

**THE SUPPORTING DOCUMENTS OF THE
STUDENT COUNCIL OF ELEANOR ROOSEVELT
COLLEGE**

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THE DESCRIPTION OF DUTIES OF THE MEMBERS OF THE STUDENT COUNCIL OF ELEANOR ROOSEVELT COLLEGE

100.00.00 Mission Statement

100.01.00 Mission

101.01.01 The name of this organization shall be the Eleanor Roosevelt College Student Body, hereinafter referred to as “the Student Body.”

101.01.02 The primary representative body for the Student Body shall be the Student Council of Eleanor Roosevelt College, hereinafter referred to as “the Council.”

100.01.03 As stated in Article II of the Constitution of the Eleanor Roosevelt College Student Body, the purpose of this organization shall be as follows:

- (a) To exercise the rights and responsibilities of students to participate in the shared governance of the college as it relates to student life issues;
- (b) To create and execute programs which serve the collective interests of the undergraduate population; and to advocate for students within the College, the University, and the community;

100.01.04 Any person enrolled as an undergraduate student of Eleanor Roosevelt College at the University of California, San Diego shall be a member of the Student Body.

101.00.00: Duties of Officers

101.01.00 President

101.01.01 The President shall be the chief executive officer of the Student Body.

101.01.02 The President shall serve as the official representative of the Student Body.

101.01.03 The President shall be the presiding officer of the meetings of the Council.

101.01.04 The President shall be an ex-officio member of all subordinate bodies of the Council, with such exceptions prescribed by the Council.

101.01.05 The President shall perform other duties applicable to the office as prescribed by the Council.

101.02.00 Vice President of Internal Affairs

101.02.01 In the event of a vacancy in the office of President, the Vice President shall become President for the remainder of the term.

101.02.02—In the event that the President is temporarily unable to perform the duties of the office, the President may provide written notice to the Council which grants the Vice President of Internal Affairs the authority to serve as Acting President. The Vice President of Internal Affairs shall maintain this position until the President provides written notice to the contrary.

101.02.03—The Vice President of Internal Affairs shall be responsible for overseeing the progress of the Council's internal members, defined as all members who are not required to attend an external meeting, and shall promote the internal functioning of the Council as a whole.

101.02.04 The Vice President of Internal Affairs shall chair the Appointment Committee and sit on the Rules Committee.

101.02.05 The Vice President of Internal Affairs shall perform other duties applicable to the office as

prescribed by the Council.

101.03.00 Vice President of External Affairs

101.03.01 The Vice President of External Affairs shall be responsible for overseeing the progress of the Council's external representatives, defined as Council members whose position requires them to sit on at least one external committee, and shall supervise the external affairs of the Council as a whole, including but not limited to relations with College Councils, Associated Students, and all external committees.

101.03.02 The Vice President of External Affairs shall meet with each external representative at least once per quarter to ensure ERC is being represented appropriately.

101.03.03 The Vice President of External Affairs shall work on at least one campus-wide project during their term that connects the Council and the ERC community to the University as a whole.

101.03.04 The Vice President of External Affairs shall sit on the Appointment Committee.

101.03.05 The Vice President of External Affairs shall perform other duties applicable to the office as prescribed by the Council.

101.04.00 Associated Students Senators (2)

101.04.01 The Associated Students Senators shall be ex-officio members of the Council.

101.04.02 The Associated Students Senators shall be responsible for presenting weekly reports to the Council regarding campus-wide issues.

101.101.03 The Associated Students Senators shall be on at least one internal Eleanor Roosevelt College committee.

101.04.04 The Associated Students Senators shall hold office hours once per week, with each being at least one hour in duration.

101.04.05 The Associated Students Senators shall help organize at least one project per term, independent of any Associated Students projects, that incorporates the Student Body of Eleanor Roosevelt College as a whole.

101.04.06 The Associated Students Senators shall perform other duties applicable to the office as prescribed by the Council.

101.05.00 Senior Representative

101.05.01 The Senior Representative shall represent the interests of the Senior class at Eleanor Roosevelt College to the Council.

101.05.02 The Senior Representative shall sit on at least one internal committee.

101.05.03 The Senior Representative shall chair the Eleanor Roosevelt College Senior Committee.

101.05.04 The Senior Representative shall help organize at least two projects per term that incorporate the Senior class members of the Student Body of Eleanor Roosevelt College.

101.05.05 The Senior Representative shall perform other duties applicable to the office as prescribed by the Council.

101.06.00 Junior Representative

101.06.01 The Junior Representative shall represent the interests of the Junior class at Eleanor Roosevelt College to the Council.

101.06.02 The Junior Representative shall be responsible for sitting on an internal committee.

101.06.03 The Junior Representative shall help organize at least two projects per term that incorporate the Junior class members of the Student Body of Eleanor Roosevelt College.

101.06.04 The Junior Representative shall perform other duties applicable to the office as prescribed by the Council.

101.07.00 Sophomore Representative

101.07.01 The Sophomore Representative shall represent the interests of the Sophomore class at Eleanor Roosevelt College to the Council.

101.07.02 The Sophomore Representative shall be responsible for sitting on an internal committee.

101.07.03 The Sophomore Representative shall help organize at least two projects per term that incorporate the Sophomore class members of the Student Body of Eleanor Roosevelt College.

101.07.04 The Sophomore Representative shall perform other duties applicable to the office as prescribed by the Council.

101.08.00 Freshman Representative

101.08.01 The Freshman Representative shall represent the interests of the Freshman class at Eleanor Roosevelt College to the Council.

101.08.02 The Freshman Representative shall be responsible for sitting on an internal committee.

101.08.03 The Freshman Representative shall help organize at least two projects per term that incorporate the Freshman class members of the Student Body of Eleanor Roosevelt College

101.08.04 The Freshman Representative shall perform other duties applicable to the office as prescribed by the Council.

101.08.05 Must attend two meetings of the First-Year Council per month, as described under the office of College Affairs in the ASUCSD Standing Rules.

101.09.00 Commuter Representatives (2)

101.09.01 The Commuter Representatives shall serve as official liaisons between members of the Student Body living off campus and the Council.

101.09.02 The Commuter Representatives shall not serve as the Chair of Eleanor's Transfers and Commuters (ETC).

101.09.03 The Commuter Representatives shall serve as liaisons to the Eleanor's Transfers and Commuters (ETC) of Eleanor Roosevelt College and the All Campus Commuter Board (ACCB).

101.09.04 The Commuter Representatives shall assist in the planning and execution of at least one Commuter Student event a quarter.

101.09.05 The Commuter Representatives shall be responsible for sitting on an internal committee.

101.09.06 The Commuter Representatives shall perform other duties applicable to the office as prescribed by the Council.

101.10.00 Transfer Representative

101.10.01 The Transfer Representative shall serve as an official liaison between Eleanor Roosevelt College transfer students and the Council.

101.10.02 The Transfer Representative shall serve as liaison to the Eleanor's Transfers and

Commuters (ETC) of Eleanor Roosevelt College and the All Campus Transfer Association (ACTA).

101.10.03 The Transfer Student Representative shall assist in the planning and execution of at least one Transfer Student event a quarter.

101.10.04 The Transfer Representatives shall be responsible for sitting on an internal committee.

101.10.05 The Transfer Representative shall perform other duties applicable to the office as prescribed by the Council.

101.11.00 Apartment Representatives (2)

101.11.01 The Apartment Representatives shall serve as official liaisons between members of the Student Body who reside in the Eleanor Roosevelt College apartments and the Council.

101.11.02 Each Apartment Representative shall reside in an Eleanor Roosevelt College Apartment.

101.11.03 The Apartment Representatives shall help organize at least one event a quarter that incorporates the members of the Student Body who reside in the Eleanor Roosevelt College Apartments with the members of the Student Body who reside in the other areas.

