

ASSOCIATED STUDENTS OF SAN DEIGO STATE UNIVERSITY

COLLEGE OF ARTS & LETTERS COUNCIL CHARTER

(Added 4/15/09, Revised 12/02/09, 12/01/10, 4/11/12)

PREAMBLE

We, the members of the College of Arts and Letters Student Council, in order to advance the interests of the College of Arts and Letters throughout the University, to promote student participation and involvement in clubs and organizations within the College of Arts and Letters, to organize social, cultural, and academic activities and/or programs, to provide assistance and support for the activities and programs sponsored by our student organizations, to promote recruitment and retention of students into majors that fall within the College of Arts and Letters, and to allocate funds as provided to the College of Arts and Letters by the Associated Students Council, do hereby ordain and establish these Bylaws.

FOREWORD

These Bylaws shall be in support of the Bylaws of the Associated Students of San Diego State University and, when in conflict, shall be subordinate to that of the Associated Students of San Diego State University Bylaws. The Bylaws now and hereinafter shall define the purpose and policies of the Association and shall be binding to all members and organizations under the auspices of the College of Arts and Letters.

ARTICLE I – NAME

SECTION 1: The name of this organization shall be the College of Arts and Letters Student Council and herein referred to as CAL.

ARTICLE II – MEMBERSHIP

SECTION 2: Membership of the organization shall be those persons with declared majors or minors in the departments that comprise the College of Arts and Letters and who are enrolled at San Diego State University. These students shall be considered students at large and would not have a voting seat.

SECTION 3: Those students who are designated as representatives of a recognized on-campus club or organization in the College of Arts and Letters.

SECTION 4: Those students who are elected or appointed to an Executive Office by the College of Arts and Letters Council

SECTION 5: Those students who have been elected College of Arts and Letters Representatives to the Associated Students University Council

ARTICLE III – ELIGIBILITY

SECTION 6: Members shall be currently enrolled as regular matriculated students at San Diego State University.

SECTION 7: Members shall maintain good academic standing (2.0 G.P.A.) with San Diego State University throughout the duration of her/his term as representative or office.

SECTION 8: Members shall not be on either academic or disciplinary probation.

ARTICLE IV – CAL COUNCIL

SECTION 9: The College of Arts and Letters Council shall hereby be known as CAL Student Council, whose members shall consist of:

- a. Minimum of five (5) Executive Officers
  1. President
  2. Executive Vice President
  3. Vice President of Finance
  4. Vice President of Internal Affairs
  5. Vice President of Publicity
- b. The College of Arts and Letters representatives to the Associated Students Council.
- c. One (1) student representative from each club/organization, which receives funding from CAL Council.
- d. The Dean of the College of Arts and Letters or his/her designee.
- e. The CAL advisor

#### SECTION 10: CAL Council Clubs/Organizations

- a. Shall have one (1) voting member regardless of the number of constituents within their respective clubs/organizations.
- b. Shall deliver their organization's President's name and contact information, the organization's meeting time, CAL Student Council representative's name and contact information, and any other important information to the Vice President of Internal Affairs at the beginning of each term.
- c. Established student organizations shall have the first three (3) meetings to select their representative to CAL Student Council; if no representative attends after this time their accounts will be frozen and possibly allocated to another student organization.
- d. New student organizations can begin to receive funding after they have sent a representative to CAL Student Council for an entire semester.

#### SECTION 11: Meetings, Attendance & Requirements

- a. Meetings for CAL Council will be determined by the Executive Officers at the beginning of the semester.
- b. Meeting hours and dates may be re-scheduled by CAL Council or the Executive Officers.
- c. A quorum shall consist of a simple majority of the voting Representatives of CAL Council.
- d. Excuses must be submitted in writing to the Vice President of Internal Affairs within one (1) week of meeting missed or the absence will be considered unexcused.
- e. Absences by Representatives and Executive Officers will be noted in the CAL Student Council minutes.
- f. Three (3) unexcused absences by Representatives and/or Executive Officers will result in dismissal with option to appeal.
- g. A total of five (5) absences, excused or unexcused, will result in removal from the Council with the opportunity to appeal (see Section 28)
- h. Student Organization membership privileges, including funding from the College of Arts and Letters Student Council, shall be suspended following three (3) unexcused absences from CAL Student Council meetings in one semester with option to appeal (see Section 12).
- i. If the Student Organization representative does not appeal, funds allocated to the student organization may be given to other student organizations that need it (see Section 28).
- j. All voting members must complete at least one (1) community service event and at least one (1) hour of tabling each semester. Failure to do so will result in one (1) absence each.

