



ASSOCIATED STUDENTS

SAN DIEGO STATE UNIVERSITY

IMPERIAL VALLEY

Associated Students Imperial Valley

2025-2026 Official Bylaws

Revised 5.05.2025 L.E.

**ASSOCIATED STUDENTS
SAN DIEGO STATE UNIVERSITY – IMPERIAL VALLEY
2025-2026 OFFICIAL BYLAWS**

TABLE OF CONTENTS

Page 1	Cover Page
Page 2	Table of Contents
Page 3	Foreword
Pages 3-4	Student Bill of Rights
Pages 4	Article I Definitions
Page 4-5	Article II Name and Colors
Page 5	Article III Membership
Pages 5-6	Article IV Associated Students Eligibility
Pages 6-16	Article V Associated Students Member and Employee Duties and Charged Order
Pages 16-17	Article VI Associated Students Meetings and Records
Pages 18-20	Article VII Discipline and Recall
Page 20	Article VIII Referendums
Page 20-21	Article IX Budget Review
Page 21	Article X Amendments
Page 21	Article XI Oath to Office
Page 21-22	Article XII Standards of Conduct
Pages 23	Article XIII Office Etiquette
Pages 23-24	Article XIV Facilities
Pages 24-38	Appendix A Elections Code

OFFICIAL BYLAWS OF THE ASSOCIATED STUDENTS SAN DIEGO STATE UNIVERSITY – IMPERIAL VALLEY

FOREWORD

These official laws and appendices now and hereinafter shall stand and be followed. When in conflict or doubt, these Official Bylaws shall be considered by the sitting Associated Students Imperial Valley Executive Officers in consultation with the A.S. Coordinator and/or A.S. Advisor . These Official Bylaws are 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 in the life of the university community and to extend the influence and good name of our university everywhere, do hereby ordain and establish the Student Bill of Rights and these Official Bylaws.

STUDENT 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 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 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 entrance 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 – Definitions

Section 1

- 1.01. For the 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 composed of an Associated Students President (1), Executive Vice President (1), Vice President of Finance (1), Vice President of University Affairs (1), and Senators (8).
- 1.02. For the 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 or credential, and who have paid the Student Body fees.
- 1.03. For the purpose of these Official Bylaws, “working days” shall be defined as business days and weekends, with the exclusion of holidays.

ARTICLE II – Name and Colors

Section 1

- 1.01. The name of this organization is Associated Students, San Diego State University - Imperial Valley.
- 1.02. The official primary colors of the organization are Scarlet and Black, with Teal as a secondary color.

ARTICLE III - Membership

Section 1

- 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 – Associated Students Eligibility

[Section 1

- 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), Vice President of Finance (1), Vice President of University Affairs (1), and Senators (8). The non-voting members of the A.S. shall consist of an A.S. Advisor, Associated Students Coordinator, and A.S. Executive Assistant. 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 matriculated student to a committee to act on 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 and graduate students must maintain a 2.50 overall grade point average. Members who do not meet this criterion will be disqualified and removed from office.

- 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.
- a. A.S. members are not eligible for Imperial Valley A.S. Scholarships (either regular or study abroad) as they already receive compensation for being in A.S. Office.
 - b. Stipend amounts below should not be altered:
 1. President - \$1,350.00 per semester
 2. Executive Vice President, Vice President of Finance, Vice President of University Affairs - \$1,150.00 per semester
 3. Senators - \$650.00 per semester
- 1.05. The quorum shall consist of fifty percent plus one (50% + 1) of the filled voting seats present at a meeting.
- 1.06. 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.
- a. If an Executive position becomes vacant due to resignation, the Appointment Committee should nominate a current A.S. member to fulfill said vacant position. If a nominee declines an offer, vacancy applications will open.
 - b. If a Senator position becomes vacant due to resignation, the Appointment Committee should open vacancy applications.
- 1.07. In the event that any A.S. member misrepresents the organization by violating the Standards of Conduct (See Article XII), 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.
- 1.08. 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 – Associated Students Member and Employee Duties and Charged Order

Section 1

- 1.01. **President:** The President shall be responsible for conducting A.S. meetings, 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, along with Associated Students of San Diego State - West Campus. The President shall strive to maintain an appearance of excellence and promote the well-being of the school and the students. The President or a designee shall serve as one of the organization's voting members of the University Senate. If the Executive Vice President chooses to resign or step down from their position, the President shall fill the vacancy effective immediately in an interim role, until the vacancy is filled. The President will be responsible for serving a minimum of five (5) office hours per week, be part of the, SDSU Campus Fee Advisory Committee and/or the SDSU-IV Campus Fee Advisory Committee/Instructionally Related Activities Committee, SDSU-IV Leadership Council (if applicable), Appointment and Elections Committee, University Senate (if applicable) and any given administrative and faculty searches within the year of their administration and at least two (2) other committees. In order to be an upcoming candidate for President, the member must have served at least one (1) year in Associated Students within the CSU system. If the President were to resign, the Executive Vice President should be offered this position. If the Executive Vice President declines the position, the offer should be extended to the rest of the Executive team. If the Executive team declines, they will make recommendations of qualifying Senators to fill in the vacant position. Newly elected candidate must shadow the current President before being sworn-in.