101.11.04 The Apartment Representatives shall sit on the Council's Special Events Committee.

101.11.05 The Apartment Representatives shall perform other duties applicable to the office as prescribed by the Council.

101.12.00 Residence Hall Representatives (2)

101.12.01 The Residence Hall Representatives shall serve as official liaisons between the members of the Student Body who reside in the Eleanor Roosevelt College residence halls and the Council.

101.12.02 Each Residence Hall Representative shall reside in an Eleanor Roosevelt College Residence Hall.

101.12.03 The Residence Hall Representatives shall help organize at least one event a quarter that incorporates the members of the Student Body who reside in the Eleanor Roosevelt College Residence Halls with the members of the Student Body who reside in the other areas.

101.12.04 The Residence Hall Representatives shall sit on the Council's Special Events Committee.

101.12.05 The Residence Hall Representatives shall perform other duties applicable to the office as prescribed by the Council.

101.13.00 Diversity Advocate

101.13.01 The Diversity Advocate shall represent the needs and interests of underrepresented members of the Student Body.

101.13.02 The Diversity Advocate shall serve as the official representative for the Student Body and the Council to the Student Affirmative Action Committee (SAAC).

101.13.03 The Diversity Advocate shall be a general body member of at least one Student Affirmative Action Committee organization as defined by that organization.

101.13.04 The Diversity Advocate shall attend all Board Meetings of the Student Affirmative Action Committee.

101.13.05 The Diversity Advocate shall present a report on all Student Affirmative Action Committee Board Meetings at all Council meetings and report to the Student Affirmative Action

Committee Board Meetings on all Council meetings and Student Body concerns.

101.13.06 The Diversity Advocate shall coordinate at least one special presentation of the Student Affirmative Action Committee per term.

101.13.07 The Diversity Advocate shall perform other duties applicable to the office as prescribed by the Council with the consent of the Student Affirmative Action Committee.

101.14.00 At-Large Representatives (2)

101.14.01 The At-Large Representatives shall represent the interests of the Student Body as a whole.

101.14.02 The At-Large Representatives shall serve as an official liaison between the members of the student body who reside in overflow housing and the council.

101.14.03 One At-Large Representative shall serve on the Council's Special Events Committee.

101.14.04 One At-Large Representative shall serve on AS Concerts and Events

101.14.05-The At-Large Representatives shall help organize at least one project per term that incorporates the Student Body of Eleanor Roosevelt College as a whole.

101.14.06 The At Large Representatives shall perform other duties applicable to the office as prescribed by the Council.

101.15.00 The Village Representative

101.15.01 The Village Representative shall serve as official liaison between members of the Eleanor Roosevelt Student Body who reside in the Village Transfer Housing and the Council.

101.15.02 The Village representative shall reside in the Village Transfer Housing located North of Eleanor Roosevelt College.

101.15.03 The Village Representative shall help organize at least one event a quarter that incorporates the members of the Eleanor Roosevelt College Student Body who reside in the Village Transfer Housing with the members of the Student Body who reside in the other areas.

101.15.04 The Village Representative shall sit on the Council's Special Events Committee.

101.15.05 The Village Representative shall sit on the Villagers in Programming (VIP).

101.15.06 The Village Representative shall perform other duties applicable to the office as prescribed by the Council.

101.16.00 Revelle College Representative(s)

101.16.01 In the event that the ERC population residing in Revelle College exceeds 100 students, an additional Revelle Representative shall be appointed and retain the same rights and responsibilities of the first appointed representative.

101.16.02 The Revelle College Representative(s) shall serve as an official liaison between members of the Student Body who reside at Revelle College and the Council.

101.16.03 The Revelle College Representative shall reside at Revelle College.

101.16.04 The Revelle College Representative shall organize at least one event a quarter that incorporates the members of the Student Body who reside at Revelle College with the members of the Student Body who reside in the other areas.

101.16.05 The Revelle College Representative shall sit on the Council's Special Events Committee.

101.16.06 The Revelle College Representative shall perform other duties applicable to the office as prescribed by the Council.

101.17.00 Warren College Apartment Representative

101.17.01 In the event that the ERC population residing in Warren College exceeds 100 students, an additional Warren Representative shall be appointed and retain the same rights and responsibilities of the first appointed representative.

101.17.02 The Warren Apartment Representative shall serve as official liaison between members of Eleanor Roosevelt Student Body who reside in the Warren College Apartment and the Council.

101.17.03 The Warren Apartment Representative shall reside in a Warren College Apartment.

101.17.04 The Warren Apartment Representative shall help organize at least one event a quarter that incorporates the members of the Eleanor Roosevelt College Student Body who reside in the Warren College Apartments with the members of the Student Body who reside in the other areas.

101.17.05 The Warren Apartment Representative shall sit on the Council's Special Events Committee.

101.17.06 The Warren Apartment Representative shall perform other duties applicable to the office as prescribed by the Council.

101.19.00 All Officers

All Officers shall be responsible for submitting a written summary report of their term for their successor to the Vice President of Internal Affairs of the Council at the conclusion of each of their terms. All terms for the Officers shall run one calendar year from election or appointment or until removed from office.

102.00.00 Duties of Ordinary Members

102.01.00 Secretary

102.01.01 The Secretary shall prepare the minutes of all Council meetings and see that a copy is accessible to all members of the Council.

102.01.02 The Secretary shall determine whether quorum is present during Council meetings.

102.01.03 The Secretary shall be responsible for all non-financial Council correspondence.

102.01.04 The Secretary shall maintain files and records for Council events and positions.

102.01.05 The Secretary shall submit a scrapbook at the end of the year highlighting all the Council events of the past year.

102.01.06 The Secretary shall monitor Council meeting attendance in conjunction with the President.

102.01.07 The Secretary shall perform other duties applicable to the office as prescribed by the Council.

102.02.00 Director of Finance

102.02.01 The Director of Finance shall oversee the implementation of the Council's Finance Rules in conjunction with the President.

102.02.02 The Director of Finance shall present a written or oral financial statement on all budget transactions at all Council meetings.

102.02.03 The Director of Finance shall present a written annual and bi-quarterly budget, including organization allocations and an operating budget for the Council.

102.02.04 The Director of Finance shall chair the Council's Finance Committee.

102.02.05 The Director of Finance shall perform other duties applicable to the office as prescribed by the Council.

102.03.00 Director of Publicity

102.03.01 The Director of Publicity shall be responsible for informing the Student Body of all actions and activities of the Council.

102.03.02 The Director of Publicity shall coordinate publicity for Council events.

102.03.03 The Director of Publicity shall be responsible for all official Council press releases which include a monthly newsletter that will be distributed through the Office of Residential Life.

102.03.04 The Director of Publicity shall coordinate with the Director of Technology to utilize media outlets to outreach to the student body.

102.03.05 The Director of Publicity shall perform other duties applicable to the office as prescribed by the Council.

102.04.00 Director of Special Events

102.04.01 The Director of Special Events shall chair the Council's Special Event Committee.

102.04.02 The Director of Special Events shall organize Welcome Week, Spirit Week, Spirit Night, and MMW Blowout.

102.14.03 The Director of Special Events shall work with the Director of Spirit to organize Spirit Week and Spirit Night.

102.14.04 The Director of Special Events shall support all members of the Council in the planning and execution of Council events.

102.04.05 The Director of Special Events shall present a report on all of the Council's organized events.

102.04.06 The Director of Special Events shall perform other duties applicable to the office as prescribed by the Council.

102.05.00 Director of Technology

102.05.01 The Director of Technology shall maintain and update the Council's website and the Council's Listserv.

102.05.02 The Director of Technology shall coordinate with the Director of Publicity to utilize media outlets to outreach to the student body.

102.05.03 The Director of Technology shall perform other duties applicable to the office as prescribed by the Council.

102.06.00 Director of Student Organizations

102.06.01 The Director of Student Organizations shall chair the Council of Organizations (COO).

102.06.02 The Director of Student Organizations shall not be a principal member of any Student Organizations at Eleanor Roosevelt College.

