

**Associated Students Incorporated**

**California State University, Bakersfield**

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# Associated Students, Incorporated

# California State University, Bakersfield

# University Affairs Code

1. **Purpose**

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

* 1. Represent and report to the Board of Directors on any matters involving the University.
	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.
	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.) through the use of shared governance.
	4. Spearhead initiatives that foster an inclusive campus environment and progress sustainability efforts.
	5. Be accountable for implementing an annual education-based campus campaigns reflective of student issues and concerns. Prior campaigns include the Runner Olympics and the Sustainability Symposium to increase sustainable practices.
	6. Ensure student-oriented town hall style meetings to be held at least once a semester. This event will seek to gain feedback about campus issues and answer student questions, with a specific topic focus during which, where campus administration can be invited to answer student questions.
	7. Oversee ASI Academic Advisory Assembly composed of the University’s four college Directors and Antelope Valley Director: Arts and Humanities (AH), Business and Public Administration (BPA), Natural Sciences, Mathematics and Engineering (NSME), and Social Sciences and Education (SSE), Director of CSUB-AV, Director of Graduate Students, and Director of Transfer Students. 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.
	8. 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.
	9. Research various academic and other University-related issues which affect University students.
	10. Serve to advance the organization’s image and student’s rights through advocacy and representation in issues regarding higher education.
1. **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 issues affecting the greater campus community with an emphasis on empowering students within higher education through shared governance.

1. **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:

* 1. Vice President of University Affairs (Chair)
	2. Director of Sustainability
	3. Director of Accessibility and Essential Needs
	4. Director of Students with Disabilities
	5. Two (2) Academic Directors

Non-Voting Members:

* 1. At least one Rowdy Bunch Member
	2. ASI President (ex-officio) or designee
	3. ASI Executive Vice President (ex-officio) or designee
	4. ASI Executive Director (ex-officio) or designee
1. **Specific Member Responsibilities**
	1. Director of Sustainability: 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 shall work to implement activities for Sustainability Month and Earth Week. The Director of Sustainability will be a liaison between students and the Office of Sustainability on matters of environmental concerns and shall organize and chair the Sustainability Committee, if there is no active student-led Sustainability club. The Director will coordinate with the Students for Sustainability Club to organize events regarding Sustainability. The Director of Sustainability shall sit on the Campus Beautification Committee the Faculty Sustainability committee, and the Ecosystem Advisory Council. In addition, the Director of Sustainability will hold one (1) out of their four (4) office hours in the Edible Garden.
	2. Director of Accessibility and Essential Needs: Shall coordinate activities and events that help educate students on various topics and issues. The Director of Accessibility and Essential Needs shall collaborate with Campus Advocate and the Food Pantry throughout the academic school year. The Director of Accessibility and Essential Needs will sit on the University Title IX committee and the Housing and Food Security Committee. In addition, the Director of Accessibility and Essential Needs will hold one (1) out of their four (4) office hours in the Food Pantry.
	3. Director of Students with Disabilities: The Director of Students with Disabilities (Director of SSD) represents the needs and interests of all students with a physical and mental disability. The Director of SSD will sit on committees related to making CSUB more accessible to students. The Director will raise awareness and work to break misconceptions that people may have about people with disabilities, this is partly done through events. The Director also helps to ensure that professors, clubs, and other entities are accommodating towards students with disabilities. The Director collaborates with the Center for Accessibility and Essential Needs department to create events such as Pups & Cups (a collaboration with Marley’s Mutts), The Runner Olympics, and Sensory Days, that raise awareness about different types of disabilities; as well the Counseling Center and Student Health Services. The Director will also sit on the Wellness Committee.
2. **UAC Subcommittees**
	1. Sustainability
		1. Shall be chaired by the Sustainability Director.
		2. Shall identify and address campus sustainability interests, concerns, and ideas and collaborate with groups engaged in promoting sustainable issues on the CSUB campus.
		3. Assist in communicating ASI’s sustainability goals, initiatives, and programs within the organization to student organizations as well as the faculty and staff.
		4. Shall recommend sustainable projects and programs to the UAC.
		5. The Sustainability Committee will assist with implementing, coordinating, and organizing programs catering to sustainability such as Sustainability Symposium.
		6. 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.
		7. This committee does not need to be formed in the event that there is an active student-led Sustainability Club or other club with concurrent interests.

* 1. ASI Academic Advisory Assembly
		1. Shall be chaired by the Vice President of University Affairs.
		2. Shall 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 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.
		4. Voting members are: Director of Arts & Humanities, Director of Business & Public Administration, Director of Social Sciences and Education, Director of Natural Sciences, Mathematics, & Engineering, Director of Transfer Students, Director of CSUB-AV and the Director of Graduate Students.
		5. Voting members will also be active voting members in one of the four ASI standing committees of their choosing (UAC, Campus Life, Public Affairs, and Finance), with the exception of the Director of CSUB-AV who is a standing Director in the Public Affairs Committee.
		6. Shall meet at least once a month in order to deliberate and conduct business.
		7. Shall report any student concerns to UAC.
	2. Any subcommittee of UAC may hold events that advance their initiatives upon consultation and approval of the UAC and Campus Life Committee.
1. **Operating Procedures**
	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.
	2. The committee shall meet at least 10 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 and must meet at least once a month.
	3. A member of the committee may be removed pursuant to the Board of Directors Attendance and/or Removal Policy.
	4. The Chair shall provide the agenda for all UAC meetings.
	5. The UAC shall be permitted to elect a Vice Chair by a majority vote of the voting members.
	6. In the event of the absence of the VP of University Affairs, the Vice Chair shall be charged with chairing the meetings.
	7. The UAC shall have a scribe. The Scribe of the UAC shall be elected by a majority vote.
	8. The Scribe shall take the minutes at all UAC meetings,
	9. In the event of a vacancy in the position of Scribe, the Vice Chair will assume all Scribe responsibilities.
	10. 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.
	11. In the event of a vacancy in any of the standing Director positions, the committee shall fulfill all the listed duties of that position so that the representation of the position is not missing. With the exception of Pups and Cups which will be fulfilled by the Campus Life Committee.
2. **Amendment & Enactment**

The University Affairs Code can be amended by the UAC pursuant under the Associated Students, Inc. Bylaws.

Enacted: 1/14/15

Revised: 4/18/17, 5/3/2019, 03/3/2023, 4/10/2024, 3/14/2025