- 1.02. **Executive Vice President:** The Executive Vice President shall be responsible for enforcing discipline within the council by managing excused absence forms and overseeing 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 conducting A.S. meetings and supervising 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, Vice President of Finance, or Vice President of University Affairs chooses to resign or step down from their position, the Executive Vice President shall fill the vacancy effective immediately in an interim role, until the vacancy is filled. In the event that the Executive Assistant, Vice President of University Affairs and Vice President of Finance are absent from an A.S. Official Meeting, the Executive Vice President shall assume the duties of the Executive Assistant 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 Aztec Events Committee, Student Organization Representatives Committee, Disciplinary Committee, and at least two (2) other committees. In order to be an upcoming candidate for Executive Vice President, the member must have served at least one (1) year in Associated Students within the CSU system. If the Executive Vice President were to resign, the offer should be extended

to the rest of the Executive team. If the Executive team declines, they will make recommendations of qualifying Senators to fill in the vacant position. Newly elected candidate must shadow the current Executive Vice President before being sworn-in.

- 1.03. **Vice President of Finance:** The Vice President of Finance shall be responsible for maintaining a monthly report of the budget. The Vice President of Finance will oversee and direct the facilities of the Student Union, in consultation with the A.S. Coordinator and SDSU - Imperial Valley Campus Administrator. The Vice President of Finance will ensure that the credit card is used appropriately and maintain a log of members requesting it. Other responsibilities include familiarizing the members of A.S., faculty, staff and students-at-large 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 with prior notification to the A.S. Coordinator and the A.S., thereof. In the event that the Executive Assistant and the Vice President of University Affairs are absent from a meeting, the Vice President of Finance shall assume the duties of the Executive Assistant for that week. The Vice President of Finance will be responsible for serving a minimum of five (5) office hours per week, be chair of the Finance and Facilities Committee, serve as the Scholarship designee, be part of Student Success Fee (SSF) Committee, CFAC Committees, and be part of at least three (3) other committees. In order to be an upcoming candidate for Vice President of Finance, it is recommended the member must have served at least one (1) year in Associated Students within the CSU system. If the Vice President of Finance were to resign, the offer should be extended to the rest of the Executive team. If the Executive team declines, they will make recommendations of qualifying Senators to fill in the vacant position. If Senators decline, the Appointment Committee shall open vacancy applications. Newly elected candidate must shadow the current Vice President of Finance before being sworn-in.
- 1.04. **Vice President of University Affairs:** The Vice President of University Affairs shall coordinate student representation on the University Senate, Senate Committees, Senate ad hoc committees, any other University committee and any other academic policy-making bodies. The Vice President of University Affairs, or designee, shall serve as the organization's voting members of the University Senate. The Vice President of University Affairs shall be responsible for keeping the A.S. regularly informed on all issues related to University policy-making bodies, including, but not limited to, the University Senate and its standing committees. The Vice President of University Affairs shall coordinate all research, evaluation, development and application of student advocacy issues approved by the A.S. as it pertains to the above listed entities. The Vice President of University Affairs will be responsible for maintaining the Your Voice Matters initiative and reviewing forms with the A.S.

Coordinator and/or A.S. Advisor. In the event that the Executive Assistant is absent from a meeting, the Vice President of University Affairs shall assume the duties of the Executive Assistant for that week. The Vice President of University Affairs will be responsible for serving a minimum of five (5) office hours per week. They must be chair of the Bylaws Committee and the Special Events Committee, serve in the University Senate and be part of at least two (2) other committees. In order to be an upcoming candidate for Vice President of University Affairs, it is recommended the member must have served at least one (1) year in Associated Students within the CSU system. If the Vice President of University Affairs were to resign, the Executive team would make recommendations of Senator candidates to fill in the vacant position. If Senators decline, the Appointment Committee shall open vacancy applications. Newly elected candidate must shadow the current Vice President of University Affairs before being sworn-in.