102.06.03 The Director of Student Organizations shall provide a weekly report to the Council on the activities of the Council of Organizations.

102.06.04 The Director of Student Organizations shall act as a liaison between the Council of Organizations and the Council.

102.06.05 The Director of Student Organizations shall sit on the Council's Special Events

Committee.

102.06.06 The Director of Student Organizations shall maintain a list of all current Student Organizations at Eleanor Roosevelt College and their respective leadership.

102.06.07 The Director of Student Organizations shall sit as a member on the Finance Committee.

102.06.08 The Director of Student Organizations shall perform other duties applicable to the office as prescribed by the Council.

102.07.00 Chair of the Rules Committee

1102.07.0 The Chair of the Rules Committee shall chair the Council's Rules Committee.

102.07.02 The Chair of the Rules Committee shall maintain current copies of all of the Council legislation, bills, resolutions and policies.

102.07.03 The Chair of the Rules Committee shall be the Parliamentarian for all of the Council meetings and shall maintain the Council's copy of Robert's Rules of Order Newly Revised.

102.07.04 The Chair of the Rules Committee shall perform other duties applicable to the office as prescribed by the Council.

102.08.00 Director of Enterprises

102.08.01 The Director of Enterprises shall be responsible for maintaining, promoting, and developing ERC merchandise (mERCh).

102.08.02 The Director of Enterprises shall be responsible for gauging the needs of the Student Body and further developing the enterprises.

102.08.03 The Director of Enterprises shall work with the Director of Finance to ensure that accurate records of expenses and income are kept for ERC merchandise (mERCh) and other Council enterprises.

102.08.04 The Director of Enterprises shall organize, in conjunction with the Coordinator of Student Activities, the inventory and distribution of supplies in the Student Workroom.

102.08.05 The Director of Enterprises shall sit on the Council's Finance Committee.

102.08.0 The Director of Enterprises shall perform other duties applicable to the office as prescribed by the Council.

102.09.00 Chair of the Judicial Board

102.09.01 The Chair of the Judicial Board shall preside over the Eleanor Roosevelt College Judicial Board.

102.09.02 The Chair of Judicial Board shall schedule and chair Judicial Board Meetings.

102.09.03 The Chair of the Judicial Board shall coordinate with the Eleanor Roosevelt Dean of Student Affairs Office for the purpose of educational outreach efforts to the Student Body on their rights and responsibilities as students.

102.09.04 The Chair of the Judicial Board shall sit on the Elections Appeals Board as called upon by AS.

102.09.05 The Chair of the Judicial Board shall sit on the All Campus Judicial Board.

102.09.06 The Chair of the Judicial Board shall perform other duties applicable to the office as prescribed by the Council.

102.10.00 Judicial Board Members

- 102.10.01** Judicial Board Members shall attend Judicial Board Meetings.
- 102.10.02** Judicial Board Members shall conduct formal hearings regarding non-academic violations of the Student Code of Conduct
- 102.10.03** Judicial Board Members shall conduct formal hearings regarding violations or questions of interpretation of the Constitution of the Eleanor Roosevelt College Student Body and the Supporting Documents
- 102.10.04** Judicial Board Members shall conduct formal hearings regarding violations of the Eleanor Roosevelt College Election rules
- 102.10.05** Judicial Board Members shall conduct formal hearings regarding conflicts amongst Eleanor Roosevelt College Student Organizations
- 102.10.06** Judicial Board Members shall conduct formal hearings regarding appeals of impeachment for members of the Council
- 102.10.07** Judicial Board Members shall conduct formal hearings regarding appeals of impeachment for members of the Eleanor Roosevelt College Judicial Board.
- 102.10.08** Judicial Board Members shall perform other duties applicable to the office as prescribed the Council.

102.11.00 Resident Advisor Liaison

- 102.11.01** The Resident Advisor Liaison shall be a Resident Advisor of Eleanor Roosevelt College.
- 102.11.02** The Resident Advisor Liaison shall be appointed by the Office of Residence Life, and approved by the Council.
- 102.11.03** The Resident Advisor Liaison shall attend all meetings of the Roosevelt College Resident Advisors and provide a weekly report to the Council.
- 102.11.04** The Resident Advisor Liaison shall give weekly updates on the status of International House affairs.
- 102.11.05** The Resident Advisor Liaison shall serve as the official liaison between the Eleanor Roosevelt College Residence Life Office at all Council meetings and report Council issues at Resident Advisor meetings.
- 102.11.06** The Resident Advisor Liaison shall perform other duties applicable to the office as prescribed by the Council.

102.12.00 Sustainability Advocate

- 102.12.01** The Sustainability Advocate shall represent the Council in respect to Eleanor Roosevelt College's effort to promote sustainability.
- 102.12.02** The Sustainability Advocate shall serve as the official representative for the Student Body and the Council to the AS Environmental and Social Justice Affairs Office.
- 102.12.03** The Sustainability Advocate shall present a report on all AS Environmental and Social Justice Affairs Office activity at all Council meetings and report to Sustainability Collective on all Council meetings and Student Body concerns.
- 102.12.04** The Sustainability Advocate shall coordinate at least one substantial project or program of their term to support the sustainability of the Eleanor Roosevelt College community.
- 102.12.05** The Sustainability Advocate shall coordinate at least one special presentation of the AS Environmental and Social Justice Affairs Office per term.
- 102.12.06** The Sustainability Advocate shall sit on the Council's Special Events Committee.
- 102.12.07** The Sustainability Advocate shall perform other duties applicable to the office as prescribed by the Council.

102.13.00 Director of Spirit

102.13.01 The Director of Spirit shall lead in promoting UCSD spirit in Eleanor Roosevelt College for all university athletics events through college-wide programming.

102.13.02 The Director of Spirit may choose to organize a committee to advance UCSD spirit at Eleanor Roosevelt College.

102.13.03 The Director of Spirit shall also represent SCERC at spirit-related external meetings, including but not limited to Triton Tide, and shall appoint a proxy when unable to attend.

102.13.04 The Director of Spirit shall work with the Director(s) of Special Events to organize Spirit Week and Spirit Night.

102.13.05 The Director of Spirit shall plan and execute at least two projects per term related to UCSD spirit, in addition to Spirit Week and Spirit Night.

102.13.06 The Director of Spirit shall perform other duties applicable to the office as prescribed by Council.

102.14.00 All Ordinary Members

All Ordinary Members shall be responsible for submitting a written summary report of their term for their successor to the Vice President of Internal Affairs of the Council at the conclusion of their term. The terms for all appointed members shall run one calendar year from appointment or until removed from office.

200.00.00
THE SPECIAL RULES OF ORDER OF THE
STUDENT COUNCIL OF ELEANOR ROOSEVELT
COLLEGE

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**THE SPECIAL RULES OF THE STUDENT COUNCIL OF ELEANOR
ROOSEVELT COLLEGE**

201.00.00: NAME AND PURPOSE

201.01.00: Name

The name of this legislative body shall be the Student Council at Eleanor Roosevelt College, hereinafter referred to as “the Council”.

201.02.00: Reference

201.02.01 The Constitution of the Student Council of Eleanor Roosevelt College shall hereinafter be referred to as “the Constitution.”

201.02.02 The Special Rules of Order of the Student Council of Eleanor Roosevelt College shall hereinafter be referred to as “the Special Rules of Order.”

201.03.00: Purpose

The purpose of the Special Rules of Order shall be to define specific procedures for the effective operation of the Council and its committees. The Special Rules of Order are intended to direct the Council to fulfill its purpose as stated in the Constitution.

202.00.00: COUNCIL SESSION

202.01.00: Business as a Body

All the Council’s business requiring action as a body shall be conducted during Council sessions.

202.02.00: Session

202.02.01 The Council’s session shall begin on the fifth week of spring quarter and shall adjourn no later than the fifth week of the succeeding spring quarter.

