Submitted By: Harry Khanna, Erik Rodriguez-Palacios, Matthew Bright, and Stephanie Usry

Subject: Dissolution of multiple Charters and approval of Amendment to the Standing Rules

The ASUCSD Council approved the dissolution of Financial Bylaws, Standing Policies, Enterprise Operations Charter, SRTV Charter, KSDT Charter, and approval of Amendment to the Standing Rules to add Title V.

Approved: Consensus
Against: 
Abstain: 

Council Approval;
Certified by:

___________________________________  _____________________
Chair of the Council      Date

___________________________________  _____________________
President of the Council     Date
Chapter 1. Finance and Resources

§1.1. Office of Finance and Resources
(a) Vice-President Finance and Resources
   (1) In addition to the positions outlined in this section, the Vice-President Finance and Resources may establish and appoint other positions in the office.
(b) Chief of Staff
   (1) The Vice-President Finance and Resources shall appoint a Chief of Staff.
   (2) The Chief of Staff shall assist the Vice-President Finance and Resources.
   (3) The Chief of Staff shall chair staff meetings.

§1.2. Annual Budget
(a) The President shall, in consultation with the Vice-President Finance and Resources, prepare and submit an annual budget to the Council for consideration by ninth week of Spring Quarter.
(b) The Council must approve an annual budget before the beginning of the fiscal year.
(c) The Council shall annually allocate no less than 5% of the estimated annual activity fee income into a mandated reserve account.

§1.3. Mandatory Reserves
(a) The Council may spend from this mandatory reserve account by a two-thirds vote.

§1.4. Income
(a) Campus Activity Fee Income
   (1) Every member of the ASUCSD shall pay the Campus Activity Fee.
   (2) All income from the Campus Activity Fee shall be placed into a General Unallocated account. The Council may, by a majority vote, approve allocations from this General Unallocated account.
   (3) Any member of the ASUCSD may request a pro-rata refund of a portion of the Campus Activity Fee for any allocation for political, religious, and ideological grounds. The Vice-President Finance and Resources has the authority to judge the veracity and to approve all such requests.
(b) Service and Enterprise Income
   (1) Income from any ASUCSD business shall be placed into an income unallocated account.
   (2) The Council may, by a majority vote, approve allocations from an income unallocated account.
(c) Programming Income
   (1) Net revenue generated through events coordinated by the Office of Programming shall be placed in a “Programming Income” account.
   (2) The Associate Vice-President Programming shall have the authority to spend from this account.
(d) Short Term Interest Program (S.T.I.P.)
   (1) S.T.I.P. shall be an unallocated account made up of interest collected on all ASUCSD funds, including mandated reserves.
(2) S.T.I.P. funds may only be allocated for the purpose of stipends unless the Council, by a three-fourths vote of the entire membership, agrees to allocate money from S.T.I.P. for another purpose.

§1.5. Underwrites
(a) Underwrites are interest-free loans from the ASUCSD that must be paid back in full.
(b) All underwrites must be approved by a majority vote of the Council.
(c) An entity with an underwrite must pay it back in full within thirty calendar days.
(d) In the event that the underwrite is not repaid by the deadline, the Vice-President Finance and Resources may order a hold placed on the principal members’ academic registration until the underwrite is repaid.
(e) At the beginning of every academic quarter, the Office of Finance and Resource shall contact every entity with an outstanding underwrite with the payment due date.

§1.6. Freezing of Accounts
(a) If any entity within the ASUCSD, including student organizations, overspends or misappropriates any allocations or for any other purpose violates the Standing Rules, the Vice President Finance and Resources, the President, or the Council may freeze the account.
(b) If the Vice-President Finance and Resources or the President freezes an account, the freezing of an account must be reported to the Council at the next regular meeting. The Council may overrule the decision to freeze the account by a majority vote.
(c) An account may be unfrozen by the Vice President Finance and Resources, the President, or the Council. The account may be unfrozen pending repayment by the registered student organization’s principal members or an agreed upon settlement between the Vice-President Finance and Resources and the registered student organization.

§1.7. Accounting Procedures
(a) All allocations shall be subject to normal ASUCSD and University of California business and accounting policy and procedures.
(b) All ASUCSD funds shall be maintained by the ASUCSD Business Office.
(c) The ASUCSD reserves the right to withdraw funding in the event that a student organization violates any ASUCSD policy. It is the responsibility of the principal members to become familiar with all policies regarding student organizations and activities.
(d) Any funds allocated and not spent from a specific allocation shall automatically be returned to the General Unallocated account at fiscal close.
(e) All reimbursements and expenditures must be authorized by the spending authority designated in this subsection. This section shall not apply to salaries or stipends, when there is a contract or valid written agreement already governing the line item, student organization funding, mandate reserves allocations, services that have no staff, memberships, or funding that goes directly to College Councils.
   (1) The spending authority for all office budgets shall be the cabinet member in charge of that office, except the “Travel and Conferences” line item, for which the spending authority shall be the President or the Vice-President External.
   (2) The spending authority for all service and commission budgets shall be the General Manager, Executive Director, or equivalent of the service or commission.
(3) The spending authority for the Senators line item shall be the Vice-President Finance and Resources.
(4) The spending authority for all Administrative Supplies and Expenses and Marketing budgets shall be the Director of Associated Students Administration or an officer.
(5) The spending authority for all election line items shall be the Election Manager.
(6) If the spending authority for a certain line item is unclear or does not exist, the President or Vice-President Finance shall be the spending authority.

