Section I: Purpose

The Internal Affairs Committee (IAC), through the Executive Vice President, shall:

1.1 Recommend policies pertinent to the Association’s organizational structure, i.e. Articles of Incorporation, Bylaws, Codes and Policies
1.2 Suggest enhancements on existing Associated Students, Inc. (ASI) sponsored services
1.3 Enforce the Scholarship Policy
1.4 Organize and assist in the implementation of student volunteers to the AS-Rep. Program.
1.5 Assign ASI members tasks that contributes to the AS-Rep. Program.
1.6 Explore possible senior projects for the year and coordinate efforts for the development of the project.
1.7 Organize ASI members for the implementation of the senior project.

Section II: Rationale

The Internal Affairs Committee handled all issues pertaining to academics. However, because the University Affairs Committee is responsible for all University issues, the Internal Affairs Committee shall be responsible for the internal management of the organization, the AS-Rep. Program, the implementation of a Senior Project, and training and development of the Board of Directors.

Section III: Membership

3.1 Vice President of Internal Affairs (Chair)
3.2 Vice-Chair (Board member)
3.3 Director of Street Team
3.4 Director of Special Projects
3.5 At least one Student-at-Large
3.6 ASI President (ex-officio) or designee
3.7 ASI Executive Director (ex-officio) or designee

Section IV: Specific Member Responsibilities

4.1 Director of AS-Rep. Program: The Director of the AS-Rep. Program shall be in charge of organizing and implementing an orientation, activities, and meetings to students that want to be involved in ASI as volunteers.
4.2 Director of Senior Project: The Director of Senior Project shall be in charge of organizing and implementing a senior class project in which the whole student body will be able to help carry out.
4.3 Director of Internal Structure: The Director of Internal Structure shall be in charge of maintaining and implementing policies, codes, bylaws for the betterment of the organization.

Section V: Operating Procedures

5.1 Procedures and policies conducted by the committee shall be governed by the regulations established under “Meetings,” Article VII, Section 8 of the Bylaws.
5.2 Members of the IAC shall be appointed to positions within the committee by the EAC Chair.
5.3 The committee shall meet at least four (4) times a quarter or six times a semester at the discretion of the chair (and/or majority of the members).
5.4 A member of the committee may be removed pursuant to the Board of Directors attendance policy.
5.5 The Chair shall provide the agenda for all IAC meetings.
5.6 The Vice-Chair shall maintain minutes, agendas, and attendance at all meetings.
5.7 Contingent upon the ASI Appointment Policy, the Vice-chair shall assume all responsibilities of
the Executive Vice-President upon resignation or removal.
5.8 The committee must have quorum (majority of membership) to conduct business.

Section VI: Amendment & Enactment

The Internal Affairs Code can be amended pursuant under “Authority and Responsibility of the Board of
Directors,” Article VII, Section 9, Clause 9.3.

Enacted: (1/21/00; 5/19/00; 3/28/08; 10/19/10; 4/11/11; 10/3/14)