202.02.02 The Council’s session shall act during fall, winter and spring quarters.

202.02.03 The Council’s session shall recess during summer session, unless a special meeting is called.

202.03.00: Regular Meetings

202.03.01 The first regular Council meeting shall be held during fifth week of spring quarter.

202.03.02 The regular Council meeting time and place shall be determined and set by the Council during the first meeting of the session and shall be publicized to the Student Body.

202.03.03 The Council meeting time may change upon approval by a majority of all Council Members present.

202.03.04 The Student Body shall be notified of the change in meeting time at least 48 hours prior to the next Council meeting following the approved change of Council meeting time.

202.04.00: Special Meetings

202.04.01 Special Meetings may be called at anytime, including summer session, by the President, Vice-President of Internal Affairs, or a petition signed by no less than one-third of the Council.

202.04.02 Those who request a Special Meeting must present a petition to the Dean of Student

Affairs no less than forty-eight hours prior to the scheduled date of the meeting.

202.04.03 Only subject or subjects stated in the aforesaid petition may be considered during the given Special Meeting.

202.04.04 It shall be the responsibility of the Secretary to notify the Council members as to the date, time and location of the Special Meeting. All reasonable effort shall be made to notify the Student Body as to the aforesaid specifics of the Special Meeting.

202.04.05 The Council members shall be notified no less than twenty-four hours prior to the Special Meeting.

202.04.06 Attendance at Special Meeting shall be in accordance with Article VIII of the Constitution.

202.05.00: Closed Meetings

202.05.01 A Council meeting may be closed by a simple majority vote.

202.05.02 The agenda for the closed Council meeting shall be approved in the open meeting and no further items shall be considered.

202.05.03 Attendance during closed meetings shall be restricted to members of the Council as described in the Constitution and those individuals invited by a simple majority of the Council.

202.05.04 Meetings shall be automatically closed to individuals or groups who have matters of employment, appointment or other personal litigation.

203.00.00: AGENDA

203.01.00: Agenda Items

203.01.01 Items for the Agenda must be submitted to the President by 8:00 pm on the academic day preceding the meeting.

203.01.02 The Director of Finance shall report to the President at least 24 hours prior to the regular council meeting an estimated balance of the Council's accounts that will then be added on the agenda.

203.01.03 All items submitted shall be labeled as Council Caucus or First Reading at the discretion of the President.

203.01.04 The order of items or classes on the Agenda are at the discretion of the President (in accordance with Part 203.01.06).

203.01.05 The Agenda shall be ready at the Call to Order of the meeting.

203.01.06 Once the meeting has been called to order, the Agenda may only be changed or reordered by a two-thirds vote of the Council.

203.01.07 If a regular meeting adjourns and there are items on the Agenda that were not considered, those items shall be the first order of business at the next regular Council meeting, within their respective business classes.

203.01.08 The Council shall not entertain any business that is not placed on the Agenda.

203.02.00: Business Classes Defined

203.02.01 Call to Order

(a) The President shall call the meeting to order at a time no earlier than approved by the Council.

(b) All meetings may be called to order without the presence of quorum as defined by Part

204.02.00.

203.02.02 Roll Call

- (a) A Roll Call shall be conducted by the Secretary through the reading of attendance at all meetings.
- (b) Roll Call shall be conducted within fifteen minutes after the Call to Order and prior to adjournment.
- (c) Roll Call shall be recorded in the Minutes.

203.02.03 Moment of Silence

- (a) The Moment of Silence is for the purpose of reflection or making aware issues, whether they are personal, internal, external, communal, national or global.

203.02.04 Approval of the Minutes

- (a) Minutes of the previous Council meeting shall be approved by a majority vote.
- (b) The Minutes should be distributed to council at least one academic day prior to the meeting.

203.02.05 Public Input

- (a) After being recognized by the President, individuals who are not Council members may address the Council.
- (b) Members of the Council may ask questions during Public Input through the President.
- (c) Speakers are limited to five minutes per topic and only four individuals may speak on one topic, unless extended by a two-thirds vote of the Council.

203.02.06 Special Presentations

- (a) Individuals of the public, an outside organization, or Council members may prearrange with the President to address the Council in Special Presentations.
- (b) Members of the Council may ask questions during Special Presentations through the President.
- (c) Presentations shall not exceed twenty minutes.

203.02.07 Event Debriefing

- (a) After every SCERC funded event said event name would be placed in event debriefing to be evaluated and constructively criticized by the council with the goal of improving, and providing funding information for, any future similar event.
- (b) No formal vote or motions on business items (except to extend time or change the Agenda) may take place during event debriefing.
- (c) Items placed in event debriefing shall be non-legislative items that do not require a formal vote or action by the Council and should only be used in any future action as a reference. The President, in accordance with part 203.01.02, shall determine the placement of items.
- (d) Discussion shall not exceed twenty minutes on any item, unless extended by a two-thirds vote of the Council.
- (e) Debate during event debriefing shall be governed in accordance with part 204.04.00.

203.02.08 Reports

- (a) Oral reports may not exceed ten minutes, unless extended by a two-thirds vote of the Council.
- (b) Written reports must be submitted to the President by 10:00pm on the academic day prior to the meeting. Written reports shall either be added to the Agenda or distributed during the meeting.

- (c) Associated Students Senators are required to submit a written report of the most recent AS Council meeting each week.

203.02.09 Council Caucus

- (a) No formal votes or motions on business items (except to extend time or to change the Agenda) may take place during Council Caucus.
- (b) Items for Council Caucus should be non-legislative items that do not require a formal vote or action by the Council. Placement of items shall be determined by the President in accordance with Part 203.01.02.
- (c) Discussion shall not exceed twenty minutes on any item, unless extended by a two-thirds vote of the Council.
- (d) Debate during Council Caucus shall be governed in accordance with Part 204.04.00.

203.02.10 First Reading

- (a) Items may not be formally approved in First Reading.
- (b) Items may be debated, amended, or tabled indefinitely in First Reading.
- (c) Discussion shall not exceed twenty minutes on any item, unless extended by a two-thirds vote of the Council.
- (d) Debate during First Reading shall be governed in accordance with Part 204.04.00.

203.02.11 Second Reading

- (a) Items in Second Reading may be formally approved.
- (b) Discussion shall not exceed thirty minutes on any item, unless extended by a two-thirds vote of the Council.
- (c) Debate during Second Reading shall be governed in accordance with Part 204.04.00.

203.02.12 Announcements

- (a) The President may recognize, for the purpose of making an announcement, any individual present at the meeting.
- (b) Announcements as a class shall not exceed five minutes.

203.02.13 Adjournment

- (a) Meetings shall be terminated by the President when there is no more business to be considered, or upon a vote of the Council.
- (b) A final Roll Call shall be completed prior to meeting adjournment in accordance with Part 203.02.02.

204.00.00 RULES AND PROCEDURES

204.01.00: Legislative Cycle

All Legislation (including financial requests) shall be governed by the following rules.

204.01.01 First Reading and Second Reading

- (a) Items discussed must appear on the Agenda in accordance with Part 203.01.00.
- (b) Items in First Reading may be debated, amended, or tabled indefinitely but not approved.
- (c) Items must be presented in First Reading before proceeding to Second Reading.
- (d) Items shall be placed in Second Reading at the next regularly scheduled meeting after First Reading by a two-thirds vote of the Council.
- (e) Items in Second Reading may be approved by the appropriate vote of the Council.

204.01.02 Exceptions

- (a) In the normal course of events, all legislation shall proceed through a two week process.

- (b) The Council Officers may place items in Second Reading during the same regularly scheduled meeting at which the items were discussed in First Reading by a three-fourths vote of the Council.