- 1.05. **Senators:** The Senators shall be responsible for public relations and advocacy efforts within the campus community. This includes, but will not be limited to; making sure students are informed of current A.S. events on campus, inform about crucial information regarding the student body and how to become involved with 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 campus marquees; 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, attend A.S. Official Meetings and events, are responsible for serving a minimum of four (4) office hours per week and be part of at least four (4) committees. In the event that an Executive position becomes available and the A.S. member meets the qualifications recommended for the position, Senators may potentially be selected by the Executive team to fulfill an Executive vacancy. If a Senator position becomes available, the Appointment Committee shall open vacancy applications.
- 1.06. **Associated Students Executive Assistant:** Under the direction of the Associated Students Coordinator, the Executive Assistant aids in the overall successful daily operations of Associated Students – Imperial Valley by performing multiple levels of administrative tasks. The Executive Assistant shall be responsible for assisting with events, taking notes at all official and special A.S. meetings, producing agendas, forms, memos, minutes, schedules, keeping orderly files, assisting with financial documents, assisting with all Elections documents, meetings, and events and working closely with the Associated Students Coordinator. The Executive Assistant 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 and afterwards, verify the accuracy and truthful composition of the minutes. The Executive Assistant shall serve as a non-voting member of Associated Students – Imperial Valley. The Executive Assistant must be present in the A.S. Official and Special Meetings. The Executive Assistant is a non-elected member, and as an A.S. employee, the applicants for the position must be currently enrolled at San Diego State University- Imperial Valley, taking a minimum of 6 units, and have a minimum 2.50 GPA. If the Executive Assistant wishes to run for office or apply for a vacancy, they must give a notice of resignation to the employer and pass through the Election's process.

- 1.07. **Volunteers:** Volunteers who reach out to the A.S. Coordinator will sign a Volunteer Form and help on an as needed basis. Volunteers are not official A.S. members.
- 1.08. **A.S. Advisor:** The A.S. Advisor shall serve as the liaison between SDSU IV Associated Students and the SDSU IV Leadership Team as well as the SDSU West Campus Vice President for Student Affairs Leadership Teams. Consult SDSU IV Associated Students in making key decisions and help A.S. team find answers to both basic and high-level questions; a resource for SDSU IV Associated Students. Advocate for SDSU IV Associated Students and SDSU IV students in general assuring that SDSU IV students are provided services and programs that they are eligible for on the IV and West Campus. Serve as an agent for SDSU IV Associated Student attending meetings to gain an understanding of A.S. priorities and work to communicate these priorities across the IV and West campuses to build consensus and collaboration. Accounting approval duties. Provide final review, approval and submission of A.S. purchases and procurement of services including credit card purchases and invoices. Serve as one of the liaisons between SDSU IV Associated Students and the SDSU West Campus Associated Students staff on administrative matters.
- 1.09. **A.S. Coordinator:** Assist with planning, coordinating, and promoting programs, events and other activities. Meet with A.S. to keep them informed of any events/issues that come up. Provide clerical and administrative support. Supervise student assistant(s). Review A.S. website, social media accounts, monthly newsletter and any other printed A.S. document(s) to ensure they are up-to-date, relevant, and accurate and make appropriate recommendations as necessary. Chair of A.S. Scholarship Committee and ensure applications are reviewed and scholarships are awarded. In charge of equipment inventory and tagging equipment. Liaison for A.S. West Campus and A.S. IV. Assist with financial duties, bookkeeping and anything A.S. related

- 1.10. 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 within their office hours throughout the semester, and attending/assisting with certain campus and community events or activities on a volunteer basis.
- 1.11. A.S. members shall serve on standing and special committees. All standing and special committees must be filled by A.S. members and are open to students-at-large.

Section 2 Standing Committees

All standing committee meetings are Official Meetings.

The A.S. members shall participate in the following standing committees:

2.01. **Aztec Events Committee:** The Aztec Events Committee shall be chaired by the Executive Vice President and composed of designated A.S. members. It is the responsibility of the Aztec Events Committee to plan and coordinate events for the student and campus community throughout the academic year. Under the supervision of the Executive Vice President, there shall be at least two (2) designees per programming area who will be in charge of developing at least two (2) events per semester. The areas of student and campus life are, Campus Safety, Cultural, Educational, Justice, Equity, Diversity and Inclusion, Social and Sustainability. The designees of each area shall meet on their own to brainstorm, approve, plan and organize the event of the designated area before meeting with the Executive Vice President and other committee members to finalize the event(s). The designees shall present the ideas to the entire Aztec Events Committee. If no feedback is provided, they should proceed with submitting an informational item to the A.S. Executive Assistant with proper documentation, not limited to work order, food permit, marketing materials, mass email and budget request. After the items and process aforementioned is completed, the A.S. shall vote for the event.

a. Campus Safety: Shall work with campus staff in planning events, publicize events to campus community, attend and participate in events, and solicit participation from A.S. members. The 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 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.

- b. Cultural:** Shall plan events, publicize events to campus community, attend and participate in events, and solicit participation from A.S. members. The committee shall create events relating to culture and its history. Events can include, but are not limited to: cultural performances, talent shows, open mic nights, trips to theater shows, museums, art shows, exhibitions, cultural celebrations, etc.
- c. Educational:** Shall plan events, publicize events to campus community, attend and participate in events, and solicit participation from A.S. members. The 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.
- d. Justice, Equity, Diversity and Inclusion:** Shall plan events, publicize events to campus community, attend and participate in events, and solicit participation from A.S. members. The committee shall create events relating to justice, equity, diversity and inclusion. Events can include, but are not limited to: Juneteenth Celebration, LGBTQ+ related events, Women's History Month, etc.
- e. Social:** Shall plan events, publicize events to campus community, attend and participate in events, and solicit participation from A.S. members. The committee shall create events that incite students to socialize with one another. Events can include, but are not limited to: theme park/game excursions, sport tournaments, etc.
- f. Sustainability:** Shall plan events, publicize events to campus community, attend and participate in events, and solicit participation from A.S. members. Shall be involved with San Diego State University - Imperial Valley sustainability initiatives and keep A.S. informed of such initiatives. Events can include, but are not limited to: plant potting, healthy eating, recycling and compost seminars, etc.

