

The A.S. Administrative Code works in support of the A.S. Constitution, providing additional direction to the A.S. Board of Directors and Staff for the day-to-day governance and operation of the organization.

ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY ADMINISTRATIVE CODE

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**ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY
ADMINISTRATIVE CODE**

- Section 1** **Purpose and Administration**
- 1.01 The purpose of this Code shall be to define and outline the administrative procedures of the Associated Students Government. (12/11)
- Section 2** **A.S. Executive Committee**
- 2.01 The Executive Committee shall consist of the A.S. President as chair of the committee, the A.S. Vice Presidents, the Environmental Sustainability Officer, the Social Justice and Equity Officer, the External Affairs Representative, the A. S. Elections Commissioner, the A. S. Presents Representative, and an A.S. Council representative nominated by the President and approved by a two-thirds (2/3) vote of Council. The A.S. Executive Director shall be the advisor. (4/17)
- 2.02 The voting members of the A. S. Executive Committee shall be the A.S. President, the A. S. Vice Presidents, Environmental Sustainability Officer, Social Justice and Equity Officer and the A. S. Board of Directors Representative. (4/17)
- 2.03 The Committee shall:
- a. Meet once a month and as deemed necessary by the Chair;
 - b. Serve as an advisory group assessing the needs and goals of the Association;
 - c. Evaluate any A.S. Board of Directors member as to upholding their responsibilities when requested by a majority of the A.S. Board of Directors or the Legislative Vice President; and,
 - d. Recommend appointments to the A.S. Board of Directors. (12/11)
- Section 3** **Student Affairs Advisory Committee**
- 3.01 The Student Affairs Advisory Committee shall provide communication between the Associated Students and the University student affairs committees and program areas, and recommend policies on student affairs matters. (12/11)
- 3.02 The Committee shall consist of the Student Affairs Vice President as chair and five student appointments as outlined in the Associated Students Committee Structure Handbook. (12/11)

Section 4

External Affairs Representative

- 4.01 The External Affairs Representative shall be a student-at-large who is not members of the A.S. Board of Directors. (4/13)
- 4.02 The External Affairs Representative shall be an assistant to the A.S. President. (4/13)
- 4.03 External Affairs Representative must meet the qualifications to be a student office holder as outlined in Elections Code, Section 5, Minimum Qualifications for Office Holders. (4/13)
- 4.04 Three weeks prior to the application due date, the position will be advertised as open. (12/11)
- 4.05 The External Affairs Representative shall be nominated by the A.S. President and approved by a two-thirds (2/3) vote of Board of Directors. (4/13)
- 4.06 The new A.S. President, at the Board of Directors transition meeting, may recommend appointment of the External Affairs Representative position for the new academic year. (4/13)
- 4.07 The External Affairs Representative shall have the voting authority on behalf of the A.S. for all matters coming before the CSSA Board of Directors. (4/13)
- 4.08 The External Affairs Representative shall:
- a. Attend CSSA meetings on a monthly basis; Attend bi-weekly A.S. Board meetings;
 - b. Attend Associated Students Board of Directors fall, weekend orientation/retreat and spring retreat;
 - c. Provide the A.S. Board of Directors with complete and timely information and reports regarding meetings, pending state and national legislation affecting higher education and issues involving the CSU system;
 - d. Be as active as possible, keeping current on any issues of importance;
 - f. Coordinate arrangements for any Board of Directors members that also wish to attend CSSA meetings as the budget may provide;
 - g. Coordinate arrangements for Board of Directors members (and other interested students) that wish to attend the California Higher Education Student Summit (CHESS) conference;

- h. Serve through the CSSA transitional meeting in June;
- i. Develop the CSSA budget request for the following year.
- j. Chair the Associated Students Lobby Corps. (4/13)

4.09 In the event an External Affairs representative is not appointed before the CSSA June Transition Meeting, and because of the need for representation during the summer, the A.S. President (or proxy) may act as the External Affairs representative until an appointment is made in the fall. The A.S. President may not be the acting External Affairs representative beyond the first scheduled CSSA meeting of the HSU Fall semester. (4/13)