#### SECTION 12: Appeals

- a. All council members have the option to appeal unexcused absences or removal from the council.
- b. To appeal unexcused absence, the member will submit a written request and reason for absence to the Vice President of Internal Affairs and will be added to the following week's agenda in order to be voted on by the Executive Committee and approved by council.
- c. To appeal removal from the council, the member will submit a written request to be on the following week's agenda where they can present their case and have it voted on by the council.

#### SECTION 13: Elections

- a. Officers may be re-elected and may serve no more than three (3) consecutive terms in the same office.
- b. A plurality of the votes cast shall be necessary to elect officers to any position on CAL Student Council.
- c. Officers shall be elected by secret ballot unless there is only one candidate for that particular office.
- d. Eligible voters include all CAL Student Council members, the President of CAL Student Council, as well as A.S. Council representatives-elect.

#### ARTICLE V – OFFICERS

SECTION 14: The Executive Officers of the College of Arts and Letters Student Council shall be President, Executive Vice President, Vice President of Finance, Vice President of Internal Affairs, and Associated Students Council Representatives.

SECTION 15: All Executive Officers of the Associated Students of the College of Arts and Letters shall be responsible for the following:

- a. Shall prepare an annual written statement/report to be forwarded to the current council advisor by May 31st of the given year.
- b. Shall create and maintain a transitional informational notebook/file for the succeeding officer.
- c. Shall be present at all College of Arts and Letters Council Meetings. If an executive officer is absent from three (3) meetings without submitting an excused absence either before or within seven (7) days after the absence in question, it is at the Council's discretion to remove said officer.
- d. Shall attend a College of Arts and Letters Retreat in the beginning of each semester.
- e. Shall maintain the cleanliness, upkeep, and location of the College of Arts and Letters Student Council office.

SECTION 16: President

- a. Shall be the official representative of the College of the Arts and Letters Student Council including all students within the College of Arts and Letters.
- b. Shall chair the College of Arts and Letters Student Council meetings
- c. Shall be a member of the College Council President's Association.
- d. Shall be the liaison to all campus College Councils.
- e. Shall be the liaison to the College of Arts and Letters Administration
- f. Shall have the power to call for special College of Arts and Letters Council meetings, in which quorum must be present.
- g. Shall be in the case of vacancy:
  - 1. An ex-officio non-voting member of Associated Students Council.
  - 2. In charge of the distribution of the duties of open Executive Officer seats.
- h. Shall act as an ex-officio College of Arts and Letters representative to the Faculty Committees of the College of Arts and Letters.
- i. Shall vote to make or break ties/two-thirds, and in voting for new executive officers.
- j. Shall, in coordination with College of Arts and Letters Council and the A.S. Elections Coordinator, schedule and hold College of Arts and Letters Council endorsements for A.S. Elections.
- k. Shall confirm room reservations of College of Arts and Letters Council meetings by the end of the previous semester

SECTION 17: Executive Vice President

- a. Shall be the chief administrative aide to the President.
- b. Shall be responsible for all duties of the President in case of absence.
- c. Shall be responsible for all alumni relations and the coordination of an annual alumni event.
- d. Shall organize one (1) annual event in coordination with the CAL Alumni Chapter and college faculty and staff.

- e. Shall be responsible for all student organization outreach and recruitment for the College of Arts and Letters Council.
- f. Shall be the facilitator of concerns and recommendations brought forth by the students of the College of Arts and Letters to the College of Arts and Letters Student Council.

