

The A.S. Government 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 GOVERNMENT CODE

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**ASSOCIATED STUDENT OF HUMBOLDT STATE UNIVERSITY
GOVERNMENT CODE**

- Section 1** **A.S. Executive Officers Powers and Duties**
- 1.01 President: as per Article IV, Section B, 1. of the A. S. Constitution. (12/11)
- 1.02 Legislative Vice President: as per Article IV, Section B, 2 and Article V, Section D of the A.S. Constitution. (12/11)
- 1.03 Administrative Vice President: as per Article IV, Section B, 3 of the A.S. Constitution. (12/11)
- 1.04 Student Affairs Vice President: as per Article IV, Section B, 4 of the A.S. Constitution. (12/11)
- 1.05 An A.S. Executive Officer listed in Section 1 may not be employed in any A.S. funded and/or operated program. An Executive Officer in this situation must terminate employment with that program or resign their seat on the Board of Directors. (4/15)
- Section 2** **A.S. Board of Directors**
- 2.01 The A.S. Board of Directors shall be the sole governing body of the A.S. (12/11)
- 2.02 Composition of the A.S. Board of Directors shall be as determined in Article III, Section B of the A.S. Constitution. (12/11)
- 2.03 The A.S. Board of Directors shall adjudicate all matters brought before it on behalf of the A.S. (12/11)
- 2.04 Written Reports: Members and student advisors of the A.S. Board of Directors will provide written reports prior to each A.S. Board of Directors meeting. These reports shall be attached to the aforementioned meeting's minutes. Written reports must detail each of the following:
- a. The program the member serves as liaison to and any Interactions the member had with their respective program.
 - b. The committees, sub-boards, and boards which that member serves on and any interactions the member had with their respective bodies.

c. A.S. Board of Directors work conducted during member's office hours. (4/15)

2.05 The A.S. Board of Directors, with guidance from the Legislative Vice President, shall establish and maintain guidelines and procedures for hearing cases brought before the Board of Directors. (12/11)

Section 3 A. S. Board of Directors Representative Powers and Duties

3.01 As per Article V, Section C of the A.S. Constitution. (12/11)

3.02 It is the responsibility of all members of the A.S. Board of Directors to attend all regular and special meetings of Board of Directors; and all meetings of the committees of which they are a member. (12/11)

3.03 Establish a minimum of two (2) office hours per week to be posted outside the Board of Directors' general office. (12/11)

3.04 Each representative shall serve on at least one (1) A.S. Committee or University Committee. (12/11)

3.05 A representative shall not sit on more than two (2) committees unless approved by unanimous consent of the Executive Committee for each additional committee. (This does not preclude Board Members from attending and participating in more than two (2) committees' meetings and functions as an interested Student-at-Large). (12/11)

3.06 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 shall attend the Board of Finance budget hearings for their specific programs and, upon request of the A.S. Finance Committee, assist in determining the appropriate level of A.S. funding and the need for descriptive budget language. (12/11)

3.07 Each Board Member shall be responsible for attending each semester retreat and orientation. (12/11)

3.08 College representatives shall facilitate a College meeting, open to all students, faculty, and Dean within their respective Colleges. The purpose of this committee is to function as a line of

communication between students of each major within the college, their representative Board Members and their Dean. The Board of Directors Representative shall host their respective meetings that meet no less than once a semester during the Fall and Spring terms. (12/11)

3.09 In consultation with the A.S. President, one of the representatives shall serve as the liaison to the Resident Housing Association (RHA). This shall substitute for the duty as outlined in section 3.06 above which requires representatives to be a liaison to at least one (1) program area funded through the A.S. budget. The RHA liaison is encouraged to attend at least two RHA meetings each semester. (12/11)

3.10 The A.S. Board of Directors may submit brief bi monthly reports to the Legislative Vice President. The Legislative Vice President shall be responsible for cataloguing the reports to be archived in both the A.S. Office and the HSU Library Humboldt Room. (2/14)

