

S.B.C. 4 (2023)

Community Development Positions Reform

Drafted by Mariella Castillo, Vice President of Community Development

IN AMENDMENT TO:

Appendices 35, 37, 38, 39, 40, and 41 of the Bylaws of the Associated Student Government of Santa Clara University

All changes highlighted in **yellow**.



COMMUNITY DEVELOPMENT VICE PRESIDENT

Community Development

Appendix 34

- I.** General Information
 - A. Act as a connection for off-campus relations and provide educational and social programs and services to build a greater sense of community with the undergraduate student body.
 - B. Manage on-campus educational events meant to bring about student cohesion and campus community
 - C. Supervised by the Student Body President.
- II.** Essential Responsibility
 - A. To plan and facilitate the operations of the Community Development Chairs.
- III.** Specific Responsibilities
 - A. Educational and Social Programs and Services:
 - 1. Assist in the planning of all educational and social events that serve to reinforce ASG's role as representatives of the student body (i.e., Bronco Week, Off-Campus services, etc.).
 - 2. Collaborate with departments, CSOs, RSOs, and off-campus entities to build a sense of community.
 - 3. Appoint a diverse group of students to serve in the Community Development Chair positions
 - B. Off-Campus Relations:
 - 1. Collaborate with OSL to promote student awareness and education for the off-campus student community.
 - 2. Attend periodic planning meetings and maintain communication with Santa Clara University departments (Event Planning, OSL, etc.) in order to ensure that programs meant to support and promote ASG are properly planned.
 - 3. Coordinate efforts between ASG and the greater Santa Clara Community. (i.e., Neighborhood University Relations and Santa Clara Police Department)
 - 4. Plan and execute off-campus educational programs to students regarding renter rights, neighborhood behavior, and socializing tips.
- IV.** Qualifications
 - A. Must be currently enrolled in at least one course as an undergraduate student at SCU.
 - B. Must be in good academic and behavioral standing with the University (e.g., minimum cumulative 2.0 GPA and not on any type of probation as defined in the Undergraduate Bulletin, etc.).
 - C. Suggested, but not necessary, to have experience living off-campus.
- V.** Appointment and Compensation
 - A. Appointed to a one-year term of office by the Student Body President in consultation with the Student Body Vice President and confirmed by the Student Senate.
 - B. Transition begins mid-Spring Quarter with outgoing Community Development Vice President.
 - C. Compensation is \$1000 stipend paid over a three quarter period.

VI. Time Requirements

- A. Hold a minimum of five (5) office hours per week, may be used for 1:1 meetings with Chairs.
- B. Meet one hour monthly with an ASG advisor.
- C. Meet 1.5 hours weekly with the Cabinet.
- D. Meet bi-monthly with the Assistant Dean for Off Campus Student Life
- E. Plan and facilitate weekly meetings with the Community Development Chairs.
- F. Attend weekly Student Senate meetings.
- G. Attend quarterly Neighborhood University Relations Committee (NURC) meetings.
- H. Attend quarterly ASG retreat. Acceptable circumstances for not attending retreat include family emergencies, illnesses, or other circumstances approved at the Vice President's discretion. Previously scheduled events should be communicated to the Vice President at least two weeks in advance. An unexcused absence at retreat will result in a disciplinary hearing pursuant to section V.K.5. of the ASG Bylaws.
- I. Attend quarterly ASG Cabinet retreat.
- J. Participate in all transition activities enumerated in the ASG Bylaws.
- K. Estimated hours per week: 15-20 hours.