2.02. **Bonding Committee:** The Bonding Committee shall be composed of at least three (3) A.S. members. The committee is in charge of developing at least two (2) events per semester. Events can include, but are not limited to: team building, excursions, gatherings, skills training, etc.

2.03. **Bylaws Committee:** The Bylaws Committee shall be composed of the A.S. Vice President of University Affairs, and at least two (2) other members from the A.S. All members of the Bylaws Committee shall be responsible for attending meetings with the A.S. Advisor and/or Associated Students Coordinator. The committee is responsible for interpreting the Official Bylaws and the Official Handbook by making necessary changes, if needed. In April, the committee must present the first Bylaws reading corrections (corrections marked as suggestions), second Bylaws reading (corrected), and final Bylaws. Any major statutory change should be brought up to the A.S. for a vote prior to the first Bylaws reading. All final changes must be

approved by the majority (50% + 1) of the A.S. during an A.S. Official Meeting.

2.04. **Finance and Facilities Committee:** The Finance and Facilities Committee shall be composed of the Vice President of Finance serving as chair of the committee and at least two (2) other A.S. members. It is the responsibility of the Finance and Facilities Committee to coordinate the upkeep of the A.S. bulletin boards, A.S. office and kitchen area. The committee shall revise the inventory of supplies created by the A.S. Coordinator at the end of each semester for the Calexico and Brawley campuses and coordinate the ordering of supplies and materials. The Finance and Facilities Committee shall advise the A.S. on how to preserve and protect the financial stability of the A.S.; promote the betterment of its financial position; assure its fiscal integrity; and oversee, manage and distribute the financial resources placed in its charge on behalf of the students of San Diego State University - Imperial Valley in a fair and open manner, while deriving for them the maximum benefit from these resources. The A.S. Executive Assistant, A.S. Coordinator, and/or A.S. Advisor will oversee the financial reporting process to ensure the balance, transparency, and integrity of published financial information of Associated Students. The Finance and Facilities Committee shall determine the scholarship fund with the guidance of the A.S. Advisor and A.S. Coordinator and upon the approval of two-thirds ($\frac{2}{3}$) of the A.S. members.

2.05. **Media and Marketing Committee:** The Media and Marketing Committee will be composed of at least three (3) A.S. members. It is the responsibility of the Media and Marketing Committee to: brand, market and promote all A.S. services, events, news and activities to the student body and SDSU community; photograph A.S. events and co-sponsored events; manage social media platforms; review A.S. promotional flyers; create innovative content for social media purposes. It is the responsibility of the Media and Marketing Committee to establish outreach to students, faculty, and staff. It is also the responsibility of the Media and Marketing Committee to create and meet deadlines to release monthly newsletters. The A.S. Newsletter will include A.S. events and information. Newsletters will be posted on the A.S. website and certain campus locations. 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 Associated Students Coordinator. Personal A.S. social media accounts must be approved by A.S. Coordinator and/or A.S. Advisor.

2.06. **Recognized Student Organizations Oversight Committee:** The Recognized Student Organizations Oversight Committee shall be composed of the Executive Vice President. It is the responsibility of the Recognized Student Organizations Oversight Committee to attend at least one (1) meeting every semester per organization, provide information about ongoing

events to the A.S., act as a liaison between A.S. and organizations, and coordinate at least one (1) meeting per semester with all active organization executive members.

- 2.07. **Research Team Committee:** The Research Team Committee shall be composed of at least three (3) 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.
- 2.08. **Special Events Committee:** The Special Events Committee shall be chaired by the Vice President of University Affairs and composed of at least four (4) Senators. It is the responsibility of the Special Events Committee to plan and coordinate larger campus community events, not limited to Welcome Backs, Commencement and/or Graduation Celebrations, Internal Retreats, A.S. San Diego visits, and the A.S. Banquet. Once the committee organizes and approves the respective event, the Vice President of University Affairs shall submit an informational item for consideration to the A.S. Executive Assistant with proper documentation, not limited to work order, food permit, marketing materials, mass email and budget request. After the items and process aforementioned is completed, the A.S. shall vote for the event.

Section 3 Special Committees

All Special committee meetings are Official Meetings.