Chapter 2. Student Organizations
§2.1. Office of Student Organizations
(a) Appointment of the Associate Vice-President Student Organizations
(1) Whenever the Vice-President Finance and Resources desires to appoint the Associate Vice-President Student Organizations, the Vice-President Finance and Resources shall convene a Special Committee to Select the Associate Vice-President Student Organizations.
(2) The membership of the committee shall consist of
(a) the Vice-President Finance and Resources, or designee, who shall chair the committee;
(b) the Associate Vice-President Student Organizations at the Vice-President Finance and Resources’s discretion;
(c) a member of the ASUCSD appointed by the SOLO Director; and
(d) three Senators appointed by the Vice-President Finance and Resources.
(3) The committee shall solicit applications for the position, screen and interview candidates for the position, and make a recommendation to the Vice-President Finance and Resources on the appointment of the Associate Vice-President Student Organizations. The type and manner of the recommendation shall be specified by the Vice-President Finance and Resources at the first meeting of the committee.
(4) The Vice-President Finance and Resources shall consider the recommendation of the committee and submit a nominee for the position to the Council.
(5) The committee shall dissolve upon the approval of the appointment by the Council.
(6) The Vice-President Finance and Resources is required to execute this appointment process every year during Seventh Week of Spring Quarter unless the incumbent Associate Vice-President Student Organizations was appointed during or after First Week of that year’s Winter Quarter.
(7) This subsection shall not apply to interim appointments, which the Vice-President Finance and Resources may make without the advice of a committee or the consent of the Council.

(b) Structure of the Office
(1) Associate Vice-President Student Organizations
(2) Assistant to the Associate Vice-President Student Organizations appointed by the Associate Vice-President Student Organizations

§2.2. Student Organization Funding Process
(a) Operating Funding Process
(1) A student organization may request funding for operating costs by submitting a request to the Associate Vice-President Student Organizations.
(2) Operating expenses can only be requested once each academic year and will provide for the general operations and functioning of the student organization for the remainder of the academic year.

(3) The Associate Vice-President Student Organizations may approve up to $20.00 per student organization annually for operating costs.

(4) A student organization may appeal the decision of the Associate Vice-President Student Organizations to the Council. The appeal shall be heard by the Finance Committee at the next regular meeting, and the Finance Committee shall make a recommendation to the Council.

(5) No student organization may receive operating funds if they charge mandatory membership dues.

(b) Quarterly Funding Process

(1) Student Organizations may request funding for the upcoming quarter on or before noon on Friday of the fifth week of the current quarter. Appointments for a hearing with the Associate Vice-President Student Organizations may be made at the time of the request submission.

(2) The Associate Vice-President Student Organizations shall review these requests during the sixth and seventh weeks of the quarter and make recommendations to the Council for consideration during the ninth week meeting. Student organizations will be notified of these recommendations by Monday of eighth week.

(3) A student organization may appeal the decision of the Associate Vice-President Student Organizations to the Council by submitting the appeal by Friday of eighth week. The appeal shall be heard by the Finance Committee during the ninth week meeting, and the Finance Committee shall make a recommendation to the Council.

(4) The Council shall approve the final quarterly student organization funding no later than tenth week.

(c) Travel Funding Process

(1) Student Organizations may request funding for travel by submitting a request to the Associate Vice-President Student Organizations. The request should include valid documentation about the event and content.

(2) The Associate Vice-President Student Organizations shall submit the request the Council for consideration.

(3) A student organization that has been registered as a new SOLO organization for less than ten weeks is ineligible to receive travel funding.

(d) Emergency Funding Process

(1) The Vice-President Finance and Resources may allocate up to $300.00 to a student organization from the student organization unallocated account for emergency situations.

(2) All emergency allocations must be reported to the Council at the next regular meeting.

(e) Print Media Funding Process

(1) Media Student Organizations may request funding for a publication for the upcoming quarter on or before noon on Friday of the fifth week of the current quarter. Appointments for a media hearing with the Associate Vice-President Student Organizations may be made at the time of the request submission.
(2) The Associate Vice-President Student Organizations shall review the media requests during the sixth and seventh weeks of the quarter and make recommendations to the Council for consideration during the ninth week meeting. Student organizations will be notified of these recommendations by Monday of eighth week.