COMMUNITY DEVELOPMENT WELLNESS CHAIR

Community Development

Appendix 35

- I.** General Information
 - A. To serve the undergraduate student body by enriching the lives of the student body and increasing community involvement.
 - B. Supervised by the Community Development Vice President.
- II.** Essential Responsibility
 - A. To plan and organize services and events which meet the mental and physical wellness needs of students and further develop the Santa Clara community.
- III.** Specific Responsibilities
 - A. Plan and organize all ASG sponsored educational services and events including, but not limited to **Midnight Breakfast**, Greenbooks & Bagels, and programs focused on mental and physical health.
 - B. Attend special events, community forums, seminars, ASG senate meetings, and retreats as deemed necessary by the Community Development Vice President.
 - C. Maintain a Google drive of contracts, expenses, event and program information, and contacts.
 - D. **Organize events to support the basic needs of students at SCU, such as food insecurity and accessibility to necessary technology.**
- IV.** Qualifications
 - A. Must be currently enrolled in at least one course as an undergraduate student at SCU.
 - B. Must be in good academic and behavioral standing with the University (e.g., minimum cumulative 2.0 GPA and not on any type of probation as defined in the Undergraduate Bulletin, etc.).
- V.** Appointment
 - A. Appointed to a one year term of office by Community Development Vice President in consultation with Student Body President and Student Body Vice President and confirmed by the Student Senate.
 - B. Transition begins mid Spring-Quarter with outgoing Wellness Chair.
- VI.** Time Requirements
 - A. Meet one-on-one with the Vice President per the Vice President's discretion.
 - B. Meet weekly with the Community Development Chairs.
 - C. Attend all Community Development events and programs.
 - D. Attend quarterly ASG retreat. Acceptable circumstances for not attending retreat include family emergencies, illnesses, or other circumstances approved at the Vice President's discretion. Previously scheduled events should be communicated to the Vice President at least two weeks in advance. An unexcused absence at retreat will result in a disciplinary hearing pursuant to section V.K.5. of the ASG Bylaws.
 - E. Participate in all transition activities enumerated in the ASG Bylaws.
 - F. Estimated hours per week: 5-10 hours.



COMMUNITY DEVELOPMENT STUDENT SAFETY OFF-CAMPUS CHAIR

Community Development

Appendix 36

I.G General Information

- A. To serve the undergraduate student body through the identification of risks to student safety and collaboration with on- and off-campus organizations to minimize those risks.
- B. Supervised by the Community Development Vice President.

II. Essential Responsibility

- A. To coordinate with on campus health organizations, community organizations, and Santa Clara city government to promote student health and safety.

III. Specific Responsibilities

- A. Coordinate and manage any off-campus social or educational services.
- B. Maintain communication with the Office of Student Life to coordinate joint services for off-campus students.
- C. Maintain communication with the Santa Clara Police Department and Santa Clara City Government to address off-campus concerns.
- D. D. Act as a liaison between ASG, Campus Safety, Off-Campus Living, Facilities, the Office of Student Life, and other relevant organizations.
- E. Coordinate and execute the survey of undergraduate students regarding on- and off-campus safety every even year.
- F. Attend special events, community forums, seminars, ASG Senate meetings, and retreats as deemed necessary by the Community Development Vice President.
- G. Maintain a Google drive of contracts, expenses, event and program information, and contacts.

IV. Qualifications

- A. Must be currently enrolled in at least one course as an undergraduate student at SCU.
- B. Must be in good academic and behavioral standing with the University (e.g., minimum cumulative 2.0 GPA and not on any type of probation as defined in the Undergraduate Bulletin, etc.).

V. Appointment

- A. Appointed to a one year term of office by Community Development Vice President in consultation with the Student Body President and Student Body Vice President and confirmed by the Student Senate.
- B. Transition begins mid-Spring Quarter with outgoing Safety Off-Campus Chair.

VI. Time Requirements

- A. Meet for one on one with the Vice President per the Vice President's discretion.
- B. Meet with other Off-Campus Chairs as necessary.
- C. Meet weekly with the Community Development Chairs.
- D. Attend all Community Development events and programs.
- E. Attend quarterly Neighborhood University Relations Committee (NURC) meetings and Code Enforcement meetings.
- F. Meet monthly with the Assistant Dean for Off-Campus Student Life.
- G. Attend quarterly ASG retreat. Acceptable circumstances for not attending retreat include family emergencies, illnesses, or other circumstances approved at the Vice President's discretion. Previously scheduled events should be communicated to the Vice President at least two weeks in

advance. An unexcused absence at retreat will result in a disciplinary hearing pursuant to section V.K.5. of the ASG Bylaws.

H. Participate in all transition activities enumerated in the ASG Bylaws.

I. Estimated hours per week: 5-10 hours.



COMMUNITY DEVELOPMENT SCHOLASTIC OFF-CAMPUS CHAIR

Community Development

Appendix 37

I. General Information

A. To serve the undergraduate student body and neighboring schools through programs that serve as a connection between the SCU student body and potential students in the area.

B. Supervised by the Community Development Vice President.

II. Essential Responsibility

A. To coordinate with ASG, on-campus organizations, SCU administration, and local elementary, middle, and high schools to build positive and long-lasting relationships.

III. Specific Responsibilities

A. Maintain communication with local schools, including but not limited to, Buchser Middle School and Washington Elementary School.

B. Program events with local schools.

1. Where applicable, coordinate with RSO and CSOs to create programming with students from the local schools.

C. Attend special events, community forums, seminars, ASG Senate meetings, and retreats as deemed necessary by the Community Development Vice President.

