000		\$1,000		\$500
Pi Epsilon	\$1,489		\$600		
Range and Soils Club	\$4,650		\$1,400		
Philosophy Club	\$900		\$700		
Water Resources Club	\$994		\$994		
Society of Women Engineers [SWE]	\$1,125		\$1,000		
Computer Science Club	\$1,500				\$500
Total Requested Amount from Cycle 2	\$29,911	\$3,276	\$6,894	\$426	\$1,800

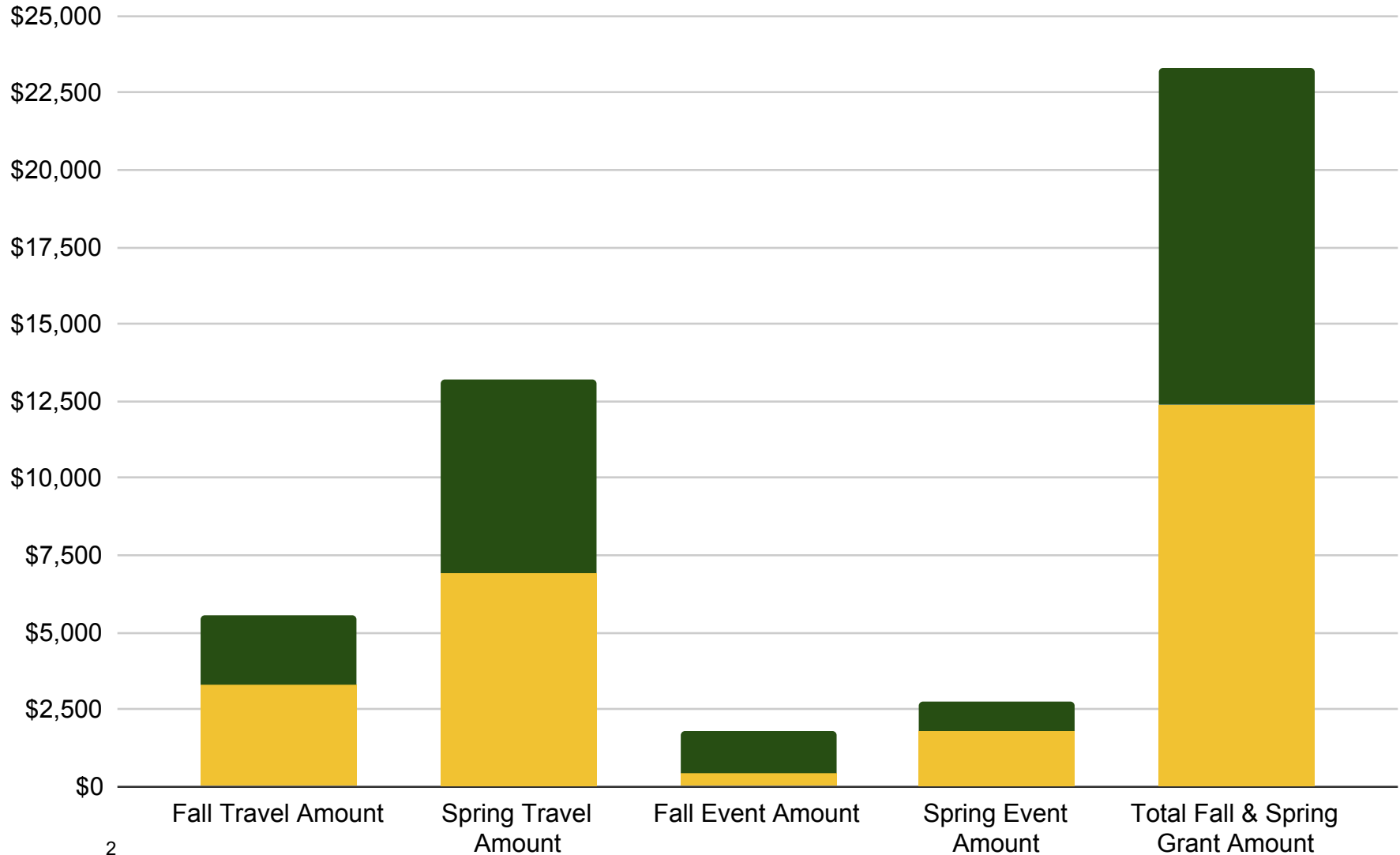
	Total Fall & Spring Grant Amount	Travel Amount		Event Amount	
Cycle 2 Recommended Allocations	\$12,396	\$10,170		\$2,226	
Cycle 1 Approved Allocations	\$10,941	\$2,296	\$6,300	\$1,395	\$950
Total Recommended & Approved Allocations	\$23,337	\$12,466	\$6,300	\$3,621	\$950

Available for A.S. Grants 2019-20	\$25,000
A.S. Grants Recommended and Allocated 2019-20	\$23,337
Remaining for Requests	\$1,663

A.S. Grants 2019-20

A.S. Board of Directors 2019-20
Standing Meeting 8 - Nov. 19, 2019
XII.a. Reference

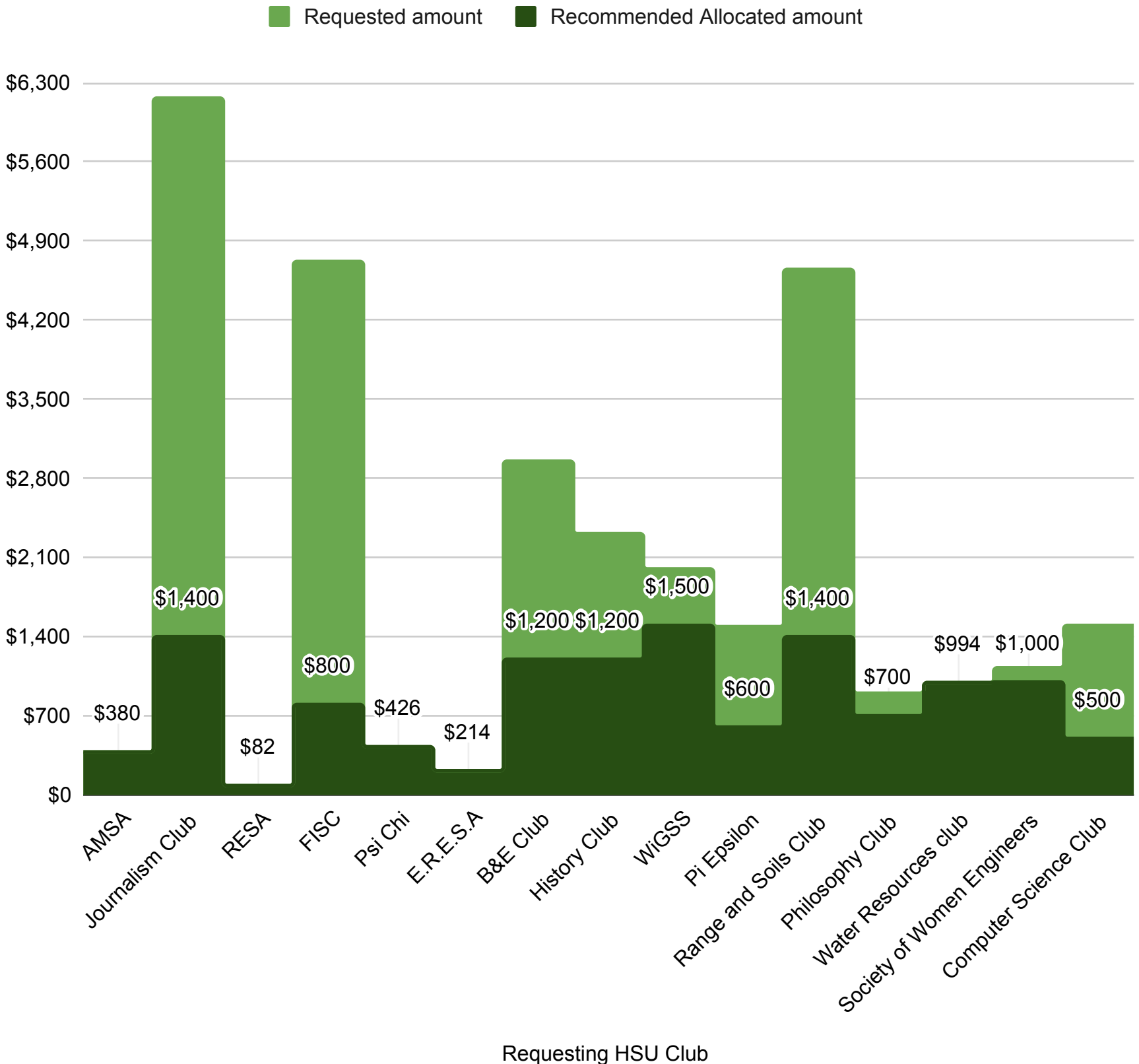
■ Cycle 1 Allocations ■ Cycle 2 Recommended Allocations



Grants Cycle 2 Hearing

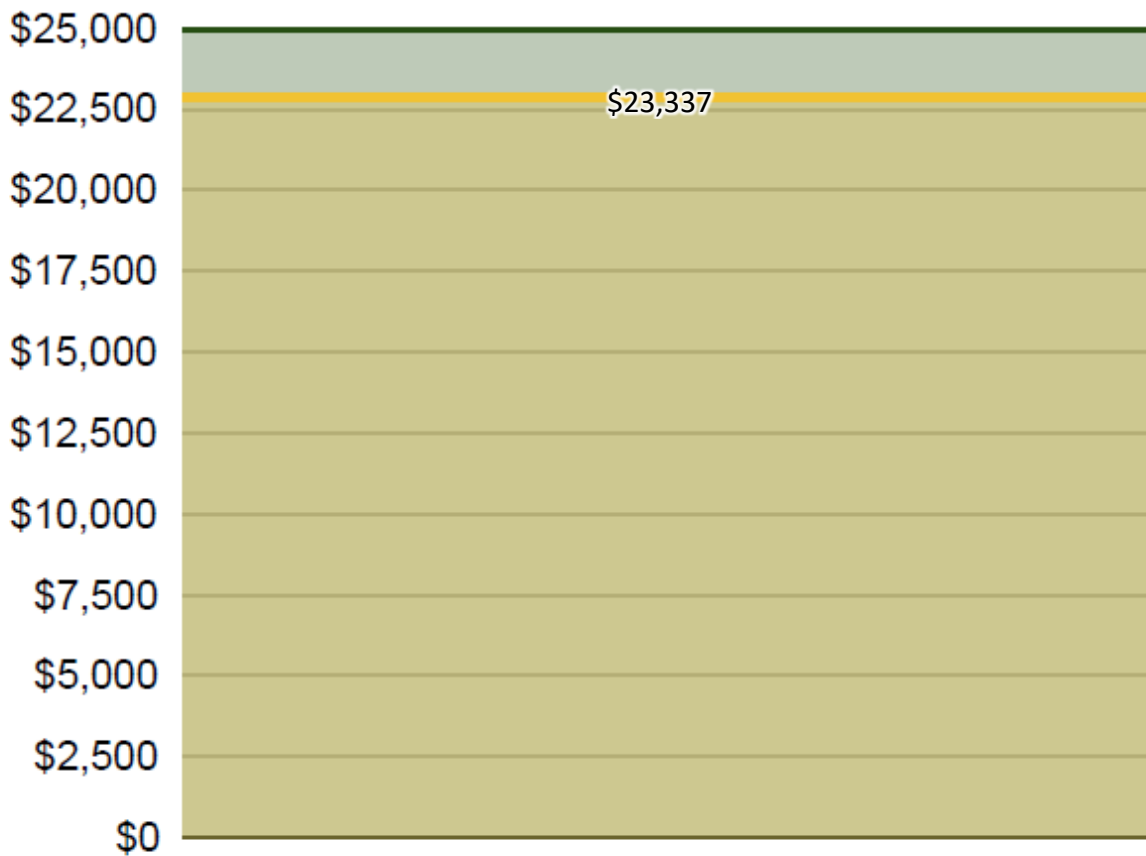
Summary of Requests and Recommendations

A.S. Board of Directors 2019-20
Standing Meeting 8 - Nov. 19, 2019
XII.a. Reference



