



ASSOCIATED STUDENTS

SAN DIEGO STATE UNIVERSITY

IMPERIAL VALLEY

Associated Students Imperial Valley

2020-2021 Official Bylaws

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ASSOCIATED STUDENTS
SAN DIEGO STATE UNIVERSITY – IMPERIAL VALLEY

2020-2021 OFFICIAL BYLAWS

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**OFFICIAL BYLAWS OF THE ASSOCIATED STUDENTS
SAN DIEGO STATE UNIVERSITY – IMPERIAL VALLEY
2020-2021**

FOREWORD

These official laws and appendices now and hereinafter shall stand and be followed. When in conflict or doubt, these Official Bylaws shall be subordinate to the Associated Students San Diego State University (West Campus) Bylaws, Standing Committee Codes and Board Charters.

We, the students of San Diego State University - Imperial Valley, in order to establish more representative governance structure, to promote student intellectual, cultural, physical, and social welfare, to provide an avenue for assisting students to achieve fuller participation within the university community and to extend the influence and good name of our university everywhere, do hereby ordain and establish these Official Bylaws.

STUDENTS' BILL OF RIGHTS

Section 1 Organizational Rights

- a. The right to assemble
- b. The right to self-govern
- c. The right to shared governance in decision making
- d. The right to dissent
- e. The right to protest without recourse

Section 2 Individual Rights

- a. The right to petition the university and Associated Students – Imperial Valley for a redress of grievances
- b. The right to assemble reasonable wages
- c. The right to privacy
- d. The right to full equity regardless of political beliefs, race, religion, color, sex, age, disability, marital status, sexual orientation, gender identity and expression, national origin, pregnancy, medical condition, covered veteran status, and economical standing
- e. The right to be free from harassment
- f. The right to freedom of speech
- g. The right to recreational, cultural, and sports activities
- h. The right to due process
- i. The right to quality affordable housing and food

Section 3 Academic Rights

- a. The right to evaluate courses and faculty according to procedures set forth by

- the university
- b. The right to the academic, social, and financial support of the university
 - c. The right to obtain accurate and timely academic advising
 - d. The right to competent and student oriented faculty and staff
 - e. The right to an open learning environment
 - f. The right to a safe and clean campus environment
 - g. The right to programs and services designed to enhance the university experience
 - h. The right to accessible classrooms, buildings, and pathways
 - i. The right to induct into any program or field upon meeting the requirements set forth by the department and/or university
 - j. The right to sufficient course sections to meet student demand
 - k. The right to appropriate use of university facilities
 - l. The right to intellectual property rights

Section 4 Publications

- a. The freedom of press shall not be abridged
- b. Slanderous language toward any persons will not be condoned

**ASSOCIATED STUDENTS
SAN DIEGO STATE UNIVERSITY - IMPERIAL VALLEY**

ARTICLES

ARTICLE I

Section 1 Definitions

- 1.01. For purpose of these Official Bylaws, “Associated Students” shall be defined as the student body at large and referred to as “A.S.”. Associated Students, San Diego State University - Imperial Valley, shall consist of the elected and/or appointed student government board comprised of an Associated Students President (1), Executive Vice President (1), Executive of Finance (1), Executive Secretary (1), Senators (one (1) for every 200 students and a multiple thereof), and Ambassadors (one (1) for every 200 students and a multiple thereof).
- 1.02. For purpose of these Official Bylaws, “matriculated students” shall be defined as students who have met the university admission requirements, are enrolled in a program leading to a degree, and who have paid the Student Body fees.

- 1.03. For purpose of these Official Bylaws, “working days” shall be defined as business days and weekends, with the exclusion of holidays.

ARTICLE II

Section 1 Name and Colors

- 1.01. The name of this organization is Associated Students, San Diego State University - Imperial Valley.
- 1.02. The official colors of the organization, as designated for both campuses of San Diego State University, are scarlet and black.

ARTICLE III

Section 1 Membership

- 1.01. Members of the organization shall be persons currently enrolled as matriculated students at San Diego State University - Imperial Valley who have paid the Student Body fees.
- 1.02. Members of the organization shall be entitled to one (1) vote at any election or referendum held by the organization.

ARTICLE IV

Section 1 Associated Students Eligibility

- 1.01. The voting members of the A.S. shall consist of the President (the President votes only in the event of a tie), Executive Vice President (1), Executive of Finance (1), Executive Secretary (1), Senators (one (1) for every 200 students and a multiple thereof), and Ambassadors (one (1) for every 200 students and a multiple thereof). The non-voting members of the A.S. shall consist of an A.S. Advisor, Associated Students Coordinator, and A.S. Bookkeeper. The Dean of San Diego State University - Imperial Valley shall appoint an advisor for the A.S. with the approval of a 2/3 vote of the A.S.
- 1.02. The A.S. shall have the power to:
 - a. Appoint any currently enrolled matriculated student to a committee to act on the A.S.’s behalf for a given purpose for a specified time
 - b. Control all A.S. funds and appropriate those funds in the best interest of the students unless the students, through the fee referendum process, lock in portions of A.S. funds to finance certain areas

- c. Publish matters of general student interest and make provisions for other student publications
 - d. Confer awards
 - e. Attach fees to A.S. events
- 1.03. The A.S. members shall be enrolled in a minimum of 6.0 units at San Diego State University - Imperial Valley and maintain enrolled units. Undergraduate students must maintain a 2.70 grade point average and graduate students must maintain a 2.50 grade point average. Members who do not meet this criteria will be disqualified and removed from office. Said members have two (2) weeks after grades have been submitted by the instructors to correct any mistakes on their transcript. If after the two (2) weeks no change has been made, removal will be immediate.
- 1.04. A.S. members will be awarded a scholarship per semester. The scholarship amount varies by position. If a member resigns or is removed from office prior to the completion of the semester, they must reimburse the A.S. in the prorated amount of time served. In the event of being appointed to an A.S. position when a full semester will not be served, the scholarship awarded shall be proportionate to the amount of time being served.
- 1.05. The number of Senators and Ambassadors shall be based on the Fall Semester enrollment, after census.
- 1.06. The quorum shall consist of fifty percent plus one (50% + 1) of the filled voting seats present at a meeting.
- 1.07. In the event of resignation from office, said member shall submit a letter of resignation to the Associated Students Coordinator no later than two (2) weeks prior to the effective date of resignation.
- 1.08. In the event that any A.S. member misrepresents the organization by violating the Standards of Conduct (Appendix A), San Diego State University - Imperial Valley Official Bylaws, and/or (but not limited to) minimum eligibility requirements for student leaders at San Diego State University (Imperial Valley), the A.S. shall have the right to call for that member's resignation.
- 1.09. The A.S. shall fill vacancies by opening applications to all San Diego State University - Imperial Valley matriculated students. A vacancy may be declared if a member is removed or resigns from A.S. office.

ARTICLE V

Section 1 Associated Students Member Duties and Charged Order

- 1.01. **President:** The A.S. President shall be responsible for appointing and conducting A.S. meetings, and appointing and overseeing A.S. members' duties and responsibilities. The President shall also work closely with members of the A.S. and other members of the campus community. The President shall strive to maintain an appearance of excellence and promote the well-being of the school and the students. The President will be responsible for serving a minimum of five (5) office hours per week, be part of the SDSU-IV Commencement Committee, Campus Fee Advisory Committee (CFAC/IRA), and Executive Council Meeting (if applicable), and at least one (1) other committee of their choice. In order to be an upcoming candidate for President, the member must have served at least one (1) year in an Associated Students organization within the CSU system.
- 1.02. **Executive Vice President:** The A.S. Executive Vice President shall be responsible for managing excused absence forms and overseeing the Senators' and Ambassadors' duties and responsibilities. The Executive Vice President shall act as the liaison to student organizations by attending an active student organization meeting at least once a semester and providing information about ongoing organization events to the A.S. The Executive Vice President shall assist the President with the conducting of A.S. meetings and A.S. events. The Executive Vice President shall assume the responsibilities of the President in the event that the President cannot attend a meeting or event. If the President chooses to resign or step down from their position, the Executive Vice President shall fill the Presidency. In the event that both the Executive Secretary and Executive of Finance are absent from an A.S. Official Meeting, the Executive Vice President shall assume the duties of the Executive Secretary for that week. The Executive Vice President will be responsible for serving a minimum of five (5) office hours per week, be part of the Club Representatives Committee, Disciplinary Committee, and at least two (2) other committees of their choice. In order to be an upcoming candidate for Executive Vice President, the member must have served at least one (1) year in an Associated Students organization within the CSU system.
- 1.03. **Executive of Finance:** The A.S. Executive of Finance shall be responsible for maintaining a monthly report of the budget and working closely with the A.S. Bookkeeper. The Executive of Finance will ensure that the credit card is used appropriately. Other responsibilities include: familiarizing oneself with both the "Activities" and "Student Union" Budgets; keeping track of receipts; and appointing an A.S. member to fulfill these duties in the case of their absence (before this is done, the A.S. Bookkeeper must be notified). In the event that the Executive Secretary is absent from a meeting, the Executive of Finance, or designee, shall assume the duties of the Executive Secretary for that week. The Executive of Finance will be responsible for serving a minimum of five (5) office hours per week, be part of the Budget

Committee/Meetings, Scholarship Committee, Facilities Committee, and at least one (1) other committee of their choice.