D. Maintain a Google drive of contracts, expenses, event and program information, and contacts.

E. Work with SCU Admissions and other organizations on and off campus to host the annual Splash! program.

F. Promote educational opportunities and resources for students at SCU.

IV. Appointment

J. Appointed to a one year term of office by Community Development Vice President in consultation with the Student Body President and Student Body Vice President and confirmed by the Student Senate.

K. Transition begins mid-Spring Quarter with outgoing Scholastic Off-Campus Chair.

IV. Time Requirements

A. Meet one on one with the Community Development Vice President per the Community Development Vice President's discretion.

B. Attend all Community Development events and programs.

C. Meet with other Off-Campus Chairs as necessary.

D. Meet as necessary with the Assistant Dean for Off-Campus Student Life.

E. Attend quarterly ASG retreat. Acceptable circumstances for not attending retreat include family emergencies, illnesses, or other circumstances approved at the Vice President's discretion. Previously scheduled events should be communicated to the Vice President at least two weeks in advance. An unexcused absence at retreat will result in a disciplinary hearing pursuant to section V.K.5. of the ASG Bylaws.

F. Participate in all transition activities enumerated in the ASG Bylaws.

G. Estimated hours per week: 5-10 hours



COMMUNITY DEVELOPMENT CIVIC ENGAGEMENT OFF-CAMPUS CHAIR
Community Development
Appendix 38

- I.** General Information
 - A. To serve the undergraduate student body by representing student interests with the local community and promoting the civic engagement of the Santa Clara University student body.
 - B. Supervised by the Community Development Vice President.
- II.** Essential Responsibility
 - A. To coordinate with ASG, on-campus organizations, SCU administration, and local elected officials to promote student interests and civic engagement in the wider community.
- III.** Specific Responsibilities.
 - A. Maintain relationships with the local elected officials, on campus political clubs, outside political organizations, and SCU administration.
 - B. Collaborate with the local government to ensure on-campus polling stations.
 - C. Collaborate with local government candidates and ballot initiative campaigns to hold events and table on campus.
 - D. Collaborate with outside political groups to ensure voter registration drives on campus.
 - E. Collaborate with and invite members of local, state and national government to engage with students.
 - F. Attend special events, community forums, seminars, ASG Senate meetings, and retreats as deemed necessary by the Community Development Vice President.
 - G. Maintain a Google drive of contracts, expenses, event and program information, and contacts.
- IV.** Qualifications
 - A. Must be currently enrolled in at least one course as an undergraduate student at SCU.
 - B. Must be in good academic and behavioral standing with the University (e.g., minimum cumulative 2.0 GPA and not on any type of probation as defined in the Undergraduate Bulletin, etc.).
- V.** Appointment
 - A. Appointed to a one year term of office by Community Development Vice President in consultation with the Student Body President and Student Body Vice President and confirmed by the Student Senate.
 - B. Transition begins mid-Spring Quarter with outgoing Off-Campus Civic Engagement Chair.
- VI.** Time Requirements
 - A. Meet one-on-one with the Vice President per the Vice President's discretion.
 - B. Meet weekly with the Community Development Chairs.
 - C. Attend all Community Development events and programs.
 - ~~D. Attend quarterly Neighborhood University Relations Committee (NURC) meetings.~~
 - ~~E. Meet monthly with the Assistant Dean for Off Campus Student Life.~~
 - F. Attend quarterly ASG retreat. Acceptable circumstances for not attending retreat include

family emergencies, illnesses, or other circumstances approved at the Vice President's discretion. Previously scheduled events should be communicated to the Vice President at least two weeks in advance. An unexcused absence at retreat will result in a disciplinary hearing pursuant to section V.K.5. of the ASG Bylaws.

- G. Participate in all transition activities enumerated in the ASG Bylaws.
- H. Estimated hours per week: 5-10 hours.



COMMUNITY DEVELOPMENT CITY AND NEIGHBORHOOD RELATIONS OFF-CAMPUS CHAIR

Community Development

Appendix 39

- I.** General Information
 - A. To serve the undergraduate student body by representing student interests with the local community and promoting positive city and neighborhood relations from the Santa Clara University student body.
 - B. Supervised by the Community Development Vice President.
- II.** Essential Responsibility
 - A. To coordinate with ASG, on campus organizations, SCU administration, neighborhood

groups and local government to promote positive communication and collaborations in the wider community.