■ Available for A.S. Grants 2019-20

■ A.S. Grants Recommended and Allocated 2019-20



RESOLUTION No. 2019-20-04

AUTHORED BY: Jeremiah Finley, Legislative Vice President

**CO-AUTHORED BY: Breannah Rueda, Student Affairs Vice President
Lizbeth Cano-Sanchez, Administrative Vice President**

**REFERRED TO: A.S. BOARD OF DIRECTORS
ACTION SCHEDULED: 11-19-2020**

SUBJECT: An Act to Amend the Associated Students Constitution

WHEREAS, the Associated Students (A.S.) Board of Directors of Humboldt State University (HSU) is the single recognized voice for over 6,500 students; and,

WHEREAS, the Mission of the Associated Students of Humboldt State University serves to "assist in the protection of rights and interests of the individual student and the student body," and to "stimulate the educational, social, physical, and cultural well-being of the University community"; and,

WHEREAS, the Associated Students Board of Directors of Humboldt State University Resolution 2019-20-02 "An Act to Establish a More Perfect Student Union" was passed on November 11th, 2019 to move to unite student leaders across campus in an effort to endow students with "positions of institutional power" as per the Associated Students 5 year strategic plan; and,

WHEREAS, the Associated Students Board of Directors of Humboldt State University recognized the importance and their role to take the helm in "establishing proper guidelines for Associated Students of Humboldt State University Programs, and funded organizations" in an effort to create "a clear structure" that the governing body of the Associated Students can operate within; and,

WHEREAS, the Associated Students Board of Directors of Humboldt State University recognized its role to "often evaluate its bylaws and regulations to ensure that adequate services are being offered to the constituency" of the said board; and,

WHEREAS, the Associated Students Board of Directors of Humboldt States University affirmed its charge to consider the opinions and needs of its "immediate constituency" and to "actively seek institutional changes that serve to enhance the student environment and uphold and protect the integrity of the student body association; and,

WHEREAS, the Associated Students Board of Directors of Humboldt State University also affirmed its stance that the student union be open to change through re-formation that benefits students engaging in the Shared Governance that Humboldt State University has in place; and,

WHEREAS, the Associated Students Board of Directors of Humboldt State University is committed to Social Justice, as per Resolution 2019-20-01 “An Act to Clarify the Commitment of the Associated Students of Humboldt State”, it is then the obligation of these Directors to recognize that the empowerment of students is a social justice issue and that there is a need to place students in these institutional places of power, in order to bring themselves in alignment of their previous agreements, affirmations, and commitments; and,

RESOLVED, that the Associated Students Board of Directors of Humboldt State University stand firm on its stances and accept the proposed amendments to the Associated Students Constitution, Codes, and subsequent creation of the various Associated Students Codes and Bylaws as recommended by the Legislative Vice President to the Constitution, Codes, and Bylaws, furthermore, be it,

RESOLVED, that the Associated Students Board of Directors of Humboldt State University task the Associated Students Professional and Student Staff to create and recommend a logistical implementation timeline in which they believe they would need in order to bring Associated Students into Full Compliance with these changes recommended by the Legislative Vice President, to be reviewed by the Executive Committee, furthermore, be it,

RESOLVED, that copies of this resolution are sent to, but not limited to Associated Students Funded Programs, Associated Students Funded Areas, the Associated-Residential-Athletic Council, Residence Hall Association, and the Student-Athlete Advisory Committee.

Jeremiah Finley, Author
Legislative Vice President

Breannah Rueda, Co-author
Student Affairs Vice President

Lizbeth Cano-Sanchez, Co-author
Administrative Vice President

Yadira Cruz,
A.S. President

References:

A.S. Resolution 2019-20-02 “An Act to Establish a More Perfect Student Union”

A.S. Resolution 2019-20-01 “An Act to Clarify the Commitment of the Associated Students of Humboldt State”

ASSOCIATED STUDENTS INC.

California State University, Humboldt State University

(Revised XXXX)

PREAMBLE We, the leaders of the Associated Student Body of Humboldt State University, having crucial perspectives to be represented, rights to be protected and **basic, academic, and social needs to be administered**, we, the members of the Associated Students Incorporated of Humboldt State University, Arcata, California, do hereby ordain and establish this Constitution shall uphold the responsibility that has been vested in us.

1. As Student Representatives We shall: consider the opinions and needs of our immediate constituency, the Students, prior to our taking any action on their behalf;
2. As Student Advocates We Shall: be vocal on issues that protect and increase student rights; create opportunities to increase the student perspective in the University decision making process; actively seek institutional changes that serve to enhance the student environment; and uphold and protect the integrity of the student body association;
3. As Fiscal Officers We Shall: allocate Associated Student Body fees in accordance with the A.S.I. Mission Statement.

MISSION STATEMENT The Associated Students Incorporated of Humboldt State University is a recognized non-profit Association and an auxiliary of Humboldt State University. The specific purpose of this Association is to provide a means for responsible and effective participation in the governance of the campus; provide an official voice through which students' opinions may be expressed; foster awareness of these opinions both on and off campus; assist in the protection of the rights and interests of the individual student and the student body; provide services and programs as deemed necessary by the Association to meet the needs of the student and campus community; and to stimulate the educational, social, physical, and cultural wellbeing of the University community. The Associated Students' Incorporated services and programs shall be established for the purpose of providing essential activities closely related to, but not normally included as a part of the institutional educational program.

VALUES STATEMENT The Associated Students Incorporated of Humboldt State University are committed to Social Justice so that we can pursue the guarantee of equitable rights for the Student Body, the Association declares equal opportunities shall be afforded all students without regard to race, color, religion, size, creed, gender, gender identity, pregnancy, marital affiliation, sexual or affectional orientation, age, sex, ethnic origin, citizenship, nationality, veteran status, or disability.

ARTICLE I – NAME AND COLORS

Section 1. The name of this Corporation shall be the Associated Students Incorporated of Humboldt State University. FORMALLY REFERRED TO AS THE ASSOCIATED STUDENTS INCORPORATED. The

official abbreviation of the Associated Students Incorporated shall be A.S.I.

Section 2. The official colors of this Association shall be green and gold.

ARTICLE II – PURPOSE AND VISION

Section 1. Purpose:

1. This shall be those set forth in the Association’s Articles of Incorporation.

Section 2. Vision:

1. Equity:
 - 1.1. Striving for social and environmental justice
 - 1.2. Listening to those directly affected by inequity
 - 1.3. Striving for respect and the understanding of all people
2. Empowerment:
 - 2.1. Developing and supporting student organizers and leaders
 - 2.2. Providing tools for institutional and policy changes
 - 2.3. Offering spaces for group and individual empowerment
3. Well-being:
 - 3.1. Enhancing the livelihood and academic success of the student body
 - 3.2. Fostering support for personal and community well-being
 - 3.3. Offering opportunities for healing/care

ARTICLE III – MEMBERSHIP AND PRIVILEGES

Section 1. This Association recognizes one type of membership: Regular

1. Regular Members: Any person duly registered as a student at Humboldt State University, and who has paid the required Student Body Association fee shall be a member of the Association;
2. Admission to A.S.I. sponsored activities, free or at a reduced rate;
3. The right to hold office, both elective and appointive, in accordance with the provisions of the Bylaws of the Associated Students Incorporated, **HEREINAFTER REFERRED TO AS BYLAWS;**
4. Appropriate vote(s) in all student body elections;
5. An option to subscribe to all publications of the Associated Students Incorporated;
6. The right to represent the Associated Students Incorporated in University competition in accordance with the rules of eligibility of the respective division and/or conference ruling;
7. Membership in organizations chartered by the Associated Students Incorporated in accordance with the membership rules and procedures as prescribed by the charters or constitutions of said organizations;
8. Any other privileges which shall be prescribed by the A.S.I. Senate.

ARTICLE IV – OFFICERS

Section 1. Definition of the Term “Officer”

1. An officer shall be any office holder elected by the Association membership and/or approved by the Associated Students Incorporated Senate.

Section 2. The executive officers of this Association shall be:

1. President, who shall be the Associated Students Incorporated President, HEREINAFTER REFERRED TO AS THE PRESIDENT;
2. Student Affairs Vice President, who shall be an Associated Students Incorporated Vice President, HEREINAFTER REFERRED TO AS THE STUDENT AFFAIRS VICE PRESIDENT;
3. Administrative Vice President, who shall be an Associated Students Incorporated Vice President, HEREINAFTER REFERRED TO AS THE ADMINISTRATIVE VICE PRESIDENT;
4. Legislative Vice President who shall be an Associated Students Incorporated Vice President, HEREINAFTER REFERRED TO AS THE LEGISLATIVE VICE PRESIDENT;
5. Environmental Sustainability Officer, who shall be the Associated Students Incorporated Environmental Sustainability Officer, HEREINAFTER REFERRED TO AS THE ENVIRONMENTAL SUSTAINABILITY OFFICER;
6. Cal State Student Association Officer, who shall be the Associated Students Incorporated Cal State Student Association Officer, HEREINAFTER REFERRED TO AS THE CSSA OFFICER;
7. Social Justice and Equity Officer, who shall be the Associated Students Incorporated Social Justice and Equity Officer, HEREINAFTER REFERRED TO AS THE SOCIAL JUSTICE AND EQUITY OFFICER;
8. Associated Students Incorporated Presents Officer, who shall be the Associated Students Incorporated Presents Officer, HEREINAFTER REFERRED TO AS THE ASSOCIATED STUDENTS INCORPORATED PRESENTS OFFICER;
9. Public Relations Officer Elections Commissioner, who shall be the Associated Students Incorporated Public Relations Officer/Elections Commissioner, HEREINAFTER REFERRED TO AS THE PUBLIC RELATIONS OFFICER/ELECTIONS COMMISSIONER;
10. Attorney General, who shall be the Associated Students Incorporated Attorney General, HEREINAFTER REFERRED TO AS THE ATTORNEY GENERAL.

