**Associated Students, Incorporated**

**California State University, Bakersfield**

**University Affairs Code**

**Section I: Purpose**

The University Affairs Committee (UAC), through the Vice President of University Affairs, shall:

1.1  Represent and report to the Board of Directors on any matters involving the University.

1.2  Be responsible for, but not limited to, evaluating and proposing courses of action to the  Board of Directors regarding any issues impacting the campus community.

1.3  Actively contribute to the development of collaborative relationships between Associated Students of California State University, Bakersfield Inc. (ASI) and campus auxiliaries, departments, student  organizations, and the surrounding community (i.e. University Foundation, Advancement,  Facilities and Commercial Services etc.).

1.4  Spearhead initiatives that foster an inclusive campus environment and progress sustainability efforts.

1.5  Be accountable for implementing an annual education-based campus campaign reflective of student issues and concerns. Prior campaigns include the 2017 Contact Congress Campaign and the 2018 Recyclemania competition to increase sustainable practices.

1.6  Oversee ASI Academic Advisory Assembly composed of the University’s four school Directors: Arts and Humanities (AH), Business and Public Administration (BPA), Natural Sciences, Mathematics and Engineering (NSME), and Social Sciences and Education (SSE), CSUB AV Director, Graduate Students Director, and Transfer Students Director. The underlying purpose of this body should be to actively represent the interests and needs of students within academic affairs. Academic Directors comprise the membership of this subcommittee.

1.7  Develop policy position and student perspective resolutions on behalf of the organization and direct those resolutions to responsible individuals, the Board of Directors and/or external organizations, as appropriate.

1.8. Research various academic and other University-related issues which affect University students.

1.9 Serve to advance the organization’s image and student’s rights through advocacy and representation in issues regarding higher education.

**Section II: Rationale**

The UAC shall be responsible for organizing and addressing all University-related issues that pertain to students. Whereas other standing committees focus intensely on organizational management and campus programming, the UAC was established to better focus on internal and external issues affecting the greater campus community with an emphasis on empowering students within higher education through shared governance.

**Section III: Membership**

The UAC shall consist of no less than three voting members for the UAC to hold an official meeting. The Board of Directors shall act in place until membership is retained.

Voting Members:

3.1  Vice President of University Affairs (Chair)

3.2  Vice Chair ( Member of the Board of Directors)

3.3  Sustainability Director

3.4  Community Outreach Director

3.5  Legislative Affairs Director

Non-Voting Members:

3.8  At least one L.E.A.D. Member

3.9  ASI President (ex-officio) or designee

3.10  ASI Executive Vice President (ex-officio) or designee

3.11  ASI Executive Director (ex-officio) or designee

**Section IV: Specific Member Responsibilities**

4.1  Sustainability Director: Shall provide leadership and guidance in integrating sustainable efforts across the university by addressing issues relative to the environment that may affect the campus community and educating students on sustainable practices. The Director of Sustainability will work to implement activities for Earth Week, Recyclemania, and Earth Day. The Director of Sustainability will be a liaison between students on matters of environmental concerns and shall organize and chair the Sustainability Committee.

4.2  Community Outreach Director: Shall serve as a community relations liaison and work closely with the Vice President of University Affairs to build positive relationships and communication with local community groups and campus departments such as university police. The Director of Community Outreach will initiate projects pertaining to campus safety issues, housing, and outreach efforts on behalf of ASI in an effort to build community. The Director of Community Outreach shall proactively contact local organizations and community figures to commission volunteer and service opportunities for students.

4.3  Legislative Affairs Director: Shall be responsible for informing the UAC of any activities in the CSU system, Legislature of the State of California, statewide agencies, and governments which affect organization members. The Director of Legislative Affairs will coordinate all research,  evaluation, development and application of student advocacy issues approved by the UAC as it pertains to the above-listed entities. Attendance at California State Student Association activities is expected unless otherwise stated by the Vice President of University of Affairs or unauthorized by a simple majority vote from the UAC. The Director of Legislative Affairs will chair and organize the Lobby Corps.