(3) A student organization may appeal the decision of the Associate Vice-President Student Organizations to the Council by submitting the appeal by Friday of eighth week. The appeal shall be heard by the Finance Committee during the ninth week meeting, and the Finance Committee shall make a recommendation to the Council.

(4) The Council shall approve the final quarterly media student organization funding no later than tenth week.

§2.3. Policies and Restrictions on Student Organization Funding

(a) A student organization must be a registered student organization to request funding through a student organization funding process.

(b) The person making the request or collecting a reimbursement from an allocation to the student organization must be a principal member of the student organization.

(c) It is recommended, but not required, that the student organization’s advisor sign any request for funding.

(d) Student organization funding shall be made as a general allocation to a specific event or purpose. A student organization shall be able to apply its allocation towards any expenses incurred from that event or purpose, except that the following expenditures will not be reimbursed:

   (1) scholarships;
   (2) fines; and
   (3) services provided by any member of the student organization.

(e) Funds shall not be allocated for personal financial gain or for any event that is not open to all members of the ASUCSD with the exception of Travel Funding.

(f) All reimbursement requests with all receipts and vouchers must be submitted to the Business Manager within thirty days of the expenditure or end of the event, whichever is later.

(g) The allocation of funds to student organizations does not represent an endorsement or the official position of the ASUCSD, the University of California, or the Regents of the University of California.

(h) Any publicity such as print, media, flyers, advertising, or public notice for any event, activity, service, program, or media which is sponsored in part or full by the ASUCSD must mention and display the ASUCSD as its financial sponsor in a fully visible or audible manner.

(i) Student organizations shall not spend activity fee allocations for events taking place or publications published during the summer term, with the exception of summer conferences and competitions.

(j) If a student organization has received funding for an event on a specific date, the student organization must obtain prior approval from the Associate Vice-President Student Organizations to change the date or reallocate the funds to a different event or use the funds for a different purpose.

(k) If a student organization exceeds its allocated budget, the principal members of the student organization are responsible for reimbursing the exceeded amount.
(l) Print Media Funding

1. The principal members of each Student Media Organization are individually and jointly responsible for the content of the publications of their Student Media. UCSD is not responsible for the contents of the publications of Student Media.

2. Student Media Organizations who receive funding from the ASUCSD are required to include the following disclaimer in every one of their publications. The disclaimer must be published in the same size font used for the text content of the publication and must be located on the title page of the publication or on the reverse side of the title page and be separate from any other content in the publication. If the publication has no printed text the disclaimer must be printed in at least 12 point font size. The disclaimer must state as follows: “The publication may have been funded in part or in whole by funds allocated by the ASUCSD. However, the views expressed in this publication are solely those of <publication’s name here>, its principal members and the authors of the content of this publication. While the publisher of this publication is a registered student organization at UC San Diego, the content, opinions, statements and views expressed in this or any other publication published and/or distributed by <publication’s name here> are not endorsed by and do not represent the views, opinions, policies, or positions of the ASUCSD, GSAUCSD, UC San Diego, the University of California and the Regents or their officers, employees, or agents. The publisher of this publication bears and assumes the full responsibility and liability for the content of this publication.”

3. Student Media Organizations shall give a copy of each issue of a publication to the Associate Vice-President Student Organizations for archiving before the issue is distributed.

4. Student Media are required to follow any additional guidelines established by the Associate Vice-President Student Organizations in the “Media Funding Guide.”

Chapter 3. Enterprise Operations

§3.1. Office of Enterprise Operations

(a) Appointment of the Associate Vice-President Enterprise Operations

1. Whenever the Vice-President Finance and Resources desires to appoint the Associate Vice-President Enterprise Operations, the Vice-President Finance and Resources shall convene a Special Committee to Select the Associate Vice-President Enterprise Operations.

2. The membership of the committee shall consist of

   (a) the Vice-President Finance and Resources, or designee, who shall chair the committee;
   
   (b) the Associate Vice-President Enterprise Operations at the Vice-President Finance and Resources’s discretion; and
   
   (c) three Senators appointed by the Vice-President Finance and Resources.

3. The committee shall solicit applications for the position, screen and interview candidates for the position, and make a recommendation to the Vice-President Finance and Resources on the appointment of the Associate Vice-President Enterprise Operations. The type and manner of the recommendation shall be
specified by the Vice-President Finance and Resources at the first meeting of the committee.

(4) The Vice-President Finance and Resources shall consider the recommendation of the committee and submit a nominee for the position to the Council.

(5) The committee shall dissolve upon the approval of the appointment by the Council.

(6) The Vice-President Finance and Resources is required to execute this appointment process every year during Seventh Week of Spring Quarter unless the incumbent Associate Vice-President Enterprise Operations was appointed during or after First Week of that year’s Winter Quarter.

(7) This subsection shall not apply to interim appointments, which the Vice-President Finance and Resources may make without the advice of a committee or the consent of the Council.