The A.S. shall participate in the following special committees:

- 3.01. **Appointment and Elections Committee:** The Appointment and Elections Committee shall be chaired by the President or the Executive Vice President, at least two (2) A.S. members, and the A.S. Advisor and/or Associated Students Coordinator. The committee will interview candidates and make recommendations to the A.S. regarding appointment to the vacancies. The committee will also be in charge of the processes associated with selecting students for 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 and/or Associated Students Coordinator will be present to guarantee the fairness and equality of all interviews. Following interviews, the committee will discuss, select and vote on the best candidate(s) for the position(s). The A.S. Advisor and/or Associated Students Coordinator will guide and advise the committee on selecting the best candidate. The Appointment Committee will submit an item for consideration to the A.S. Executive Assistant. 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 nominate the most qualified, and willing, current A.S. member(s) to fill the vacant position(s) with immediate need for occupancy and upon majority vote approval of the A.S.
- b. If this results in the vacancy of another position with the need for occupancy, a current A.S. member shall be nominated by the Appointment Committee without the need for prior approval by the current A.S. but shall be approved with a majority vote in an A.S. Official Meeting.

3.02. **Disciplinary Committee:** The Disciplinary Committee shall be composed of the Executive Vice President and the A.S. Advisor. 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.

3.03. **Hearing Committee:** The Hearing Committee, a separate board from the A.S.'s Disciplinary Committee, will be composed of the A.S. Advisor, the Associated Students Coordinator and at least 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.

3.04. **SDSU Campus Fee Advisory Committee (CFAC):** The SDSU Campus Fee Advisory Committee (CFAC) shall include the President and the Vice President of Finance. The A.S. members shall serve as representatives of Imperial Valley students and will act as a liaison between the committee and the A.S.

3.05. **SDSU-IV Campus Fee Advisory Committee (CFAC/IRA):** The SDSU-IV Campus Fee Advisory Committee (CFAC/IRA) shall include the President and the Vice President of Finance. The representatives will act as a liaison between the committee and the A.S.

- 3.06. **University Senate:** The President and the Vice President of University Affairs must serve in the Academic University Senate. If the President or the Vice President of University Affairs is unable to serve, the Associated Students, with advice of the A.S. Advisor and Associated Students Coordinator, shall appoint one (1) qualifying A.S. member to serve in the Academic University Senate.

Section 4 External and University Committees

- 4.01. At the discretion of the A.S., there shall be appointees to external and university committees.
- 4.02. The representation in external and university committees will be delegated by the Imperial Valley Associated Students Coordinator and the A.S. West Campus Staff.

Section 5 Amendments to Committees

- 5.01. If at any time A.S. wishes to form or dissolve a committee, the action must be approved by a two-thirds ($\frac{2}{3}$) vote of the A.S. members. The justification of the elimination or addition of the new committee should be beneficial to the campus community.

Section 6 Initial Duties

- 6.01. Once candidates are elected for the positions, the elected members shall shadow the current member in their respective position as soon as election results are officialized.
- 6.02. A mandatory retreat must be held after Commencement for the new A.S. members. Additional retreats (Fall, Summer, or Winter) shall be discussed and approved by the newly elected A.S. before they can be held.

Section 7 Initiatives

- 7.01. **Your Voice Matters Initiative (YVM):** The Your Voice Matters initiative shall be overseen by the Vice President of University Affairs and monitored by the A.S. Advisor and/or Associated Students Coordinator. This initiative is driven by student voices through responses on a Google form via the A.S. email. The Vice President of University Affairs will follow YVM guidelines and respond to responses accordingly. Refer to the “YVM Internal Process Document” for more details.

ARTICLE VI – Associated Students Meetings and Records

Section 1

- 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 approval of previous minutes and before University Reports and Presentations. All visitors must state their full name and occupation. Time allotted to each public commenter shall be determined by the meeting chair.
- 1.03. The meeting time and location shall be determined by quorum (50% +1) of the A.S. voting members.
- 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 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) Special Summer Meetings shall be required before the Fall Semester begins. Only one (1) absence will be allowed during the Summer 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. A transition meeting will be held at the last A.S. Official Meeting of the Spring semester.
 - a. The Associated Students officers and elected officers shall convene at the last A.S. Official Meeting to formally entrust the authority to the next council.
 - b. The act shall be marked with the passing of the presidential gavel from the current President to the President-elect.
 - c. Once the current A.S. Official Meeting ends, the succeeding council shall initiate its first A.S. Official Meeting.
- 1.07. Procedures in meetings shall follow the Gloria Romero Act and/or any similar procedures that may add to the effectiveness of student business.
 - a. Committee Chairs, A.S. Advisor, and Associated Students Coordinator must email committee reports to the A.S. Executive Assistant within the set deadline before the A.S. Official Meeting.

- b. Reports submitted past the set deadline established by the A.S. Executive Assistant will not be recorded on the A.S. Official Minutes.

- 1.08. If the President and Executive Vice President are both absent from an A.S. Official Meeting, the Vice President of Finance shall preside as chair. If neither the President, Executive Vice President, nor Vice President of Finance are present, the Vice President of University Affairs shall preside as chair. In the event that none of the Executive Officers are present for the meeting, the meeting shall be cancelled.
- 1.09. A.S. Agendas and A.S. Minutes of all regular and other meetings shall be posted on the A.S. Website. 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 – Discipline and Recall

Section 1

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, and Associated Students Coordinator 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 President, Executive Vice President and Associated Students Coordinator will determine the validity of all excused absences.
- 1.03. Absences can be excused if the 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 and 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.

