

UNDECLARED COLLEGE COUNCIL CHARTER

(Last Revised 04/28/2014)

Foreword

Preamble

Article I - Name

Article II - Membership

Article III - Eligibility

Article IV – Undeclared College Council

Article V - Officers

Article VI – Undeclared College Council Codes

Article VII - Distribution of Funds

Article VIII - Amendments

FOREWORD

These Bylaws shall be in support of the Bylaws of the Associated Students of San Diego State University and, when in conflict, shall be subordinate to that of the Associated Students of San Diego State University Bylaws. The Bylaws now and hereinafter shall define the purpose and policies of the Association and shall be binding to all members and organizations under the auspices of the Undeclared College Council.

PREAMBLE

We, the members of the Undeclared College Council, in order to advance the interests of the undeclared student body throughout the University, to promote student participation and involvement in clubs and organizations within the University, to organize social, cultural, and academic activities and/or programs, to provide assistance and support for the activities and programs sponsored by our Council and Division of Undergraduate Studies department, to promote resources to help students declare a major and to allocate funds as provided to the Undeclared College Council, do hereby ordain and establish these Bylaws.

ARTICLE I – NAME

SECTION 1

The name of this organization shall be the Undeclared College Council (UCC).

ARTICLE II – MEMBERSHIP

SECTION 2

Membership of the organization shall be those persons, admitted as undeclared majors or disenrolled by other department majors, who are currently enrolled at San Diego State University. Students who choose to become active members are deemed voting members of the council.

SECTION 3

Those students who are elected or appointed to an Executive Office by the Undeclared College Council.

SECTION 4

Those student(s) who have been elected Undeclared Representative(s) to the Associated Student Council.

ARTICLE III – ELIGIBILITY

SECTION 5

Members shall be currently enrolled as regular matriculated students at San Diego State University.

SECTION 6

Members shall maintain good academic standing (2.0 G.P.A.) with San Diego State University throughout the duration of her/his term as representative or officer.

SECTION 7

Members shall not be on either academic or disciplinary probation.

SECTION 8

Members of Undeclared College Council must be undeclared upon entering. If they declare, members may no longer run for an executive position on the Council but may remain on the Council indefinitely.

ARTICLE IV – UNDECLARED COLLEGE COUNCIL

SECTION 9

The Undeclared College Council shall consist of:

- A. Six (6) Executive Officers
 1. President
 2. Executive Vice President
 3. Vice President of Finance
 4. Secretary
 5. Vice President of Marketing
 6. The representative(s) to the Associated Students Council.
- B. The Undeclared Major Advisor or designee.

SECTION 10

Meetings & Attendance

- A. Incoming Executive Officers of the Undeclared College Council will determine meeting times at the beginning of the semester.
- B. Meeting hours and dates may be re-scheduled by Undeclared College Council or the Executive Officers.
- C. A quorum shall consist of a simple majority of the voting Representatives of Undeclared College Council.
- D. Excuses must be submitted in writing to the Executive Vice President within (1) week of meeting missed or the absence will be considered unexcused.
- E. Absences by Representatives and Executive Officers will be noted in the Undeclared College Council Minutes.
- F. Three (3) unexcused absences by Representatives and/or Executive Officers will result in dismissal with option to appeal.
- G. A total of five (5) absences, excused or unexcused, will result in removal from the Council with the opportunity to appeal.

SECTION 11

Appeals

- A. All council members have the option to appeal unexcused absences or removal from the council.
- B. To appeal unexcused absence, the member will submit a written request and reason for absence to the Executive Vice President and will be added to the following week's agenda in order to be voted on by the council.

C. To appeal removal from the council, the member will submit a written request to be on the following week's agenda where they can present their case and have it voted on by the council.

SECTION 12

Elections

- A. Officers may be re-elected and may serve no more than three (3) consecutive terms in the same office.
- B. A majority of the votes cast shall be necessary to elect officers to any position on Undeclared College Council.
- C. Officers shall be elected by secret ballot unless there is only one candidate for that particular office.
- D. Eligible voters include all Undeclared College Council members, the President of Undeclared College Council, as well as A.S. Council representatives-elect.