- 1.04. **Executive Secretary:** The A.S. Executive Secretary shall be responsible for taking notes at all official and unofficial A.S. meetings, producing agendas, forms, memos, minutes, schedules, keeping orderly files, and working closely with the Associated Students Coordinator. The Executive Secretary shall have the right to require each A.S. member, including A.S. Advisor, \Associated Students Coordinator, and A.S. Bookkeeper, to write down or e-mail their reports addressed during the A.S. Official Meetings. The Executive Secretary will be responsible, as well as the Associated Students Coordinator, to type/write the meeting notes for the minutes during the A.S. Official Meetings. The Executive Secretary shall work with the A.S. Advisor, Associated Students Coordinator and/or A.S. Bookkeeper, to review minutes and agendas to ensure they are correct. After minutes have been submitted to the President, they must be signed by both the President and the Executive Secretary. The Executive Secretary shall be responsible for returning them to the Associated Students Coordinator and/or A.S. Bookkeeper. In the event that the Executive Secretary is absent from a meeting, the Executive of Finance shall assume the duties of the Executive Secretary for that week. In the event that both the Executive Secretary and Executive of Finance are absent from a meeting, the Executive Vice President shall assume the duties of the Executive Secretary for that week. The Executive Secretary will be responsible for completing minutes and agendas while serving a minimum of five (5) office hours per week. They must be part of the Bylaws Committee, and at least two (2) other committees of their choice.
- 1.05. **Senators:** The A.S. Senators shall be responsible for public relations. This includes but will not be limited to: making sure students are informed of current A.S. events on campus, and how to become involved with the A.S. They shall do so by producing informational materials for all upcoming events. This includes but is not limited to: producing flyers and posters; having information posted on the bulletin boards and marquee; having information posted on the San Diego State University - Imperial Valley and A.S. websites; creating and forwarding mass e-mail information to Associated Students Coordinator; and informing others by word of mouth. Senators will also plan and organize events for the academic year. Senators are also responsible for attending A.S. Official Meetings and events. Senators are also responsible for serving a minimum of four (4) office hours per week and be part of at least four (4) committees of their choice. They are required to chair at least one (1) committee assigned by the A.S. President. Senators may delegate committee duties among committee members. In the event that a higher position has not been filled after the application period closes for said position, and the A.S. member meets the qualifications required for the position, Senators may potentially be selected by the

Appointment Committee to fulfill a vacancy of the Appointment Committee's choice.

- 1.06. **Ambassadors:** The A.S. Ambassadors shall be responsible in assisting and enhancing efforts in the planning and organizing of A.S. events as well as assisting with public relations. Ambassadors are also responsible for attending A.S. Official Meetings and events. Ambassadors are also responsible for serving a minimum of three (3) office hours per week and be part of at least three (3) committees of their choice. In the event that a higher position has not been filled after the application period closes for that position, and the A.S. member meets the qualifications required for said position, Ambassadors may potentially be selected by the Appointment Committee to fulfill a vacancy of the Appointment Committee's choice.
- 1.07. The A.S. members shall also be held responsible for other duties related to their positions in the A.S. This includes, but is not limited, to doing informational tabling throughout the semester, and attending/assisting with certain campus and community events or activities.
- 1.08. Each A.S. member shall be responsible for completing a minimum of one (1) tabling hour per week. No more than two (2) members scheduled per time slot.
- 1.09. The A.S. members shall serve on the year-round and short-term committees. All year-round and short-term committees must be filled by A.S. members and are open to students-at-large.

Section 2 Year-Long Committees

All Year-Long committee meetings are Official Meetings.

The A.S. members shall participate in the following year-long committees:

- 2.01. **A.S. Newsletter Committee:** The A.S. Newsletter Committee shall be comprised of one (1) A.S. member. This committee may meet with volunteers if necessary. It is the responsibility of the A.S. Newsletter Committee to establish outreach to students, faculty, and staff. It is also the responsibility of the A.S. Newsletter Committee to create and meet deadlines to release monthly newsletters, with the option of posting newsletter issues in every classroom. The A.S. Newsletter will include A.S. events and information. This newsletter is a representation of the organization and therefore, content shall be appropriate and professional. The newsletter must be reviewed and approved by the A.S. Advisor and/or Associated Students Coordinator.
- 2.02. **Bylaws Committee:** The Bylaws Committee shall be comprised of the A.S. Executive Secretary, one (1) Senator, and one (1) Ambassador from the A.S.

In case there are no Ambassadors available, another Senator will be asked to join. If there are no Senators available, another member of the Executive Board will be asked to join the committee. All members of the Bylaws Committee shall be responsible for attending meetings with the A.S. Advisor and/or Associated Students Coordinator. The Bylaws Committee will start meeting the first week of October. The committee is responsible for interpreting the Official Bylaws and making necessary changes. In April, the committee must present the first Bylaws reading corrections (PDF corrections marked in red), Second Bylaws reading (PDF corrected), and final Bylaws (PDF). All final changes must be approved by the majority (50% + 1) of the A.S. during an A.S. Official Meeting.

- 2.03. **Campus Safety Committee:** The Campus Safety Committee shall be comprised of at least two (2) A.S. members. It is the responsibility of the Campus Safety Committee to plan and coordinate at least two (2) events per semester such as organizing special lectures/workshops. The Campus Safety Committee shall work with staff in planning events, publicize events to campus community, attend and participate in events, and solicit participation from A.S. members. The Campus Safety Committee shall also work with SDSU-IV Administration to bring safety resources and awareness that will ensure a safer environment for students, faculty, and staff. The Campus Safety Committee plays a vital role in providing the campus community with information on how to be safe during non-emergency and emergency incidents. Events can include, but are not limited to: workshops, Self Defense courses, Stop the Bleed Training, Sexual Assault Awareness presentations, AED/CPR Certification Training, Human Trafficking Awareness, Active Shooter Response Training, Emergency Evacuation Training, etc.
- 2.04. **Club Representatives Committee:** The Club Representatives Committee shall be comprised of the A.S. Executive Vice President and one (1) other A.S. member. It is the responsibility of the Club Representatives Committee to attend active club meetings at least once every semester per club, provide information about ongoing club events to the A.S., act as a liaison between A.S. and clubs, and coordinate at least one (1) meeting per semester with all active club executive members. (Limit of five (5) attendees per club.)
- 2.05. **Cultural Arts Events Committee:** The Cultural Arts Events Committee shall be comprised of at least four (4) A.S. members. It is the responsibility of the Cultural Arts Events Committee to plan and coordinate at least two (2) cultural events per semester, work with staff in planning events, publicize events to campus community, attend and participate in events, and solicit participation from A.S. members. Events can include, but are not limited to: cultural performances, talent shows, open mic night, trips to theatre shows, museums, art shows, exhibitions, cultural celebrations, etc.