- 1.04. If an unforeseen emergency occurs before or on the day of an event/meeting, the A.S. member must notify all A.S. members, A.S. Advisor, and Associated Students Coordinator, via email as soon as possible. The A.S. member will have twenty-four (24) hours to present appropriate documentation to justify the absence.
- 1.05. The A.S. Advisor, Associated Students Coordinator, President and Executive Vice President shall have the authority to issue verbal warnings and write-ups to A.S. members.
 - a. 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.
 - b. After receiving a second verbal warning, 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 Article XII) 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.).
- 1.06. When a member is presented with their second write-up, they will be notified of their removal from A.S.
- 1.07. Procedures regarding absences and verbal warnings/write-ups:
 - a. If a member is given a verbal warning and/or write-up, they will carry over for the following semester, in the same academic year.
 - b. Absences do not carry over the following semester as they reset on a semester basis.
- 1.08. If a member is removed from A.S. due to disciplinary actions, they will not be able to serve in A.S. office indefinitely. Immediately after termination, they must reimburse their scholarship and return the A.S. office keys and any other A.S. issued materials (name tag, polos, etc.).

Section 2

- 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 these 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 these Official Bylaws.
 - c. A member has engaged in unacceptable activities such as, but not limited to: harassment, stealing, or causing damage to campus facilities. Other forms of improper conduct may be considered as unacceptable 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 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.
- 2.03. 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. During this period, they may not 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 the 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 – Referendums

Section 1

- 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:
- Upon receiving a petition calling for a referendum signed by at least thirty percent (30%) of the A.S.
 - Upon receiving thirty percent (30%) of signatures from the A.S., a two-thirds ($\frac{2}{3}$) of the votes shall be necessary to pass the initiative.
 - 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 take place no later than thirty (30) working days from the time the referendum is initiated.
- 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 – Budget Review

Section 1

- 1.01. The Vice President of Finance and Associated Students Coordinator will formulate the budget during a budget meeting. 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 – Amendments

Section 1

- 1.01 Official Bylaws may be amended by the A.S. by a two-thirds ($\frac{2}{3}$) vote. In order for these Official 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 – Oath to Office

Section 1

- 1.01. The following oath must be affirmed by all newly elected and appointed Associated Students members as they take office:

I (Name), as duly elected (A.S. Officer) 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 a 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 and staff are acknowledging an understanding of their duties and an awareness of the consequences that may ensue if they do not fulfill their duties.
- 1.03. The oath shall be administered to the incoming A.S. President by the outgoing A.S. President.

Article XII – Standards of Conduct

Section 1

- 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 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. A.S. members will get office, kitchen, A.S. Coordinator office storage keys. A.S. Executive Vice President will get office, kitchen, A.S. Coordinator office/storage keys.
 1. In the event an A.S. member misplaces key(s), they must abide by the fees associated such as key replacement, locking mechanisms, maintenance, etc.
 - b. The A.S. Golf Cart should be used for related daily activities and events only.
 1. A.S. Executive members, A.S. Staff, and A.S. Student Assistants are the only ones eligible to use the golf cart upon completion of training and paperwork (subject to change).
 2. Golf cart usage should adhere to campus and Student Union hours of operation. Extended time frames must be cleared with A.S. Coordinator prior to use.
 - c. The A.S. tables and chairs should be used for related daily activities and events only.
 1. Campus affiliates are not authorized to use chairs, tables, and transport carts.
 2. RSOs may submit a request form to borrow tables, chairs or transport carts, subject to Associated Students discretion.
 - d. The A.S. flagpole should be used for approved events, subject to Associated Students discretion.
- 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.
- 1.06. 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.

Article XIII – Office Etiquette

Section 1

- 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, 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. 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 are 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.
- 1.05. 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.
- 1.06. All A.S. members are expected to adhere to the Student Union Building's hours of operation, unless required for A.S. events. If entrance is needed outside the hours of operation, members need to get the approval of the Associated Students Coordinator.

Article XIV – Facilities

Section 1

- 1.01. For purposes of these Official Bylaws, facilities are any Associated Students buildings or spaces.
- 1.02. All matters regarding the A.S. facilities and furniture shall be decided by the Finance and Facilities Committee with advice from the Associated Students Coordinator.
- 1.03. The Vice President of Finance and Associated Students Coordinator shall oversee any issues within the Student Union Building and any other A.S. facilities.
- 1.04. Decisions regarding any facilities shall be taken by the A.S. President in consultation with the A.S. Vice President of Finance, and Associated Students Coordinator.
- 1.05. Work order status can be consulted with the Associated Students Coordinator. If two (2) weeks have passed and there are no updates, the Associated Students Coordinator and the Vice President of Finance shall meet with the Director of Business and Financial Services.
- 1.06. If needed, Associated Students - Imperial Valley may hire an external contractor to conduct any job within the Student Union Building, following standard protocols advised by the Associated Students Coordinator.
- 1.07. Any major facility purchase may not be donated or displaced within the first five (5) years of its purchase.
- 1.08. Any major facility purchase shall be consulted with the student body through an official A.S. Survey.