(b) Purpose of the Office

(1) The Office of Enterprise Operations functions as a service to the Associated Students in the area of business management, expansion, and development. It exists to improve both the service and efficacy of current Associated Students’ Enterprises, while simultaneously building foundations for future AS run student enterprises. Additionally, the office shall work towards the procurement of future enterprise locations by taking an active role in cooperation with AS representatives to all pertinent and applicable committees, throughout their appointment process and term of office. Finally, the office shall develop connections with both students and campus organizations interested in entrepreneurial business efforts, by organizing outreach efforts to these students and organizations.

(2) The areas through which the Office of Enterprise Operations seeks to maintain and improve existing Associated Students Enterprises include, but are not limited to, the following:

(a) Overseeing operations, enhancing efficiency, and setting direction for the ASUCSD Enterprises by coordinating logistics, discussing relevant issues, and eliminating committee or personnel redundancy.

(b) Analyzing and discussing the status or progress of current enterprises.

(c) Strengthening the sense of cooperation between the Enterprises and the ASUCSD.

(d) Encouraging the exchange of effective management ideas between the various Enterprises.

(3) The areas through which the Office of Enterprise Operations seeks to develop future enterprises include, but are not limited to, the following:

(a) Establishing the necessary groundwork for pursuing new enterprises, including the creation of any and all necessary student committees

(b) Obtaining the support of existing committees, such as the University Centers Advisory Board (UCAB) or others, throughout the enterprise creation process

(c) Researching and preparing finalized concepts of new enterprises for AS Council review and approval.

(d) Developing applicable business plans and coordinating enterprise startup procedures

(e) Reviewing enterprise functionality as it transitions from a pending operation to an existing operation.
(4) The areas through which the Office of Enterprise Operations seeks to develop connections with individual students or campus organizations include, but are not limited to, the following:
(a) Promotion of the Office of Enterprise Operations as an advocacy body for student entrepreneurial efforts.
(b) Active communication with registered campus organizations that seek to support student entrepreneurial efforts.
(c) Continued support of student or organization based enterprises through staff cooperation and assistance when said enterprises do not directly compete with established enterprises of the Associated Students.

(c) Structure of the Office

(1) Associate Vice-President Enterprise Operations
(a) Shall oversee all business and management within the office of Enterprise Operations
(b) Shall have final authority and control over the enterprises listed below in this Chapter, and may make any decision regarding those enterprises consistent with any Associated Students contract and the rules of the Associated Students.
(b) Shall appoint the membership of the office with the consent of the Council.

(2) Assistant to the Associate Vice-President Enterprise Operations
(a) Shall assist in all day to day responsibilities of the Office of Enterprise Operations, as outlined in this document
(b) Shall coordinate efforts with the entire Enterprise Operations staff on the promotion, development, and creation of student owned enterprises
(c) Shall assist in management and oversight of Enterprises as deemed necessary
(d) Shall act as the official delegate and perform the duties of the Associate Vice-President Enterprise Operations when so directed

(3) Director of Marketing
(a) Shall be responsible for promoting and advertising all enterprises
(b) Shall lead the creation and development of new and innovative ways of promoting enterprises to students, staff, and faculty
(c) Shall work with the Associated Students marketing and public relations staff to find new sources of advertisement.

(4) Director of Enterprise Development
(a) Shall determine new ways to create revenue through the existing enterprises
(b) Shall focus on understanding currently operating businesses and determining how to most effectively direct them to meet the needs of the students and create revenue
(c) Shall research and develop innovative new opportunities for enterprises.
(d) Shall determine the feasibility and fiscal impact of potential new enterprises.
(e) Shall develop a business and operational plan for any proposed new enterprises.

(5) Director of Dining Operations
(a) Shall monitor and oversee dining and food related operations, including, but not limited to, the Grove Caffe
(b) Shall work with the Director of Enterprise Development to institute new programs and opportunities for these enterprises

(6) Director of Recreational Operations
(a) Shall monitor and oversee recreational related operations, including, but not limited to, the UCSD Challenge Course
(b) Shall work with the Director of Enterprise Development to institute new programs and opportunities for these enterprises

(7) Director of Academic Operations
(a) Shall monitor and oversee academic related operations, including, but not limited to, Soft Reserves and Lecture Notes
(b) Shall work with the Director of Enterprise Development to institute new programs and opportunities for these enterprises

(d) Managers of the Enterprises
(1) The Manager shall be paid and shall oversee all business or management within the enterprise they are responsible for.
(2) The Manager shall meet with the appropriate director on a biweekly basis to discuss past, current, or future business opportunities.
(3) The Manager shall coordinate efforts with the Enterprises staff to further promote the enterprise.