Section 4 A.S. Vice-President and Board of Directors Vacancies

4.01 As per Elections Code Section 13.10, if there is no candidate for an Association Office in an election, the vacancy shall be filled by an individual nominated by the President and approved by a two-thirds (2/3) vote of the Board of Directors. To be eligible for appointment to any vacant office, the candidate must meet the same qualifications as set forth in the Elections Code. (12/11)

4.02 In the event of a vacancy in a Vice President or an A.S. Board of Directors position, that vacancy shall also be filled by appointment as outlined in Section 4.01 above. All other requirements for Vice-President and A.S. Board of Directors positions shall apply. (12/11)

Section 5 Executive Officer Appointments to A.S. Vice-President and Board of Directors Vacancies

5.01 The purpose of this section is to ensure that the A.S. are informed whenever there exists an opportunity for members to participate in the decision-making process and further, to insure that the Board of Directors is well informed as to the qualifications of Presidential and Vice Presidential appointees. (12/11)

5.02 Prior to any A.S. Vice President or Board of Directors position

appointment being made, an announcement of the vacancy shall be made to the A.S. Vacancies shall be announced in the Lumberjack Newspaper and El Leñador at least 5 days prior to the meeting at which the appointment will be recommended. (12/11)

- 5.03 Appointees shall appear before the Board of Directors on the date of their appointment. (12/11)
- 5.04 All Executive Officer appointment recommendations must be approved by a two-thirds (2/3) vote of Board of Directors. (12/11)
- 5.05 All appointment candidates for A.S. Board of Directors positions, voting or non-voting, are required to submit a resume and cover letter to the A.S. as a condition of candidacy. (12/13)

Section 6 Non Compensatory Stipends

6.01 Stipend Criteria: Members of the A.S. Board of Directors as defined in A.S. Constitution, Article III, Composition of the A.S. Board of Directors, Section B shall receive A.S. Board of Directors Stipends:

- a. President
 - b. Administrative Vice President
 - c. Legislative Vice President
 - d. Student Affairs Vice President
 - e. Two (2) college-specific representatives from each college
 - f. Two (2) at large representatives
 - g. One (1) graduate student representative
 - h. Environmental Sustainability Officer
 - i. Social Justice and Equity Officer
 - j. External Affairs Representative
 - k. A.S. Presents Representative
 - l. Public Relations Officer
- (9/19)

6.02 The A.S. of Humboldt State University shall follow the guidelines from the "HSU Executive Memorandum P13-01, Minimum Qualifications For Student Office Holders". (3/15)

6.03 Stipends will be awarded per semester (Fall and Spring) based on a percentage of the estimated cost of resident undergraduate tuition and fees as published by the Humboldt State University Financial Aid Office. Adjustments to student fees that are put into effect after the approval of the A.S. annual budget will not

be considered until the following fiscal year. Each stipend amount is rounded to the nearest dollar. The percentage of the "estimated cost of tuition and fees" shall be awarded in the following amounts:

- a. President - 95%
- b. Administrative Vice President, Legislative Vice President, Student Affairs Vice President, External Affairs Representative, Environmental Sustainability Officer, Social Justice and Equity Officer, *AS Presents* Representative, Public Relations Officer - 30%
- c. College-specific representatives from each college, At-Large representatives, Graduate student representative -25%. (9/19)

- Section 7 Executive Officer Appointments to Committees, Boards and Student Board of Directors Advisors.**
- 7.01 Descriptions, responsibilities and student appointments to A.S., University and auxiliary committees and boards are outlined in the Committee Structure Handbook. The Committee Structure Handbook shall be the governing document for this section of the A.S. Government Code. (12/11)
- 7.02 Recommendation for appointment to an A.S., University, and/or auxiliary committee or board shall be made by the appropriate Executive Officer as outlined in the Committee Structure Handbook. (12/11)
- 7.03 All 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 (2/3) vote of Board of Directors. (12/11)
- 7.04 All Executive Officer appointment recommendations must be approved by a two-thirds (2/3) vote of Board of Directors. (12/11)
- 7.05 A.S. Executives listed as members of a committee may decide to delegate that responsibility. If an Executive decides to do so, the nominated designee must be approved by a two-thirds (2/3) vote of Board of Directors. (12/11)
- 7.06 All committee appointments must meet the "Minimum Qualifications for Office Holders" and submit a committee application to the A.S. as a condition of candidacy. A copy of the

applicant's committee application must also be attached to the upcoming meeting agenda. (4/17)