APPENDIX A ELECTIONS CODE

Section 1 General 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, and Associated Students Coordinator 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 by said deadline.
- 1.04. The candidate shall attend the mandatory Elections Code meeting to obtain nomination information.
- 1.05. Candidates shall participate in the mandatory Elections events.
- 1.06. All elected candidates must attend the last A.S. Official Meeting of the Spring Semester to be sworn in.
- 1.07. Once candidates are elected for the positions, the incoming A.S. members 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 Write-In Procedures

- 2.01. 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 by the set deadline.
- 2.02. Write-in candidates are eligible to campaign during the campaigning period.
- 2.03. Write-in candidates will not be a part of the candidate statement page, which will be accessible to voters while voting.
- 2.04. 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.
- 2.05. Any name typed upon a ballot, including a reasonable likeness 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.
- 2.06. 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 application.
- 2.07. 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.

- 2.08. 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 these Bylaws.

Section 3 Candidate Policy

- 3.01. All candidates shall be in good academic and disciplinary standing with the institution (not on academic or disciplinary probation) as stated in Article IV of the A.S. Official Bylaws, at the time of the submission of the candidate's application.
- 3.02. At the time of the application submission, all prospective candidates for the A.S. shall declare the position for which they are seeking.
- 3.03. Any matriculated student, who has met the minimum requirements (See Article IV) 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.
- 3.04. Disqualified candidates are ineligible to run as write-in candidates as outlined in Section 4 of the Elections Code.
- 3.05. 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.
- 3.06. 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.
- 3.07. 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.

- 3.08. 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.
- 3.09. Voting instructions as approved by the Elections Committee shall be listed on the ballot.
- 3.10. The following procedures shall be utilized during balloting:
- a. In order to vote, a student will need to access BigPulse with their student credentials. In order to vote in person, a student will need their SDSU 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 A.S. Executive Assistant or designee.
 - c. Each student will be able to vote for the following offices: A.S. President, A.S. Executive Vice President, A.S. Vice President of Finance, A.S. Vice President of University Affairs, and A.S. Senators.
 - 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.
- 3.11. The A.S. President, A.S. Executive Vice President, A.S. Vice President of Finance, A.S. Vice President of University Affairs, and A.S. Senators shall be elected by a majority vote. A student may not hold more than one (1) elected office simultaneously.
- 3.12. 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.
- 3.13. 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.
- 3.14. 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 A. The Elections Committee, in accordance with Appendix A Section 2 of the Elections Code, shall disqualify those not meeting the qualifications.

- 3.15. In the event that a candidate withdraws or is removed from the election after the BigPulse ballot has been finalized and programmed for voting, the A.S. Executive Assistant should make every effort to notify potential voters as soon as possible. The A.S. Executive Assistant 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 election results are published.

Section 4 Violations of the Elections Code

- 4.01. 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.
- 4.02. All complaints or violations shall be submitted via email or in writing to the A.S. Executive Assistant 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.
- 4.03. 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.
- 4.04. 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 shall be required for a complaint of a violation and penalty to be upheld.
- 4.05. 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.
- 4.06. 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 A.S. Executive Assistant within 48 business hours of the conclusion of the appeals meeting.

- 4.07. The A.S. Advisor or designee, subject to approval of the A.S. with a majority vote, may invalidate any elections within its jurisdiction when the Elections Committee has shown 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.
- 4.08. 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.

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 by 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 A.S. Executive Assistant. 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 A.S. Executive Assistant 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 A.S. Executive Assistant 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 A.S. Executive Assistant one (1) week prior to campaigning period.
 - 1. Leniency of material submission during the campaigning period is up to the discretion of the A.S. Executive Assistant.
 - 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.
 - e. If campaign material will include non-candidates, written consent from said individual(s) shall be required at the submission of campaigning materials.
 - f. The A.S. Elections Instagram account should be managed by the A.S. Executive Assistant. Only Elections material shall be posted in the account.

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 people on campus is prohibited.
- 6.04. People 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 library.
- 6.11. No campaigning materials should be posted in the following San Diego State University - Imperial Valley facilities: 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. Any material purchased by Associated Students may not be used for campaigning purposes (e.g. business cards, nametags, etc.).
- 6.14. All campaign material shall be submitted to the A.S. Executive Assistant for approval before distribution to determine the ownership of campaign

materials and accountability of candidates for said materials.

- 6.15. 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.
 - d. Outdoor bulletin boards, bulletin boards inside the Student Union Building, bulletin boards at the Brawley campus, classroom bulletin boards (upon approval of the Director of Business Services).
- 6.16. 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 A.S. Executive Assistant has the authority, under approval of the Elections Committee, to stipulate other violations.
- 6.17. 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 A.S. Executive Assistant 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.