Section 5 Associated Students Public Relations Officer

5.01 The purpose of this position is to coordinate and implement an effective public relations campaign to enhance student and community awareness of the A. S. Government and the A.S. elections. (05/18)

5.02 The A.S. Public Relations Officer shall be a student-at-large who is not a member of the A.S. Board of Directors. (05/18)

5.03 A.S. Public Relations Officer must meet the qualifications to be a student office holder as outlined in Elections Code, Section 5, Minimum Qualifications for Office Holders. (05/18)

5.04 Three weeks prior to the application due date, the position will be advertised as open. (05/18)

5.05 The A.S. Public Relations Officer shall be nominated by the A.S. President, with the consultation of a Vice President, and approved by a two-thirds (2/3) vote of Board of Directors. (05/18)

5.06 In consultation with the A.S. President, the duties of the A.S. Public Relations Officer shall include, but are not necessarily limited to the following list.

- a. Serve within the powers and duties described in Elections Code Section 3;
- b. Report on activities and actions to the A.S. Board of Directors regarding general public relations and A.S. elections efforts; Administer the Elections budget;
- c. Administer the public relations and elections budget;
- d. Establish and maintain weekly office hours;
- e. Attend A.S. Board of Directors meetings, orientations, and retreats;
- f. Chair the A.S. Public Relations Committee;

- g. Coordinate communication tools (including print media; electronic media and bulletin boards), prepare ads, news releases and' public service announcements to improve student and community awareness of the A.S. Government and its events and activities;
- h. Announce A.S. Board and Committee vacancies in Lumberjack Newspaper and El leñador as per Government Code, Section 5;
- i. Develop and coordinate an active relationship between the student community,
- j. campus clubs and the Associated Students;
- k. Consult with College Representatives and other members of Board regarding publicity for their projects;
- l. Serve as an advisor to the A.S. Executive Committee; and,
- m. Serve through the A.S. transitional meeting in May. (05/18)

Section 6

6.01

AS Presents

The mission of *AS Presents* is to:

- a. Maintain strong student involvement, voice, and decision-making in A.S. programming activities and events;
- b. Create a comprehensive, diverse variety of events and programs for all students including concerts, special events, films, lectures, recreation & trips, comedy, dances, etc. ;
- c. Be efficient with use of A.S. funds and resources;
- d. Develop A.S. as a programming leader on the HSU campus;
- e. Create partnerships with campus clubs and organizations representing all aspects of student life;
- f. Ensure the successful planning, promotion and evaluation of all A.S. programming events and activities;
- g. Build community spirit by planning and cosponsoring events that take place on the HSU campus. (12/11)

6.02

The *AS Presents* Representative shall be elected by the Association or be nominated by the A.S. President and approved by a two-thirds (2/3) vote of Board of Directors. (4/17)

6.03

The *AS Presents* Programming Representative shall:

- a. Serve as the spokesperson of the *AS Presents* and work in conjunction with the CenterArts Program Coordinator in planning, implementation, and evaluation of programs;
- b. Serve as chair of the *AS Presents* Team. Be responsible for the general coordination of *AS Presents*;
- c. Assist with the recruitment and selection of committee-