- 2.06. **Educational Events Committee:** The Educational Events Committee shall be comprised of at least four (4) A.S. members. It is the responsibility of the Educational Events Committee to plan and coordinate at least one (1) educational event per semester, work with staff in planning events, publicize events to campus community, attend and participate in events, and solicit participation from A.S. members. The Educational Events Committee shall create events relating to community involvement, health, and/or post-university preparedness. Events can include, but are not limited to: workshops, special lectures, passive programs, community service activities, documentary screenings, etc.
- 2.07. **Facilities Committee:** The Facilities Committee shall be comprised of the A.S. Executive of Finance and one (1) other A.S. member. It is the responsibility of the Facilities Committee to coordinate the upkeep of the A.S. bulletin boards, A.S. office and kitchen area. The committee must keep inventory of supplies at the end of each semester for the Calexico and Brawley campuses, coordinate the ordering of supplies and materials with the A.S. Bookkeeper for the A.S. bulletin boards, promotional items, A.S. relations, and office and kitchen area. Additionally, the Facilities Committee must update the bulletin boards, account for the necessities of the Calexico and Brawley campuses, and work closely with the A.S. Executive of Finance and A.S. Bookkeeper.
- 2.08. **Research Team Committee:** The Research Team Committee shall be comprised of at least two (2) A.S. members. It is the responsibility of the Research Team Committee to conduct at least one (1) A.S. related survey per semester; attend and facilitate focus groups; and solicit participation from A.S. members.
- 2.09. **Sports and Social Events Committee:** The Sports and Social Events Committee shall be comprised of at least four (4) A.S. members. It is the responsibility of the Sports and Social Events Committee to plan and coordinate at least two (2) events per semester, work with staff in planning events, publicize events to campus community, attend and participate in events, and solicit participation from A.S. members. Events can include, but are not limited to: sport competitions, family days, BBQs, ice cream socials, trips to SDSU events or theme parks, etc.
- 2.10. **Sustainability Committee:** The Sustainability Committee shall be comprised of at least two (2) A.S. members. The Sustainability Committee must provide updates on San Diego State University - Imperial Valley sustainability initiatives. It is the responsibility of the Sustainability Committee to plan and coordinate at least one (1) event per semester. Events can include, but are not limited to: plant potting, healthy eating, recycling and compost seminars, etc.

- 2.11. **Team Development Committee:** The Team Development Committee shall be comprised of three (3) A.S. members. It is the responsibility of the Team Development Committee to: photograph A.S. events and co-sponsored events; post pictures of the A.S. events and co-sponsored events on website and/or social media; and plan an end of the year banquet or end of the year project to recognize A.S. activities. The Team Development Committee must coordinate at least two (2) A.S. development activities per semester that must be planned in advance with assistance from the A.S. Advisor and Associated Students Coordinator. Events can include, but are not limited to: team building, skills training, topic discussions, etc.

Section 3 Short-Term Committees

All Short-Term committee meetings are Official Meetings.

The A.S. shall participate in the following short-term committees:

- 3.01. **Appointment Committee:** The Appointment Committee shall be comprised of the President or Executive Vice President, one (1) Senator, one (1) Ambassador, and the A.S. Advisor and/or Associated Students Coordinator. In case there are no Ambassadors available, another Senator will be asked to join; if there are no Senators available, another member of the Executive Board will be asked to join the committee. The committee will interview candidates and make recommendations to the A.S. regarding appointment to the vacancies (can also assist with A.S. Student Assistant vacancies and A.S. student-at-large committee vacancies). The A.S. will decide when the application period for any vacancies will be open. The application period will be open for at least five (5) business days, starting on a Friday and ending on a Thursday. The committee will interview the applicant(s) on the Friday after the application period ends (if applicable). The A.S. Advisor, Associated Students Coordinator, and/or A.S. Bookkeeper will be present to guarantee the fairness and equality of all interviews. Following interviews, the committee will discuss and recommend the best candidate(s) for the position(s). The A.S. Advisor, Associated Students Coordinator, and/or A.S. Bookkeeper will guide and advise the A.S. on selecting the best candidate. After the recommendation(s), the A.S. Advisor, Associated Students Coordinator, and/or A.S. Bookkeeper and the committee will present the recommendation(s) to the A.S. If the A.S. approves the recommendation, the Appointment Committee will submit a written motion to the A.S. Executive Secretary. The applicants will be sworn-in at the next A.S. Official Meeting. In the event that there are no applications and/or the Appointment Committee decides the candidate(s) do not fulfill the qualifications for the applied position(s), this decision shall be brought up at the next A.S. Official Meeting.
- a. If time does not allow for the opening of an application period, the Appointment Committee will select the most qualified, and willing, current A.S. member(s) to fill the vacant position(s) with immediate

need for occupancy.

- b. If this results in the vacancy of another position with the need for occupancy, a current A.S. member shall be selected by the Appointment Committee without the need for prior approval by the current A.S.

3.02. **Ballot Counting Committee:** The Ballot Counting Committee shall be comprised of one (1) non-running A.S. member, the Elections Coordinator, one (1) Elections Committee member, the Associated Students Coordinator, and the A.S. Advisor and/or A.S. Bookkeeper. A non-running A.S. member is someone who will not be running for candidacy in A.S. Elections, a non-returning member. (In the case that all members of the A.S. are running, then they shall be excluded from participating in the Ballot Counting Committee. An additional matriculated student who is not part of the A.S. and non-running for office, shall replace the A.S. member's role in the Ballot Counting Committee.) This member will act as the A.S. Representative for the Elections Committee, and will be responsible for recruiting three (3) students-at-large to fill the vacancies in the Elections Committee.

3.03. **Campus Fee Advisory Committee (CFAC/IRA):** The Campus Fee Advisory Committee (CFAC/IRA) shall be comprised of the A.S. President or designee and one (1) other A.S. member. The A.S. President is the chair of this committee and receives guidance from the Assistant Dean for Student Affairs. The committee will act as liaisons between the committee and the A.S. The A.S. will assist in recruiting four (4) students-at-large to join CFAC/IRA. All representatives will be responsible for attending CFAC/IRA meetings.

3.04. **Disciplinary Committee:** The Disciplinary Committee shall be comprised of the A.S. Executive Vice President, one (1) Senator, one (1) Ambassador, and the A.S. Advisor and/or Associated Students Coordinator. In case there are no Ambassadors available, another Senator will be asked to join. If there are no Senators available, another member of the Executive Board will be asked to join. All allegations against an A.S. member, complaints or violation of ethics, misconduct or failure to comply with the requirements of these Official Bylaws, shall be presented via written declaration to the President or Executive Vice President, depending on the A.S. member in question, and reviewed by the A.S. Advisor and/or Associated Students Coordinator at a special hearing.

3.05. **Hearing Committee:** The Hearing Committee, a separate board from the A.S.'s Disciplinary Committee, will be comprised of the A.S. Advisor and/or Associated Students Coordinator and two (2) A.S. members that are not part of the Disciplinary Committee. The special hearing shall be conducted in an open session. The action is done in good faith and in a fair and reasonable manner. The findings and any recommendations of the Hearing Committee

shall be presented in writing to the A.S. for approval, with a copy to the accused member(s). The A.S. may remove a member only upon the approval of two-thirds ($\frac{2}{3}$) of the members present for the action at a regular or special A.S. Official Meeting. The accused member(s) must be given seven (7) days to vacate. The accused member(s) shall have the opportunity to be heard before a regular or special A.S. Official Meeting as to why the removal should not take place, either orally or in writing, no less than five (5) days before the effective date of the removal.

- 3.06. **Scholarship Committee:** The Scholarship Committee shall be comprised of the A.S. Executive of Finance and no more than two (2) students-at-large. There will be an application process to select students-at-large. The committee shall review all scholarship applications. Scholarships shall be separated into Regular Scholarships and Study Abroad Scholarship funds. The amount allocated to each scholarship fund shall be determined by the A.S. Executive of Finance with the guidance of the A.S. Bookkeeper and upon the approval of two-thirds ($\frac{2}{3}$) of the members.
- 3.07. **SDSU-IV Campus Fundraising Committee:** The SDSU-IV Campus Fundraising Committee shall consist of one (1) A.S. member. The A.S. member will be responsible for attending meetings and acting as a liaison between the committee and the A.S. The A.S. representative member will attend meetings for the Fall and Spring fundraising events.
- 3.08. **SDSU-IV Commencement Committee:** The SDSU-IV Commencement Committee shall consists of the A.S. President and one (1) other A.S. member. A.S. members will be responsible for attending Commencement Meetings and acting as a liaison between the committee and the A.S.
- 3.09. **Welcome Back Committee:** The Welcome Back Committee requires the participation of all A.S. members. All A.S. members shall assist in the Fall and Spring Welcome Backs.