§3.2. Enterprises

(a) Definition. Enterprises are revenue generating entities that provide needed goods to students or the community at large. Enterprises shall be subdivided into two categories: Auxiliary Enterprises and Academic Enterprises. Academic Enterprises shall consist of all enterprises whose goods are offered to promote increased levels of students’ academic welfare. Auxiliary Enterprises shall consist of all other enterprises. Each enterprise shall be operated in a manner consistent with fair business practices and with positive net income goals. If such income goals cannot be met by a specific enterprise but the goods offered by that enterprise are considered desirable, then that enterprise shall be subsidized by the ASUCSD until such time that total costs are deemed to exceed the benefits of the continuation of that enterprise. The lack of subsidization along with continued net income losses will result in the dissolution of the enterprise.

(b) Current Enterprises
(1) Lecture Notes
(2) Soft Reserves
(3) The Grove Caffe
(4) UCSD Challenge Course
(5) Senior Memory Book

Chapter 4. Student Services

§4.1. Office of Student Services

(a) Appointment of the Associate Vice-President Student Services
(1) Whenever the Vice-President Finance and Resources desires to appoint the Associate Vice-President Student Services, the Vice-President Finance and Resources shall convene a Special Committee to Select the Associate Vice-President Student Services.
(2) The members of the committee shall consist of
   (a) the Vice-President Finance and Resources, or designee, who shall chair the committee;
(b) the Associate Vice-President Student Services at the Vice-President Finance and Resources’s discretion; and
(c) three Senators appointed by the Vice-President Finance and Resources.

(3) The committee shall solicit applications for the position, screen and interview candidates for the position, and make a recommendation to the Vice-President Finance and Resources on the appointment of the Associate Vice-President Student Services. The type and manner of the recommendation shall be specified by the Vice-President Finance and Resources at the first meeting of the committee.

(4) The Vice-President Finance and Resources shall consider the recommendation of the committee and submit a nominee for the position to the Council.

(5) The committee shall dissolve upon the approval of the appointment by the Council.

(6) The Vice-President Finance and Resources is required to execute this appointment process every year during Seventh Week of Spring Quarter unless the incumbent Associate Vice-President Student Services was appointed during or after First Week of that year’s Winter Quarter.

(7) This subsection shall not apply to interim appointments, which the Vice-President Finance and Resources may make without the advice of a committee or the consent of the Council.

(b) Structure of the Office

(1) Associate Vice-President Student Services
   (a) Shall oversee all business and management within the office of Student Services
   (b) Shall have final authority and control over the services listed below in this Chapter, and may make any decision regarding those services consistent with any Associated Students contract and the rules of the Associated Students.
   (c) Shall appoint the membership of the office with the consent of the Council.

(2) Assistant to the Associate Vice-President Student Services
   (a) Shall assist the Associate Vice-President Student Services with any tasks and management of the office.

§4.2 Student Run Television Station (SRTV)

(a) Mission and Objectives
   (1) SRTV’s primary mission is to enrich the university experience of UCSD students with a television broadcast environment created, maintained, and perpetuated by students themselves.
   (2) SRTV intends to meet this mission by providing the UCSD community with information and student programming including video, news, music, and entertainment of a diverse nature which usually cannot be obtained elsewhere in San Diego or which serves student interests.
   (3) SRTV’s major objective is to afford any interested UCSD student facilities for training in television arts and science topics which are not part of a regular formal UCSD instruction program and a regular broadcast medium for artistic and informative expression.

(b) Structure and Management

(1) Managers
   (a) General Manager
(1) Appointed by the Associate Vice-President Student Services with the consent of the Council after consultation with the outgoing SRTV management

(2) Reports to and acts under the direction of the Associate Vice-President Student Services

(3) Shall be chiefly responsible for the general welfare and success of SRTV, accomplishment of SRTV purpose and objectives, and oversight of the SRTV student management

(4) Responsible for ensuring compliance with the SRTV rules.

(5) Shall work with the SRTV managers and directors to prepare an annual budget

(6) Shall maintain the list of active members who have media center access

(7) Shall have been a Member of SRTV for at least one quarter.

(8) Shall be a member of the ASUCSD

(b) Operations Manager

(1) Appointed by the General Manager with the consent of the Associate Vice-President Student Services

(2) Responsible for the daily operations of SRTV

(3) Responsible for oversight of SRTV operations and facilities

(4) Shall assist the General Manager in the execution of that person’s duties.

(2) Directors

(a) Programming Director

(1) Appointed jointly by the General Manager and the Operations Manager

(2) Manages and adds content to the rerun system

(3) Maintains the timeslot allocation

(b) Events Director

(1) Appointed jointly by the General Manager and the Operations Manager

(2) Maintains communication with the Associate Vice-President Programming

(3) Makes the SRTV service available to other student organizations

(c) Technical Director

(1) Appointed jointly by the General Manager and the Operations Manager

(2) Maintains technical setup

(3) Teaches equipment use to members and recruits

(d) Publicity Director

(1) Appointed jointly by the General Manager and the Operations Manager

(2) Manages the website

(3) Posts and maintains the weekly schedule

(4) Takes promotional photographs and video at SRTV events

(5) Coordinates quarterly recruitment campaign

(6) Works with other organizations to promote SRTV

(e) Music Director

(1) Appointed jointly by the General Manager and the Operations Manager

(2) Works with music labels to get music videos

(3) Works with Events Director to arrange interviews with bands

(4) Manages online database and collection of music videos

(5) Coordinates music gathering with KSDT
(3) Members
(a) A member shall be any member of the ASUCSD who, in the determination of
the managers and directors, has satisfactorily completed the required training in
station operations and training in the SRTV rules as a Recruit.
(b) Shall have access to the Media Center and its resources
(c) Producers
(1) Members who create content using SRTV resources are producers.
(2) Producers shall be ultimately responsible for the content of the show they
produce.
(3) Recruits may not be producers.