204.02.00: Quorum

204.02.01 A majority of Officers shall constitute quorum.

204.02.02 A majority shall be defined as fifty percent plus one person (round up to the nearest whole number).

204.02.03 Business may not be transacted at any Council meeting without the presence of quorum.

204.02.04 It is the responsibility of the Secretary to determine whether quorum is present and to notify the President if quorum is not present.

204.03.00: Motions

204.03.01 Only Council Members, as defined in the Constitution, may propose and second motions.

204.04.00: Debate

204.04.01 The President shall record a speakers list to determine the order of participation in debate.

204.04.02 The author of an item may initially have five minutes to speak to that item.

204.04.03 No individual may speak for more than three minutes, with the exception of the author who may speak for five minutes.

204.04.04 No individual may speak more than twice on any one item.

204.04.05 Extensions in speaking time may be granted by a two-thirds vote of the Council.

204.04.06 Guests may speak on an item if recognized by the President.

204.04.07 Individuals may yield their speaking time to another individual in so long as the speaking time of the original individual is not exceeded. A speaker's time may be yielded only once.

204.04.08 Speakers may yield for a question and retain the floor in so long as the speaking time of the original individual is not exceeded.

204.04.09 Debate on any given item shall be limited by the respective business class as defined in Part 203.02.00.

204.05.00: Voting

204.05.01 Voting by proxy is prohibited.

204.05.02 During any vote of the Council, any voting member, as defined by the Constitution, recorded on the roll as being present and not explicitly expressing their vote as aye, nay or abstention shall be counted and recorded as an abstention.

204.05.03 The Officers shall not vote on any matter that involves a student organization of which they are a member or in which they have a direct personal gain or financial interest.

204.05.04 Voting shall normally take place by a hand vote however at the discretion of the President a voice vote or a roll call vote may take place. Any member of the Council may move for a different type of vote. Such a motion shall be decided by a hand vote.

- (a) A hand vote is a vote where all voting members raise their hand as an aye, nay or abstention. Each hand is counted and recorded as a total.
- (b) A voice vote is a vote where all voting members say aye or nay. There are not abstentions or recorded numbers in voice votes, only the prevailing side is recorded.
- (c) A roll call vote is a vote where all voting members' names are called and they shall

express their votes as an aye, nay or abstention. Roll call votes shall be recorded with the member's name and how the individual voted.

- (i) Open roll call votes may also be called. Voting members shall have until 4:00 pm on the following academic day to vote at the ERC Dean of Student Affairs' Office or at the current meeting prior to adjournment.

204.05.05 Any member of the Council may request a straw-poll vote at any time, provided they have been recognized by the President as being next on the speakers list. Any member of the Council and the Student Body may vote in a straw-poll as many times as they wish, but it shall not be used to officially decide Council business.

204.05.06 A vote may be skipped at the discretion of the chair if there is no objection, in which case the voting will proceed as outlined in the special and/or standing rules.

- (a) Exceptions include the following
 - i. any amendments to the SCERC constitution, standing rules, or election code
 - ii. freezing of funds
 - iii. approval of internal organization constitutions
 - iv. allocation of reserve funds
 - v. rule suspensions

204.06.00: Guests

204.06.01 A guest is any person who is not defined as an Officer, Ordinary Member or Ex-Officio Member of the Council.

204.06.02 Guests may be removed from Council meetings for being disruptive by a majority vote of the Council.

204.07.00: Attendance

204.07.01 All Council members listed in the Constitution are subject to these attendance policies.

204.07.02 Attendance of a member shall be defined as presence at the time roll is taken by the Secretary at the beginning and end of each meeting in accordance with Part 203.02.02.

204.07.03 A single absence shall be defined as the following:

- (a) Missing the first and final roll call at any one meeting;
- (b) Missing the first or final roll call at any two meetings; or
- (c) Missing a mandatory event as listed in Part 204.07.05.

204.07.04 In the event that a member is unable to be present at the time of Roll Call, the member shall advise the President and the Secretary at least twenty-four hours prior to the scheduled meeting start time unless extenuating circumstances prevent that possibility.

204.07.05 Mandatory Events

- (a) All members of the Council must attend the following ten mandatory events:
 - i. Welcome Week ~~Barbeque~~ Picnic
 - ii. Welcome Week Opportunities Fair
 - iii. UnOlympics
 - iv. SCERC Retreat
 - v. Ugly Sweater Holiday Photoshoot
 - vi. MLK Day Parade
 - vii. Spirit Night

- viii. Rock N' Roosevelt
- ix. Triton Day
- x. MMW Blowout

(b) The President, in consultation with the Vice Presidents, may prescribe other mandatory events with at least two weeks' notice to the Council.

204.07.06 Absences shall be excused at the discretion of the President, subject to appeal by a majority vote of the Council. Absences due to class conflicts will be excused only if the class is required for a student's degree or for graduation, to be determined by the President and the Dean of Student Affairs prior to registration. It is the responsibility of the Council member to prove that the class is unavoidable.

204.07.07 One unexcused absence in any one quarter shall result in a written reminder of the attendance policies, to be sent by the Secretary. If the Secretary is absent once in any one quarter, the President shall send a written reminder of the attendance policies.

204.07.08 Two unexcused absences in any one quarter shall result in a mandatory meeting with the President and the Dean of Student Affairs to discuss the circumstances surrounding the absences.

204.07.09 Three unexcused absences in any one quarter shall result in a closed session review, in accordance with Part 202.05.00, at the following Council meeting to discuss the individual's continuation or termination as a Council member. If a majority of the Council votes for termination, the Chair of Judicial Board will be notified and a hearing will take place no more than five academic days after the closed Council meeting.

204.07.10 All members shall attend internal committees and external meetings as appropriate, in accordance with position specific responsibilities and the Standing Rules for internal committees.

204.07.11 Missing two required internal meetings per quarter will be the equivalent of one unexcused absence.

204.07.12 All members, are required to attend all regularly scheduled council meetings upon beginning of their term.

204.07.13 Judicial Board Members and the Chair of Judicial Board shall attend Judicial Board meetings.

204.07.14 Judicial Board members shall not be required to attend weekly Council meetings.

204.07.15 Judicial Board members shall not be required to attend mandatory events.

204.08.00: Rules

The Council shall be governed by the most recently revised version of Robert's Rules of Order, except where these Special Rules of Order conflict. All Special Rules of Order shall take precedence.

205.00.00 AMENDMENTS

205.01.00: Amendments

205.01.01 Amendments to these Special Rules of Order shall require a two-thirds vote of both officers and ordinary members, who are present at the time in which the vote is called.

205.02.00: Suspension

205.02.01 Any section of the Special Rules of Order may be suspended by a two-thirds vote of both officers and ordinary members, who are present at the time in which the vote is called.

206.00.00: THE APPOINTMENT COMMITTEE

206.01.00: Membership

206.01.01 The spring appointment committee shall consist of:

- (a) The Council President-elect;
- (b) The Vice President of Internal Affairs-elect who will coordinate the Appointment Committee;
- (c) The Vice President of External Affairs-elect;
- (d) A minimum of two other continuing or elect members with a recommendation of at least four continuing or elect members (of which these members will not be prospective candidates in the appointments).

206.01.02 The fall and winter appointment committees shall consist of:

- (a) The President.
- (b) The Vice President of Internal Affairs who will coordinate the Appointment Committee-;
- (c) The Vice President of External Affairs;
- (d) A minimum of two other current Council member(s) with a recommendation of at least four current members (of which these members will not be prospective candidates in the appointments).
- (e) In the case of senatorial appointments, there must be a minimum of one Senator on the appointment committee.

206.02.00: Responsibilities

206.02.01 The responsibility of the Vice-President of Internal Affairs:

- (a) To provide appointment information at least two weeks before appointments fall quarter and at least one week before appointments following elections two of spring quarter, and on all other necessary occasions.
- (b) To answer questions regarding positions.