7.07 When a new committee is formed, the A.S. President shall recommend to the A.S. Board of Directors which Executive Officer shall be assigned the appointment(s). All new committee assignments shall be approved by a simple majority vote of Board of Directors. (12/11)

7.08 Upon the recommendation of the appointing Executive Officer and approval by a two-thirds (2/3) vote of the A.S. Board of Directors, any committee appointment previously approved by the A.S. Board of Directors shall be rescinded. This action shall occur during the "Appointments" section on the agenda. (12/11)

7.09 If at any time it becomes apparent that a committee, whose make-up consists solely of A.S. appointments, needs to expand its membership, the A.S. Board of Directors may expand said committee by direct appointment to that committee. A majority vote will expand the committee. (12/11)

7.10 Duties and responsibilities of students serving as Board of Directors Advisors (External Affairs Representative and Public Relations Officer) are outlined in the Administrative Code Sections 4, 5 and 6. These positions shall be nominated by the A.S. President and approved by a two-thirds (2/3) vote of Board of Directors. (9/19)

7.11 Upon the written recommendation of the A.S. President and the majority of the voting members of the Executive Committee, any student serving as a Board of Directors Advisor may be removed from their appointment for failing to carry out the duties of their position. This action shall occur during the "Old Business" section on the agenda and must be approved by a two-thirds (2/3) vote of the A.S. Board of Directors. (12/11)

Section 8

8.01

Attendance Policy and Point Violation

Orientations/Retreats; Failure to attend each semester retreat, unless excused by the Legislative Vice President for circumstances beyond the control of the Board Member, will result in a reprimand by the Legislative Vice President, to be entered into the Board Member's official record, and the levying of a one (1) point violation against the Board Member for each day absent. (12/11)

- 8.02 Office Hours; With no prior notice given the Legislative Vice President, except in cases of emergency, a Board Member failing to hold scheduled office hours will be assessed a 1/2 point violation for every one (1) hour missed. (12/11)
- 8.03 Board of Directors Meetings; With no prior notice given the Legislative Vice President or the Chair of a committee, except in cases of emergency, an absence from a scheduled Board of Directors meeting or committee meeting shall constitute a one (1) point violation. (12/11)
- 8.04 Filing Reports: If a Board Member fails to file a written report prior to the A.S. Board of Directors Meeting, the Board Member will be assessed a one half (1/2) point violation and an A.S. Executive member will be assessed a one point violation. (4/15)
- 8.05 Late arrival and/or early departure; With no prior notice given the Legislative Vice President, except in cases of emergency, a member being fifteen (15) minutes late for a scheduled meeting or leaving a meeting thirty (30) minutes before the adjournment will be assessed a one-half (1/2) point violation. (12/11)
- 8.06 At such times as the Legislative Vice President is aware of three (3) absences (three points of violation) in one semester, the terms of impeachment may be prepared and referred to Board of Directors. Board of Directors shall be informed of this action in the Legislative Vice President's report immediately following awareness of the violation. Prior written notice to the Legislative Vice President or serious compelling reasons may be considered a mitigating factor when reviewing grounds for impeachment. (12/11)
- 8.07 The Legislative Vice President, at the beginning of each semester, will inform the Board of Directors of the attendance and point violation policy established in this Code Section. (12/11)

Section 9 Articles of Impeachment

- 9.01 Any Executive Officer or Board of Directors Representative of the A.S. may be impeached from office for failing to carry out the duties of their office as stipulated in the A.S. Constitution or Codes. (12/11)