Section 3. The Sole legislative body governing this Association shall be the Senate of the Associated Students Incorporated, HEREINAFTER REFERRED TO AS THE A.S.I. SENATE. It shall consist of the following members:

1. The presiding officer of this body shall be the **Legislative Vice President**, who shall be the Chair. The Chair may vote only when it affects the OUTCOME.
 - 1.1. The Chair shall have the reserved right to end conversation on an Item and move to vote.
 - 1.2. The Chair shall have the reserved right to motion, as granted by these Bylaws.
2. The voting officers shall be the
 - 2.1. President
 - 2.2. ADMINISTRATIVE Vice President
 - 2.3. LEGISLATIVE Vice President

- 2.4. STUDENT AFFAIRS Vice President
- 2.5. Environmental Sustainability Officer
- 2.6. Social Justice and Equity Officer
- 2.7. TWO (2) college-specific Senators from each college
- 2.8. TWO (2) student at-large Senators
- 2.9. ONE (1) Graduate Division Senator
- 3. The non-voting members shall be:
 - 3.1. Associated Students Incorporated Executive Director
 - 3.2. Associated Students Incorporated Board Coordinator
 - 3.3. HSU Presidential Appointee
 - 3.4. Associated Students Incorporated Presents Officer
 - 3.5. CSSA Officer
 - 3.6. Public Relations Officer/Elections Commissioner
 - 3.7. Attorney General

ARTICLE V – QUALIFICATIONS AND POWERS OF THE A.S.I.

SENATE Section 1. General Qualifications

- 1. In order to become a member of the A.S.I. Senate, candidates must be at the time of filing for election, in good standing at Humboldt State University, as certified by the Office of the Registrar, and must remain in good standing during their holding of an office in Associated Students Incorporated. All Senators must be regular member during their respective office as prescribed in these Bylaws and current directive(s) from the Office of the Chancellor.
- 2. Freshmen and transfer students shall be in good standing with the Office of the Registrar upon entrance to Humboldt State University , in order to apply for Associated Students Incorporated offices. Senators must be regular members of their college during their respective office as prescribed in these Bylaws and current directive(s) from the Office of the Chancellor.
- 3. Graduating Seniors seeking election during their final spring semester for the subsequent term will be eligible to assume office if they have completed their baccalaureate degree at Humboldt State University and are in good standing as a graduate student certified by the Office of the Registrar (or designee) by the end of the Spring Semester.
- 4. **Academic Qualifications: concurrent with the requirements set by Humboldt State University:**

For Undergraduates:

- 4.1. Be a current HSU student enrolled in a minimum of **9 units** for the current semester.
- 4.2. Have a cumulative and current semester gpa **concurrent with the requirements set by Humboldt State University**
- 4.3. Successfully completed 12 semester units at HSU within the twelve months preceding this semester.
- 4.4. No more than 132 cumulative units or 125 percent of the units required for a specific baccalaureate degree.

For Post-Baccalaureate Students:

- 4.5. Maintain **6 units** per semester
- 4.6. Cumulative and semester **3.0 GPA**
- 4.7. No more than 50 cumulative units or 125 percent of the units required for a specific baccalaureate degree.

Section 2. President

1. In order to seek election for the Office of the President, a student must have completed at least thirty (30) units of college work, prior to taking office, and a student must have held major office in A.S.I. Senate or a student government from any college or university for at least two semesters.
 - 1.1. There Shall be an exception made for the circumstances of Transfer Students made by petition of 200 signatures gathered from the Association.
 - 1.2. There Shall be an exception made when taking office by succession.
2. Voting constituency: The voting constituency shall be the entire matriculated student body.
3. Term of office: The term of office for the President shall be from the day of the transitional meeting, to and including, the subsequent transitional meeting.
4. Powers:
 - 4.1. The President shall be the Chief Executive of the Association and shall have such other powers and duties that may be from time to time prescribed by the Senate.
 - 4.2. The President shall have the power to Veto Legislation set forth by the A.S.I. Senate, this power shall HEREINAFTER BE REFERRED TO AS THE VETO.
 - 4.3. The President shall have the power to make various appointments with the necessary advice and consent of the A.S.I. Senate, when required as prescribed by the A.S.I. Governing Codes.
 - 4.4. The President shall have the power to introduce legislation.
 - 4.5. The President shall have the power to appoint the Attorney General, with the $\frac{2}{3}$ approval of the A.S.I. Senate.
 - 4.6. The President shall prepare the Associated Students Incorporated Budget with the advice and assistance of the Administrative Vice President and the Finance Committee as prescribed in these Bylaws and the A.S.I. Fiscal Code.

Section 3. Vice Presidents

1. There shall be three (3) Vice Presidents each with individual responsibilities and powers as follows:
 - 1.1. Student Affairs Vice President
 - 1.1.1. Shall chair the Associated Students Incorporated Student Affairs Committee.
 - 1.1.2. Shall sit on the University Center Senate.
 - 1.1.3. Shall sit on the HSU Programming & Activities Model Meeting.
 - 1.1.4. The Student Affairs Vice President shall sit on the Executive Committee.
 - 1.1.5. Makes appointments to committees and boards for the Association with the consent of the A.S.I. Senate by a $\frac{2}{3}$ vote.
 - 1.1.6. Serves as a member of the ASI Senate.
 - 1.1.7. Vote on actions or decisions taken by the ASI Senate.
 - 1.2. Administrative Vice President
 - 1.2.1. The Administrative Vice President shall chair the Finance Committee.
 - 1.2.2. The Administrative Vice President shall be the chief fiscal advisor to the President and the A.S.I. Senate.
 - 1.2.3. The Administrative Vice President shall assume the duties of the President during the President's absence, with the exception of chairing the A.S.I. Senate.
 - 1.2.4. The Administrative Vice President shall sit on the Executive Committee.
 - 1.2.5. Makes appointments to committees and boards for the Association with the consent of the A.S.I. Senate by a $\frac{2}{3}$ vote.

- 1.2.6. Serves as a member of the A.S.I. Senate.
- 1.3. Legislative Vice President
 - 1.3.1. The Legislative Vice President shall chair the A.S.I. Senate.
 - 1.3.2. The Legislative Vice President shall be responsible to receive information from Associated Students Incorporated committees, boards, and A.S.I. Senate appointments.
 - 1.3.3. The Legislative Vice President shall be responsible for the maintenance of and adherence to the Associated Students Incorporated Code, Bylaws, and Constitution.
 - 1.3.4. The Legislative Vice President shall sit on the Executive Committee.
 - 1.3.5. Makes appointments to committees and boards for the Association with the consent of the A.S.I. Senate by a 2/3 vote.
 - 1.3.6. Serves as a member of the A.S.I. Senate.
2. Qualifications: In order to seek election for the Office of the Vice President, a student must have completed at least twenty (20) units of college work at Humboldt State University prior to taking office.
 - 2.1. There Shall be an exception made for the circumstances of Transfer Students made by petition of 200 signatures gathered from the Association.
3. Voting constituency: The voting constituency shall be the entire matriculated student body.
4. Term of office: The term of office for the Vice President shall be from the day of the transitional meeting, to and including, the subsequent transitional meeting.
5. The Vice Presidents' shall have such other powers and duties as may be prescribed by the A.S.I. Senate or these Bylaws.

Section 4. Attorney General

Duties:

1. The A.S.I. Attorney General is to be a student advisor that is responsible for the upkeep and maintenance of the Institutional Knowledge of the A.S.I. Senate as an Historian.
2. The A.S.I. Attorney General Shall, be responsible for advising the Senate Chair on Parliamentary Procedures when conducting meetings, as a Parliamentarian.
3. The A.S.I. Attorney General Shall be responsible for receiving reports from the Associated Student Incorporated Board Coordinator on matters pertaining to the A.S.I. Senate.
4. Voting constituency:
 - 4.1. The A.S.I. Attorney General Shall be appointed by the A.S.I. President with 2/3 approval of the Associated Students Senate.
5. Term of office: The A.S.I. Attorney General Shall, serve for two years on the A.S.I. Senate, and shall subsequently be subject to all other qualifications of student office holders that are set forth by these Bylaws and Codes.
6. Powers:
 - 6.1. The A.S.I. Attorney General shall have the authority to prepare Articles of Impeachment to be reviewed by the A.S.I. Legislative Vice President upon finding violations.

Section 5. Senate

1. Qualifications
 - 1.1. Graduate Division Senator – In order to seek election for the office of Graduate Division Senator, a student must have a baccalaureate degree and be in good standing as certified by the Office of the Registrar.
 - 1.2. College Specific Senator – In order to seek election for the office of Senator of an Academic College, a student must have completed at least fifteen (15) units of college work before taking office and shall be certified as a specific major in the academic College, having successfully completed at least six (6) units within that College, prior to taking office, and be in good standing as certified by the Office of the Registrar.
 - 1.2.1. There Shall be an exception made for the circumstances of Transfer Students made by petition of 200 signatures gathered from the Association.
 - 1.3. Student-at-Large Senator – In order to seek election for the office of Student at large, a student must have completed at least fifteen (15) units of college work before taking office, and be in good standing as certified by the Office of the Registrar or Designee.
2. Voting Constituency: Graduate, Student-At-Large and Academic College Senators shall be elected by the members of their respective constituency.
3. Term of office:
 - 3.1. President, Vice President(s), and all Senators and Officers shall be elected in the Spring Semester.
 - 3.2. The term of office for the President, Vice President(s), and all Senators shall be from the day of the transitional meeting, to and including, the subsequent transitional meeting.
4. Powers: The Senate Shall Have the Powers to:
 - 4.1. To formulate the Association's Rules, Regulations and Policies, as detailed in the Associated Students Incorporated Code and other policy papers.
 - 4.2. Vote on actions or decisions taken by the AS Senate.
 - 4.3. To make appropriations from the treasury of the Association.
 - 4.4. To approve standing rules of the AS Senate and meeting calendar.
 - 4.5. To establish the amount of the Association's membership fee with the approval of its membership voting on this issue in an election.
 - 4.6. To impeach any officer of the Association.
 - 4.7. To call special elections.
 - 4.8. To place legislative initiatives on the ballot by majority vote.
 - 4.9. To elect a Vice Chair from its membership.
 - 4.10. To maintain written records of the A.S.I. Senate proceedings which shall be posted for the benefit of the members of the Association.
 - 4.11. To promote the use and development of programs funded by the Association.
 - 4.12. To approve the annual budget.
 - 4.13. To monitor and evaluate budgets of and services offered by the organizations funded by the Association.
 - 4.14. To approve Executive Officer appointments by a 2/3 vote.
 - 4.15. To create committees and ad-hoc committees, and to empower those committees to accomplish the goals set by the A.S.I. Senate.
 - 4.16. To ratify the results of the Associated Students Incorporated Elections.
 - 4.17. Override the President's veto by a $\frac{3}{4}$ affirmative vote of its total voting members; without the approval of the chair to move to a vote.