Section 4 New Committees

- 4.01. If at any time the A.S. wishes to form a new committee, the new committee must be approved by a majority vote. The new committee should be beneficial to the campus community.

Section 5 Initial Duties

- 5.01. Once candidates are elected for the positions, the candidates must assist in events starting in May.
- 5.02. If deemed necessary, a mandatory retreat must be held in May after Commencement to prepare the newly elected A.S. Additional retreats (Fall, Summer, or Winter) shall be discussed and approved by the newly elected

A.S. before they can be held.

5.03. A.S. members must complete six (6) office hours during the month of July or August (upon available dates and times).

ARTICLE VI

Section 1 Associated Students Meetings and Records

- 1.01. The A.S. shall hold one (1) weekly meeting open to all interested persons in accordance with applicable law. A.S. members may join meetings via teleconference upon approved circumstances (this will not be counted as an absence). Members joining meetings via teleconference are still able to vote.
- 1.02. Students, faculty, staff, and community members may speak during the Public Comment section of the A.S. Official Meeting. On the A.S. Official Agenda, the Public Comment section takes place after attendance is taken of all A.S. members, staff, and visitors present, and before University Reports and Presentations. All visitors must state their full name and occupation, and the time allotted shall be determined by the meeting chair.
- 1.03. The meeting time and location shall be determined by majority vote (50% +1) of the A.S.
- 1.04. The A.S. may also convene other than at regular meeting times without public announcement, but may only:
 - a. Vote on Emergency Basis: The A.S. President may call for a special meeting of the A.S. The quorum shall consist of fifty percent plus one (50% + 1) of the filled voting seats present at emergency meetings.
 - b. Discuss forthcoming agenda.
- 1.05. Two (2) official summer meetings shall be required before the Fall Semester begins. Only one (1) absence will be allowed during the Summer for the A.S. Official Meetings (this excludes any school related activities included but not limited to: class, study abroad programs, and/or course required internships). If additional meetings are held during the Summer, the A.S. members will not be penalized for their absence.
- 1.06. Procedures in the meeting shall follow Gloria Romero Act and/or any similar procedures that may add to the effectiveness of student business.
 - a. Committee Chairs, A.S. Advisor, Associated Students Coordinator, and A.S. Bookkeeper must email committee reports to A.S. Executive Secretary within the set deadline before the A.S. Official Meeting.

- b. Reports submitted past set deadline established by the A.S. Executive Secretary will not be recorded on the A.S. Official Minutes.
- 1.07. If the President and Executive Vice President are both absent from an A.S. Official Meeting, the Executive of Finance shall preside as chair. If neither the President, Executive Vice President, nor Executive of Finance are present, the Executive Secretary shall preside as chair. In the event that none of the Executive Officers are present for the meeting, the meeting shall be cancelled.
- 1.08. A.S. Agendas and A.S. Minutes of all regular and other meetings shall be posted on the A.S. Website and/or printed and posted on the information board by the A.S. Office in the Student Union Building and the bulletin board near the San Diego State University - Imperial Valley parking lot. A.S. Agendas and A.S. Minutes shall be posted three (3) business days prior to the next meeting, except when meeting on an emergency basis.

ARTICLE VII

Section 1 Discipline

For the purpose of establishing accountability and fairness for A.S. members, these rules and regulations shall apply to all members.

- 1.01. A member will be considered tardy when they arrive over ten (10) minutes late to any A.S. event. A member will be considered tardy from any A.S. Meeting if they are not present when roll call has begun. A tardy will also apply to a member who leaves early from any A.S. events and/or meetings without adequate previous notice. Three (3) tardies will count as one (1) unexcused absence.
- 1.02. A member has a minimum of three (3) business-days to inform and submit an Excused Absence Form notice if they plan to be absent from an event and/or meeting. Members who know they will be absent from an event and/or meeting must notify all A.S. members, A.S. Advisor, Associated Students Coordinator, and A.S. Bookkeeper via email. A member shall be allowed no more than two (2) unexcused absences and three (3) excused absences for official events/meetings per semester; summer absences will not be included for the Fall Semester. The A.S. President and A.S. Executive Vice President will determine the validity of all excused absences. At the time of the sixth combined absence (excused or unexcused), a write-up will be presented to said member. Any further absences will result in a verbal warning. Two (2) verbal warnings will result in a write-up. Absences can be excused if the A.S. President and/or

Executive Vice President is presented with a written documentation within one (1) week of the absence in question. The member may request a meeting with the President and/or Executive Vice President, A.S. Advisor and/or Associated Students Coordinator if they are not able to present any tangible proof to excuse the absence, but would like consideration. If an unforeseen emergency occurs before or the day of an event/meeting, the A.S. member must notify all A.S. members, A.S. Advisor, Associated Students Coordinator, and A.S. Bookkeeper via email as soon as possible. The A. S. member will then have twenty-four (24) hours to present appropriate documentation to justify the absence.

1.03. The A.S. Advisor, Associated Students Coordinator, President and Executive Vice President shall have the authority to issue write-ups to A.S. members.

- a. A write-up will act as an official document that describes incidents in which an A.S. member has received their sixth combined absence (excused or unexcused) in one (1) semester for official events/meetings. The incidents will be described in detail (dates, times, nature of the incident, etc.).
- b. After receiving two (2) verbal warnings, a member shall be presented with a write-up if they commit at least one (1) of the following:
 1. Has lacked in fulfilling their set responsibilities.
 2. Has violated the Standards of Conduct (See Appendix A).

1.04. When a member is presented with their third write-up, they will be notified of their removal from the A.S.

1.05. If a member is removed from the A.S. because of disciplinary actions, they will not be able to serve in A.S. office indefinitely. Immediately after termination, they must return the A.S. office keys and any other A.S. issued materials (name tag, polos, etc.).

Section 2 Recall

2.01. The A.S. shall have the authority to remove or call for the resignation of a member provided that:

- a. The cause is specified in the San Diego State University - Imperial Valley A.S.'s Official Bylaws.
- b. The cause is related to the qualifications of the member to continue in office such as the breach of duties and responsibilities, eligibility requirements provided in the San Diego State University - Imperial Valley A.S.'s Official Bylaws.
- c. A member has engaged in heinous activities such as, but not limited to: harassment, stealing, or causing damage to campus facilities. Other forms of improper conduct may be considered as heinous by

the Disciplinary Committee.

2.02. The A.S.'s Disciplinary Committee will meet in private to discuss violations. All allegations against an A.S. member, complaints or violation of ethics, misconduct or failure to comply with the requirements of these Official Bylaws, shall be presented via written declaration to the President or Executive Vice President, depending on the A.S. member in question, and reviewed by the A.S. Advisor and/or Associated Students Coordinator at a special hearing. The accused member must be present when they are called to resign in the special hearing, and will consequently be placed under review for seven (7) working days where they may not be able to carry out regular duties or represent the A.S. at large in any capacity. The accused member shall also receive written notice at the beginning of their review period of the hearing date. The accused member shall return the A.S. office keys to the San Diego State University - Imperial Valley Cashier, right before the review period begins. The notice of the hearing shall include a copy of the written declaration outlining the allegations against the A.S. member. This shall include any documentation such as write-ups given to the member.

ARTICLE VIII

Section 1 Referendums

- 1.01. Matters relating to the A.S. (that do not involve recall or other issues resolvable within the A.S.) shall be decided by referendum of a majority of votes cast when the conditions of the succeeding sections of this Article are met.
- 1.02. The presiding officer of the A.S. shall declare a referendum:
- a. Upon receiving a petition calling for a referendum signed by at least ten percent (10%) of the A.S.
 - b. Upon receiving ten percent (10%) of signatures from the A.S., a two-thirds ($\frac{2}{3}$) of the votes shall be necessary to pass the initiative.
 - c. In any other case in which the A.S. feels it is necessary.
- 1.03. An announced meeting to discuss a given referendum followed by the referendum itself shall both take place no later than thirty (30) working days from the time the referendum is ordered.
- 1.04. Voting on proposed referendums shall take place during a set week during the month of February or March.
- 1.05. Polls shall remain open for four (4) working days, beginning on a Monday and ending on a Thursday, for all referendums.

