
OPERATING RULES

F. BOARD DIRECTORS, DUTIES AND RESPONSIBILITIES

1. Joint Council (Please See Section 200.1 G)
2. When referencing Directors, it is inclusive of all elected and appointed members of the Board, excluding Ex-Officio Directors and Advisors.
3. The Board of Directors shall function as the official representatives of their said representative body.
4. Directors are required to keep office hours. Four (4) hours in the office per week during the academic year will be the minimum, not including weekly Regular and Working Board meetings.
 - a. A schedule, phone number, and location of office hours will be filed with the Administrative Assistant to the Board no later than the second week of the academic semester. If a Director needs to revise their office hours for the semester, the Director shall notify the Executive Vice President and Administrative Assistant to the Board.
 - b. If a Director cannot make their office hours, the Director must notify the Executive Vice President and the Administrative Assistant to the Board.
 - c. If there is substantial reasoning to believe that a Director is not holding their office hours as posted, the Executive Vice President shall conduct a meeting with the Director to review the claims. If the Executive Vice President is the director in question, the Vice Chair shall conduct the meeting. If it is found that the Director has not been holding office hours, the EVP shall bring the matter forward to the Executive Committee. The Executive Committee may, by majority vote, determine an appropriate consequence for the Director and then recommend legislation to the Board.
5. Each Director shall be responsible for meeting with their College Dean or Associate Dean at least once a month excluding the summer and January to discuss issues of interest pertaining to their said representative body. If a Director chooses to meet with the Associate Dean, at least one (1) meeting per semester shall be held with their College Dean. The Director of Undeclared shall meet with the Dean of Undergraduate Studies at least twice, and the Director of Graduate Studies shall meet with the Dean of Graduate Studies.
 - a. Each College Director, with the exception of the Director of Business, Director of Undeclared Students, and Director of Graduate Studies, is required to CONTACT (email, phone call, visit office hours, etc.) all of the department chairs within their college each semester to gain a further understanding of the departmental issues that students are facing. All findings should be included in the monthly board report or put together in a separate correspondence sheet.
6. Every director must complete seven (7) presentations per semester in order to promote and enhance the Board of Directors' yearly Strategic Priorities as well as promote and share resources and information available through ASI and their respective colleges.
7. Directors must sit on at least one (1) of the ASCSUS Internal committees.
8. Each Director shall sit on at least two (2) University committees.
 - a. If a Director is in an intensive committee schedule, or cannot fulfill the required two (2) external committees, the EVP, in consultation with the ASCSUS Vice President of University Affairs may excuse a director from one (1) external committee, with approval by the Board.
9. Directors shall assist in recruiting students to serve on university committees.
10. Directors must attend all Board: strategic planning sessions, orientations and retreats, Board Meetings, Special Meetings, and Emergency Meetings.
11. Each Director will be required to attend at least ten (10) campus events per semester, which must include at least one (1) from each of the following:
 - a. An event hosted by the ASI Board or an ASI department;

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- b. An event hosted by the ASI Office of Governmental Affairs;
 - c. A university-wide event; and
 - d. An event hosted on behalf of their representative constituency.
- 12. Each Director will be responsible for maintaining and updating (at least twice a semester) their ASI bulletin board in their respective academic college. In addition, the Director of Undeclared Students and the Director of Graduate Students will place their information on each of the other Director's boards and are equally responsible for the maintenance and upkeep of their portion.
- 13. Directors shall prepare a final report highlighting their accomplishments in relationship to the strategic plan and any recommendations for changes or continued activities to the new Board. The final report should be submitted to the ASCSUS Executive Vice President prior to the end of the semester. This due date is to be determined by the Executive Vice President in consultation with the Associate Director. The document should be presented to the new Board during Orientation.
- 14. The Directors shall complete other duties as assigned by the ASCSUS President, the Board of Directors or these Operating Rules.
- 15. The Executive Committee shall review Board Members' compliance with the above policies upon the request of a fellow Board Member, an ASI Staff Member, or Student Constituent.

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G. JOINT AND ADVISORY COUNCILS