- 4.18. Create and dissolve A.S.I. Senate committees at its discretion with the exception of the Finance Committee and the A.S.I. Court.
5. Advisors: There shall be Advisors to the Senate, a third one may be appointed by the President of the Association. Advisors shall be notified of Senate meetings. The Advisors shall be responsible for advising the A.S.I. Senate on University policies and procedures and shall act as liaisons between the Senate, faculty and administration.
6. Meetings:
- 6.1. There shall be two (2) sessions of the Senate during the year.
- 6.1.1. Session 1 shall begin on the first day following the end of the Spring Semester to and including the last day of the subsequent Fall Semester.
- 6.1.2. Session 2 shall begin on the first day following the end of the Fall Semester, to and including, the last day of the subsequent Spring Semester.
- 6.2. The Senate shall meet at least once every two weeks during the regular Fall and Spring Semester, except on school holidays or during the final examination period.
- 6.3. Special meetings shall be called by the Legislative Vice President upon the written request of twenty-five (25) percent of the voting members of the Senate, or may be called at any time by the Legislative Vice President upon twenty-four (24) hours with written notice to each Senator.
- 6.4. All meetings of the Senate shall be conducted according to parliamentary law except as noted previously in these Bylaws.
7. The Senate shall be a continuing body and all legislation is binding upon succeeding Senates. The Associated Students Incorporated Board Coordinator shall keep a permanent record of all standing rules of the Senate.

ARTICLE VI – VACANCIES

Section 1. Should a vacancy occur in any elected office other than the Presidency, the President shall appoint, with the approval of the A.S.I. Senate. All approved appointments shall terminate at the end of the vacant seat term.

Section 2. Should a vacancy occur in the Presidency, the Administrative Vice President shall succeed to the office. Should the Presidency and the Administrative Vice Presidency be simultaneously vacant, the Legislative Vice President shall replace and assume the duties of the highest vacant office.

ARTICLE VII – SENATE COMMITTEES

Section 1. The Senate shall have a system of committees; as follows: any committee not fully explained to in these Bylaws shall assume the duties set by the Codes of this Organization.

1. Executive Committee
2. Finance Committee
3. Student Affairs Advisory Committee
4. Bylaws Committee
5. Social Justice Committee
6. Sustainability Committee
7. Elections Planning Committee
8. Funded Program Committee

9. Lobby Committee
10. AS Presents Committee
11. Public Relations Committee

Section 2. A committee shall be created by a two-thirds (2/3) vote of the Senate and its purpose shall be set forth at that time.

Section 3. A committee may be dissolved by a two-thirds (2/3) vote of the Senate.

Section 4. The membership of each A.S.I. committee shall be:

1. Each A.S.I. committee shall be Chaired by an A.S.I. Executive, or an A.S.I. Senator who shall be appointed by the President and confirmed by the Senate, unless otherwise stated in these Bylaws.
 - 1.1. The term as Chair of a Senate Committee shall last the duration of the academic year in which the Senator is appointed.
2. Each A.S.I. committee shall be composed of no more than ten (10) members.

Section 5. The purpose of each committee shall be to investigate and recommend courses of action to the Senate in those major fields of endeavor that are stipulated in their general directives embodied in their respective codes as prescribed.

Section 6. Each committee shall be given a means through which actions may be carried out on behalf of the Association, and then submit a written end of the semester report to the Senate during the Spring and Fall Semester.

1. Each Committee shall have the opportunity to opt out of said means if they chose to do so.

ARTICLE VIII A.S.I. Executive Committee

Section 1. Membership

1. A.S.I. President,
 - 1.1. President Shall act as the presiding officer; as chair of the committee
2. A.S.I. Vice Presidents,
3. Environmental Sustainability Officer,
4. Social Justice and Equity Officer,
5. CSSA Officer,
6. A.S.I. Public Relations Officer/Elections Commissioner, the
7. A.S.I. Presents Representative, and an
8. A.S.I. Senate Vice Chair approved by a majority vote of A.S.I. Senate.
9. A.S.I. Executive Director, and A.S.I. Board Coordinator shall be the advisor.

Section 2. . Voting Members

1. A.S.I. President
2. A.S.I. Vice Presidents
3. Environmental Sustainability Officer
4. Social Justice and Equity Officer
5. A.S.I. Senate Vice Chair approved by a majority vote of A.S.I. Senate.

Section 3. Meetings

1. Meet once a month and as deemed necessary by the Chair;

Section 4.. Purpose/Jurisdiction

1. Serve as an advisory group assessing the needs and goals of the Association.
2. Evaluate any A.S.I. Senate member as to upholding their responsibilities when requested by a majority of the A.S.I. Senate or the A.S.I. President.
3. Recommend appointments to the A.S.I. Senate.

Sub-Section 1. A.S.I. Bylaws Committee

Membership

1. A.S.I. Legislative Vice President
 - 1.1. Shall be the Presiding Officer of the meeting
2. 5-Students from the Association, appointed by the Legislative Vice President, with $\frac{2}{3}$ vote from the A.S.I. Senate
3. 1-A.S.I. Senator, appointed by the A.S.I. President with $\frac{2}{3}$ vote from the A.S.I. Senate
4. The Executive Director shall act as an Advisor to the committee

Sub-Section 2.

Voting Members

1. A.S.I. Legislative Vice President
2. 5-Students from the Association, appointed by the Legislative Vice President, with $\frac{2}{3}$ vote from the A.S.I. Senate
3. A.S.I. Senator nominated by the President and approved by a two-thirds ($\frac{2}{3}$) vote of the A.S.I. Senate

Sub-Section 3.

Meetings

1. Meet once a week and as deemed necessary by the Chair;

Sub-Section 4..

Purpose/Jurisdiction

1. Serve as an advisory group assessing the needs and goals of the Association with respect to the maintenance and upkeep of the A.S.I. Codes, and Bylaws.
2. Recommend modifications to the A.S.I. Codes, and Bylaws with a majority vote to the A.S.I. Executive Committee.

ARTICLE IX A.S.I. Finance Committee

Section 1. The A.S.I. Finance Committee shall consist of:

1. . Voting Members
 - 1.1. Administrative Vice President, who shall act as the presiding officer.
 - 1.2. President of the Association
 - 1.3. 1 Student at-large of the Association, appointed by the President
 - 1.4. 2 student members of the A.S.I. Senate, appointed by the Legislative Vice President
2. Non-Voting Members
 - 2.1. Executive Director of the Association

Section 2. Purpose

1. The purpose of this Committee shall be to preserve and protect the financial stability of the Associated Students Incorporated of Humboldt State University. The Committee shall endeavor

to assure the fiscal integrity of A.S.I. and, at all times, ensure that members of the Associated Students Incorporated derive the maximum benefit from A.S.I. funds.

Section 3. Jurisdiction

1. The A.S.I. Finance Committee shall have the authority to recommend budgets for, and supervise the income and expenditures of, all fees and monies of the Associated Students Incorporated. The A.S.I. Finance Committee shall also have the power to determine and supervise financial policy and review the annual audit subject to approval of the A.S.I. Senate. Upon all matters, the A.S.I. Finance Committee shall consider itself to be advisory to the A.S.I. Senate.

Section 4. Meetings

1. A quorum shall consist of a simple majority of the filled voting seats. The committee shall hold regular meetings and shall announce the times and places of those meetings at the beginning of each semester. Special meetings may be called as they are appropriate to the needs of the Association
2. A majority vote of the A.S.I. Senate shall be required for approval of all allocations of Associated Students Incorporated funds

A.S.I. Senate shall be notified of all actions of the Finance Committee during the Administrative Vice President's report.

ARTICLE X A.S.I. Student Affairs Advisory Committee

Section 1. The A.S.I. Student Affairs Advisory Committee Shall consist of:

1. Chair: Student Affairs Vice President
2. Voting Members:
 - 2.1. 2 students appointed by the A.S.I. President
 - 2.2. 1 student appointed by the A.S.I. Legislative Vice President
 - 2.3. 2 students appointed by the A.S.I. Student Affairs Vice President

Section 2. Purpose

1. Assist and advise the AS Vice President of Student Affairs on matters of campus policy, programming, and services that are directly related to the student body of HSU. Such projects/topics might include community service ventures, and campus programming.

Section 3. Jurisdiction

1. The A.S.I. Student Affairs Advisory Committee shall have the authority to publicize on behalf of the Association with notice to the Public Relations Officer.
2. The A.S.I. Student Affairs Advisory Committee shall have the authority to manage programming budgets that are entrusted to it by the A.S.I. Senate without the consent of the Finance Committee.

Section 4. Meetings

1. Each year the Student Affairs Vice President shall, in a timely manner, establish a set time for which the committee may convene.

ARTICLE XI – STUDENT LEADERSHIP STAFF

Section 1. The President shall have the authority to create positions to aid the Associated Students

Incorporated of Humboldt State achieve their goals as the President deems necessary with the approval of the Senate.

Section 2. In order to become a student leadership staff member of the Associated Students Incorporated, a candidate must be in good standing as certified by the Office of the Registrar (or designee) and must remain in good standing during their tenure in office.

Section 3. The President shall have the power to appoint student leadership staff member with Senate approval.

Section 4. No senator may serve simultaneously as a student leadership staff member.

Section 5. The President shall have the power to dissolve student leadership staff positions and remove leadership staff with the approval of the Senate.

ARTICLE XII – ASSOCIATED STUDENTS INCORPORATED COURT

Section 1. The A.S.I. Court (ASIC) shall be the judiciary branch of the Associated Students Incorporated.

Section 2. The Court may not be dissolved by any means other than constitutional amendment as outlined in Article XVI of these Bylaws.

Section 3. The Powers of the Court shall include:

1. Actions of the Senate arising from the provisions of these Bylaws or any Code of the Associated Students Incorporated may be questioned or commented upon as to their constitutionality by the Court at the petition of any regular member of the Association.
2. In the case of recall and/or initiative legislation, the Court shall receive necessary verification from the A.S.I. Senate.
3. The Court shall investigate any contested election and render decision thereon upon petition by any regular member of the Association.
4. The Court shall initially review the constitutions of the groups seeking to be chartered as A.S.I. Programs, as well as any revisions to such constitutions.
5. The Court shall investigate any infractions that may arise when a group is seeking to be a A.S.I. Program.
6. The Court shall report its decisions to the Senate for implementation. These decisions may be overturned by a two-thirds (2/3) vote of the total voting membership of the Senate.
7. The Court shall have the responsibility upon the conclusion of judicial proceedings to make recommendations on any changes or clarification of the A.S.I. Bylaws, Senate Standing Rules, Codes, or other university policies.
8. All decisions made by the A.S.I. Court shall be final, and can only be overturned by the A.S.I. Court itself or through a Unanimous Vote by the A.S.I. Senate.
9. The ASIC shall be compensated with one-hundred (100) J Points per semester for each voting member of the Composition of the Court.

Section 4. All decisions of the Court are empowered and limited by the laws of the State of California.

Section 5. The composition and procedures of the Court shall be outlined and remain flexible through the **The A.S.I. Judicial Code.**

ARTICLE XIII – ELECTIONS

Section 1. All Associated Students Incorporated elections shall be administered by an Elections Planning Committee, and an Elections Planning Committee Chair, who shall be the Public Relations and Elections

Commissioner.