- members of *AS Presents* Team. CenterArts Advisor shall also assist the Chair in meeting this responsibility;
- d. Hold regular meetings with the A.S. President;
 - e. Hold regular meetings with the CenterArts advisor;
 - f. Attend A.S. Board of Directors meetings and report to the Board of Directors regarding programming events and activities;
 - g. Create and maintain sponsorships with other student clubs and organizations, and;
 - h. Serve as an advisor to the A. S. Executive Committee. (12/11)
- 6.04 The *AS Presents* Representative shall be empowered to develop the annual *AS Presents* programming budget with assistance by the CenterArts advisor for review and approval by the A S Board of Directors;
- 6.05 The *AS Presents* Representative shall be a student-at-large who is not a member of the A.S. Board of Directors. (4/13)
- 6.06 *AS Presents* Representative must meet the qualifications to be a student office holder as outlined in Elections Code, Section 5, Minimum Qualifications for Office Holders. (12/11)
- 6.07 *AS Presents* Programming Team Membership: Membership on the *AS Presents* Team shall consist of the *AS Presents* Representative as chair and (5) student appointments as outlined in the Associated Students Committee Structure Handbook. The CenterArts staff member shall serve as an advisor. The incoming A.S. President and Student Affairs Vice President may act as members of the *AS Presents* Team until appointments are made in the fall semester. The A.S. President and Students Affairs Vice President may not act as members of the *AS Presents* Team beyond September 30, unless recommended by an Executive and appointed by the A.S. Board of Directors. (12/14)
- 6.08 Function: The *AS Presents* Team shall:
- a. Meet regularly to conduct all programming business;
 - b. Seek input and suggestions for programming ideas from the HSU campus community;
 - c. Generate a wide mix of A.S. programs meeting the diverse needs of the HSU student body;
 - d. Evaluate recommendations for programming events. (12/11)

6.09

AS Presents Program Advisor

Function: The *AS Presents* Program Advisor shall:

- a. Be a member of the CenterArts professional staff;
- b. Advise the *AS Presents* Representative and Team on all aspects of program planning;
- c. Be responsible for the scheduling of *AS Presents* meetings on a regular basis;
- d. Coordinate promotion, ticket sales and production of events;
- e. Ensure fiscal evaluation and accountability of all A.S. Events;
- f. Maintain records for future reference.

Authority: The *AS Presents* Program Advisor shall:

- a. Develop all contracts for performances, events or entertainers;
- b. All contracts for financial commitments shall require the approval of the appropriate CenterArts professional staff and shall also require approval of the Associated Students Executive Director;
- c. Oversee and monitor the *AS Presents* budget. (12/11)

6.10

Programming Procedures and Protocol

Programming Process: The following process and protocol shall be following for programming events and activities:

- a. The *AS Presents* Team and the advisor will generate ideas for events and activities by seeking input from the A.S. Board of Directors and Executives, clubs and organizations, and the campus community at-large.

Programming Timeline: The following timetable shall be followed by the *AS Presents* Team.

- a. Beginning July 1, or soon as thereafter as possible, in conjunction with the advisor, will plan the Fall Semester events and create a calendar;
- b. During Fall semester, *AS Presents* shall plan and create the Spring semester;
- c. Major programming events may be coordinated several semesters in advance by the *AS Presents* Team and advisor if the need exists;
- d. In the event that no standing *AS Presents* Team or Representative exist, the Program Advisor shall have the authority to plan and coordinate performances or other events in conjunction with the A.S. President. (12/11)

Section 7

Associated Students Lobby Corps

- 7.01 The Associated Students Lobby Corps mission is to lobby on behalf of the students at Humboldt State University, develop relationships with elected officials that represent HSU students and increase participation in elections through Voter Registration and Education initiatives. (12/11)
- 7.02 The Humboldt State University Associated Student Lobby Corps shall be chaired by the External Affairs Representative and shall have six students appointed by the A.S. Board of Directors as outlined in the A.S. Committee Handbook. (4/13)
- 7.03 The Chair will be responsible for:
- a. Coordinating the meetings of the Associated Students Lobby Corps;
 - b. Arranging travel for the Associated Students Lobby Corps;
 - c. Scheduling and organizing effective training for the Lobby Corps; and,
 - d. Staying abreast on current issues and legislation effecting higher education in the CSU system and at Humboldt State University.
- 7.04 The Lobby Corps will be responsible for coordinating voter registration drives and may also coordinate voter education opportunities that present issues and candidates to the student body. Two appointed members of the Lobby Corps will work closely with the Chair to develop and organize voter registration and education. (4/13)
- 7.05 The Lobby Corps will lobby on behalf of students at HSU on priority legislation identified by the California State Student Association Board and/or on issues identified by the External Affairs Representative in consultation with the A.S. President. The Lobby Corps may provide input or recommend a position on state and federal issues for the A.S. Board of Directors to consider. Two appointed members of the Lobby Corps will work closely with the Chair to develop and organize annual lobbying efforts on behalf of the Associated Students. (4/13)
- 7.06 The Lobby Corps will maintain relationships with elected officials outside of the University that represent HSU students. The Lobby Corps may provide input or recommend a position on local issues for the A.S. Board of Directors to consider. Two appointed members of the Lobby Corps will work closely with the Chair to monitor local issues that affect students and develop relationships with local governmental bodies. (4/13)