206.02.02 Protocols of the appointment committee:

- (a) The appointment committee will consist of at least the required minimum members, as outlined in 206.01.00.
- (b) If feedback is requested, it is the responsibility of the appointment committee to write up a short letter of explanation for the non-appointed candidate.
- (c) All appointed members shall take office when the Council which will be in session for the duration of their term approves the appointment and shall remain in office until that term has expired or until removed from office.

207.00.00: ERC ORGANIZATIONS

207.01.00: ERC Organizations

207.01.01 Requirements

- (a) To be an ERC Organization the group must be recognized by the Council.
- (b) The Organization must have a name and constitution.
- (c) Area of concern of the Organization must not be covered by another ERC Committee or Organization.
- (d) The Organization must send a representative to the Council of Organizations (COO).

(e) The Organization shall qualify for quarterly funding as stated in the Finance Standing Rules.

207.01.02 A list of all recognized ERC Organizations shall be maintained by the ERC Dean of Student Affairs and the Director of Student Organizations.

207.02.00 ERC Non-Student Organizations

207.02.01 The Office of the Dean of Student Affairs and all affiliated departments will be considered Non-Student Organizations.

207.03.00: Council of Organizations (COO)

207.03.01 Ordinary Membership

- (a) Director of Student Organizations;
- (b) Chair or Appointed Representative of every ERC Committee or Organization-
- (c) Coordinator of Student Activities-

207.03.02 Rules of Membership

- (a) The Chair or Appointed Representative of every ERC Committee or Organization shall attend the Council of Organizations each quarter they wish to use any funds allocated by Council.
- (b) The Chair or Appointed Representative shall attend a COO meeting directly prior to and following the use of allocated funds.
- (c) The Chair or Appointed Representative shall not represent more than one ERC Committee or Organization.

207.03.03 Responsibilities of COO

- (a) Shall meet weekly at a time other than Council meetings.
- (b) Shall encourage collaboration and understanding amongst ERC Committees and Organizations regarding programming efforts.
- (c) Shall debrief events in accordance with the Standing Rules of Finance Committee.

208.00.00 JUDICIAL BOARD MEETINGS

208.01.00: Judicial Board Meetings

208.01.01 Ordinary Membership

- (a) Chair of Judicial Board
- (b) Judicial Board Members
- (c) Assistant Dean of Student Affairs

208.01.02 Responsibilities of Judicial Board

- (a) Shall meet on a bi-weekly basis, with additional meetings to be scheduled at the discretion of the Chair of Judicial Board.
- (b) Shall prepare for any formal hearings as needed.
- (c) Shall help organize at least one project per quarter that raises awareness of student rights or otherwise promotes visibility of the Judicial Board and the Student Conduct Review Process, such as a Know Your Rights Campaign event.

208.01.03 Duties of Members

- (a) The Chair of Judicial Board shall be responsible for enforcing the attendance policy as stated in 207.00.00.

(b) The Chair of Judicial Board may choose to appoint a Vice Chair from among the current Judicial Board Members, to be confirmed by a majority vote of all Judicial Board Members with ties broken by the Chair of Judicial Board.

300.00.00
THE STANDING RULES OF THE STUDENT
COUNCIL OF ELEANOR ROOSEVELT
COLLEGE

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- 305.00.00 Standing Policies

301.00.00

Standing Rules Policies and Procedures

301.01.00: Purpose

The Standing Rules shall supplement the Council Constitution and the Special Rules of Order.

301.02.00: Amendments

Any ERC student may propose an amendment to the Standing Rules or Appendixes.

301.02.01 A two-thirds vote of both officers and ordinary members, who are present at the time in which the vote is called, is needed to amend the Standing Rules.

302.00.00
STANDING RULES OF THE FINANCE COMMITTEE

302.01.00: PROCEDURES

302.01.00: Procedures

302.01.01 The Director of Finance shall submit a budget to SCERC by fifth week of fall quarter. This budget shall account for all monies allocated by the Associated Students and the ERC Activity Fee. The budget may be amended by the Council and shall be passed by sixth week of fall quarter. This budget shall serve as a guideline for all allocations and is subject to the Council's Finance Standing Rules.

302.01.02 A simple majority vote by the Council is needed to approve allocation of funds.

302.01.03 For any non ERC individual, committee, or organization to receive funding from the Council they must provide an event or service that benefits ERC students directly.

302.01.04 The Council will maintain a \$7,000 reserve at all times, with the intent of serving as a roll over. A two-thirds vote of the entire Council is required to allocate funds from the reserves.

302.01.05 Eligibility for funding will be based on the following:

- (a) Availability of funds to the Council.
- (b) Demonstration by each organization of a viable organization structure, established leadership and general student interest.
- (c) Event must be effectively advertised to ERC students.
- (d) The Council must receive recognition for funding in any written publicity unless a simple majority of the Council specifies otherwise.
- (e) Organization and event must be open to all ERC students.
- (f) Organization may not use funds for its personal financial gain.
- (g) Within two weeks of an event, a follow-up e-mail and/or presentation must be made to the Council.
- (h) The allocation of funds will be forfeited if receipts or split funding form are not submitted to the ERC Dean of Student Affairs' Office within two business days of the event.

302.01.06 A two-thirds vote of the Council may freeze any allocated funds for misuse, lack of leadership, lack of general student support and/or failure to follow the Council's Finance Standing Rules.

- (a) The Director of Finance shall provide a letter of explanation to the individual or organization.
- (b) The current Council may not freeze funds already allocated by the outgoing Council.

302.01.07 Priority is given to ERC Organizations and to events that promote the Council's statement of purpose or the ERC philosophy.

302.01.08 All funding requests must be accompanied by an itemized budget that includes the estimated number of ERC students that will participate in the event(s).

302.01.09 All funding requests over \$60 may not be passed without having been reviewed by the Finance Committee. At the next regularly scheduled meeting the Director of Finance shall make a recommendation based on the outcome of the Finance Committee's discussion.

302.01.10 No individual or group may reallocate funds for unapproved purposes.

302.01.11 All unused funds during a given quarter will revert back to the Council's unallocated funds.

302.01.12 All allocations must be consistent with the policies and laws of ERC, the University of California, the State of California and the Federal Government.

302.02.00: ERC Organization Allocations

302.02.01 Finance Committee

(a) The Finance Committee shall formulate a recommendation for the quarterly allocations.

(b) The Voting Finance Committee members shall be:

(i) The Director of Finance;

(ii) The Vice-President of Internal Affairs; and

(iii) A minimum of one additional voting Council member, with a maximum of seven total voting members.

(c) All members of the Council and the Student Body may attend Finance Committee meetings so long as the number of voting members does not exceed seven.

302.02.02 The group requesting funds must be an officially recognized ERC organization to be considered for quarterly ERC allocations.

302.02.03 Itemized budgets for the upcoming quarter and a history of past events from the previous quarter are due to the Director of Finance no later than 8th week of the prior quarter.

302.02.04 A representative from the ERC organization shall meet with the Director of Finance prior to the upcoming quarter to discuss the budget request.

302.02.05 The ERC organization's budget must line item each event for which the committee wishes to receive funds for that quarter.

302.02.06 Budget recommendations will be proposed by the Finance Committee and passed by a simple majority vote of the Council.

302.02.07 ERC organizations may request additional funds from the Council. Each request must be done on an event-by-event basis.

302.02.08 If any of the above rules are not met the Council has the right to refuse or freeze funding allocations.

302.03.00: Non-ERC Organization Allocations

302.03.01 If an individual or group is not representing an official ERC organization, then their requests shall be considered under Non-ERC Organization Allocations.

302.03.02 A representative for the individual or group must request funds during Finance Committee.

302.03.03 Individuals or groups may only be allocated funds once per quarter, for no more than \$60, except in the instance that the Finance Committee deems the event funded to be sufficiently in line with the ERC philosophy for no more than \$200.

302.03.04 The Council shall allocate no more than \$15 per student per conference, seminar, registration, etc, except in the instance that the Finance Committee deems the purpose to be sufficiently in line with the ERC philosophy for no more than \$50 per ERC student for up to ten students.