(4) Recruits
(a) Any member of ASUCSD that expresses interest in getting involved with SRTV
may serve as a Recruit.
(b) Recruits shall not be producers, but may participate in the production activities
of another member.
(c) Shall complete no less than ten weeks of SRTV training before being considered
for promotion to Member.
(d) Shall sign a statement agreeing to abide by this section and all SRTV rules and
regulations.

(c) Station Operations
(1) Access to the Station
(a) The General Manager shall authorize and assign OmniLock access codes. The
General Manager shall maintain a current list of assigned access codes and
ensure that the Associate Vice-President Student Services and Student Center
Manager have a current copy of that list.
(b) The managers, directors, and members shall all have individual access codes.
(c) Sharing of OmniLock access codes is prohibited.
(d) Anyone with access to the station shall sign a statement agreeing to abide by this
section and all SRTV rules and regulations.
(e) Anyone with an access code to the station shall provide a copy of their Student
ID and another form of state-issued identification, which shall be kept on file by
the General Manager.
(f) The Associate Vice-President Student Services or a delegate authorized in
writing has access to the SRTV station at any time.
(g) Unauthorized access to the station is a violation of this section.

(2) Broadcast Rules and Regulations
(a) Unauthorized copyrighted material is prohibited at all times.
(b) Obscene material is prohibited at all times. A broadcast can only be considered
obscene if it satisfies all three of the following criteria:
(1) An average person, applying contemporary community standards, must find
that the material, as a whole, appeals to the prurient interest;
(2) The material must depict or describe, in a patently offensive way, sexual
conduct specifically defined by applicable law; and
(3) The material, taken as a whole, must lack serious literary, artistic, political,
or scientific value.
(c) Indecent material is prohibited between 6:00am and 10:00pm. Indecency is defined as language or material that, in context, depicts or describes, in terms patently offensive as measured by contemporary community broadcast standards for the broadcast medium, sexual or excretory organs or activities. Indecent programming contains patently offensive sexual or excretory material that does not rise to the level of obscenity.

(d) If a producer suspects that a future episode of a show may violate this section, that person must discuss the situation with the Operations Manager and Programming Director and videotape the show unless told it is not necessary by the Operations Manager or Programming Director.

(d) Complaints

1) Program Review Panel (PRP)
   a) Operations Manager, Chair
   b) Programming Director
   c) One member of the Council appointed by the Associate Vice-President Student Services
   d) One member of the ASUCSD who is not a member of the Council appointed by the Vice-President Student Life

2) Procedure
   a) The complaint must be filed with the Clerk within fourteen days of the incident.
   b) The complaint must contain the date and approximate time of airing on SRTV.
   c) When the complaint is about content of a program the complainant must address how the Broadcast Rules and Regulation were violated.
   d) The PRP must review any complaints about any producer or show to determine whether or not this section was violated. If, by a majority vote, they find the producer responsible of violating this section, they should recommend a sanction to the General Manager.
   e) If the complainant or the producer disagrees with the findings of the PRP, that person may appeal once to the General Manager. The General Manager has the authority to vacate the findings of the PRP and ask that they look at the case again.

(e) Non-compliance

1) If any member should violate this section, the General Manager, in consultation with the Operations Manager and the Directors, shall impose an appropriate penalty up to and including termination of production rights, termination of membership, and revocation of access to the station.

2) If any of the Directors or the Operations Manager should violate this section or fail to adequately perform their duties, the General Manager, in consultation with the Operations Manager and Directors where appropriate, shall impose an appropriate penalty up to and including termination of appointment and revocation of access to the station.

3) If the General Manager should violate this section or fail to adequately perform the duties of General Manager, the Associate Vice-President Student Services, in consultation with the President, may suspend the General Manager, by informing that person in writing and notifying the Council of the suspension and submitting a bill for dismissal of the General Manager at the next regular Council meeting. This
notification and must be submitted at least two academic days before the Council meeting in which the dismissal will be considered and must include the specific violation or duty neglected. If the Council does not remove the General Manager, the suspension shall terminate immediately. The General Manager may only be suspended once for an alleged infraction. During the suspension or in the event of a vacancy due to a dismissal, the Associate Vice-President Student Services shall serve as Acting General Manager.