1. The purpose of Joint Councils is to serve as umbrella organizations for the students and clubs within their respective colleges. They provide a forum for networking and collaboration among the students for the purpose of organizing joint events, finding ways of enhancing student life, and advocating for the needs of the students within the college and university level. In addition, they also serve to strengthen students academically within the college by encouraging them to apply for scholarships and work collaboratively with the faculty, staff, or administration of their college.
2. Directors shall submit a written action plan to the ASCSUS Executive Vice President on the creation of a Joint Council within one month of entering office. If a Joint Council action plan anticipates the need for additional funding to conduct Joint Council business, the Joint Council may seek to charter themselves with Student Organizations & Leadership in order to qualify for Associated Students, Inc. Dollars for Organizations and Clubs (DOC) Funding. If the creation of the Joint Council does not seem plausible, the Director must submit a detailed explanation on why they will not be creating the Joint Council to the Executive Vice President, the Executive Vice President shall determine if the reasons presented by the Director are valid. If so, then the Director and Executive Vice President shall come up with an alternative to reaching the constituents of the Director's College, if equivalent to the work of a Joint Council. The Joint Councils may act as vessels for: the creation of legislation, the sharing of ideas and grievances, college issue advocacy, special projects, event planning, or other appropriate means of representation. The guidelines for Joint Councils shall be as follows:
 - a. The Joint Councils shall consist of at least four (4) student representatives. At least one of the representatives must be a student of the college who is not representing a club/organization.
 - b. The Joint Councils shall be responsible for at least one (1) meeting per month during the fall/spring semester, unless otherwise stated by these Operating Rules and/or the Joint Councils (JC) constitution.
 - c. A brief annotation of the Joint Council's minutes shall be included in the Director's Monthly Board report.
 - d. All Joint Council Meetings shall be publicly announced and open, and shall post agendas. The chair shall be responsible for the agenda, unless otherwise stated by these Operating Rules and/or JC constitution.
 - e. Meetings shall be conducted according to Robert's Rules of Order, Newly Revised.
 - f. A quorum shall consist of 50 percent plus 1 of the voting members.
 - g. The Director or Designee shall act as the chair of the Joint Council, unless otherwise stated by these Operating Rules and/or the JC constitution. In case the director is not able to be the chair per the Operating Rules or the JC constitution, the Director shall be a non-voting member.
 - h. The Director shall be required to attend all meetings of the Joint Council.
 - i. The Board structure may include: Chair, Vice-Chair, ASCSUS Recorder, and members at large (all voting members), unless otherwise stated by these Operating
 - j. Rules and/or the JC constitution. In case the JC chooses its own recorder, all minutes shall be forwarded to the ASCSUS Recorder.

A. Director of Engineering & Computer Science (ECS)

- i. Director of ECS may be responsible for re-chartering the Engineering & Computer Science Joint Council (EJC) within the first month of office.
- ii. The director may hold at least one EJC meeting a month during Fall & Spring Semester.

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- iii. The director may contact all the newly elected clubs/organizations of the College of Engineering and Computer Science within the first month of office.
- iv. The director shall meet with the Dean and Associate Dean of the College of Engineering and Computer Science within the first month of office.
- v. The director or designee shall recruit at least one representative from each college to serve as a representative to the Council.

B. Director of Natural Sciences and Mathematics (NSM)

- i. The Director of NSM may re-charter the Natural Science and Mathematics Joint Council (NSMJC) within the first month of office.
- ii. The Director shall serve as the NSMJC Liaison to ASI and contact the current President of NSMJC within the first month of office to assist in holding one NSMJC Meeting each month during the Fall & Spring Semesters.
- iii. The Director may chair at least one NSM Joint Council meeting each month during the Fall and Spring semesters, which shall consist of the NSMJC President, Vice President, Treasurer, Secretary, and two students-at-large as voted upon by NSMJC in the previous semester.
- iv. In the event that one or more officers are not selected from the previous year, the Director shall recruit members for the College of NSM to serve as officers for NSMJC.
- v. The Director shall contact all the newly elected club/organizations of the College of Natural Sciences and Mathematics within the first month of office.

C. Director of Business (BUS)

- I. The Director of Business shall participate at Biz Fest in the fall semester and Biz Fling in the spring semester which is a great opportunity to interact with your constituents and the clubs. (If the Director of Business has classes that interfere with these events, the Director may be exempt from attending).
- II. The Director of Business shall create a Business Club Union. The Business Club Union will consist of all the active Business Club Presidents (or designees.) The purpose will be to enhance the sense of community within the clubs and the College of Business.
- III. The Director of Business shall attend the Business Advisory Committee (BAC), which provides input and assistance to the College of Business as it seeks to fulfill its mission.
- IV. The Director of Business may participate in Admitted Students Day, which is a great opportunity to interact with new Business students and inform them of campus resources.

D. Director of Health and Human Services (HHS)

- i. The Director of HHS may re-charter the Health and Human Services Joint Council (HHSJC) within the first month of office.
- ii. The Director may serve as the HHSJC Chair.
- iii. The Director shall meet with the Dean and Associate Dean of Health and Human Services within the first month of office.
- iv. The Director may make contact with newly elected club officers and interested student representatives/leaders to serve as HHSJC officers and members.
- v. The Director may hold at least one HHSJC meeting a month during the Fall & Spring semesters.

E. Director of Education (EDU)

- i. The Director of Education may re-charter the Joint Education Council (JEC) within the first month of office.
- ii. The Director may serve as JEC Chair.

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- iii. The Director shall meet with the Dean and Associate Dean of Education within the first month of office.
- iv. The Director may make contact with newly elected club officers and interested student representatives/leaders to serve as JEC officers and members.
- v. The Director may hold at least one JEC meeting a month during Fall & Spring Semesters.
- vi. The purpose of the JEC will be to advocate for the College of Education and its clubs/programs.