ARTICLE IX

Section 1 Budget Review

The A.S. Executive of Finance and A.S. Bookkeeper will formulate the budget. After formulation, the A.S. will approve the budget at an A.S. Official Meeting. The budget must be approved by the A.S. prior to reconvening in the Spring Semester with a majority vote.

ARTICLE X

Section 1 Amendments

Official Bylaws may be amended by the A.S. by a two-thirds ($\frac{2}{3}$) vote of an approval of those present. In order for these bylaws to remain in force, they must be reviewed, revised and affirmed by the initials of the President located on the cover page of the Official Bylaws. All proposed amendments or revisions shall be reviewed by the Bylaws Committee prior to consideration by the A.S.

ARTICLE XI

Section 1 Oath to Office

1.01. All newly elected A.S. members and representatives must affirm the following oath as they take office:

I (Name), as duly elected (A.S. Officer/Representative) of the Associated Students, San Diego State University - Imperial Valley, do swear that I will faithfully fulfill the duties of this office as provided in these Official Bylaws. I will strive to establish representative government, maintain academic freedom, and defend student rights. I will work toward the strengthening of the cooperation between the Associated Students and the administration, and work toward bettering my leadership qualities and scholastic standards. With these thoughts in mind, I shall set as my goal the betterment of San Diego State University - Imperial Valley; I so affirm.

1.02. The Oath to Office will be considered an A.S. members' verbal agreement to fulfill their duties. By reciting the Oath to Office, all A.S. members are acknowledging an understanding of their duties and an awareness of the consequences that may ensue if they do not fulfill their duties.

**ASSOCIATED STUDENTS
SAN DIEGO STATE UNIVERSITY - IMPERIAL VALLEY**

APPENDICES

APPENDIX A STANDARDS OF CONDUCT

Section 1 Standards of Conduct

- 1.01. A.S. members shall avoid putting themselves in a position where their personal interest and that of the A.S. appears to be in conflict or might interfere with their ability to perform their job to the best of their ability.
- 1.02. A.S. members shall not give, offer, or accept to give gratuities by anyone with the purpose of influencing judgment.
- 1.03. A.S. members shall exercise diligent care of A.S. supplies and equipment entrusted to them.
 - a. In the event an A.S. member misplaces key(s), they must abide to the fees associated such as key replacement, locking mechanisms, maintenance, etc.
- 1.04. A.S. members must reply to all emails by set deadlines.
- 1.05. A.S. members shall not use A.S. property and/or services for personal gain and shall not remove or dispose of A.S. materials, supplies, or equipment without proper authorization. Discrimination against anyone on the basis of: political beliefs, race, religion, color, sex, age, disability, marital status, sexual orientation, gender identity and expression, national origin, pregnancy, medical condition, covered veteran status, and economical standing, will not be tolerated. All A.S. members shall not engage in any form of harassment. They can and will be held accountable for their actions.

APPENDIX B OFFICE ETIQUETTE

Section 1 Office Etiquette

- 1.01. The A.S. facilities are intended for professional use only. All A.S. members and staff members (A.S. Advisor, Associated Students Coordinator, A.S. Bookkeeper, and A.S. Student Assistants) are expected

to uphold the standards of office etiquette specified below. Any responsibilities and/or job activities not related to the A.S. should not be completed with the use of A.S. resources or offices.

- 1.02. A.S. members, A.S. staff members, and A.S. Student Assistants shall be the only individuals allowed in the A.S. Offices. SDSU-IV faculty and staff members are allowed in offices if necessary. If the A.S. decides on deviating from this etiquette, the A.S. may decide to allow student volunteers in the office by creating a procedure and by passing a majority (50% +1) vote at the beginning of each semester on how such an action should be handled.
- 1.03. When leaving the office, office doors are to remain locked and closed at all times.
- 1.04. All A.S. members who possess keys to the Student Union Building must be administered a personalized alarm code. This code must not be shared.
- 1.05. Computers can only be utilized by the A.S. members A.S. staff members, and A.S. Student Assistants. Computer policy will limit access to online resources only necessary to complete their daily tasks/activities. Using resources/websites non-related to A.S. activities is not allowed. The use of A.S. technology equipment for personal use is strictly prohibited. Personal social media may be limited only to promote A.S. events/activities. If any of the computer policies are breached, privileges will be revoked.
- 1.06. All electronic office equipment must be turned off at the end of every use. Office printers are only for the use of printing A.S. related materials. Downloading files to an office computer is strictly prohibited unless the documents are A.S. related, such as, agendas, minutes, work orders, forms, etc. Office equipment is not allowed to leave the approved facilities without authorization (no borrowing staplers, hole-punchers, tape, etc.).
- 1.07. All A.S. members are expected to adhere to the Student Union Building's hours of operation, unless required for A.S. events.

APPENDIX C ELECTIONS CODE

Section 1 Elections Committee Eligibility

- 1.01. Pursuant to the requirements of the Official Bylaws of the Associated Students of San Diego State University - Imperial Valley, there shall be an Elections Committee established to handle all elections for the A.S., its subordinates, or affiliates.
- 1.02. During the month of November, elections for the upcoming academic year will be announced and the A.S. shall appoint a matriculated student outside the A.S., as the Elections Coordinator. The A.S. shall appoint an Elections Coordinator following the guidelines detailed in Appendix C, D, and E. The Elections Coordinator shall be in charge of ensuring that elections are handled appropriately assuring all fairness to the candidates. A.S. elections shall be held annually. The Elections Coordinator shall follow all guidelines detailed in Appendix C, D, and E.
- 1.03. The Elections Committee shall consist of one (1) Elections Coordinator, one (1) A.S. Representative, and three (3) students-at-large, whom shall be voting members and shall serve for a period of one (1) academic year, and shall be eligible for reappointment. There shall also be the following designated, non-voting members: the A.S. Advisor or a designee. A quorum of the committee shall be 50% + 1 of the filled voting seats.
- 1.04. The Elections Coordinator shall be chosen in the following manner: Applications shall be open for five (5) business days and announced in at least one (1) A.S. Newsletter. Applicants shall be interviewed by the A.S. Representative, and the A.S. Advisor and/or Associated Students Coordinator. The A.S. Representative or A.S. Advisor and/or Associated Students Coordinator shall then inform the A.S. of the selected candidate. The Elections Coordinator shall be sworn-in at an A.S. Official Meeting and shall serve for a period of one (1) academic year. The Elections Coordinator may reapply for additional terms.
- 1.05. The Elections Coordinator may be removed by a two-thirds ($\frac{2}{3}$) vote of the A.S. This action can be taken only after the following:
 - a. A written request for review of Elections Coordinator activities detailing cause or reason for removal of the Elections Coordinator has been submitted to the A.S. (This document may include, but is not limited to, improper conduct or incompetence.)
 - b. A.S. has held a meeting to discuss the request for review and obtained information pertaining directly to the allegations within the request from both the authors of the request as well as the Elections Coordinator, both of whom shall be invited to attend the meeting.
 - c. A.S. has forwarded a recommendation of removal of the Elections Coordinator to the A.S. Advisor or designee.

If the Elections Coordinator is removed, another Elections Coordinator may be appointed by the method outlined in Section 1, Subsection 1.04. If

time does not permit this process to occur, an interim Elections Coordinator may be appointed by the A.S. Advisor or designee with the approval of the A.S. by majority (50% +1) vote.

- 1.06. All members of the Elections Committee shall be matriculated students at San Diego State University - Imperial Valley at the time of their appointment and during the term of their office. No member of the Elections Committee may be a candidate in any election within the jurisdiction of the committee during the term of their appointment. Preference for Elections Committee membership shall be given to those members of the university that are students-at-large and are not already officers of the university (with the exception of the A.S. Advisor or designee).