- 6.18. The use of email is permitted, with the following stipulations:
 - a. Emails can only be sent to persons the candidate knows.
 - b. Emails cannot be sent or forwarded to students who you do not know.
 - c. 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.
- 6.19. Social networking websites (including, but not limited to, Facebook, Twitter, etc.) shall be allowed upon approval of the A.S. Executive Assistant 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 user agreement.
 - b. Such campaigning shall not be abusive, libelous/slandorous, or in any way harmful to competitors, competitors campaign members, or any other person or organization. Candidates are reminded that websites are considered to be public documents.
 - c. Since 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 A.S. Executive Assistant for approval prior to posting. Comments need not to be submitted to the A.S. Executive Assistant 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 strongly urges 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 Canvas for campaigning is not permitted.
- 6.20. Candidates may post a link to BigPulse from their campaign sites. The URL for BigPulse may be included on campaign material.
- 6.21. There shall be no campaigning (use of flyers, buttons, stickers, signs, etc.) during A.S. Official Meetings and A.S. Committee Meetings.
- 6.22. Candidates shall refrain from publicly sharing materials prior to the designated campaign period that later becomes campaign materials.
- 6.23. If there is any doubt with regards to the Elections Code, the candidate(s) should consult the A.S. Executive Assistant.

Section 7 Ballots

- 7.01. Ballots shall not be counted until elections have concluded. The A.S. Executive Assistant 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 A.S. Executive Assistant shall be responsible for submitting the results to the Webmaster and Media and Marketing Committee. The Elections Committee A.S. representative will provide the results to the A.S. at their next A.S. Official Meeting. The results will be available on the A.S. Newsletter in the month of March, April, or May.
- 7.02. When the polls close on the final day of elections, the A.S. Executive Assistant will meet with the A.S. Advisor or designee to obtain the online elections results.

- 7.03. If online voting is unavailable, the Elections Committee and A.S. Advisor or designee 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.
- 7.04. All results and documents shall be retained in the A.S. office until the A.S. Advisor or designee accepts the election results.
- 7.05. Election results shall be printed and signed by the A.S. Executive Assistant and posted in the Student Union Bulletin, and website upon completion of the count.

Section 8 Executive Assistant - Elections

- 8.01. Will be responsible for all relations within the Elections Committee.
- 8.02. As Chair of the Elections Committee, will oversee all decisions, issues, and concerns within this committee; this includes, but is not limited to:
 - a. Reviewing the Elections Code at the A.S. Elections Meeting.
 - b. Approving all campaigning material during A.S. Elections.
 - c. Stand as acting liaison for the Elections Committee.
 - d. Address all questions and/or concerns presented by San Diego State University - Imperial Valley faculty, staff, and/or students.
- 8.04. During Associated Students elections, 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.
- 8.05. In agreement with the Elections Committee, 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.
- 8.06. 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.

Section 9 Elections Committee

- 10.01. The Elections Committee is responsible for overseeing the elections process.
- 10.02. The Elections Committee is composed of one (1) A.S. Executive Assistant, one (1) A.S. representative, and three (3) students-at-large.

- a. If there is no student-at-large interest, non-returning A.S. members may fulfill vacant roles in the committee.
- 10.03. The Elections Committee, in accordance with 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.
- 10.04. On behalf of the A.S., there shall be an appointed A.S. representative in the Elections Committee.
- 10.05. 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 A.S. Executive Assistant vote shall be counted. The quorum shall consist of fifty percent plus one (50% + 1) of the filled voting seats present.
- 10.06. 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.

Elections Eligibility

- 10.07. 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.
- 10.08. During the month of November, elections for the upcoming academic year will be announced. The A.S. Executive Assistant 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 A.S. Executive Assistant shall follow all guidelines detailed in the Elections Code.
- 10.09. The Elections Committee shall consist of one (1) A.S. Executive Assistant, one (1) A.S. Representative, and three (3) students-at-large, who 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.
- 10.10. The Executive Assistant may be removed from Elections 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 Executive Assistant elections activities detailing cause or reason for removal 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 Executive Assistant, both of whom shall be invited to attend the meeting.
- c. A.S. has forwarded a recommendation of removal of the Executive Assistant from elections to the A.S. Advisor or designee.

If the Executive Assistant is removed from elections, the Appointment Committee shall open vacancy applications. If time does not permit for 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.

- 10.11. 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).

Powers and Duties

- 10.13 It shall be the duty of the Elections Committee to interpret and ensure the Elections Code is followed.
- 10.14. Penalties are determined by the Elections Committee with the feedback of the A.S. Advisor/designee or A.S.
- 10.15. A.S. general/special elections polling times and ballot positions shall be subject to the approval of the A.S. Advisor or designee.
- 10.16. The duties and responsibilities of the A.S. Executive Assistant during elections 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 voting information).
- l. To complete six (6) office hours per week during the Elections Period.

10.17. 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.

10.18. 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.