- 9.02 After due process, Executive Officers may be impeached from office for:
- a. Neglecting duties as outlined in the Constitution of Codes;
 - b. Upon accumulation of three (3) points of violations for absences in a semester;
 - c. continuous failure to attend Board of Directors meetings;
 - d. continuous failure to report to Board of Directors;
 - e. continuous misuse of executive power;
 - f. overstepping the bounds of their office without the advice or consent of Board of Directors;
 - g. continuous failure to file written reports;
 - h. continuous failure to attend assigned committee meetings;
 - i. failure to maintain regular office hours;
 - j. undue interference in Board of Directors' implementing its decisions; or
 - k. Excess frivolity, disinterest or lack of participation in Board of Directors responsibility may be grounds for impeachment. (4/15)
 - l. conduct or behavior that is deemed to be causing distress* on the board as a collective whole;
 - m. continuous displays of disrespect* and or microaggressions aimed at any student of the association, staff, fellow board members, or administration of Humboldt State University;
 - n. abusing the powers of the office one holds to gain advantage in future elections by promoting coalitions and or running mates;
 - o. negligence to thoroughly communicate with fellow board members, students of the association, staff, and administration of Humboldt State University. (03/20)

- 9.03 After due process, Board of Directors Representatives may be impeached from office for:
- a. Neglecting duties as outlined in the Constitution or Codes;
 - b. failure to adhere to specific responsibilities stipulated in Section 3 of the A.S. Government Code;
 - c. upon accumulation of three (3) points of violations for absences in a semester;
 - d. continuous failure to report at meetings;
 - e. continuous failure to file written reports;
 - f. failure to represent their respective constituency; or
 - g. Excess frivolity, disinterest or lack of participation in Board of Directors responsibility may be grounds for

impeachment. (4/15)

Section 10

Impeachment Proceedings

- 10.01 A minimum of one third (1/3) of the A.S. Board of Directors must petition the Legislative Vice President to draft Articles of Impeachment. (4/15)
- 10.02 A request to impeach an A.S. Board Member shall include the citation of at least one of the duties included in Section 8, Articles of Impeachment. (12/11)
- 10.03 If the Legislative Vice President is impeached, this role is assumed by the Vice Chair of the A.S. Board of Directors. (12/11)
- 10.04 The Legislative Vice President will coordinate drafting Articles of Impeachment with a minimum of two other (2) Officers or Representatives. The Articles of Impeachment must also include the recommended sanction as outlined in the A.S. Constitution, Article II, Section B, Officer Liability. (12/11)
- 10.05 All members drafting the Articles of Impeachment must be in accordance. (12/11)
- 10.06 The Legislative Vice President shall call a Special Meeting at least 72 hours in advance to review and approve the recommended Articles of Impeachment and recommended sanction as applicable in the A.S. Constitution. (12/11)
- 10.07 The accused must be notified, in writing, at least 120 hours prior to the date of the impeachment proceeding meeting. (12/11)
- 10.08 A.S. Board Members must receive, in writing, the Articles of Impeachment at least 72 hours prior to the date of the impeachment proceeding meeting. (12/11)
- 10.09 The accused shall have access to all pertinent information. (12/11)
- 10.10 The accused may resign her/his office any time before or as the impeachment proceedings commence. (12/11)
- 10.11 Above all else, the accused rights must always be maintained. (12/11)
- 10.12 The Legislative Vice President shall preside over impeachment proceedings (except as noted in Section 10.03). (12/11)

- 10.13 Testimony may be given orally or in writing. Only relevant information will be admissible. (12/11)
- 10.14 The member will be subject to sanctions as stipulated by Board of Directors. Impeachment sanctions will be either censure, probation, suspension or expulsion as defined by Article II, B, of the A.S. Constitution. (12/11)
- 10.15 Impeachment sanctions must approved by two-thirds (2/3) vote of the Board of Directors. (12/11)