Section 2 Elections Committee: Powers and Duties

- 2.01. It shall be the duty of the Elections Committee to interpret and ensure the Elections Code is followed.
- 2.02. Penalties are determined by the Elections Committee with the feedback of the A.S. Advisor/designee or A.S.
- 2.03. A.S. general/special elections polling times and ballot positions shall be subject to the approval of the A.S. Advisor or designee.
- 2.04. The duties and responsibilities of the Elections Coordinator shall be as follows:
 - a. To administer all types of elections in accordance with this code.
 - b. To carry out the policy actions of the Elections Committee within the jurisdiction of this code.
 - c. To ensure dates of the nomination-filing period, election dates, and other notices relevant to the election are publicized.
 - d. To make regular reports to the A.S. Advisor or designee regarding elections.
 - e. To maintain public neutrality concerning any candidate or issue in any election within their jurisdiction.
 - f. To chair the Elections Committee.
 - g. To verify infractions committed by the candidate and/or person(s) associated with the candidate.
 - h. To make recommendations to the Elections Committee regarding any infraction by the candidate and/or person(s) associated with the candidate.
 - i. To review the Elections Code with the Elections Committee by the second meeting of the semester.
 - j. To ensure preparation of the candidate Application Packet and approved election schedule.

- k. To ensure all required advertisements are placed in the A.S. Newsletter (available positions, approved voting period, and access information for voting).
 - l. To complete six (6) office hours per week during the Elections Period.
- 2.05. The Elections Committee shall perform any other duties pertaining directly to the A.S. Elections as may be required by the A.S. Advisor or designee, the Elections Code, or by contract with the A.S.
- 2.06. The Elections Committee may make recommendations to amend this code to the A.S. Advisor or designee who shall then forward the recommendation(s) to the A.S. Bylaws Committee.

APPENDIX D GENERAL ELECTIONS

Section 1 Elections Procedures

- 1.01. General elections and any special elections called by the A.S. shall be conducted via the internet during the approved voting period utilizing an approved web-based format that is accessible to all students, anywhere in the world, who are enrolled at San Diego State University - Imperial Valley for the semester in which the election is taking place.
- 1.02. As governing bodies, A.S. members, A.S. Advisor, Associated Students Coordinator, and A.S. Bookkeeper shall not endorse any candidates for any office. All faculty, staff, and lecturers shall not endorse a candidate. The Elections Committee and governing bodies shall not facilitate the process of offering prospective voters incentives and/or merits of any kind in exchange for voting. Violations of this section shall necessitate that the election is invalidated and it shall be necessary to hold another election.
- 1.03. If requirements are met, the student shall be considered an official candidate at the time they file their application in person by said deadline.
- 1.04. The candidate shall appear in person to obtain nomination information at the mandatory Elections Code meeting.
- 1.05. All elected candidates must attend the last A.S. Official Meeting of the Spring Semester to be sworn-in.
- 1.06. Once candidates are elected for the positions, the candidates have the opportunity, but are not required to observe the duties of the A.S. member currently in the position they are pursuing.

Section 2 Candidate Policy

- 2.01. All candidates shall be in good academic and disciplinary standing with the institution (not on academic or disciplinary probation) as stated in Section 7 of the A.S. Official Bylaws, at the time of the submission of the candidate's application.
- 2.02. At the time of the application submission, all prospective candidates for the A.S. shall declare the position for which they are seeking.
- 2.03. Any matriculated student, who has met the minimum requirements (See Article IV, Section 1, Subsection 1.03 for being a part of the A.S., may submit an application for their candidacy for any eligible A.S. seat. The application period for the available seats shall be open for a set one (1) week in the months of January or February.
- 2.04. Disqualified candidates are ineligible to run as write-in candidates as outlined in Section 7 of the Elections Code.
- 2.05. All candidates shall be listed on the ballot under the name specified in the candidate application packet. Changes to the name of a candidate on the elections ballot shall be made only upon approval of the Elections Committee.
- 2.06. If a candidate statement is submitted (125 words maximum), all words such as "a," "an," "the," "A.S." etc. would be considered one word each. "100" would be considered one word while "one hundred" would be considered two (2) words. Words separated by a backlash will be considered two (2) words e.g. campus/university. If more than 125 words are submitted, the statement will be cut off at the 125th word.
- 2.07. A.S., faculty, and staff polls shall remain open for the duration of four (4) working days, beginning on a Monday at 12:00 a.m. and ending on a Thursday at 11:59 p.m.
- 2.08. Dates for general elections shall be selected by the Elections Committee with the approval of the A.S. Advisor or designee. The Elections Committee shall schedule elections for one (1) week during the months of February or March. Selection of times and balloting shall be established by the Elections Committee with the approval of the A.S. Advisor or designee. The Elections Calendar will be presented to the A.S. for approval. The Elections Calendar will be an official document once it has been motioned for.
- 2.09. Voting instructions as approved by the Elections Committee shall be listed on the ballot.

- 2.10. The following procedures shall be utilized during balloting:
 - a. In order to vote, a student will need to access their SDSU WebPortal and enter their SDSUId and password. In order to vote in person, a student will need their SDSU Red ID.
 - b. Each student will be allowed to vote once. If for any reason the student is unable to vote, they will be instructed by a message on screen to contact the Elections Assistant.
 - c. Each student will be able to vote for the following offices: A.S. President, A.S. Executive Vice President, A.S. Executive of Finance, A.S. Executive Secretary, A.S. Senators (determined by student population), A.S. Ambassadors (determined by student population).
 - d. Any visually and/or physically challenged voter who requires assistance in voting may have a person of their own choosing assist them with the voting process.
- 2.11. The A.S. President, A.S. Executive Vice President, A.S. Executive of Finance, A.S. Executive Secretary, A.S. Senators, and A.S. Ambassadors shall be elected by a majority vote. A student may not hold more than one (1) elected office simultaneously.
- 2.12. In the case that voting is not made available online, A.S., faculty, and staff polls shall remain open for the duration of four (4) working days, beginning on a Monday and ending on a Thursday. Voting shall take place for at least three to four (3-4) hours during each working day. The Elections Committee shall schedule the hours of voting at the convenience of the students-at-large, with the approval of the A.S.
- 2.13. In the event of a tie vote for two (2) or more candidates for the same elected office, the Elections Committee shall determine and publish a date for a run-off election in all available media. The first date shall be within twenty-one (21) calendar days of the first day of the election. The Elections Committee shall specify further allowable campaigning at the time of announcing the run-off date, as may be necessary for any run-off election.
- 2.14. Write-in candidates shall be entitled to a seat upon winning an election and meeting the other qualification(s) pursuant to applicable provisions within Appendix D. The Elections Committee, in accordance with Appendix D Section 7 of the Elections Code, shall disqualify those not meeting the qualifications.
- 2.15. In the event that a candidate withdraws or is removed from the election after the SDSU WebPortal ballot has been finalized and programmed for voting, the Elections Coordinator should make every effort to notify potential voters as soon as possible. The Elections Coordinator should inform the A.S. Advisor or designee so candidate(s) can be removed from

the ballot. Any votes for the candidate who withdrew shall be counted and made public when the elections results are published.

Section 3 Write-In Procedures

- 3.01. If a San Diego State University - Imperial Valley student wishes to run as a write-in candidate during an A.S. Election, candidacy shall be officially declared by filing a write-in candidate application in person by the set deadline.
- 3.02. Write-in candidates are eligible to campaign during the campaigning period.
- 3.03. Write-in candidates will not be a part of the candidate statement page, which will be accessible to voters while voting.
- 3.04. If a voter chooses to vote for a write-in candidate, they will type in the candidate's name in the designated ballot location for the office in question.
- 3.05. Any name typed upon a ballot, including a reasonable facsimile of the spelling of such a name, shall be counted for the office under which it is written. The name must be written in the blank space provided for write-in candidates for said office, and the bubble must be filled in next to the written name; otherwise it shall be disregarded.
- 3.06. No name typed upon a ballot in any A.S. Election shall be counted for an office unless the person named has fulfilled the candidate write-in policy.
- 3.07. The Elections Committee shall maintain complete records of all elections, copies of any written challenges, complaints, or other documents giving rise to Elections Committee hearings; requests for and result of recounts; and any other information or documents appropriate to all elections. These documents shall be kept for three (3) months after the election, or until any dispute arising from the election, is resolved. Election records shall be accessible to interested students, A.S. officers, and employees of the university upon written request to the Elections Committee. At least one (1) copy of the election results shall be maintained in the A.S. files.
- 3.08. When elections conclude and seats are vacant, an approved appointment process may be used to fill vacant seats in the A.S., as specified in the A.S. Official Bylaws.