ARTICLE V – OFFICERS

SECTION 13

The Executive Officers of the Undeclared College Council shall be President, Executive Vice President, Vice President of Finance, Secretary, Vice President of Marketing, and Associated Students Council Representative(s).

SECTION 14

All Executive Officers of the Associated Students of the Undeclared College Council shall be responsible for the following:

- A. Shall create and maintain a transitional informational notebook/file for the succeeding officer.
- B. Shall be present at all Undeclared College Council Meetings. If an executive officer is absent from three (3) meetings without submitting an excused absence form either before or within seven (7) days after the absence in question, it is at the Council's discretion to remove said officer.
- C. Shall only hold one position within the UCC (unless no other candidates are running for the desired position).
- D. Shall be a matriculated student in good standing at San Diego State University with an undeclared major. If they declare in office, they may serve the remainder of their term.

SECTION 15

The President shall:

- A. Be the official representative of the Undeclared College Council, including all students with undeclared majors, representing the policies, views, and opinions of the Undeclared College Council in its relations with the campus community.
- B. Chair the Undeclared College Council meetings.
- C. Attend Academic Affairs Committee Meetings, or find a UCC representative to attend
- D. Be the liaison to all campus College Councils.
- E. Be the liaison to the Division of Undergraduate Studies and maintain regular communication with the DUS Assistant Dean and UCC Executive Officers.
- F. Have the power to call for special Undeclared College Council meetings, in which quorum must be present.
- G. Be in the case of vacancy:
 - 1. A non-voting member of Associated Students University Council.
 - 2. In charge of the distribution of the duties of open Executive

Officer seats.

- H. Vote to make or break ties/two-thirds, and in voting for new executive officers.
- I. Shall confirm room reservations for Undeclared College Council meetings by the end of the previous semester.
- J. Promote and organize activities consistent with the stated purpose of the Undeclared College Council.
- K. Be responsible for knowing and understanding the bylaws of the Undeclared College Council.
- L. Be responsible for amending and retrieving approval of the bylaws in accordance with Associated Students' policies.

SECTION 16

The Executive Vice President shall:

- A. Be the chief administrative aide to the President.
- B. Assume responsibilities for all duties of the President in case of absence.
- C. Communicate regularly with the President to ensure preparation of meetings in which the President is unable to attend.
- D. Be responsible for assisting the UCC Vice President of Marketing in student organization outreach and promotion of the Undeclared College Council.
- E. Facilitate concerns and recommendations brought forth by the students of the Undeclared College Council.
- F. Attend all confirmed Undeclared College Council meetings.
- G. Oversee fellow UCC Executive Officers to ensure individual duties are completed in a timely manner.
- H. Be responsible for knowing, understanding, and maintaining the bylaws of the Undeclared College Council.

SECTION 17

The Vice President of Finance shall:

- A. Be responsible for all duties of the President in case of the Executive Vice President's absence.
- B. Take the responsibility for A.S. monies distributed to the Undeclared College Council for events, activities, scholarships, etc.
- C. Be the liaison between the Undeclared College Council and the Associated Students Board of Directors Finance Committee.
- D. Act and enforce all finance codes and responsibilities.
- E. Provide written procedures to Undeclared College Council Representatives on how to utilize Associated Students financial allocations.
- F. Create and maintain an Undeclared College Council financial report monthly to the Undeclared College Council.
- G. Turn in the next fiscal year's budget to the A.S. Finance Board before Finance Board's deadline.
- H. Attend all confirmed Undeclared College Council meetings.
- I. Represent the Undeclared College Council at A.S. Finance Board meetings as needed.
- J. Coordinate with A.S. financial personnel an informational meeting for UCC Executive Officers.
- K. Be responsible for fully understanding A.S. financial policies.
- L. Be responsible for knowing and understanding the bylaws of the Undeclared College Council.

SECTION 18

The Secretary shall:

- A. Be responsible for all duties of the President in case of the Vice President of Finance's absence.