Section 11 Meetings

- 11.01 The A.S. 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.) (12/11)
- 11.02 A quorum shall be present at all regular and special meetings for the official transaction of business. (12/11)
- 11.03 11.03 Quorum for the A.S. Board of Directors shall be a simple majority of its filled positions to transact business. The Legislative Vice President is counted in computing a quorum. Vacant positions will not be counted in determining quorum. (12/11)
- 11.04 A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of a Board Member, if any action taken is approved by at least a majority of the required quorum for that meeting, except as otherwise provided in this code or constitution. (12/11)
- 11.05 At least 72 hours before a regular meeting, an agenda shall be posted containing a brief description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. No action or discussion shall be undertaken on any item not appearing on the posted agenda except for conditions authorized by subdivision (c) of Section 89305.5. (12/11)
- 11.06 All Board of Directors meetings shall be conducted in accordance

with the Standing Rules adopted by the Board of Directors.
(12/11)

- 11.07 Proxies and proxy voting will not be allowed. (12/11)
- 11.08 Special Meetings: 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. (12/11)
- 11.09 The call and notice shall be posted at least 24 hours prior to the special meeting. No other business than what is posted shall be considered at these meetings. (12/11)
- 11.10 Closed session: The Board of Directors may hold closed sessions under the circumstances authorized in Section 89307 of the Gloria Romero Open Meetings Act. (12/11)
- 11.11 Prior to holding a closed session, the Legislative Vice President shall state on the agenda or publicly announce and identify the provision of the section that authorizes the closed session.
(12/11)
- 11.12 Prior to holding a closed session, the Legislative Vice President shall disclose, in an open meeting, the item or items to be discussed in closed session. Only those matters covered in this statement may be considered. (12/11)
- 11.13 Board of Directors may move into closed session only with approval by a majority of the Board of Directors. (12/11)
- 11.14 During closed session, only members of the A.S. Board of Directors and Executive Officers may be present. Other individuals may be invited to attend upon a specific motion by Board of Directors. (12/11)
- 11.15 After any closed session, Board of Directors shall reconvene into open session prior to adjournment, and shall make any disclosures required by Section 89307, subdivision (d) of action taken in closed session. (12/11)
- 11.16 Each member of Board of Directors who attends a meeting where an action is taken in violation of any provision of the Gloria Romero Open Meetings Act is guilty of a misdemeanor.
(12/11)

Section 12**Format of Legislation**

- 12.01 Legislation shall be defined as any Act of the Associated Students Board of Directors, other than appropriations, which makes a commitment for the Associated Students, or establishes, amends, or repeals one or more sections of the Associated Students Constitution, Code or Policy. (11/20)
- 12.02 All legislation shall be titled: "An Act (followed by a brief description thereof)." (12/11)
- 12.03 All legislation shall contain the following enacting clause: "Be it enacted by the A.S. Board of Directors ...". (12/11)
- 12.04 All Acts shall state that general Constitution or Code to be amended accompanied by the altered version. (11/20)

Section 13**Method of Legislation**

- 13.01 All New Business shall be submitted in writing to the A.S. Coordinator and Legislative Vice President by 5:00 p.m. at least 4 calendar days in advance of the meeting, if it is on the agenda. The A.S. Coordinator (or designee) will distribute the proposed items to each member of the Board, the Executive Officers, and the Executive Director. (11/20)
- 13.02 First and Second Reading Rule: Prior to taking action on A.S. Board Legislation, a first and second reading of the proposed legislation is required to occur at separate Board meetings, unless the Board approves a waiver vote as outlined below:
- a. The Associated Students Board of Directors may waive the second reading requirement by a simple majority waiver vote of Board Members present. If the waiver vote is approved, the Board may proceed to vote on the main motion. If the waiver vote fails, a second reading shall be required.
 - b. A waiver vote may be called for at the end of the discussion on Legislation (11/20)
- 13.03 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. Except for conditions authorized by subdivision (c) of Section 89305.5 of the Gloria Romero Open Meetings Act of 2000. (11/20)