#### SECTION 18: Vice President of Finance

- a. Shall be responsible for all duties of the President in case of the Executive Vice President's absence.
- b. Shall be the officer responsible for A.S. monies distributed to the College of Arts and Letters Student Council clubs/organizations.
- c. Shall be the liaison between the College of Arts and Letters Student Council and the Associated Students Finance Board.
- d. Shall act and enforce all finance codes and responsibilities.
- e. Shall provide written procedures to College of Arts and Letters Student Council Representatives on how to utilize Associated Students financial allocations.
- f. Shall create and maintain a College of Arts and Letters Student Council club/organization financial report bi-monthly to the College of Arts and Letters Student Council.
- g. Shall turn in next year's fiscal year's budget to the A.S. Finance Board before Finance Board's deadline.
- h. Shall attend a How to Spend Your A.S. Dollars and How to Seek IRA funds workshop.

#### SECTION 19: Vice President of Internal Affairs

- a. Shall maintain a list of all members' office locations, phone numbers, etc. for the College of Arts and Letters Student Council.
- b. Shall prepare and distribute minutes and agendas for the College of Arts and Letters Student Council, and Executive Committee.
- c. Shall be responsible for all communication between members of College of Arts and Letters Student Council.
- d. Shall take vote and attendance records of all College of Arts and Letters Student Council meetings.
- e. Shall maintain records of weekly attendance of all members of the College of Arts and Letters Student Council.
- f. Shall create and maintain a master calendar for the College of Arts and Letters Student Council and its respectable organizations that will also be linked to the general SDSU Master Calendar.
- g. Shall be responsible for organizing one (1) or more philanthropy event.
- h. Shall be responsible for organizing one (1) or more outreach event.
- i. Shall maintain and effectively utilize the CAL Council Homeroom site on BlackBoard

#### SECTION 20: Vice President of Publicity

- a. Shall be responsible for updating weekly the College of Arts and Letters Student Council's website, social networking websites (i.e. Facebook), etc.
- b. Shall be responsible for promoting the College of Arts and Letters Student Council and its organizations via updates to the College of Arts and Letters website, glass case, and social networking website (i.e. Facebook), etc.
- c. Shall be responsible for writing the College of Arts and Letters Student Council section of any/all school newsletters.
- d. Shall be responsible for writing the College of Arts and Letters Student Council newsletter to be sent out to the students of the College of Arts and Letters at least twice a semester.
- e. Shall be responsible for organizing College of Arts and Letters tabling in order to publicize the College of Arts and Letters Student Council, as well as outreach to possible College of Arts and Letters Students.
- f. Shall be responsible for putting up the College of Arts and Letter Student Council's banner and for updating the College of Arts and Letters Student Council's glass case.
- g. Shall be responsible for putting College of Arts and Letters Student Council events on the San Diego State University Event Calendar on the San Diego State website.

- h. Shall be responsible to organize and attend at least one (1) tabling event a month.

#### SECTION 21: A.S. Council Representatives

- a. Shall be required to attend all College of Arts and Letters Council meetings.
- b. Any excuses must be submitted to the Vice President of Internal Affairs within one(1) week of absence.
- c. Give weekly report to A.S. Council on College of Arts and Letters Activities.
- d. Give a weekly report to College of Arts and Letters Student Council on A.S. Council activities.
- e. Shall be responsible for outreach to Student Organizations under the College of Arts & Letters in coordination with the College of Arts and Letters Student Council Executive Vice President.
- f. Shall be required to attend at least two (2) College of Arts and Letters Council events.
- g. Shall be required to attend the College of Arts and Letters Council retreat.
- h. Shall be required to send out one (1) monthly email to their respective college regarding A.S. and CAL updates and information.
- i. Shall be required to hold a minimum of one (1) open forum per semester for their respective college to voice their concerns.
- j. Are responsible to promote the A.S. values within the College or Arts and Letters: professional development, campus community, communication, advocacy, shared governance, service, diversity, and sustainability.

### ARTICLE VI – COUNCIL COMMITTEES

#### SECTION 22: Executive Committee

- a. The Executive Committee can be created if necessary and shall consist of the following members:
  - 1. All Executive officers
  - 2. All College of Arts and Letters representatives to the A.S Council
  - 3. Any other ex-officio non-voting members
  - 4. The CAL advisor

#### SECTION 23: Finance Committee

- a. The Finance Committee can be created if necessary and shall consist of the following members:
  - 1. Vice President of Finance (chair)
  - 2. The CAL advisor
  - 3. One (1) CAL Student Council member elected by CAL Student Council.
  - 4. Any other ex-officio non-voting member, approved by CAL Student Council or the President
- b. Shall meet at least twice a year, during budget sessions and additionally whenever necessary.
- c. Shall review the Finance Code once every academic year.
- d. Shall make recommendations to the CAL Student Council or Executive Committee as to violations of the Finance Code.