F. Director of Arts and Letters (A&L)

- i. The Director of A&L may be responsible for re-chartering the Arts and Letters Joint Council (ALJC) within the first month of office.
- ii. The Director shall serve as an overseeing officer to the committee who will ensure that the council maintains and upholds its constitution.
- iii. The Director may assist in advocating for at least one member for each department.
- iv. In the event that one or more officers are not selected from the previous year, the Director may recruit members from the College of Arts and Letters to serve as officers for the ALJC.
- v. The Director shall serve as the liaison between Associated Students and the Arts and Letters Joint Council.
- vi. The Director shall meet with the Dean and/or the Associate Dean of the College of Arts and Letters.

G. Director of Social Sciences and Interdisciplinary Studies (SSIS)

- i. The Director of Social Sciences and Interdisciplinary Studies may re-charter the Social Sciences and Interdisciplinary Studies Joint Council (SSISJC) within the first month of office.
- ii. The Director may serve as SSISJC Chair.
- iii. The Director shall meet with the Dean and Associate Deans of Social Sciences and Interdisciplinary Studies within the first month of office.
- iv. The Director shall make contact with newly elected club officers and interested student representatives/leaders to serve as SSISJC officers and members.

H. Director of Discovery Pathways (D. PWY) – Formerly Director of Undeclared Students

- i. The Director of Discovery Pathways may re-charter the Undeclared Students Council before the Student Organizations & Leadership (SO&L) club renewal deadline.
- ii. The Undeclared Student Council (USC) will meet to discuss ideas for events, plan/schedule/implement the events, and do so with the guidance of the advisors and other faculty/staff members of the University.
- iii. The Director may serve as Chair of the USC. Other officers will be elected through a vote from the council members. Council members will consist of students at large and appointed members of the university, as selected by the Director of Undeclared. All officer positions on the executive board of the USC must either be undeclared, a pre-major, or expressed interest major when elected.
- iv. The Director may serve as an overseeing officer to the council who will ensure that the council maintains and upholds its constitution.
- v. In the event that one or more officers are not selected from the previous year, the Director may recruit members from the student body to serve as officers for the USC.
- vi. The Director shall serve as the liaison between Associated Students, Inc. and the Undeclared Students Council.
- vii. The Director shall meet with the Academic Advising Center.

I. The Director of Graduate Studies (GRAD)

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- i. The Director of Graduate Studies may be responsible for maintaining the Graduate Student Advisory Council (GSAC).
- ii. The purpose of the GSAC is to represent university graduate students and serve as the student advisory group to the Dean of Graduate Studies and ASI Director of Graduate Studies.
- iii. The Director may re-charter the GSAC before the Student Organizations & Leadership (SO&L) club renewal deadline.
- iv. The Director may ensure the GSAC is comprised of at least four (4) graduate students.
- v. The Director may hold GSAC meetings to discuss relevant opportunities, policies, and other information pertaining to graduate students. These meetings shall be held at times convenient for graduate students (i.e., at night).
- vi. In April, with the assistance of the Dean, the Director may ensure each graduate academic department is contacted asking them to select one graduate student to represent their departments during the next academic year. The departments will have their own methods of appointing or electing GSAC representatives.
- vii. The Director and the Dean may hold an orientation session for the incoming GSAC representatives before the end of each spring term.

J. The Director of the Black Honors College

- i. The Director of the Black Honors College (BHC) may be responsible for maintaining the BHC student council.
- ii. The purpose of the BHC Student Council is to gain and provide feedback to the Dean of the BHC and ASI Director of the Black Honors College.
- iii. The Director shall serve as the liaison between Associated Students and the BHC Council.
- iv. The Director shall meet with the Dean and/or the Associate Dean of the Black Honors College.

K. The Joint Council Kick-Off

- I. The joint council kick-off fund shall exist to support the reinvigoration, operation, and outreach efforts of each ASI College, Undeclared, and Graduate Directors' joint council, club or council in the fall semester. Each ASI College, Undeclared, and Graduate Director will collaborate with their joint council, club or council to decide the best use of funds.
- II. Each joint council, club or council will be allocated \$250 each fall semester. The Kick-off budget must be submitted to the Vice President of Finance for approval by the first week of October. The monies must be utilized in the fall semester and may not be utilized in the spring semester except in extenuating uncontrollable circumstances such as campus closures, natural disasters, etc. deemed appropriate by both the President and Vice President of Finance. If deemed appropriate, the previously planned kick off must be held by week five (5) of the spring semester.
- III. Each joint council, club or council must collaborate with their ASI Director to find an appropriate use of the kick off funds. Once decided, the ASI Directors will coordinate with the ASI Vice President of Finance and the ASI Executive & Associate Director to pay for the goods or services being requested for the kick off. Joint Council Kick-off events should last a minimum of two hours to ensure comprehensive engagement and discussions with the constituents.
- IV. The use of these funds is up to the discretion of the ASI Directors for their representative constituencies. The use of these funds must follow the same DOC funding guidelines as outlined in the ASI Operating Rules.