Section 2. A general student body election shall be conducted each Spring Semester. The election shall be held no later than six (6) academic weeks nor sooner than ten (10) academic weeks prior to the close of the Spring Semester.

Section 3. The President may call special elections at any time with the $\frac{2}{3}$ approval of the Senate.

Section 4. There shall be such other elections and procedures as specified in the Code on Elections.

Section 5. Only regular members of the Associated Students Incorporated may run for elected office, and may hold no more than one elected at one time.

Section 6. The Association shall use Ranked Choice Voting to elect Executive Officers. The Association shall use a Plurality based system to elect A.S.I. Senators.

1.

Section 7. Nominations:

1. Petitions for nomination may be filed with the Elections Commission within the first three (3) weeks of the election semester and shall be filed within the first four (4) weeks of the election semester.

1.1. Executive Officers shall be nominated by petitions signed by one-hundred and fifty (150) members of the Association.

1.1.1. With the Exception of The Social Justice and Equity Officer, and the Sustainability officer.

1.2. The Officer of Social Justice and Equity shall be nominated by petitions signed by one hundred (100) members of the Association.

1.3. The Sustainability Officer shall be nominated by petitions signed by one hundred (100) members of the Association.

1.4. A.S.I. college-specific Senators shall be nominated by petitions signed by fifty (50) members of the Association within the college they are representing.

1.5. The A.S.I. At-Large Senators shall be nominated by petition signed by fifty (50) members of the Association.

2. Elections Planning Committee has three (3) school days to rule on the eligibility of a candidate after filing;

3. Public notice to the effect that nominations are in order shall be posted on the official bulletin boards and shall be published in the school newspaper at least forty-two (42) days prior to the election by the Elections Planning Committee.

ARTICLE XIV – RECALL AND INITIATIVE

Section 1. As outlined under the powers and duties of the A.S.I. Senate, the A.S.I. Senate can initiate measures for the ballot. The Association membership shall also have the power to initiate legislation by means of a written petition to the AS Senate, which has been signed by ten percent (10%) of the current members of the Association.

Section 2. The Initiative process shall be conducted as outlined in the Elections Code.

Section 3. Recalls:

1. Any elected officer or representative of the Association may be subject to recall by a petition containing a specific statement of the reasons for the proposed removal. Such petition must be signed by at least ten (10%) percent of the membership of the Association which that officer represents, and then presented to the AS Senate.
 - 1.1. The Recall process shall be conducted as outlined in the Elections Code.

ARTICLE XV – STUDENT FEES

Section 1. As per Education Code Section 89302 and Title 5 Section 42403 of the California Code of Regulations establishing custodial responsibilities, Humboldt State University (University) will collect the approved student body association fee as part of the normal registration payment for all regular and summer terms.

Section 2. The University will deposit student body association fees in the CSU Trust Fund, Associated Student Body Trust.

ARTICLE XVI – AMENDMENTS AND CODES

Section 1. Amendments to these Bylaws may be proposed either through initiative legislation or by the Senate. Amendments proposed through initiative legislation must be accompanied by a petition bearing the signatures of ten percent (10%) of the total regular membership of this Association.

1. Proposed amendments may be adopted by an affirmative vote of at least two thirds (2/3) of A.S.I. Senate. A vote of A.S.I. Senate will amend the constitution, except as noted below.
 - 1.1. Any provision recommending a change in the Student Body Association fee.
 - 1.2. Any provision altering the term of an executive officer or A.S.I. Senate member.
 - 1.3. Any provision altering membership.

Section 2. All proposed amendments to these Bylaws shall be published outside of the General Office of the Associated Students Incorporated .

Section 3. The A.S.I. President shall have the authority to call special elections with majority consent of the Senate and all proposed amendments shall be submitted to the President for inclusion on the ballot. The President shall call for a special election to be held in not less than fifteen (15) or more than thirty (30) regular semester school days following receipt of the proposed amendment(s).

Section 4. These Bylaws may be amended at any special or regular election during the Fall and Spring Semesters by a majority of the total votes cast.

Section 5. Amendments to these Bylaws shall become effective immediately upon ratification or at dates specified in the amendments. There shall be an enabling clause presented at the time of ratification which shall specify the date(s) when ratified Bylaws shall become effective.

Section 6. Codes may be adopted by the Associated Students Incorporated to clarify or further interpret articles and sections of this Constitution, or to establish formal policies in areas not covered in the Constitution.

Section 7. Codes shall be considered as having been adopted when approved by a majority of the total voting membership of the Senate.

Section 8. Codes shall be considered in effect upon adjournment of the meeting in which they are adopted or at another time indicated in the legislation that is approved when the Code is adopted.

ARTICLE XVII Executive Director

Section 1.

1. The Association Senate will arrange for the services of an Executive Director who will be responsible to the Associated Students Incorporated President for the daily operations of the Association. HEREINAFTER FORMALLY REFERRED TO AS THE EXECUTIVE DIRECTOR OF THE ASSOCIATED STUDENTS INCORPORATED.
2. Contracts:
 - 2.1. All contracts entered into between the Association and any firm, organization, or person shall be signed by the EXECUTIVE DIRECTOR and the director, sponsor, or manager of the activity which is the subject matter of the contract.
3. The EXECUTIVE DIRECTOR shall be responsible for the Association's activities during the summer recess.
 - 3.1. Any monetary or policy decisions that greatly affect the Association may necessitate consultation with the Associated Students Incorporated Executive Committee. The EXECUTIVE DIRECTOR may employ such persons as are deemed necessary for the conduct of the Association's affairs.

ARTICLE XVII Assured Continuance**Section 1. Succession**

1. Vacancy:
 - 1.1. Should a vacancy occur in any elected office other than the Presidency, the President shall appoint, with the approval of the A.S.I. Senate. All approved appointments shall terminate at the end of the vacant seat's term.
2. Succession:
 - 2.1. Should a vacancy occur in the Presidency, the Administrative Vice President shall succeed to the office.
 - 2.2. Should the Presidency and the Administrative Vice Presidency be simultaneously vacant, the Legislative Vice President assume the duties of the highest vacant office; and subsequently appoint replacements to the offices left Vacant.
 - 2.3. These appointments shall be approved by the A.S.I. Senate.

Section 2. Repudiation

1. If there shall be a time in which the Codes and Bylaws conflict with one another then these Bylaws shall **supersede** the Codes and the A.S.I. Senate shall **repudiate** the other document; specifically pertaining to that code conflict.
2. For All matters not referred to in these Bylaws, the Senate shall refer to the A.S.I. Codes.
3. For circumstances that are unknowable the ASI Court shall take the matter up themselves.

Section 3. Contractual Agreements

1. The Associated Students Incorporated Senate Shall not enter into any agreement that may directly or indirectly negatively affect the position of influence that the Association carries.
 - 1.1. The A.S.I. Senate Shall refer to the California State Education Code before deciding to perform a 'merger' with any Association and performing a $\frac{2}{3}$ vote.
 - 1.2. The Associated Students Incorporated Senate Shall not enter into any agreement without advisement from the A.S.I. Executive Director.

Section 4. Indemnification

1. The Associated Students Incorporated shall defend any officer, representative, advisor or employee of the Association to the extent permissible under the Associations Code and other applicable law.

The A.S.I. Judicial Code works in support of the A.S.I. Bylaws, providing additional direction to the A.S.I. Senate and Staff for the day-to-day governance and operation of the association.

ASSOCIATED STUDENTS INC. OF HUMBOLDT STATE UNIVERSITY JUDICIAL CODE

JUDICIAL CODE INDEX

SECTION 1. Charge and Meetings

SECTION 2. Powers

SECTION 3. A.S.I. Court Composition and Compensation

SECTION 1. CHARGE AND MEETINGS

1. The Charge of the Associated Students Incorporated of Humboldt State University Court is as follows: to ensure that the rules and regulations laid by the Bylaws of this association are followed; to ensure that the resolutions enacted by the Associated Students Incorporated Senate are constitutional; maintain a level of checks and balances.
2. All meetings shall be held in accordance with the Gloria Romeo Open Meeting Act Of 2000.
 - 2.1. The Court Shall Convene when needed or requested by a member of the Association or the Associated Students Incorporated Senate.

SECTION 2. POWERS

The Powers of the Associated Students Court (A.S.I.C.) shall include:

1. Any Action that the A.S.I.C. takes will require a simple majority vote
2. Actions of the Senate arising from the provisions of these Bylaws or any Code of the A.S.I. may be questioned or commented upon as to their constitutionality by the A.S.I.C. at the petition of any regular member of the association.
3. In the case of recall and/or initiative legislation, A.S.I.C. shall receive necessary verification from the A.S.I. Senate.
4. The A.S.I.C. shall investigate any contested election and render a decision thereupon petition by any regular member of the association.
5. The A.S.I.C. shall initially review the constitutions of the groups seeking to be chartered as A.S.I. Programs, as well as any revisions to such rules, regulations, or stipulations.
6. The A.S.I.C. shall report its decisions to the Senate for implementation. These decisions may be overturned by a two-thirds (2/3) vote of the total voting membership of the Senate.
7. The A.S.I.C. shall have the responsibility upon the conclusion of judicial proceedings to make recommendations on any changes or clarification of the A.S.I. Constitution, Senate Standing Rules, Codes, or other university policies.

SECTION 3. A.S.I. COURT COMPOSITION

The composition of this Court shall be as follows; it shall consist of a **Chief Justice, Four (4) Associate Justices, and Two (2) court clerks. These Members shall be recommended by the A.S.I. President and approved by the Senate by a 3/4th Vote. The Chief Justice shall be elected from the voting membership of the A.S.I.C.** The duties of each position shall be as follows:

Voting Members:

1. Chief Justice
 - 1.1. May, convene the court at any time.
 - 1.2. Shall, select an associate justice as acting Chief Justice.
 - 1.3. Shall, be responsible for forming judicial rulings that represent the will of the A.S.I.C.
 - 1.4. Shall, ensure that work is evenly distributed amongst the court.
2. Acting Chief Justice
 - 2.1. Shall, perform all functions of the Chief Justice when the Chief Justice is absent or unable to act.
3. Associate Justices
 - 3.1. Shall select an Associate Justice as acting Chief Justice in the event that the Chief Justice is unable to do so.
 - 3.2. Shall, be responsible for forming judicial rulings that represent the will of the A.S.I.C.