§4.3 KSDT Radio
(a) Purpose. KSDT Radio shall be a radio station operated by the ASUCSD.
(b) Board of Directors
   (1) General Manager
      (a) Shall be responsible for the external affairs of KSDT
      (b) Shall coordinate efforts of the Director’s Board
      (c) Shall be responsible for writing and managing the budget
   (2) Operations Manager
      (a) Shall be responsible for the internal affairs of KSDT
      (b) Shall be responsible for coordinating the training of new DJs
   (3) Music Directors
      (a) Shall be responsible for maintaining the music collection at KSDT
      (b) Shall be responsible for obtaining new submissions to expand the KSDT music library
      (c) Shall be responsible for ensuring that DJ selections of music are appropriate
   (4) Webmaster
      (a) Shall be responsible for maintaining the webserver and the Shoutcast server at KSDT
      (b) Shall be responsible for maintaining and updating the content of the KSDT website
   (5) Sound Engineer
      (a) Shall be responsible for maintaining the sound equipment at KSDT and for notifying the Board of any problems
      (b) Shall be responsible for running live shows at KSDT
   (6) Programming Director
      (a) Shall be responsible for creating a new show schedule every quarter and updating the schedule when necessary
      (b) Shall be responsible for monitoring show attendance by DJs and quality of shows
   (7) Publicity Director
      (a) Shall publicize events occurring at KSDT
      (b) Shall promote the station and aid in raising awareness about KSDT, both locally and globally
   (8) Promotions Director
      (a) Shall be responsible for contacting promotions companies in San Diego and obtaining tickets to concerts and other promotional materials
      (b) Shall be responsible for working with the Publicity Director to promote KSDT and publicize events occurring at KSDT
   (9) Secretary
(a) Shall be responsible for taking minutes at KSDT Board meetings
(b) Shall be responsible for distributing the minutes for each meeting to all of the directors
(c) Shall be responsible for giving DJs information regarding station activities and board meetings

(c) Selection of Directors
   (1) All Directors shall be members of the ASUCSD.
   (2) All DJs who have completed at least one quarter of a show at KSDT are voting members for the purpose of selecting new directors at election time.
   (3) Election of new directors shall occur no later than every 10th Week of Spring Quarter.
   (4) If any positions on the board are not filled after an election, the new board shall appoint individuals to fill the open position.

(d) Policies
   (1) KSDT Directors shall not intentionally give a show to anyone whose show will promote racism or sexism.
   (2) KSDT DJs shall obey the current Music Policy as dictated by the KSDT Directors.

§4.4 Safe Rides
§4.5 Volunteer Connections
   (a) Volunteer Connections is a service of the Associated Students that exists to provide volunteer opportunities to members of the ASUCSD.
   (b) The Associate Vice-President Student Services shall appoint the Director of Volunteer Connections, who shall establish and appoint the membership of the service.

Chapter 5. Policies Relating to Use of Facilities and Equipment
§5.1. Office Space
   (a) Allocation of Office Space
      (1) The Vice-President Finance and Resources shall allocate office space assigned to the Associated Students in a manner consistent with this section.
      (2) Each Officer shall have their own closed office space.
      (3) The Associate Vice-President Programming and the Associate Vice-President Student Advocacy shall each have their own closed office space.
      (4) The person or people to whom the office space is allocated shall have the authority to determine who has access to the office space.
      (5) Subsections (2) and (3) shall apply starting January 2008.
   (b) Alcohol and Drugs
      (1) The presence of alcoholic beverages or illegal drugs in any office space shall be prohibited.
      (2) If any person violates this subsection, the Advocate General review the matter and issue any appropriate sanction for violations of this subsection up to and including suspension or termination of office space privileges for the individual. The individual may appeal the decision of the Advocate General to the Council.
   (c) Copy Machine
      (1) The copy machine shall only be used for official Associated Students business.
      (2) Any member of the Council may check out the copy card from the Clerk.
(3) The Vice-President Finance and Resources may authorize members of the Council to have their UCSD Student ID card programmed as a copy card.