302.03.05 If any of the above rules are not met the Council has the right to refuse or freeze funding allocations.

302.04.00: ERC Student Activity Fee

302.04.01 ERC Student Activity Fee funds shall only be spent on the following:

- (a) Events primarily targeted at ERC students.
- (b) The Council's administrative costs.
- (c) The Council's funds shall not be used to subsidize any administrative salaries.

302.05.00: Amendments

302.05.01 Amendments to these Finance Standing Rules shall be in accordance with Part 205.01.01 of the Standing Rules.

302.06.00: Suspension

302.06.01 Any section of the Finance Standing Rules may be suspended by a two-thirds vote of the entire Council.

303.00.00
STANDING RULES OF THE RULES COMMITTEE

303.01.00: Purpose

The functions and powers of the Rules Committee are to advise the Council on operative and legislative matters regarding the Council and to ensure that all legislation submitted to the Council is in accordance with the Constitution, the Special Rules of Order and the Standing Rules. The Rules Committee shall review the Constitution, the Special Rules of Order and the Standing Rules throughout the academic year.

303.02.00: Membership

303.02.01 The Rules Committee's voting members will be appointed by the Chair of Rules Committee.

303.02.02 Members shall be determined by appointment in spring after the 5th week appointments.

303.02.03 Membership shall be comprised of the following voting members:

- (a) The Council President;
- (b) The Council Vice-President;
- (c) At least two voting members of the Council at large, with a maximum of four voting or non-voting members of the Council;
- (d) At least one class representative;
- (e) At least one Associated Students Senator;
- (f) The Council Director of Finance when involving Finance Standing Rules (if not already an appointed at large representative); and
- (g) The ERC Judicial Board Chair when involving Bylaws on the Judicial Board (if not already an appointed at large representative).

303.02.04 The Rules Committee shall be open to non-voting members:

- (a) The ERC Dean of Student Affairs;
- (b) All members of the Council; and
- (c) All members of the Student Body.

303.02.05 Rules Committee Chair

- (a) The Chair of Rules Committee shall be appointed by the Council in the spring of each year.
- (b) The Chair shall only vote in case of a tie.
- (c) The Chair shall serve for one year or until removed from office.
- (d) The Chair of Rules Committee shall appoint someone at each meeting to record minutes. Minutes shall be approved or amended in the following meeting.

303.02.06 The Rules Committee shall meet a minimum of once per quarter when the Council is in session.

303.03.00: Powers

303.03.01 To review all legislation pertaining to amending the Constitution, the Special Rules of Order and the Standing Rules of the Council.

303.03.02 To review all legislation pertaining to the amendment of the Associated Students Constitution.

303.03.03 All decisions made by the Rules Committee will be recommended to the Council during

the next regular meeting, or when deemed appropriate by the Rules Committee Chair.

303.03.04 Shall not have the power to interpret the meaning of the Constitution, the Special Rules of Order or the Standing Rules of the Council.

304.00.00

STANDING RULES OF THE SPECIAL EVENTS COMMITTEE

304.01.00 Purpose

The Special Events Committee shall serve as the events organizing body for the Council. The Special Events Committee's purpose is to facilitate the organization and successful execution of events and activities that are traditionally funded in whole by the Council.

304.02.00 Membership Criteria

304.02.01 The Director of Special Events shall be the Chair of the Special Events Committee.

304.02.02 The membership of the Special Events Committee shall be comprised of the following:

- (a) At least one Class Representative;
- (b) Either the Commuter Student Representative or the Transfer Student Representative;
- (c) At least one Apartment Representative;
- (d) At least one Residence Hall Representative;
- (f) The Director of Publicity;
- (g) The Resident Advisor Liaison;
- (h) The Study Abroad Liaison; and

304.02.03 All members of the council and the student body may attend Special Events Committee Meetings

304.03.00 Duties of Members

304.03.01 The members of the Special Events Committee shall convene at least twice a quarter to discuss upcoming events.

304.03.02 The Special Events Committee shall be charged with the planning and executing of the following events:

- (a) Welcome Week;
- (b) Spirit Week
- (c) Spirit Night
- (d) MMW Blowout

305.00.00
THE STANDING POLICIES OF THE STUDENT COUNCIL OF ELEANOR
ROOSEVELT COLLEGE

305.01.00: Purpose Guidelines

305.01.01 Standing Policies are to assist the Council in its exercise of discretionary powers.

305.01.02 These Standing Policies are non-binding.

305.01.03 Standing Policies are secondary to Council's Special Rules of Order, Standing Rules and Constitution.

305.01.04 Standing Policies shall be amended by a majority vote of the Council.

305.02.00: Standing Policies

305.02.01 The Council shall defer all political resolutions to the Associated Student Council, unless ERC student opinion was not accurately represented.

305.02.02 The following all-campus events shall be considered to have a "history of funding" by the Council:

305.02.03 ERC Affiliated Functions

- | | |
|--------------------------------------|-----------|
| (a) Transfer Socials | \$120.00 |
| (b) Breakaway Global Seminars (BAGS) | \$4000.00 |

305.02.04 High School Conferences

- | | |
|-----------|---------|
| (a) KP | \$75.00 |
| (b) APSA | \$75.00 |
| (c) MEChA | \$75.00 |
| (d) BSU | \$75.00 |

305.02.05 Graduation Celebrations

- | | |
|-----------|----------|
| (a) KP | \$150.00 |
| (b) APSA | \$150.00 |
| (c) MEChA | \$150.00 |
| (d) BSA | \$150.00 |

305.02.06 Culture Shows

- | | |
|-----------------|----------|
| (a) NSU | \$100.00 |
| (b) KP | \$100.00 |
| (c) APSA | \$100.00 |
| (d) Hawaii Club | \$100.00 |

305.02.07 UCSD Campus-wide Events

- | | |
|----------------------|----------|
| (a) MLK Parade | \$150.00 |
| (b) College Bowl | \$150.00 |
| (c) Cesar Chavez Day | \$150.00 |
| (d) Magkasama | \$150.00 |

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APPENDIX A

EXTERNAL COMMITTEE REPRESENTATIVES

All external committee representatives shall attend the meetings of their respective committee, as determined by said committee. If a member is unable to attend they shall inform the Vice President of External Affairs, so a proxy can temporarily be designated. Members who willingly do not attend their respective external committee meetings may be considered for impeachment from Council. The representative is expected to attend Council meetings as necessary to provide relevant information from their respective committee meeting. Any amendments to this Appendix may be made at the discretion of the Council with a simple majority vote.

Student Fee Advisory Committee (SFAC) Representative

The Student Fee Advisory Committee (SFAC) Representative serves as a liaison between the Council and SFAC. Responsibilities for this position include attending weekly SFAC meetings in order to advocate the student interests of both the ERC Student Body and the larger UCSD student body in the allocation of the Student Services Fee. The SFAC Representative is encouraged strongly to serve more than one consecutive term.

Student Fee Advisory Committee (SFAC) Representative Shadow

The Student Fee Advisory Committee (SFAC) Representative Shadow will assist the Council's current SFAC Representative in serving as a liaison between the Council and SFAC. Responsibilities for the shadow position include attending weekly SFAC meetings in order to advocate ERC student interests in the allocation of the Student Services Fee. Serving one term as the shadow will prepare the councilmember for at least one term as the SFAC Representative.

University Centers Advisory Board (UCAB) Representative

The University Centers Advisory Board (UCAB) representative is responsible for representing the Council and ERC student interests at weekly UCAB meetings. University Centers is comprised of Price Center, The Original Student Center, and the Che Cafe Facility.

Housing, Dining and Hospitality (HDH) Representative

The Housing, Dining, and Hospitality (HDH) Representative is responsible for representing the Council and ERC at weekly HDH meetings. HDH is responsible for housing rates and other proposals and amenities on campus.