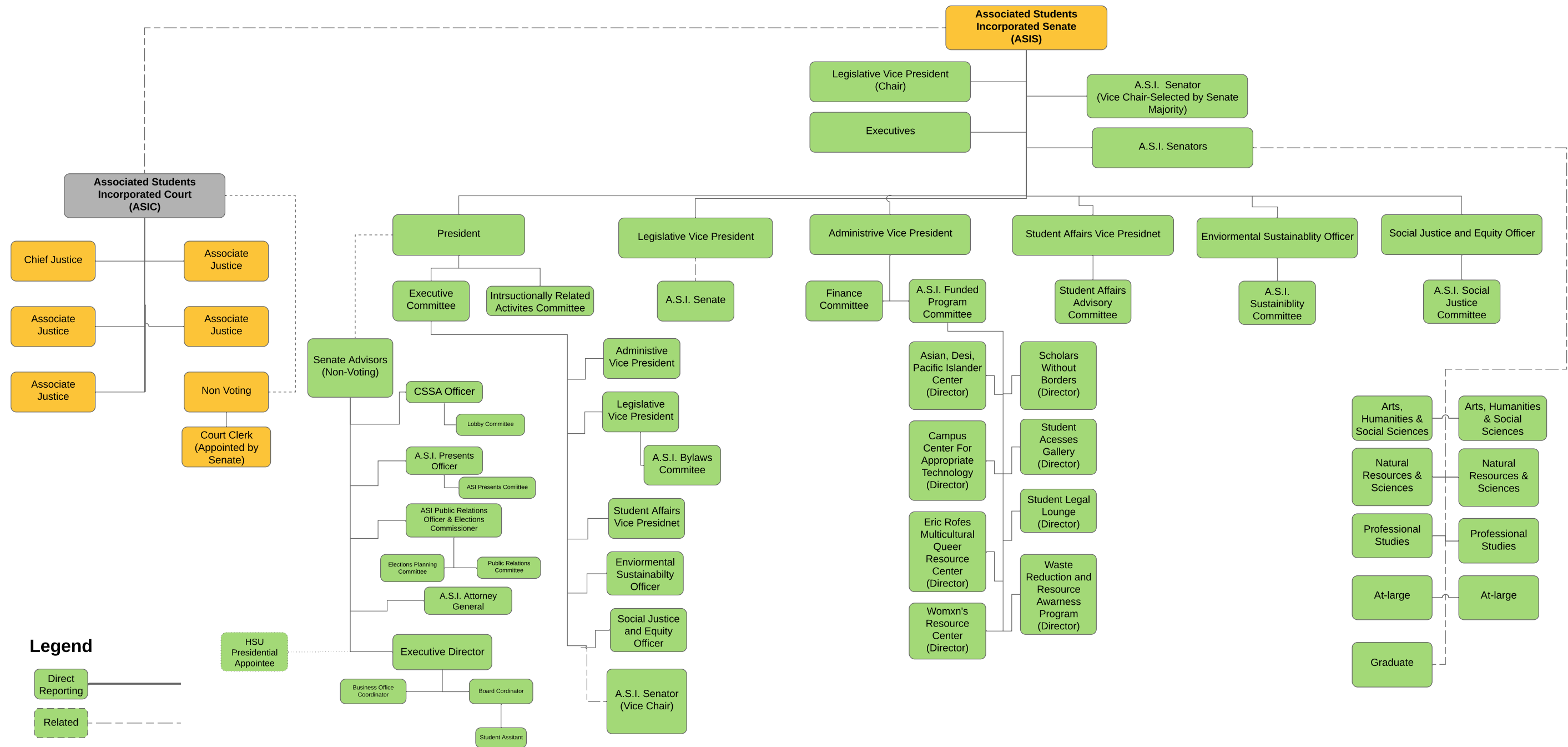
Non-Voting Members:

1. Court Clerks: Appointed by the Senate from the membership of the Association
 - 1.1. Shall, be responsible for providing necessary documents to the Judiciary
 - 1.2. Shall, be responsible for ensuring that 'Judicial Statements' are promptly accurately relayed to the necessary parties.

Compensation

1. The A.S.I.C. shall be compensated with one-hundred (100) J Points per semester for each member of the Composition of the Court. Totaling to one-thousand (1400) J Points per each academic year.

Associated Students
INC. Organizational
Chart



**ASSOCIATED STUDENTS
of HUMBOLDT STATE UNIVERSITY
CONSTITUTION
(Revised, April 2018)**

PREAMBLE

Having opinions to be represented, rights to be protected and needs to be administered, we, the members of the Associated Students of Humboldt State University, at Arcata, California, do hereby ordain and establish this Constitution.

PREFACE

We, the leaders of the Associated Student Body of Humboldt State University, shall uphold the responsibility that has been vested in us.

1. As Student Representatives We shall: consider the opinions and needs of our immediate constituency, the Students, prior to our taking any action on their behalf.
2. As Student Advocates We Shall: be vocal on issues that protect and increase student rights; create opportunities to increase the student perspective in the University decision making process; actively seek institutional changes that serve to enhance the student environment; and uphold and protect the integrity of the student body association, and,
3. As Fiscal Officers We Shall: allocate Associated Student Body fees in accordance with the A.S. Mission Statement.

ARTICLE I

Name, Mission and Purpose, and Membership

Section A: Name

The name of this corporation shall be the Associated Students of Humboldt State University, hereinafter referred to as the "Association".

Section B: Mission and Purpose

The Associated Students of Humboldt State University is a recognized non-profit corporation and an auxiliary of Humboldt State University. The specific purpose of this corporation is to provide a means for responsible and effective participation in the governance of the campus; provide an official voice through which students' opinions may be expressed; foster awareness of these opinions both on and off campus; assist in the protection of the rights and interests of the individual student and the student body; provide services and programs as deemed necessary by the corporation to meet the needs of the student and campus

community; and to stimulate the educational, social, physical, and cultural well-being of the University community.

The Associated Students' services and programs shall be established for the purpose of providing essential activities closely related to, but not normally included as a part of the institutional educational program.

Section C: Vision (Results of a Successful Mission)

Equity:

1. Striving for social and environmental justice
2. Listening to those directly affected by inequity
3. Striving for respect and the understanding of all people

Empowerment:

1. Developing student organizers and leaders
2. Providing tools for institutional and policy changes
3. Offering spaces for group and individual empowerment

Well-being:

1. Enhancing the livelihood and academic success of the student body
2. Fostering support for personal and com

Section D: Commitments

We as A.S. Board Members will be held accountable to the following commitments:

1. I will take full accountability for the impact of my actions or inactions.
2. I will do my best to become aware of my own biases by understanding them and critically thinking about their impact on myself and others.
3. I will listen to the people who are impacted by inequity and injustice before trying to implement policies that may adversely affect them.
4. I will research systems of inequities and injustice, and then invite those who are impacted by inequity and injustice to provide their insight so that I may develop my understandings, and allow myself to be educated in order to better formulate policy.
5. I will strive to be honest in my actions.
6. I will dedicate myself to the preservation and the well-being of all life.
7. I will be personally accountable for my own well-being.
8. I will welcome the responsibility to transform systems so that they are equitable for all beings.

9. I will choose to be the change I want to see in this world, working to free myself from the negative influences of fear, pain, victimhood, inadequacy and other perceptions that are obstacles to achieving my goals.
10. I will pursue active involvement to improve the livelihood of individuals alive today and those yet to come.
11. I will hold myself personally responsible for these values so that all lives are respected and given an opportunity to thrive.

Section E: Membership

Any person duly registered as a student of Humboldt State University, and who has paid the required membership fee shall be a member of the Association.

ARTICLE II
Definition of the Term “Officer”, Officer Liability,
Vacancies and Succession

Section A: Definition of the Term “Officer”

An officer shall be any office holder elected by the Association membership and/or approved by the Associated Students Board of Directors, hereinafter referred to as the A.S. Board of Directors.

Section B: Officer Liability

Any officer of the Association who violates the Association Constitution or Code may, after due process, be subject to one of the following sanctions:

1. Censure: A verbal warning/reprimand expressing disapproval of the actions of the officer concerned.
2. Probation: Placing the officer in question under the scrutiny of the A.S. Board of Directors and warning the officer that further misconduct may result in suspension or removal. The officer will retain his/her voting and participation rights. The term of probation to be set by the A.S. Board of Directors in each particular case.
3. Suspension: Removal from office for a period of time to be set in each case.
4. Expulsion: Permanent removal from office.

Section C: Vacancies and Succession

1. Vacancy: Should a vacancy occur in any elected office other than the Presidency, the President shall appoint, with the approval of the A.S. Board of Directors. All approved appointments shall terminate at the end of the vacant seat's term.

Revised: April 9, 2018

2. Succession: Should a vacancy occur in the Presidency, the Administrative Vice President shall succeed to the office. Should the Presidency and the Administrative Vice Presidency be simultaneously vacant, the Legislative Vice President shall appoint replacements to assume the duties of those offices. These appointments shall be approved by the A.S. Board of Directors.

ARTICLE III

Composition of the A.S. Board of Directors

Section A: A.S. Board of Directors

The A.S. Board of Directors shall be the sole governing body of the Associated Students.

Section B: Composition of the A.S. Board of Directors

Voting members of the A.S. Board of Directors shall be the Executive Officers and Representatives as determined below:

1. Voting Members:

- a. President,
- b. Administrative Vice President,
- c. Legislative Vice President,
- d. Student Affairs Vice President,
- e. Environmental Sustainability Officer
- f. Social Justice and Equity Officer
- g. Two (2) college-specific representatives from each college,
- h. Two (2) at-large representatives, and
- i. One (1) graduate student representative,
- j. There are a total of 15 directors of the A.S. Board of Directors

Section C: Board of Directors Advisors

1. Nonvoting Advisors shall consist of:

- a. Executive Director of the Associated Students
- b. Vice President of Enrollment Management and Student Affairs
- c. External Affairs Representative
- d. Public Relations Officer
- e. *ASPresents* Representative

ARTICLE IV

Executive Officers

Section A: The Executive Officers of the Board of Directors shall be the:

1. President

Revised: April 9, 2018

2. Administrative Vice President
3. Legislative Vice President
4. Student Affairs Vice President
5. Environmental Sustainability Officer
6. Social Justice and Equity Officer

Section B: Powers and Duties of the Executive Officers

1. President: The President shall be the chief executive officer of the Association elected by the Association membership.
 - a. Serves as the official representative of the Association.
 - b. May propose legislation to the A.S. Board of Directors.
 - c. Chairs the Executive Committee.
 - d. Makes appointments to committees and boards for the Association with the consent of the A.S. Board of Directors by a 2/3 vote.
 - e. Serves as a member of the A.S. Board of Directors.
 - f. Vote on actions or decisions taken by the A.S. Board of Directors.
2. Legislative Vice President: The Legislative Vice President shall be the chief legislative assistant to the President.
 - a. The Legislative Vice President shall chair the A.S. Board of Directors and may vote on actions or decisions taken by the A.S. Board of Directors when such a vote will affect the outcome.
 - b. The Legislative Vice President shall be responsible to receive information from Associated Students committee appointments.
 - c. The Legislative Vice President shall be responsible for the maintenance of and adherence to the Associated Students Code.
 - d. The Legislative Vice President shall sit on the Executive Committee.
 - e. Makes appointments to committees and boards for the Association with the consent of the A.S. Board of Directors by a 2/3 vote.
 - f. Serves as a member of the A.S. Board of Directors.
3. Administrative Vice President: The Administrative Vice President shall be the chief financial assistant to the President.
 - a. The Administrative Vice President shall chair the Board of Finance.
 - b. The Administrative Vice President shall be the chief fiscal advisor to the President and the A.S. Board of Directors.
 - c. The Administrative Vice President shall assume the duties of the President during the President's absence.
 - d. The Administrative Vice President shall sit on the Executive Committee.
 - e. Makes appointments to committees and boards for the Association with the consent of the A.S. Board of Directors by a 2/3 vote.