Section 4 Ballots

- 4.01. Ballots shall not be counted until elections have concluded. The Elections

Coordinator shall be responsible for posting the results on A.S. bulletin boards by 12:00 p.m. on the day the results are in. The Ballot Counting Committee Chair will provide the results to the A.S. at their next A.S. Official Meeting. The results will be available on the A.S. website or newsletter in the month of March, April, or May.

- 4.02. When the polls close on the final day of elections, the Elections Coordinator will meet with the A.S. Advisor or designee to obtain the online elections results.
- 4.03. If online voting is unavailable, the Ballot Counting Committee shall count ballots during a closed session. Should there be three (3) votes separating the elected candidate from the runner-up, the ballots shall be counted a minimum of two (2) times to ensure validity.
- 4.04. All results and documents shall be retained in the A.S. office until the A.S. Advisor or designee accepts the election results.
- 4.05. Election results shall be printed and signed by the Elections Coordinator and posted in the Student Union Bulletin and parking lot bulletin board upon completion of the count.

Section 5 Campaigning

- 5.01. All candidates shall be responsible to ensure that all aspects of their campaign, including materials and activities, conform to the Elections Code. The Elections Committee shall not be held accountable if candidates fail to abide to the Elections Code.
- 5.02. The campaign period, consisting of two (2) weeks, shall be determined by the Elections Committee and voted for approval by the A.S.
- 5.03. All candidates shall be required to be present at the scheduled election orientation meeting of the Elections Committee. In the case a candidate cannot attend the mandatory meeting, said candidate(s) must schedule an appointment with the Elections Coordinator. The meeting shall consist of an explanation of the Elections Code with a question and answer period. Excused absences will be granted for compelling reasons as determined by the Elections Committee. The Elections Coordinator shall collect signatures from all candidates attending the mandatory meeting to confirm their attendance and agreement to abide by the Elections Code. Candidates have one (1) week after the elections mandatory meeting to meet with the Elections Coordinator and sign to confirm their attendance and agreement to abide by the Elections Code. Failure to do so, will result in the removal from elections for said candidate(s).

- 5.04. All candidates, including write-ins, shall conduct their campaign in accordance with the provisions of the Elections Code and any university, city, local, state, and federal policies, laws, ordinances, or regulations.
- 5.05. Candidates may campaign together, but will be voted on separately.
- 5.06. Harassment is prohibited. This includes but is not limited to verbal, written (printed or electronic) and/or physical abuse by any candidate or person involved in a campaign.
- 5.07. Advertising or campaigning, which is misleading or harmful to a candidate's opponent is prohibited.
- 5.08. Current A.S. members are allowed to campaign during A.S. events as long as they fulfill their A.S. duties and abide by the required attire.
- 5.09. Campaigning includes any verbal or non-verbal action that promotes the election of an official or write-in candidate. This includes any material(s) that promotes the election of a candidate.
 - a. All campaigning materials shall be approved by the Elections Coordinator.
 - b. Verbal campaigning shall be defined as persuasive speaking to prospective voters that promotes the election of a candidate.
 - c. Active campaigning shall be defined as distribution of any materials, which promotes the election of a candidate.
 - d. Campaign material shall be defined as any material that promotes the election of a candidate. This includes, but is not limited to, signs, badges, posters, tee shirts, flyers, balloons, electronic communication, etc.

Section 6 Campaign Guidelines

- 6.01. Regulations and classifications of publicity for campus elections shall be found within this Subsection of the Elections Code.
- 6.02. Candidates must refrain from placing flyers on motor vehicles.
- 6.03. Advertising or campaigning that endangers persons on campus is prohibited.
- 6.04. Persons shall refrain from posting campaign material over another candidate's material.
- 6.05. Candidates shall refrain from saturating any one (1) area with their own publicity. Saturation is defined as having more than one (1) sign in one (1) viewpoint. A viewpoint shall be defined as items within peripheral vision

from a fixed point.

- 6.06. No active or verbal campaigning or intimidation of any type shall occur that interferes with or unduly influences in any way toward a student while at the official or unofficial poll site while attempting to cast a vote, including but not limited to members affiliated with a campaign presented to students with a means to vote.
- 6.07. During the voting period, no active or verbal campaigning shall occur in any university public facility that houses computers with access to the internet.
- 6.08. Any person having anything to do with running of the elections, counting of ballots, or working in an election area shall not wear or distribute any material promoting any candidate and shall not publicly campaign in an active or verbal manner on behalf of any candidate.
- 6.09. There shall be no advertising or campaigning that interferes with classroom instruction without the consent of the professor or instructor.
- 6.10. There shall be no campaigning material or advertising in the San Diego State University - Imperial Valley campus library.
- 6.11. No campaigning materials should be posted in the following San Diego State University - Imperial Valley campus facilities: classrooms, Administration Building, Faculty Buildings, Aztec Shops, or restrooms.
- 6.12. Campaign signs shall be placed only on grass-covered areas on campus, unless otherwise stated in the Elections Code and shall be constructed in such a way that they are easily and reasonably moveable by no more than two (2) persons. The San Diego State University - Imperial Valley Grounds Department approval is necessary prior to advertising on any green area around campus. San Diego State University - Imperial Valley Facilities Services and its employees shall not be responsible for damage caused to campaign materials in the process of moving them to perform their assigned tasks (including but not limited to mowing of grass areas).
- 6.13. All campaign material shall be submitted to the Elections Coordinator for approval before distribution to determine the ownership of campaign materials and accountability of candidates for said materials.
- 6.14. Each candidate can post a total of ten (10) posters, banners, or flyers (8.5" x 11") between both campuses. Candidates may campaign together on posters, but each shared poster will count as one (1) of their allotted ten (10) posters. Note: Anything being used in the form of a poster will be counted as a poster, regardless of shape and/or dimensions. Only fourteen

inch (14”) by fourteen inch (14”) posters are allowed on campus bulletin boards. No poster may be larger than six (6) square feet (36” x 24”) on green area.

- a. A sign shall be defined as including any type of attached support posts. A double-sided A-frame sign constitutes as one (1) sign. (Note: Badges, tee-shirts, flyers, balloons, sandwich boards, etc. that are posted are thus reclassified as signs. Wearing of these items does not constitute posting.)
 - b. Height shall be measured from top of the sign to the ground. Length shall be measured from the left of the sign to the right. Width shall be measured from the front of the sign to the back. Anything touching the sign or supporting the sign shall be included in the measurements.
 - c. Posters, banners, flyers, and signs must be two-dimensional.
- 6.15. Any form of public defacing university property is prohibited. Examples of defacing property include but are not limited to the use of staked signs on university property. These examples are not intended to limit the application of the Elections Code to these certain areas. No campaigning material shall be placed on any campus trees nor shall they be placed in tree wells or flowerbeds. No campaigning materials shall be allowed on the A.S. Newsletter, distribution boxes, light poles, or trash cans. No advertising shall come in contact with the walls of any building, including the writing on whiteboards in classrooms, except areas that are currently approved as general posting areas. The Elections Coordinator has the authority, under approval of the Elections Committee, to stipulate other violations.
- 6.16. Use of telecommunication for campaigning shall be limited. Telecommunication may be used if it does not impede the educational process as outlined by San Diego State University - Imperial Valley and/or California Education Code or violate another subsection of this Elections Code. Telecommunication material shall be submitted to the Elections Coordinator before distribution to determine the ownership of electronically distributed campaign materials and accountability of candidates for said materials. Use of said materials does not constitute a violation of Section 5, Subsection 5.09d of this Elections Code. There shall be no use of telephone calls or SMS/Text messaging for the purposes of soliciting votes.
- 6.17. The use of email is permitted, with the following stipulations: emails can only be sent to persons the candidate knows. Emails cannot be sent or forwarded to students who you do not know. Excessive emailing will not be permitted. Excessive emailing will be determined to be a form of spamming, which is a disruptive message sent to email accounts of persons the sender does not know.