Section 8
8.01

Associated Students Bylaws Committee

Membership:

1. A.S. Legislative Vice President
 1. Shall be the Presiding Officer of the meeting
2. Social Justice & Equity Officer (or designee)
3. Environmental Sustainability Officer
4. 3 Students from the Association, appointed by the Legislative Vice President, with a 2/3 vote of from the A.S. Board of Directors
5. 2 Students from the Association, appointed by the Student Affairs Vice President, with a 2/3 vote of from the A.S. Board of Directors
6. 1 A.S. Representative, appointed by the A.S. President with 2/3 vote from the A.S. Board of Directors
7. The Executive Director

8.02

Voting Members

1. A.S. Legislative Vice President shall vote in case of a tie
2. 3 Students from the Association, appointed by the Legislative Vice President, with a 2/3 vote of from the A.S. Board of Directors
3. 2 Students from the Association, appointed by the Student Affairs Vice President, with a 2/3 vote of from the A.S. Board of Directors
4. 1 A.S. Representative, appointed by the A.S. President with 2/3 vote from the A.S. Board of Directors
5. The Executive Director

8.03

Non-Voting (advisory) Members

1. Social Justice & Equity Officer (or designee)
2. Environmental Sustainability Officer
3. The Executive Director

8.04

Meetings

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

8.05

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. Codes, and Bylaws
2. Environmental Sustainability Officer

Section 9

Screening Committee

9.01

Voting members of the Screening Committee shall consist of the A.S. President, the A.S. Student Affairs Vice President, the A.S.

Legislative Vice President, the A.S. Administrative Vice President, and an A.S. Board of Directors representative nominated by any member of the A.S. Board of Directors and approved by a two thirds (2/3) vote of the Board of Directors. In addition, the University Center Executive Director or designee, and a University representative appointed by the University President shall serve as ex-officio, non-voting members of the screening committee. The A.S. Vice President of Administrative Affairs shall serve as the Chair of the screening committee. (2/16)

9.02 The process for conducting employee searches shall be outlined in the A.S. Personnel Code. (2/16)

Section 10 Conflict of Interest Policy Reference

10.01 The Associated Students Conflict of Interest Policy (Policy #101) provides guidelines to make Board of Directors members and Executives aware of their responsibilities regarding conflict of interest. (4/14)

Section 11 Risk Management and Safety Policy Reference

11.01 The purpose of the Associated Students Risk Management and Safety Policy (Policy #102) is to implement and maintain standard operating risk management and safety procedures designed to provide: centralized risk management, quality insurance acquisition, (loss prevention/control and general security), and an active safety program. (12/11)

Section 12 Policy Against Sexual Harassment and Sexual Assault Reference

12.01 The Associated Students Policy Against Sexual Harassment and Sexual Assault (Policy #103) is to communicate A.S. commitment to maintain an environment free from sexual harassment and sexual assault to reinforce that such activity will not be tolerated. (12/11)

Section 13 Non-Discrimination Policy Reference

13.01 CSU System policy requires auxiliary organization to adopt non-discrimination policies. The policy is detailed in Policy #104. (12/11)