Revised: April 9, 2018

- f. Serves as a member of the A.S. Board of Directors.
 - g. Vote on actions or decisions taken by the A.S. Board of Directors.
4. Student Affairs Vice President: The Student Affairs Vice President shall be the chief advisor on student affairs to the President.
- a. The Student Affairs Vice President shall chair the Associated Students Student Affairs Committee.
 - b. The Student Affairs Vice President shall sit on the University Center Board of Directors.
 - c. The Student Affairs Vice President shall sit on the Student Affairs Directors Committee.
 - d. The Student Affairs Vice President shall sit on the Executive Committee.
 - e. Makes appointments to committees and boards for the Association with the consent of the A.S. Board of Directors by a 2/3 vote.
 - f. Serves as a member of the A.S. Board of Directors.
 - g. Vote on actions or decisions taken by the A.S. Board of Directors.
5. Environmental Sustainability Officer: The Environmental Sustainability Officer shall be the chief advisor on sustainability.
- a. The Environmental Sustainability Officer shall chair the Earth Week Planning Committee.
 - b. The Environmental Sustainability Officer shall be the chief sustainability advisor to the President and the A.S. Board of Directors.
 - c. The Environmental Sustainability Officer shall sit on the Humboldt Energy Independence Fund.
 - d. The Environmental Sustainability Officer shall sit on the President's Advisory Committee on Sustainability.
 - e. The Environmental Sustainability Officer shall sit on the Executive Committee.
 - f. The Environmental Sustainability Officer shall sit on any committee rooted in environmental sustainability.
 - g. Serves as a member of the A.S. Board of Directors.
 - h. Vote on actions or decisions taken by the A.S. Board of Directors.
6. Social Justice and Equity Officer: The Social Justice and Equity Officer shall be the chief advisor on diversity and equity.
- a. The Social Justice and Equity Officer shall sit on the Diversity and Inclusion Campus Advisory Board of Directors,
 - b. The Social Justice and Equity Officer shall sit on the Diversity Program Funding Committee,
 - c. The Social Justice and Equity Officer shall sit on the Services to Students with Disabilities Advisory Committee,

Revised: April 9, 2018

- d. The Social Justice and Equity Officer shall sit on the A.S. Executive Committee,
 - e. Any future committee directly pertaining to diversity and/or inclusion
 - f. Serves as a member of the A.S. Board of Directors.
 - g. Vote on actions or decisions taken by the A.S. Board of Directors.
7. *ASPresents* Representative serve as the spokesperson of the *ASPresents* and work in conjunction with the CenterArts Program Coordinator in planning, implementation, and evaluation of programs
- a. The *ASPresents* Representative shall chair the *ASPresents* Committee.
 - b. The *ASPresents* Representative shall sit on the Executive Committee.
 - c. Serves as a member of the A.S. Board of Directors.
 - d. Vote on actions or decisions taken by the A.S. Board of Directors.

ARTICLE V

Representatives

- Section A:** The Associated Students Board of Directors (A.S. Board of Directors) representatives shall be elected by the Association membership.
- Section B:** Membership: Membership on the A.S. Board of Directors shall consist of college-specific representatives, two at-large representatives and one graduate student representative.
- Section C:** Powers and Duties of the Associated Students Board of Directors:
- 1. To formulate the Association's Rules, Regulations and Policies, as detailed in the Associated Students Code and other policy papers.
 - 2. Vote on actions or decisions taken by the A.S. Board of Directors.
 - 3. To make appropriations from the treasury of the Association.
 - 4. To approve standing rules of the Board of Directors and meeting calendar.
 - 5. To establish the amount of the Association's membership fee with the approval of its membership voting on this issue in an election.
 - 6. To impeach any officer of the Association.
 - 7. To call special elections.
 - 8. To place legislative initiatives on the ballot by majority vote.
 - 9. To elect a Vice Chair from its membership.

10. To maintain written records of the A.S. Board of Directors proceedings which shall be posted for the benefit of the members of the Association.
11. To promote the use and development of programs funded by the Association.
12. To approve the annual budget.
13. To monitor and evaluate budgets of and services offered by the organizations funded by the Association.
14. To approve Executive Officer appointments by a 2/3 vote.
15. To create committees and ad-hoc committees, and to empower those committees to accomplish goals set by the Board of Directors.
16. To ratify the results of the Associated Students Elections.

Section D: Chair of the Associated Students Board of Directors

1. The presiding officer of the A.S. Board of Directors shall be the Legislative Vice President.
2. Powers and Duties of the Chair:
 - a. Calls and presides at meetings of the A.S. Board of Directors.
 - b. May vote on actions or decisions taken by the A.S. Board of Directors when such a vote will affect the outcome.
 - c. Nominates two members of the Board of Directors to be seated on the Associated Students Board of Finance.

ARTICLE VI
Term of Office

Section A: All executive officer and representatives shall be elected during the Spring Semester, shall assume office at the last regularly scheduled A.S. Board of Directors meeting of the Academic year, and shall serve until the last regularly scheduled A.S. Board of Directors meeting of the following year.

ARTICLE VII
Meetings

Section A: The Associated Students of Humboldt State University shall conduct its business in public meetings in accordance with the Gloria Romero Open Meetings Act of 2000. All meetings of the A.S. Board of Directors shall be open and public, and all persons shall be permitted to attend any meeting of the A.S. Board of

Directors, except as provided in the Gloria Romero Open Meeting Act of 2000. (AB 1837, Romero. California State University: Student body organizations: Gloria Romero Open Meetings Act of 2000.).

Section B: Meetings shall be conducted as outlined in Government Code, Section 10.

Section C: The A.S. Board of Directors shall annually establish with its Standing Rules the date, time and locations for holding regular meetings.

ARTICLE VIII Budget

Section A: Board of Finance

The sole responsibility for presenting the A.S. Board of Directors with a preliminary budget shall reside with the Board of Finance.

Section B: Membership

The Board of Finance shall consist of the Administrative Vice President, who shall act as the presiding officer; the President of the Association; a member of the Association, appointed by the President; two members of the A.S. Board of Directors, appointed by the Legislative Vice President; and the Executive Director of the Association (Advisor).

Section C: Procedure in the Formulation of the Budget

1. The Board of Finance shall require each program to submit a budget request.
2. The Board of Finance shall hold public hearings of programs identified by the Board of Finance. The program shall be notified of the date, time, and place of said hearing.
3. The Board of Finance shall submit a preliminary budget to the A.S. Board of Directors at least one month prior to the last regularly scheduled A.S. Board of Directors meeting of the academic year.
4. The A.S. Board of Directors shall approve a final budget no later than the next to last regularly scheduled meeting of the academic year.
5. The final budget shall be submitted to the President of the University for review and approval.

ARTICLE IX Associated Students Executive Director

Section A: Executive Director

Revised: April 9, 2018

1. The A. S. Board of Directors will arrange for the services of an Executive Director who will be responsible to the Associated Students President for the daily operations of the Association.
2. Contracts: All contracts entered into between the Association and any firm, organization, or person shall be signed by the Executive Director and the director, sponsor, or manager of the activity which is the subject matter of the contract.
3. The Executive Director shall be responsible for the Association's activities during the summer recess. Any monetary or policy decisions that greatly affect the Association may necessitate consultation with the Associated Students Executive Committee.
4. Others: The Executive Director may employ such persons as are deemed necessary for the conduct of the Association's affairs.

ARTICLE X

Elections, Elections Commission and Elections Procedures

Section A: Elections

There shall be one regular Association election during the academic year.

Section B: Elections Commission

An Elections Commission shall be appointed to ensure elections conducted by the Association are fair and are operated within the rules established by the A.S. Board of Directors, as detailed in the Associated Students Elections Code. Three members of the Commission shall be appointed by the Associated Students President and two members shall be appointed by the Legislative Vice President.

Section C: Elections Procedures:

1. Nominations:
 - a. Executive Officers shall be nominated by petitions signed by one-hundred and fifty (150) members of the Association.
 - b. A.S. college-specific representatives shall be nominated by petitions signed by fifty (50) members of the Association within the college they are representing.
 - c. The A.S. At-Large representatives shall be nominated by petition signed by fifty (50) members of the Association.

Revised: April 9, 2018

- d. The Graduate Student representatives shall be nominated by petitions signed by twenty (20) members of the Association who are Graduate Students.
 - e. The Officer of Social Justice and Equity shall be nominated by petitions signed by one hundred (100) members of the Association.
 - f. The Sustainability Officer shall be nominated by petitions signed by one hundred (100) members of the Association.
 - g. *ASPresents* Representative shall be nominated by petitions signed by fifty (50) members of the Association.
2. Petitions for nomination shall be filed with the Elections Commission not less than fourteen (14) calendar days nor more than forty-two (42) calendar days prior to the regular election;
 3. Elections Commission has three (3) school days to rule on the eligibility of a candidate after filing;
 4. Public notice to the effect that nominations are in order shall be posted on official bulletin boards and shall be published in the school newspaper at least forty-two (42) days prior to the election by the Elections Commission.
 5. The Association shall use Ranked Choice Voting to elect Executive Officers. The Association shall use a Plurality based system to elect Board of Directors Representatives.
 6. No member of the Association shall vote for a candidate for representative of a college other than the college in which that member of the Association is enrolled. In the case of persons with more than one major, the person shall have the right to choose from amongst colleges in which that person is enrolled to vote for a college representative candidate. All students may vote for the At-Large Representative(s).

ARTICLE XI

Initiatives

Section A: Initiatives:

As outlined under the powers and duties of the A.S. Board of Directors, the A.S. Board of Directors can initiate measures for the ballot. The Association membership shall also have the power to initiate legislation by means of a written petition to the A.S. Board of Directors, which has been signed by ten percent (10%) of the current members of the Association.

Section B: The Initiative process shall be conducted as outlined in Elections Code, Section 18.

ARTICLE XII

Recalls

Section A: Recall:

Any elected officer or representative of the Association may be subject to recall by a petition containing a specific statement of the reasons for the proposed removal. Such petition must be signed by at least ten (10%) percent of the membership of the Association which that officer represents, and then presented to the A.S. Board of Directors.

The Recall process shall be conducted as outlined in Elections Code, Section 19.

ARTICLE XIII

Enabling and Amendments

Section A: Enabling:

This Constitution shall become the official governing document of the Association upon ratification by two-thirds (2/3) majority of the Association voting on the issue.

Section B: Amendments:

There shall be two methods of proposing an amendment to this constitution.

