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

ARTICLE II (Authority)
Section 1. This code is established under the authority given in Article X, Section 1 of the ASUSF Senate Constitution. This code shall be in effect upon majority vote of the ASUSF Senate.

ARTICLE IV (Purpose)
Section 1. The purpose of the ASUSF Senate Internal Affairs Committee is to review by-laws 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 Internal Affairs Committee will also be responsible for interviewing candidates for Senator appointments, university committees, Ad Hoc Senate committee chairs, and Senate committees as requested, and to recommend the most qualified individual(s) to the ASUSF Senate or Executive Board for appointment.

ARTICLE III (Amendments)
Section 1. 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.

ARTICLE V (Committee Authority and Responsibility)
Section 1. The chair of the committee has the responsibility to:
   a. Serve as the spokesperson of the Internal Affairs 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
      i. Must send agendas and corresponding materials to committee members at least 48 hours prior to meetings weekly with approval of the Senate advisor
      ii. Make copies of agendas and corresponding materials for meetings weekly
Section 2. The Committee shall prepare and present a Committee Report to Senate at least once a month

Section 3. The ASUSF Senate Internal Affairs Committee shall:

a. Interpret the Constitution, By-Laws, and other governing documents, policies and procedures of ASUSF Senate, including but not limited to interpreting substantive and non-substantive changes to Constitution and By-Laws as they pertain to Senate elections.

b. Be responsible for reviewing all proposed amendments to ASUSF Senate by-laws and committee codes to edit spelling, grammar, syntax, and word choice before they are presented to Executive Board or Senators.

c. Forward all documents to Senate for approval.

d. Declare as void or illegal, all acts found to be in violation of or in conflict with the ASUSF Senate Constitution, By-Laws, and other governing documents, policies and procedures of ASUSF Senate

e. Exercise judicial power in matters relating to any disciplinary cases referred to it specifically regarding Senate-related matters.

f. Enforce proper procedures for interviewing applicants that ensure fairness in the interview process.

g. 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.

h. Interview any Senators interested in chairing an Ad Hoc Senate committee and make recommendations of one applicant per position to the Senate Executive Board for approval.

i. 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.

j. Provide the Senate and/or ASUSF Senate President with copies of candidate applications when requested.

k. Suggest to all candidates who are being recommended that they introduce themselves to the ASUSF Senate, and facilitate formal question-and-answer sessions for all applicants who have been approved by the Executive Board for Senator appointment.

ARTICLE VI (Membership)

Section 1. The membership of the ASUSF Senate Internal Affairs 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 for the committee, with the exception of in the case of breaking a tie.
b. At least four (4) ASUSF Senators appointed by the President or the Internal Affairs Committee. These members are voting members.

c. At least four (4) members of Association appointed by the President or the Internal Affairs Committee. These members are voting members.

d. The 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 President or the Internal Affairs Committee, may add additional committee members, as deemed necessary. However, voting membership must not exceed ten (10) members.

g. At least four (4) voting members must be present for business to be conducted. This must include at least one (1) Senate and one (1) member of the Association.

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

i. 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.

ARTICLE VII (Resignations)

Section 1. Resignations from the Internal Affairs Committee must be submitted in writing to the ASUSF Senate Vice President of Internal Affairs.

Section 2. Each member acquiring three (3) unexcused absences from Committee meetings during the course of the year shall be considered to have resigned from their position.

Section 3. Vacancies will be filled for the remainder of the term within thirty (30) days, and in the same manner as the original appointments.

ARTICLE VIII (Meetings)

Section 1. The Internal Affairs Committee shall meet at least once a week for one hour during the normal academic year.

Section 2. Meeting times and locations shall be set in place at the beginning of each semester, and the meetings times must take place within the hours of 9:00am and 5:00pm and must be made based on the availability of the committee membership.

Section 3. Committee membership and standing meeting times must be established by September 1st of the Fall semester and February 1st of the Spring semester.

Section 4. The Chair may call emergency meetings, with at least twenty-four (24) hour notification to all members.

Section 5. Quorum shall consist of two-thirds (2/3) majority of the voting members, plus the Chair.
Section 6. 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 IX (Limits of the Code)
Section 1. 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.

* Adopted by the ASUSF Senate on May 6, 2014.