Sports Facilities Advisory Board (SFAB) Representative

The Sports Facilities Advisory Board (SFAB) representative will represent ERC and the Council on the Sports Facilities Advisory Board, which is the principal advisory committee on sports facilities and related policies at the University of California, San Diego.

Library Student Advisory Committee (LSAC) Representative

The Library Student Advisory Committee (LSAC) representative will represent ERC on the Library Student Advisory Committee. The representative will provide advice and feedback on library policies and services, provide ideas and input on the design and implementation of new library services, provide the Library insight into student library use habits and help communicate information about library services and resources to the student community.

Wellbeing Cluster Student Advisory Board (WCSAB) Representative

This representative will represent ERC on the Wellbeing Cluster Student Advisory Board. The representative will attend the board's meetings as necessary and report back to the Council with information regarding student wellness initiatives and other WCSAB updates.

Food Insecurity Committee Representative

The Food Insecurity Committee Representative will serve as a liaison between the governing committee of the Triton Food Pantry and ERC. Required to attend Food Insecurity Committee meetings, based around improving food insecurity initiatives on campus, such as the Triton Food Pantry. Responsible for gathering student input regarding changes they would like to see in food insecurity initiatives.

MMW Advisory Board Member and Liaison

The MMW Advisory Board Member stays up to date with any MMW news and changes, and is responsible for relaying that information to the Council and to ERC student. The MMW Advisory Board Member represents the ERC student body at meetings with MMW faculty and staff as necessary. Additionally, the MMW Advisory Board Member should look for ways to expand and promote MMW-related activities such as essay writing workshops, study sessions, and MMW blowout.

Executive and Policy Board Member

The Executive and Policy Board member serves as a liaison between the Council and the Executive & Policy Board. Duties include representing the Council at Executive & Policy Board meetings and reporting back to the Council with relevant information.

Student Organized Voter Access Committee (SOVAC) Representative

The Student Organized Voter Access Committee (SOVAC) Representative will serve as a liaison between SOVAC and the Student Council of ERC. They will be responsible for assisting with volunteer recruitment, meetings with Residential Life Office, and publicity in ERC.

APPENDIX B
ERC INDIVIDUAL STUDENT INITIATIVE FUND

ERC Individual Student Initiative Fund

Article 1: Purpose of the Fund

1.1 The Purpose of the ERC Individual Student Initiative Fund is to empower Eleanor Roosevelt College Students to develop creative initiatives incorporating the mission and goals of ERC in order to strengthen the ERC undergraduate community and when appropriate the greater San Diego Community.

Article 2: Eligibility

2.1 All undergraduate Eleanor Roosevelt College students are eligible to apply for an Individual Initiative Grant.

2.2 Individual Initiative Grants will only be granted to Eleanor Roosevelt College Students.

2.3 Council members are not eligible for the Grant, for any purpose.

2.4 RAs are not eligible for the Grant.

2.5 Individuals explicitly affiliated with ERC organizations shall not be eligible for the Grant for an purpose directly related to the organization.

Article 3: Application Process

3.1 Students wishing to be considered for an Individual Initiative Grant must thoroughly complete all components of the Grant application.

3.2 Applications shall be available in the Dean of Student Affairs Office and on the SCERC website.

3.3 All applications will be managed by the Vice President of External Affairs.

3.4 Applications must be submitted no later than the Friday of Week 2 of each quarter to the Dean of Student Affairs Office.

Article 4: Selection Process

4.1 A committee will be comprised of the Student Council Vice President of External Affairs, 3 Council Members, 2 ERC Resident Assistants (RAs) who are enrolled in ERC, and either the ERC Dean or Assistant Dean of Student Affairs.

4.2 In the case of a tie among the selection committee members, the Student Council Vice President of External shall cast the tie breaking vote.

4.3 The committee will be chaired by the Student Council Vice President of External Affairs.

4.4 The committee shall determine whether a proposed project is eligible for a Grant based on the stated Purpose of the Individual Initiative Fund.

4.5 The committee shall award the grant no later than the end of week four.

Article 5: Implementation of the Grant Project

5.1 It shall be the duty of the grant recipient to provide, at minimum, bi-weekly updates/reports to the Vice President of External Affairs, in regards to the status of the grant project.

5.2 In the event that the project is not completed by the end of the Academic Year, all items purchased shall be returned to SCERC.

5.3 If the event is not executed by the agreed upon date, applicants will be ineligible to reapply to the Grant Program

5.4 The future of the project shall be at the discretion of the Student Council Vice President External Affairs in the event that the project is not completed.

Article 6: Follow up

6.1 Upon completion of the project, the Grant Recipient must make a formal presentation to the Student Council within two weeks and submit a brief written report to the Student Council Vice President of External Affairs.

Article 7: Rules and Restriction

7.1 The Council shall allocate grants not to exceed \$2500 per approved project until the exhaustion of the Council's annual allocation of Individual Initiative Funds.

7.2 The Project shall be planned and implemented within the academic year that the funds are allocated to the Grant Recipient.

Article 8: Operation of the Grant Program

8.1 It shall be the the responsibility of the Student Council Vice President of External Affairs to publicize and run the grant program.

8.2 The Vice President of External Affairs shall meet with the Grant Recipient (and the ERC Dean of Student Affairs, Assistant Dean of Student Affairs, or Coordinator of Student Activities,,as needed) on a regular basis during the project.

8.3 The Vice President of External Affairs shall oversee the expenditures made by the Grant Recipient during the project.

APPENDIX C SCERC TABLE POLICY

SCERC Table Use Loan Policy

The Student Council of ERC (SCERC) tables may be reserved and used by any ERC Student Organization or affiliate including I-house sanctioned organizations.

SCERC reserves the right not to grant table usage to any University or College offices that are not student based.

In the event that SCERC is holding an event/program at the same time as proposed by the requesting organization, SCERC reserves the right not to loan out the table(s).

In the event that the request for tables is made and, a SCERC event/program, not previously planned, is to be held, SCERC reserves the right not to issue some or all of the tables to the Organization making the request. All efforts will be made to alert the Borrowing Organization 48 hours prior to their event/program.

Table(s) may not be used outside the ERC Neighborhood, defined as: the ERC Green, the plaza in front of the ERC Administration Building, the Residential areas of ERC, I-house, and the Great Hall and patio.

Table Use Request

Table Use Requests must be made at least two weeks in advance, with priority given to requests made earlier.

Table request must be made to the Director of Enterprises.

SCERC reserves the right to deny any Table Use Request as seen fit by Director of Enterprises.

Check-Out and Use

Table(s) must be checked-out from the ERC Dean of Student Affairs Office.

Tables shall be signed out before use by a principle member of the Borrowing Organization and the Director of Enterprises.

A Table Reservation Form must be completed and the Advisor 's signature of the the organization must be included.

Damages

Quality and conditions of the loaned table(s) will be assessed upon return to the Student Work Room in the Dean of Student Affairs Office.

Damages will be assessed by the Director of Enterprises upon the return of the borrowed table(s).

If damage is found, the Borrowing Organization will be responsible for any restitution costs associated with repairing the damage or the need to purchase a new table(s) fulfilling the costs of the Minor Damage Fee or the entire cost of the damaged table(s).

The Minor Damage fee shall be \$15. The fee shall not be paid using money allocated by SCERC.

In the occurrence of damage, SCERC reserves the right to revoke the future right to borrowing table(s).

Return

The borrowed table(s) must be returned within 2 hours of the event or by 9 AM the next day, if the end of the event is after the close of the ERC Dean of Student Affairs Office (4:30 PM).

The borrowed table(s) must be cleaned and wiped down before they are returned to the Student Work Room in the ERC Administration Building located on the third floor.

Tables shall be signed in after use by a principle member of the Borrowing Organization and the Director of Enterprises.

SCERC waives all responsibility of any injury that may occur while using the table(s).