1. Submission of a petition signed by ten (10) percent of the Association membership to the A.S. Board of Directors. Once validated by the Elections Commission, the Elections Commission will place an amendment before the members. All proposed amendments shall be made public at least fifteen (15) school days before the election. Amendments must then be approved by two-thirds (2/3) of the total votes cast on this issue at any special or regular election held during the Fall or Spring semesters. Ratified amendments shall be incorporated herein.
2. Proposed amendments may be adopted by an affirmative vote of at least two-thirds (2/3) of A.S. Board of Directors. A vote of A.S. Board of Directors will amend the constitution, except as noted below.
 - a. Any provision recommending a change in the fee.
 - b. Any provision altering the term of an executive officer or Board of Directors member.
 - c. Any provision altering membership.

ARTICLE XIV

Indemnification

Revised: April 9, 2018

Section A: The Associated Students shall defend any officer, representative, advisor or employee of the Corporation to the extent permissible under the Corporations Code and other applicable law.

Academic Integrity and Honesty Policy P16-05

Student Rights and Responsibilities

Applies to: Faculty, staff, and students

Humboldt State University must maintain high standards that reflect the nature of an institution of higher learning. Students need to be aware of the academic standards that are expected throughout their college career.

Purpose of the Policy

The purpose of this policy is to establish that academic integrity is an essential component of the Humboldt State University learning community and shall be upheld by all members of the University community.

This policy is intended to reflect the University's commitment to the principles, goals, and ideals described in the Humboldt State University Vision Statement and to its core values.

Policy Details

I. The University Community

- a. Humboldt State University is a community of learners bonded together by the search for knowledge; the pursuit of personal, social, cultural, physical, and intellectual development; and the desire for the liberating effects of advanced education. Humboldt State University has an academic culture shared with other universities and colleges across the nation. Integral to that culture is a set of values such as academic freedom, dedication to teaching and learning, diversity, civility toward others, and academic integrity.
- b. Academic integrity is of central importance in the University community and involves upholding the values, the principles, and the code of behavior held to be central in our community. Integrity concerns honesty and implies being truthful, fair, and free from lies, fraud, and deceit. Inherent to the Humboldt State University community are the values of honesty, trust, fairness, respect, and responsibility.

II. Scholastic Honesty

- a. The core of this University's integrity is its scholastic honesty. Honesty is valued across all cultures and is a fundamental value in the academic culture. There are, however, cultural differences with regard to the ownership of ideas and the importance of individual efforts. Nonetheless, the University expects all students and other campus members to document the intellectual contributions of others and to ensure that the work they submit is their own.

III. Academic Dishonesty

- a. Academic dishonesty is willful and intentional fraud and deception to improve a grade or obtain course credit. It includes all student behavior intended to gain unearned academic advantage by fraudulent and/or deceptive means.
- b. Academic Dishonesty includes but is not limited to:
 - i. cheating, which includes possessing unauthorized sources of information during examinations, copying the work of others, permitting others to copy their work, submitting work done by others, completing assignments for others;
 - ii. plagiarism, which includes taking the words, ideas, or substance of another and either copying or paraphrasing the work without giving credit to the source through appropriate use of footnotes, quotation marks, or reference citations;
 - iii. providing materials to another with the knowledge they will be improperly used;
 - iv. purchasing or acquiring academic work from other students or third parties in person, online, or through an intermediary and submitting it as the student's own work;
 - v. possessing another's work without permission;
 - vi. unauthorized recording, dissemination, or publication of academic work (including handwritten notes) for a commercial purpose (EDC § 66450, CSU Executive Order AA-2004-06);
 - vii. altering the work of another with the intent of deceiving;
 - viii. knowingly furnishing false or incomplete academic information;

- ix. altering documents that make up part of the student record;
- x. forging signatures or falsifying information on any official academic document;
- xi. altering work after grading and subsequently submitting it for re-grading without the instructor's permission;
- xii. submitting the same work for two or more classes without the permission of all the instructors involved;
- xiii. retaining materials that the student has been instructed to return to the instructor; inventing, dishonest adjusting, omitting, or otherwise misrepresenting data or falsifying an account of the method through which data were generated; and
- xiv. lying to an instructor or to a University official to improve a grade.

IV. Responsibilities of the Faculty

- a. Faculty will take measures to discourage dishonesty, adjust grades appropriately if dishonesty is discovered, and recommend that additional administrative sanctions be considered. Grading policies are the exclusive prerogative of the faculty.
- b. Plagiarism is considered a form of academic dishonesty and therefore must require-notification of the Office of Student Rights and Responsibilities and possible disciplinary action. However, as there may be plagiarism as a result of poor learning or inattention to format, and there may be no intent to deceive, instructor discretion on the penalty in the classroom work is appropriate. Under such circumstances, the instructor may elect to work with the student to correct the problem at an informal level, which will not be considered a penalty.
- c. In any case of potential intentional violation that any penalty is applied, the student must be informed by the instructor of the event for which they are being penalized and the penalty within one week of discovery of the event.
- d. When a faculty member discovers a potential intentional violation of the University's policy of academic integrity, the faculty member is required to notify the Office of Student Rights and Responsibilities, in accordance with Executive Order 1098, and the student(s) involved to ensure that repeated violations do not go undetected if they occur in separate departments or with different faculty.

- i. Faculty shall submit an Academic Dishonesty Referral to the Office of Students Rights and Responsibilities within one week of notifying the student of the discovery of the event for which they are being penalized and the penalty
- e. At faculty discretion, a grade of “F” may be given for the assignment or examination, or another grade penalty may be applied at the discretion of the instructor.
 - i. In the event that the academic dishonesty results in the failure of the course, the instructor will report a grade of “FD” to the Registrar’s Office.
 - ii. Additional disciplinary sanctions maybe determined by the Dean of Students should the student have documented prior incidents of academic dishonesty that have been reported to the Office of Students Rights and Responsibilities.
 - iii. If a student denies the charges, they will be permitted to remain in the class through the formal hearing process outlined in EO 1098.
 - iv. If a student is successful in their appeal through EO 1098, they may then contest the underlying charge of academic dishonesty through the “Student Grievance Policy.”
 - v. If a students is successful in their appeal of the underlying charges through the “Student Grievance Policy” the faculty member determination will be reversed and appropriate grade change reported to the Registrar’s Office.

V. Responsibilities of the Students

- a. Students are responsible for the integrity of their actions and must be willing to accept the consequences of these actions.
- b. Students have the responsibility to be familiar with the University policies and to seek clarification with faculty if they are unclear about expectations for any assignment.
- c. Students are also encouraged to report academic dishonesty.
- d. In the sense that a university is a community, students should understand their own roles in the creation of a culture that encourages honesty and discourages academic dishonesty.

- e. Students need not tolerate any action on the part of another that diminishes their own integrity or that of the University.

VI. Responsibilities of the University

- a. The Office of Student Rights and Responsibilities shall notify the student if a report is received within one (1) week receiving the report.
- b. The University is responsible for ensuring that departments and programs do not establish separate policies or procedures for the handling of academic dishonesty.
- c. The University is responsible for providing faculty with resources and training to deter and identify academic dishonesty.
- d. The University is responsible for providing faculty with best practice guidelines for addressing academic dishonesty.
- e. The University is responsible for providing students with resources and training opportunities to avoid committing academic dishonesty.
- f. The University is responsible for providing students with clear and consistent guidance regarding their rights when charged with academic dishonesty.

VII. Disciplinary Sanctions

- a. Disciplinary sanctions may include, but not be limited to, the following:
 - i. a warning,
 - ii. requirement to resubmit work or retake an exam under specified conditions and with a grade penalty at the discretion of the instructor,
 - iii. having the assignment or course grade adjusted to an “F”,
 - 1. If the course grade is adjusted, it is not subject to Grade Forgiveness at the discretion of the instructor.
 - iv. disciplinary probation,
 - v. suspension,
 - vi. permanent expulsion from the University and/or from the California State University system,
- b. Disciplinary probation shall be noted on the student’s formal academic record only for the duration of the probationary period. Disciplinary suspension of more than one academic year and expulsion are a part of the student’s permanent record.

VIII. The California State University Disciplinary Procedures

- a. Student enrollment is a voluntary entrance into the academic community of learners. By such entrance, the student voluntarily assumes, and is expected to assume, obligations of performance and behavior that are imposed by the University relevant to its lawful missions, processes, and functions. Humboldt State University reserves the right to discipline students to
- b. Students who engage in academic dishonesty shall be charged with violating Title 5, California Administrative Code, §41301, under the Student Disciplinary Procedures for the California State University established by Executive Order EO 1098 by the Chancellor. A copy of these procedures may be obtained from the Office of Student Rights and Responsibilities and is available at www.calstate.edu/eo/EO-1098.html.

Expiration Date *(if any; optional)*

History *(required)*

All changes must be listed chronologically in the format below, including all edits and reviews. Note when the policy name or number changes. Note if an edit or revision date is exclusively for the policy section or the procedure section:

Issued: MM/DD/YYYY
Revised: MM/DD/YYYY
Edited: MM/DD/YYYY
Reviewed: MM/DD/YYYY

HUMBOLDT STATE UNIVERSITY

University Senate Written Reports, October 29 – November 12, 2019

Academic Policies Committee:

Submitted by Kerri Malloy, APC Chair

Committee Membership:

Ramesh Adhikari, Kayla Begay, Morgan Barker Matthew Derrick, Michael Goodman, Jeremiah Finely, Mary Oling-Sisay, Clint Rebik, Kerri Malloy

November 6, 2019

Committee reviewed feedback from legal counsel. Associated Students requested time to review and provide additional comments on the draft policy. Committee had a discussion on a potential set of guidelines/policies for campus closures at the request of the Vice-Provost. Discussion will continue.

October 23, 2019

Committee reviewed and revised the Academic Honesty and Integrity Policy. The draft document has been forwarded to legal counsel for review by the Office of Student Rights and Responsibilities. After feedback has been received final revisions will be made and forwarded to Senate Executive.

October 9, 2019

Due to the power outage the committee did not meet as scheduled.

September 25, 2019

The committee did not meet. Information needed from other units was received the evening before the meeting providing little time for review. APC will meet as scheduled on October 9, 2019 to review and finalize the Academic Integrity Policy to forward to the Senate Executive Committee.

September 11, 2019

Committee reviewed the process by which the Field Trip Policy was referred to APC and the need have the University Policy Committee review the draft.

Completed the review of the draft Field Trip Policy. Will integrate edits and questions into the document and forward to the UPC for their review and recommendation to SenEx.

Revisions to the Academic Honesty Policy will be reviewed at the next meeting with the intention of forwarding to SenEx the following week.

August 28, 2019

Organizational meeting to set out work for the year.

Field Trip Policy – draft received from the summer working group. Will review and forward to SenEx. The committee had previously determined that due the complexities involved with risk management that forwarding the drafts to appropriate units on campus for review and recommendations was the prudent course of action.

Academic Honesty Policy is undergoing further review to ensure that meets the requirements set out in the March 29, 2019 revisions to EO 1098. The revisions to EO 1098 may require a series of policies to be revised. Anticipate forwarding to SenEx at the end of September.

Discussion on the Classroom Disruptive Behavior Policy and requested revisions from the Office of Student Rights and Responsibilities.

Discussion on further revisions to the Syllabus Policy per discussions at the ICC.
