ASUSF Advocacy Committee Code
ASUSF Senate

ARTICLE I: Name
Section 1. This document shall be known as the ASUSF Advocacy Committee Code.

ARTICLE II: Purpose
Section 1. The purpose of the ASUSF Advocacy Committee is to instill a strong sense of the USF mission within the Senate as well as the Association. In addition, the Committee will be dedicated to standing up for social justice, and remain an advocate for student led initiatives. The Committee will oversee the Green Initiative Fund for Tomorrow (GIFT) and raise awareness and support environmental issues on campus. The Committee shall function under the motto of “advocating for peace, social justice, and support for student led initiatives, while being guided by the mission.”

Section 2. The Committee shall have the authority to:
   a. Evaluate the social justice climate, address, and advocate to resolve social justice related issues on campus. Work together to address social justice issues on campus.
   b. Ensure that the Senate is aligned with the University mission and recommend best practices or propose to develop new representative positions based on the needs of the student body. Raise awareness and provide educational opportunities that promote understanding and utilizing the mission to address social justice issues.
   c. Put forth awareness and educational campaigns and initiatives. Advocate for resources to ensure an inclusive community and support the addressing of issues that affect students.
   d. Facilitate implementation of environmental projects to be completed on the USF campus. Increase student awareness of the significance of sustainability and environmentalism.
   e. Develop the GIFT budget proposal of no more than five major items to be funded for. Suitable projects will be those that have no other funding source available on the campus. Submit the GIFT budget proposal to the ASUSF Senate Finance Committee by the Funded Account budget deadline in the spring semester.

ARTICLE III: Membership
Section 1. The membership of the Committee shall be:
   a. The Vice President of Advocacy shall serve as the chair of the Committee. The chair will be a non-voting member, with the exception of the case of breaking a tie.
   b. The following three (3) Senators: ASUSF Student of Color Representative, ASUSF International Student Representative, and ASUSF Gender and Sexual Minoritized Student Representative. These members are voting members.
   c. At least three (3) members of the Association appointed by the ASUSF President or the Internal Affairs Committee. These members are voting members.
d. The ASUSF President may serve as an ex officio non-voting member.
e. The Senate advisor may serve as an ex officio non-voting member.
f. The Chair, upon consultation of the ASUSF President or the Internal Affairs Committee, may add additional committee members, as deemed necessary. However, voting membership shall not exceed ten (10) members.

Section 2. All members shall be currently enrolled undergraduate students at the University of San Francisco and shall have a minimum of a cumulative 2.5 grade point average at the time of appointment.

Section 3. Terms of appointment shall be for the academic year, ending on the last day of classes.

Section 4. Resignations from the Committee must be submitted in writing to the ASUSF Vice President of Internal Affairs.
   a. Each member acquiring three (3) unexcused absences from Committee meetings during the course of the semester shall be considered to have resigned from their position on the committee.

Section 5. Vacancies will be filled for the remainder of the term within thirty (30) days, and in the same manner as the original appointments.

ARTICLE IV: Officers

Section 1. The Committee shall consist of various chair positions to coordinate the business of the committee:
   a. The **Chair** shall be responsible for creating agendas, sending out committee communications, and facilitating all committee meetings.
   b. The **Administrative Chair** shall be responsible for recording meeting minutes, preparing reports for Senate meetings, and recording attendance.
   c. The **Civic Engagement Chair** shall be responsible for coordinating voter registration for national/state/local elections and broader service opportunities.
   d. The **Social Justice Chair** shall be responsible for supporting the ASUSF Resolutions process and facilitating outreach efforts.
   e. The **Sustainability Chair** shall be responsible for coordinating Senate water bottles, Dons on Lawn, and the GIFT budget as well as collaborating on Earth Day.

ARTICLE V: Duties of Officers

Section 1. The Chair has the responsibility to:
   a. Serve as the spokesperson of the Committee.
   b. Ensure that the duties of the committee are fulfilled.
   c. Hold committee meetings at least once per week for one (1) hour.
d. Prepare agendas for committee meetings weekly and must send agendas and corresponding materials to committee members at least 48 hours prior to meetings weekly.

e. Ensure that minutes are taken and send completed minutes to committee membership within 48 hours after the meeting.

f. Have the Senate advisor sit in on at least one (1) meeting per semester.

g. Recommend any changes to the Committee Code.

ARTICLE VI: Meetings

Section 1. The Committee shall meet at least once a week for one hour during the normal academic year. The Committee shall meet on Thursdays from 5:30 to 6:30 p.m.

Section 2. The Chair may call emergency meetings, with at least twenty-four (24) hour notification to all members.

Section 3. Quorum shall consist of a simple majority of the voting members, plus the Chair.

Section 4. The Chair shall establish the parliamentary procedure of the Committee. In case of conflicts from Committee members, Robert’s Rules of Order, Newly Revised, will be applied.

ARTICLE VII: Amendments

Section 1. This code is established under the authority give in Article X, Section 1 of the ASUSF Senate Constitution. This code shall be in effect upon majority vote of the ASUSF Senate.

Section 2. This code shall supersede all other codes pertaining to the same subject, but will not supersede any provisions of the Constitution and By-Laws of the ASUSF Senate.

Section 3. This code may be amended by a 2/3 majority vote of the Committee followed by approval with a majority vote of the ASUSF Senate, upon written recommendation by the Internal Affairs Committee.

ADOPTION

Adopted by the ASUSF Senate, amended in May 2016.

EFFECTIVE DATES

2015/16 Amended by Senate vote in May 2016 to reflect non-substantive changes for structure and wording. Amended by ASUSF Special Election vote in February 2016 to reflect the adoption of new committee membership as a result of restructuring ASUSF Senate.