- B. Coordinate with the Undeclared College Council Executive Officers regarding current agenda items.
- C. Maintain an adequate record of attendance and report any violations to the Executive Vice President.
- C. Be responsible for tracking all attendance sheets and uploading them to the Undeclared College Council shared drive.
- E. The Secretary shall maintain an updated record of UCC officers and representatives, and student organizations recognized and classified within the undeclared student body, including but not limited to officer contact information, meeting schedules, and organization of fact sheets.
- F. Attend all confirmed Undeclared College Council meetings.
- G. Prepare agenda for each Undeclared College Council meeting and provide copies for all UCC Executive Officers, and have available for public on Undeclared College Council website 72 hours before the meeting.
- H. Take minutes at each meeting and prepare them for distribution at the following meeting.
- I. Make available current copies of bylaws to interested parties, and ensure that current bylaws are available on the Undeclared College Council website.
- J. Be responsible for knowing and understanding the bylaws of the Undeclared College Council.

SECTION 19

The Vice President of Marketing shall:

- A. Oversee all Public Relation/marketing activities within the college council.
- B. Relay all Undeclared College Council activities to the undeclared student population through Blackboard announcements and mass emails as appropriate.
- C. Publicize and inform SDSU community of UCC events through media means such as, but not limited to the Undeclared College Council website, newsletters, email, and fliers.
- D. Be responsible for adding Undeclared College Council events and promotions to the Undeclared Google Calendar.
- E. Be responsible for putting Undeclared College Council events on the San Diego State University Event Calendar on the San Diego State website.
- F. Be responsible for knowing and understanding the bylaws of the Undeclared College Council.

SECTION 20

The A.S. Council Representative(s) shall:

- A. Be required to attend all Undeclared College Council meetings.
- B. Submit any excuses to the Vice President within one (1) week of absence.
- C. Give weekly report to A.S. University Council on Undeclared College Council activities.
- D. Give a weekly report to Undeclared College Council on A.S. University Council activities.
- E. Be required to send out one (1) monthly email to the student body regarding A.S. and UCC updates and information.
- F. Be required to hold a minimum of one (1) open forum per semester for undeclared students to voice their concerns.
- G. Be responsible for promoting the following A.S. values within the Undeclared College Council: professional development, campus community, service, shared governance, and diversity.
- H. Serve as the liaison between UCC and A.S., reporting all activities and news to both organizations.
- I. Be responsible for fully understanding A.S. general policies.
- J. Be responsible for knowing and understanding the bylaws of the Undeclared College Council.

SECTION 21

Officers Eligibility

- A. Any student elected or appointed as an officer on the Undeclared College Council must be a matriculated student in good standing at San Diego State University without a declared major.
- B. A.S. Representatives:
 - a. Shall be required to send out one (1) monthly email to Undeclared students regarding A.S. and Undeclared updates and information.
 - b. Shall be required to hold a minimum of one (1) open forum per semester for Undeclared students to voice their concerns.
 - c. Are responsible to promote the A.S. values with Undeclared students: professional development, campus community, communication, advocacy, shared governance, service, diversity, and sustainability.
- C. Executive Officers:
 - a. No person may hold more than one (1) position in the Undeclared College Council, including A.S. and organization representatives.

Any student elected or appointed as an officer on the Undeclared College Council must be a matriculated student in good standing at San Diego State University without a major.

ARTICLE VI – UNDECLARED COLLEGE COUNCIL CODES

SECTION 21

Parliamentary Code

- A. All meetings of the Undeclared College Council shall be conducted according to parliamentary procedure outlines by "Robert's Rules of Order."

ARTICLE VII – DISTRIBUTION OF FUNDS

SECTION 22

The Undeclared College Council will be responsible for allocating funds given by the A.S. Board of Directors Finance Committee with approval by two-thirds of the Council.

ARTICLE VIII – AMENDMENTS

SECTION 23

Articles of these Bylaws may be amended by the Undeclared College Council by a two-thirds (2/3) vote of approval of those present. There must be a quorum of the voting membership present.

SECTION 24

In order for these Bylaws to remain in force, they must be reviewed, revised and affirmed by Undeclared College Council and signed by the President of Undeclared College Council.

SECTION 25

The Charter may be amended or revised by a two-thirds (2/3) vote of the Associated Students Board of Directors, as specified in Section 74 of the Associated Students Bylaws. All proposed amendments or revisions shall be reviewed by the Undeclared College Council and the A.S. Judicial Affairs Council prior to consideration by the Associated Students Board of Directors.