**Section V: UAC Subcommittees**

5.1 Sustainability

a. Shall be chaired by the Sustainability Director.

b. Shall identify and address campus sustainability interests, concerns, and ideas and collaborate with groups engaged in promoting sustainable issues on the CSUB campus.

 c. Assist in communicating ASI’s sustainability goals, initiatives, and programs within the organization to student organizations as well as the faculty and staff.

d. Shall recommend sustainable projects and programs to the UAC. In particular, initiatives that meet the California State Student Association Greenovation Grant funding criteria.

e. The Sustainability Committee will assist the Campus Life Committee in implementing, coordinating, and organizing programs catering to sustainability such as Recyclemania.

f. Members of the Sustainability Committee must be in good judicial standing with CSUB and be members of Associated Students Inc. where membership is defined in the Bylaws.

g. All members must be approved by the UAC.

5.2 Lobby Corps

a. Shall be chaired by the Legislative Affairs Director. b. Shall serve as a voice for students when lobbying local, state, and national legislators in

regards to all issues pertaining to higher education, the CSU System, or California State University of Bakersfield (CSUB).

c. Lobby Corps members must be in good judicial standing with CSUB.

d. All members will be trained and well-prepared for legislative visits and formal communication with Legislators.

e. All members must be approved by the UAC.

5.3 ASI Academic Advisory Assembly

1. Shall be chaired by the ASI Academic Advisory Assembly Representative, who is elected from among all Academic Directors by a simple majority by the UAC.
2. Will serve as the collective voice for all students within their respective colleges and work towards addressing student concerns, preserving academic freedom, and defending student rights.
3. Shall represent the interests and needs of each school and be active in the areas of academic programs, curriculum, and student development.
4. Will work towards strengthening the connection between the University administration and students by researching and developing the student perspective for University policy and advocacy of relevant matters impacting University students.
5. Voting members are: School of Arts & Humanities Director, School of Business & Public Administration Director, School of Social Sciences and Education, School of Natural Sciences, Mathematics, & Engineering Director, Transfer Students Director, and the Graduate Student Director.
6. Voting members will also be active voting members in one of the three ASI standing committees of their choosing (UAC, Campus Life, and Finance).
7. Shall meet once a month in order to deliberate and conduct business
8. Shall report any student concerns to UAC

5.4 Approving Membership in Subcommittees

a. Whereas most voting members of the ASI Academic Advisory Assembly are either elected in the annual ASI elections or appointed by the Board of Directors, members of the Lobby Corps and Sustainability Committee must be approved by the UAC by a simple majority vote.

5.5 Any subcommittee of UAC may hold events that advance their initiatives upon consultation and approval of the UAC.

Section VI: Operating Procedures

6.1  Policies and procedures conducted by the committee shall be governed by the regulations established under “ASI Board of Directors Meetings,” Article VII, of the Bylaws.

6.2  The committee shall meeting at least ~~four (4) times a quarter or~~ six (6) times a semester at the discretion of the UAC Chair (and/or majority of the members). Subcommittees, if organized, will be held responsible to the same meeting times.

6.3  A member of the committee may be removed pursuant to the Board of Directors Attendance and/or Removal Policy.

6.4  The Chair shall provide the agenda for all UAC meetings.

6.5  The Vice-Chair of the UAC shall be appointed by the UAC Chair and approved by a majority vote by the UAC.

6.6  The Vice-chair shall be in charge of taking minutes, and regulating attendance at all UAC meetings.

6.7  The Vice-Chair shall assume all responsibilities of the meetings upon the resignation or removal of the Chair.

6.8  The committee must have quorum to conduct business. For the function of the UAC and all subcommittees, quorum is defined as a simple majority (50% plus one) with the exclusion of vacant Director positions.

6.9  The ASI Academic Advisory Assembly Representative will be appointed by the Vice President of University Affairs and must be approved through a simple majority vote by the UAC.

**Section VII: Amendment & Enactment**

The University Affairs Code can be amended by the UAC pursuant under “Powers and Authority,” Article II, Section 4.

Enacted: 1/14/15

Revised: 4/18/17