- 13.04 All proposed legislation, when presented, shall meet one of the following criteria in order to be introduced:
- a. Sponsored by the Bylaws Committee; or sponsored by the Executive Committee; or (11/20)
 - b. Proposed by the A.S. President as according to the A.S. Constitution Article IV section B item 1. The President's proposed legislation may not go through a second reading waiver (11/20)

Section 14 Effective Date of Legislation

- 14.01 14.1. All Acts and appropriations shall become effective on the date of passage unless otherwise stipulated by the Board or deferred governing body. (11/20)
- 14.02 All approved legislation is to be signed and dated by the Vice President of Legislative Affairs, the Author(s), and by the President of the Associated Students, if they support the legislation. (11/20)

Section 15 Method of Resolutions and Proclamations

- 15.01 All New Business shall be submitted in writing to the A.S. Coordinator and A.S. Board Chair by 5:00 p.m. at least 4 calendar days in advance of the meeting, it is on the agenda. The A.S. Coordinator will distribute the proposed items to each member of the Board, the Executive Officers, and the Executive Director. (11/20)
- 15.02 First and Second Reading Rule: Prior to taking action on A.S. Board, Resolutions or Proclamations, a first and second reading of the proposal is required to occur at separate Board meetings, unless the Board approves a waiver vote as outlined below: (11/20)
- a. The Associated Students Board may waive the second reading requirement by a simple majority waiver vote of Board Members present. If the waiver vote is approved, the Board may proceed to vote on the main motion. If the waiver vote fails, a second reading shall be required. (11/20)
 - b. A waiver vote may be called for at the end of the discussion on, Resolutions or Proclamations. (11/20)
- 15.03 No action may be taken on any issue of Resolution until that issue has been publicly posted for at least 72 hours before a regular meeting. Except for conditions authorized by subdivision (c) of Section 89305.5 of the Gloria Romero Open Meetings Act of 2000. (11/20)

- 15.04 All proposed Resolutions, when presented, shall meet one of the following criteria in order to be introduced: (11/20)
- a. Be sent from the designated email of the Board member/author, or; (11/20)
 - b. Sponsored by the Executive Committee; or; (11/20)
 - c. Be accompanied by a petition signed or digitally acknowledged by not less than ten (10) Students-at-Large of Humboldt State University. This petition must include printed names, campus I. D. numbers, and signatures/acknowledgements. (11/20)

Section 16 **Format Resolutions and Proclamations**

16.01 Resolutions are statements of position on a particular issue by the Associated Students Board, acting as Representatives of the students of Humboldt State University. (11/20)

16.02 A proclamation shall be a decree by the President of the Associated Students officially commending and/or recognizing the action(s) of an individual, group or club, or announcing special events of concern to Humboldt State University students. (11/20)

16.03 All approved resolutions are to be signed and dated by the Vice President of Legislative Affairs, the Author(s), and by the President of the Associated Students, if they supports the resolution. (11/20)

16.04 Resolutions shall be forwarded by the Associated Students Coordinator to all parties of interest, within reason, as designated by the Author(s). (11/20)

16.05 All resolutions shall contain the following resolve clause: “Be it resolved by the members of the Associated Students Board ...” (11/20)

Section 17 **Parliamentarian**

17.01 The A.S. Parliamentarian is to be a student advisor that is responsible for the upkeep and maintenance of the Institutional Knowledge of the A.S. Board of Directors. (06/20)

17.02 The A.S. Parliamentarian shall, be responsible for advising the Board Chair on Parliamentary Procedures when conducting meetings. (06/20)

17.03 Voting constituency: The A.S. Parliamentarian shall be appointed by the A.S. President with 2/3 approval of the

Associated Students Board. (06/20)

- 17.04 Term of office: The A.S. Parliamentarian Shall, serve for two academic school years on the A.S. Board. It is preferable to have a student that has at least two consecutive years left at HSU. (06/20)
- 17.05 Powers: The A.S. Parliamentarian shall have the authority to prepare Articles of Impeachment to be reviewed by the A.S. Legislative Vice President upon finding violations. (06/20)