#### SECTION 24: Programming Committee

- a. The Programming Committee can be created if necessary and shall consist of the following members:
  - 1. Executive Vice President (chair)
  - 2. The CAL advisor
  - 3. Two (2) CAL Student Council Members elected by CAL Student Council.
  - 4. Any other ex-officio non-voting member, approved by CAL Student Council President
- b. Shall publicize the meeting times, activities, etc. of CAL Student Council.
- c. Shall plan the annual CAL Award Ceremony

### ARTICLE VII – CAL COUNCIL CODES

#### SECTION 25: Parliamentary Code

- a. All meetings of CAL Student Council shall be conducted according to parliamentary procedure outlines by "Robert's Rules of Order."

#### SECTION 26: Officer Code

- a. An officer may be recalled upon recommendation of the President and a majority vote of those CAL Student Council members present after failure to fulfill the specific duties or after three (3) or more unexcused absences from a CAL Student Council of Executive Committee meeting.
- b. No person may hold more than one (1) position in CAL Council, including A.S. and organization representatives.
- c. If a vacancy occurs in the office of the President, the Executive Vice President becomes interim President until a special election can be held.
- d. Bylaws regarding attendance, membership qualifications, and duties of an Executive Officer may be suspended by a two-thirds (2/3) vote of CAL Student Council.
- e. Any student elected or appointed as an officer on the College Council must be a matriculated student in good standing at San Diego State University with a major within the College in which they wish to serve.

#### SECTION 27: Finance Code

- a. Any club/organization that receives on-campus status granted by the Office of Student Life and Leadership will be eligible for funding through CAL Student Council.
- b. Any new club/organization that has not been granted on-campus status through Student Life and Leadership previously will be eligible for funding through CAL Student Council after the organization has been represented on CAL Student Council for a period of one semester.
- c. A dormant club/organization, defined as any group given on-campus status by Student Life and Leadership within CAL Student Council that has been previously allocated, will receive eligibility after fulfilling requirements in a one month probationary period.
- d. The requirements in that month:
  1. Perfect attendance for one full semester.
  2. Meet approval of CAL Student Council.
- e. A club/organization shall be placed on probationary status for a period of one(1) month following three (3) unexcused absences during which time funds will be frozen. Funds shall be released if the club/organization executes the appeals process and is approved by the council (see Section 12).
- f. A club/organization that does not maintain representation on CAL Student Council shall result in having their funds seized and reallocated. The club/organization will then be moved to dormant status.
- g. Funded organizations shall be required to submit one budget per semester. Budgets not received by the announced due date will result in no preliminary funding without a reasonable excuse. Budget waivers are to be approved by College of Arts and Letters Student Council.
- h. Any club/organization not spending 45% of their allocated budget by the end of the semester will have their monies frozen and could be pulled to be re-allocated by the Finance Committee to a club/organization that will utilize it.
- i. Any club/organization that does not give the Vice President of Finance a list of expenditures by two weeks before the last CAL Student Council meeting of the Spring semester, will have their monies seized and re-allocated by the Finance Committee to a club/organization that will utilize it.

#### ARTICLE VIII – AMENDMENTS

SECTION 28: Articles of these Bylaws may be amended by the CAL Student Council by a two-thirds (2/3) vote of approval of those present. There must be a quorum of the voting membership present.

SECTION 29: In order for these Bylaws to remain in force, it must be reviewed, revised and affirmed by CAL Student Council and signed by the President of CAL Student Council

SECTION 30: The Charter may be amended or revised by a two-thirds (2/3) vote of the Associated Students Council, as specified in Sections 61 and 62 of the Associated Students Bylaws. All proposed amendments or revisions shall be reviewed by the Board prior to consideration by the Associated Students Council.

Kevin Hancock

CAL President