ASUSF Internal Affairs Committee Code
ASUSF Senate

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

ARTICLE II: Purpose
Section 1. The purpose of the ASUSF Internal Affairs Committee is to review bylaws and other governing documents, committee codes, policies and procedures that pertain to or are submitted to ASUSF Senate to ensure that they are consistent with the ASUSF Senate Constitution before they are forwarded to the Senate. The Committee will also be responsible for interviewing candidates for Senator appointments, university committees, and Senate committees as requested, and to recommend the most qualified individual(s) to the ASUSF Senate or executive board for appointment.

Section 2. The Committee shall have the authority to:
   a. Interpret the Constitution, Bylaws, and other governing documents, policies and procedures of ASUSF Senate, including but not limited to interpreting substantive and non-substantive changes to Constitution and Bylaws as they pertain to Senate elections.
   b. Be responsible for reviewing all proposed amendments to ASUSF Senate bylaws and committee codes to edit spelling, grammar, syntax, and word choice before they are presented to the executive board or Senators.
   c. Exercise judicial power in matters relating to any disciplinary cases referred to it specifically regarding Senate-related matters.
   d. Enforce proper procedures for interviewing applicants that ensure integrity and fairness in the interview process.
   e. Interview all candidates applying for Senator appointments and university committees and make recommendations of one applicant per position to the Senate executive board for approval.
   f. As requested by committee chairs, interview any candidates applying for Senate committees and make recommendations of one applicant per position to the Senate executive board for approval.

ARTICLE III: Membership
Section 1. The membership of the Committee shall be:
   a. The Vice President of Internal Affairs 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 Junior Class Representative, ASUSF Sophomore Class Representative, and ASUSF Military Veteran 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 Ceremony Chair shall be responsible for recitation of the mission at Senate meetings and supporting the ASUSF Senate Celebration, induction, and Senator of the month.

d. The Development Chair shall be responsible for supporting Senate retreats, training opportunities, and bonding.

e. The Membership Chair shall be responsible for officer shadowing, appointments interviews, and outreach for appointments and committee membership.

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 Tuesdays from 4:30 to 5:30 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.