§5.2. Conference Room Space
(a) Reservation Procedures
(1) Reservations for any Associated Students conference room space shall be made with the Associated Students Administrative Assistant. Reservations may be made in person or by phone.
(2) Student organizations, departments, and off-campus groups can reserve space on a quarter-by-quarter basis.
(3) While academic events and forums are welcomed, meeting rooms shall not be reserved as classrooms on a regularly scheduled basis.
(4) No organization or department shall reserve space on behalf of another group with the exception of the UCSD Conference Office. Groups may not sell, sublease, or transfer their reservation.
(5) Any Officer or the Director of Associated Students Administration may cancel a reservation with good cause.
(b) Room Setup
(1) Normal room setup shall be conference room style. The Price Center staff will provide special room setups.
(2) All set-ups must be scheduled in advance with the University Center Reservations Department. Please refer to the University Center Room Rental Rates flyer for standard setups.
(c) Charges
(1) Charges for conference rooms shall not be assessed to university recognized student organizations, academic and administrative departments, or for university related meetings and events unless admission is charged.
(2) Cancellations. All reservations placed for conference space should be cancelled at least 24 hours in advance of the scheduled meeting or event.
(d) Audio/Visual and Technical Services
(1) Audio/Visual equipment is available for use in the conference rooms at no charge when operated solely by the user. Comprehensive technical service is available at University facilities and throughout campus upon completion and submission of this form with fees assessed on an hourly basis.
(2) By reserving equipment, you are held responsible for abiding by the rules listed in the Technical Services Policy.
(3) Price Center Technical Services reserves the right to charge late reservation, late changes or late cancellation fees.
(e) Conduct and Responsibility
(1) Groups reserving space are responsible for the behavior of their guests and members and must restore the facilities to original condition.
(2) It is agreed that any charge arising from this use of University Center’s facilities will be billed to the organization or individual indicated, but will remain the obligation of the individual until paid. This will include any theft or property damage occurring from the use of the facility under the provisions of this agreement.
(3) It is understood that the organization promises and agrees to abide by University regulations. The University Center facilities are for use by all members of the university community. The usage policy outlined above is intended to facilitate the use of the Center with the least possible infringement on the activity or freedom of individuals or groups.

(4) The using group agrees to indemnify, defend and hold the Associated Students, Price Center, Student Center, UC Regents and UCSD and officers, employees and agents harmless against all claims, loss or liability arising from damage to or amendment to Standing Policies or death to persons occurring because of or related to this reservation.

(5) Off campus and student organizations that charge admission for their events are not insured under the existing policy. Off campus groups must provide proof of insurance naming University Centers’ and the UC Regents as additional parties with a general liability limit of no less than one million dollars ($1,000,000.00). A copy of the certificate must be provided to the Reservations Office at least one week prior to event.

§5.3. Neighborhood Electric Vehicle (Cart)

(a) The following people may reserve the cart for use by any person by notifying the Associated Students Administrative Assistant of the date and time of use, and the person who will be checking out and driving the cart
   (1) the Officers; and
   (2) Associate Vice-President Programming.

(b) The following people may reserve and use the cart by notifying the Associated Students Administrative Assistant of the date and time of use. These people may not reserve the cart for use by another person.
   (1) Election Manager;
   (2) Director of Associated Students Administration;
   (3) Associated Students Executive Assistant;
   (4) Associated Students Administrative Assistant; and
   (5) Associated Students Software Developer.

(c) Terms of Use
   (1) The cart may be used for official Associated Students business only.
   (2) The person checking the cart out must have a valid Driver License.
   (3) The person checking the cart out for use must sign the “Cart Use Waiver” at the front desk. The person checking the cart out will receive the key to the cart at the time of checkout.
   (4) If the person is a UCSD student, the person checking the cart out must leave their UCSD student ID card with the front desk until the cart is checked back in and the cart key is returned.
   (5) The only person who may drive the cart is the person who checked out the cart and signed the “Cart Use Waiver.”
   (6) Only one passenger is allowed in the cart in addition to the driver.
   (7) The person checking out the cart is responsible for properly unplugging and plugging in the cart before and after use.
   (8) The person checking out the cart is liable for and must report any accidents or damages to the cart at the time of return.
(d) Violation of the Terms of Use
(1) If the terms of use of the golf cart are violated, the President or the Vice-President Finance and Resources may terminate any person’s privilege to check out and drive the cart by informing the Associated Students Administrative Assistant. The Council may reinstate these privileges by a majority vote.
(2) If the cart has been damaged, the President or the Vice-President Finance and Resources may fine the person who checked out the cart or the person who reserved the cart the cost to repair the damage. The Council may waive the fine by a majority vote.

§5.4. Faculty Club Membership
(1) The President, Vice-President Student Life Senior Leadership Finance and Resources, or Director of Associated Students Administration may authorize use of the faculty club membership.

§5.5. Email Listserver
(1) The official email listserver for the Council shall be ascouncil@ucsd.edu.
(2) The listserver shall be closed and maintained by the Clerk; only members of the listserver can receive or send emails to it.
(3) Any person with an email address ending with “ucsd.edu” may be a member of the listserver by contacting the Clerk and asking to be added.

Chapter 6. Policy on Compensation
§6.1. Stipend
(a) Stipends shall be paid bi-weekly for the stipulated number of weeks. The stipend should be paid for the academic weeks. If the stipulated number of weeks is greater than thirty, the stipend for the weeks exceeding thirty should be paid for weeks determined by the Vice-President Finance and Resources.
(b) When a person is appointed that collects a stipend, the Vice-President Finance and Resources must sign the “Appointment Form” authorizing the allocation of the stipend from the appropriate pool of money.

§6.2. Parking Permit
(a) The Officers shall receive an “A” parking permit upgrade for their term of office.
(b) The Associate Vice-Presidents shall receive a “B” parking permit upgrade for their term of office.