- 6.18. Social networking websites (including, but not limited to, Facebook, Twitter, etc.) shall be allowed upon approval of the Elections Coordinator for the use in campaigning pursuant to the following conditions:
- a. The following definitions shall be used in consideration of these rules:
 1. Content shall be defined as any material (including, but not limited to text, picture, audio, and video) which exists on any given page and is under reasonable amount of control by the candidate or site profile owner. Candidates are thus not responsible for advertisements automatically inserted into the site by the host or site structural elements that are determined by the host or host policy.
 2. “Host” shall be defined as the company which operates the root domain (including, but not limited to, facebook.com, etc.) and/or with which the profile holder has entered into a use agreement.
 - b. Such campaigning shall not be abusive, libelous/slanderous, or in any way deleterious to competitors, competitors campaign members, or any other person or organization. Candidates are reminded that websites are considered to be public documents.
 - c. Because candidates have the ability to delete offensive content from their profile pages, candidates shall be considered to be responsible for any text, images, audio, or media of any kind posted by themselves or by others, including tags, on their profile pages. Offensive content should not be permitted and must be removed immediately.
 - d. The creation of deceitful content could possibly result in immediate disqualification, subject to action by the Elections Committee.
 - e. Any copyrighted media content shall be used with authorization from the copyright holder and in accordance with any applicable laws. All content on candidate’s pages is subject to the agreements appropriate to each site. The A.S. makes no claim to supersede or override such agreements.
 - f. All major social media content relating in any way to the campaign (profile text, ‘About Me’ section, etc.) shall be submitted to the Elections Coordinator for approval prior to posting. Comments need not to be submitted to the Elections Coordinator beforehand and are thus a forum for free exchange of ideas and statements, subject to the rules provided in this Elections Code.
 - g. The creation of groups within the social networking site shall be allowed, pursuant to the restrictions and provisions provided in this Elections Code.
 1. Comments shall not be abusive in nature, number, content, or volume.
 2. While not prohibiting such action, the Elections Committee would like to strongly urge candidates and

supporters to refrain from posting on the sites of opponents.

3. Photos posted during the campaign need not be on file with the Elections Committee provided the content of the photos is in accordance with the Elections Code.
 4. Any photos depicting campaign material, which are not on file with the Elections Committee, shall not be allowed.
- h. Messaging and posting on social networking sites shall be permitted. Messages on social media sites are not considered emails.
 - i. Usernames on social networking sites shall be appropriate and in accordance with these rules.
 - j. Candidates may post a direct link to their social network profile on their campaign materials.
 - k. The use of Blackboard for campaigning is not permitted.
- 6.19. Candidates may post a link to SDSU WebPortal from their campaign sites. The URL for SDSU WebPortal may be included on campaign material.
- 6.20. There shall be no campaigning (use of flyers, buttons, stickers, signs, etc.) during A.S. Official Meetings and A.S. Committee Meetings.
- 6.21. Candidates shall refrain from publicly sharing materials prior to the designated campaign period that later becomes campaign materials.
- 6.22. If there is any doubt with regards to the Elections Code, the candidate(s) should consult the Elections Coordinator.

Section 7 Violations of the Elections Code

- 7.01. A candidate may be removed from candidacy if said candidate accumulates two (2) reprimands for violating this Elections Code (subject to the discretion of the Elections Committee). If a candidate is removed from elections, they are not eligible to participate in elections for the upcoming A.S.
- 7.02. All complaints or violations shall be submitted via email or in writing to the Elections Coordinator within 48 hours after becoming aware of the alleged violation. If applicable, all evidence of alleged violation shall be submitted (e.g. photos, audio, video, etc.) to the Elections Committee. The Elections Committee has the authority to find a candidate in violation and to decide a penalty.
- 7.03. If the Elections Committee is aware of a violation of the Elections Code, they may call a special hearing to review the possible violation. This hearing will be treated the same as a complaint hearing.

- 7.04. The Elections Committee shall make a ruling upon a complaint within three (3) business days of the submission of that complaint. For a complaint to be addressed all voting members of the Elections Committee shall be present. A majority vote of the Elections Committee (members present and voting) shall be required for a complaint of a violation and penalty to be upheld.
- 7.05. When a complaint is filed, the candidate and the author will be notified of when the complaint hearing is and where it will be located. All parties will be emailed a general overview of what section(s) were violated. Both parties will be given copies of the complaint at the hearing. Both parties shall be afforded the opportunity to speak on the complaint, provide evidence, and invite witnesses to the hearing.
- 7.06. Violations and penalties are decided by the Elections Committee solely, without the approval of the A.S. Advisor or designee. Any appeals to a decision of the Elections Committee regarding a violation and/or penalty must be filed to the Elections Coordinator within 48 business hours of the conclusion of the appeals meeting.
- 7.07. The A.S. Advisor or designee, subject to approval of the A.S. with a majority vote of those members present and voting, may invalidate any elections within its jurisdiction when a meeting of the Elections Committee has shown that sufficient evidence exists that violations of the Elections Code may have significantly affected the results of that election. Such evidence shall be submitted to and reviewed by the A.S. Advisor or designee prior to holding the vote to invalidate said election. Disqualified candidates are not eligible to run in elections for the upcoming A.S.
- 7.08. The Elections Committee shall announce, with the approval of the A.S. Advisor or designee, the conditions and dates of alternate elections at the time that the election is invalidated, and shall specify provisions that may be added or removed from the specific ballot and its conditions.

APPENDIX E ELECTIONS COORDINATOR

The Elections Coordinator will be responsible for all relations within the Elections Committee. The Elections Coordinator must be sworn-in at an A.S. Official Meeting. As Chair of the Elections Committee, the Elections Coordinator will oversee all decisions, issues, and concerns within this committee; this includes, but is not limited to, reviewing the Elections Code at the A.S Elections Meeting, approving all campaigning material during A.S. Elections, stand as acting liaison for the Elections Committee and address all questions and/or concerns presented by San Diego State University - Imperial Valley faculty, staff, and/or students. The Elections Coordinator will be responsible for serving six (6) office hours per week during the elections period. The Elections Coordinator position is a paid A.S. Student Assistant position.

Applications for Elections Coordinator will be submitted to the Associated Students Coordinator's office. The application process is overrun by the A.S. Advisor and/or designee. During Associated Students elections, the Elections Coordinator is responsible for final approval of ballots and is responsible for sending the final rendition of these ballots to the A.S. Advisor and/or designee. In agreement with the Elections Committee, the Elections Coordinator has the right to propose amendments to the Elections Code. These proposed amendments will be presented to the A.S. Bylaws Committee. The A.S. Bylaws Committee has the right to accept or deny the Elections Committee's request.

APPENDIX F ELECTIONS ASSISTANT

The Elections Assistant is responsible for all office work conducted within elections. The Elections Assistant must be sworn-in at an A.S. Official Meeting. The Elections Assistant will conduct the elections calendar, create mass emails and reminders for San Diego State University - Imperial Valley faculty, staff, and students, create and advertise Associated Students applications, and create the ballots used for elections. The Elections Assistant position is a paid A.S. Student Assistant position. The Elections Assistant will be hired by the A.S. Advisor and/or designee. A maximum of twenty (20) hours may be completed throughout the course of the academic school year (typically between the months of November –April).

APPENDIX G ELECTIONS COMMITTEE

The Elections Committee is responsible for overseeing the elections process. The Elections Committee is comprised of one (1) Elections Coordinator, one (1) A.S. Representative, and three (3) students-at-large. The Elections Committee, in accordance to these Official Bylaws, shall keep a record of all committee meeting minutes and agendas and shall submit such documents to the A.S. Advisor and/or designee to be posted on all official bulletin boards. On behalf of the A.S., the Ballot Counting Committee Chair shall be the appointed A.S. Representative in the Elections Committee. The Ballot Counting Committee Chair is responsible for recruiting students-at-large to fill vacancies in the Elections Committee. The voting members of this committee are the three (3) students-at-large and the A.S. Representative, however, in the case of a tie, the Elections Coordinator's vote shall be counted. The quorum shall consist of fifty percent plus one (50% + 1) of the filled voting seats present. The Elections Committee reserves the right to propose amendments to the Elections Code. These proposed amendments will be presented to the A.S. Bylaws Committee. The A.S. Bylaws Committee has the right to accept or deny the Elections Committee's request.