III. Specific Responsibilities

- A. Maintain relationships with the Neighborhood University Relations Committee (NURC), SCU administration, and neighborhood and landlord organizations.
- B. Attend and represent student interests at all NURC meetings and any NURC subcommittee meetings.
- C. Serve as a standing member of the Old Quad Residents Association (OQRA)
- D. Attend and represent student interests at all OQRA board meetings and general meetings
- E. Collaborate with Office of Student Life when working with neighborhood organizations
- F. Attend special events, community forums, seminars, ASG Senate meetings, and retreats as deemed necessary by the Community Development Vice President.
- G. Maintain a Google drive of contracts, expenses, event and program information, and contacts.

IV. Qualifications

- A. Must be currently enrolled in at least one course as an undergraduate student at SCU.
- B. Must be in good academic and behavioral standing with the University (e.g., minimum cumulative 2.0 GPA and not on any type of probation as defined in the Undergraduate Bulletin, etc.).
- C. Suggested, but not necessary, to have had or currently have experience living off-campus.

V. Appointment

- A. Appointed to a one year term of office by Community Development Vice President in consultation with the Student Body President and Student Body Vice President and confirmed by the Student Senate.
- B. Transition begins mid Spring Quarter with outgoing City and Neighborhood Relations Chair.

VI. Time Requirements

- A. Meet for one on one with the Community Development Vice President per the Community Development Vice President's discretion.
- B. Meet weekly with the Community Development Chairs.
- C. Attend all Community Development events and programs.
- D. Attend quarterly Neighborhood University Relations Committee (NURC) meetings.
- E. Attend monthly University Area Task Force meetings.
- F. Meet monthly with the Assistant Dean for Off Campus Student Life.
- G. Attend quarterly ASG retreat. Acceptable circumstances for not attending retreat include family emergencies, illnesses, or other circumstances approved at the Vice President's discretion. Previously scheduled events should be communicated to the Vice President at least two weeks in advance. An unexcused absence at retreat will result in a disciplinary hearing pursuant to section V.K.5. of the ASG Bylaws.
- H. Participate in all transition activities enumerated in the ASG Bylaws.
 - I. Estimated hours per week: 5-10 hours.



COMMUNITY DEVELOPMENT FRESHMAN CLASS CHAIR

Community Development

Appendix 40

- I.** General Information
 - A. To serve the undergraduate student body by enriching the lives of the student body and increasing community involvement.
 - B. Supervised by the Community Development Vice President.
- II.** Essential Responsibility
 - A. To plan and organize services and events to meet the needs of freshmen students and further develop the Santa Clara community.
- III.** Specific Responsibilities
 - A. Assist in the planning and execution of all Community Development events.
 - B. Help engage the freshman class in on-campus involvement opportunities, and promote alternative programs at the university to the freshman class, including the Pop the Bubble Newsletter.
 - C. Plan and execute an educational campaign to help Freshmen adjust to college life including, but not limited to a 'How-to-SCU' manual for the incoming freshman class.
 - D. Plan and execute at least one freshman class event.
 - E. Create the 'How-to-SCU' manual for the incoming freshman class.
 - F. ~~Maintain communication with the Office of New Student Programs.~~
 - G. Attend special events, community forums, seminars, ASG Senate meetings, and retreats as deemed necessary by the Community Development Vice President.
 - H. Maintain a Google drive of contracts, expenses, event and program information, and contacts.
- IV.** Qualifications
 - A. Must be currently enrolled in at least one course as a freshman undergraduate student at SCU.
 - B. Must be in good academic and behavioral standing with the University (e.g., minimum cumulative 2.0 GPA and not on any type of probation as defined in the Undergraduate Bulletin, etc.).
- V.** Appointment
 - A. Appointed to a one year term of office by Community Development Vice President in consultation with the Student Body President and Student Body Vice President and confirmed by the Student Senate.
- VI.** Time Requirements
 - A. Meet one-on-one with the Vice President at the Vice President's discretion.
 - A. Meet weekly with the Community Development Chairs.
 - B. Attend all Community Development events and programs.
 - D. Meet with the First-Year co-chair as necessary.
 - C. Attend quarterly ASG retreat. Acceptable circumstances for not attending retreat include family emergencies, illnesses, or other circumstances approved at the Vice President's discretion. Previously scheduled events should be communicated to the Vice President at least two weeks in advance. An unexcused absence at retreat will result in a disciplinary hearing pursuant to section V.K.5. of the ASG Bylaws.
 - D. Participate in all transition activities enumerated in the ASG Bylaws.

E. Estimated hours per week: 5-10 hours.



COMMUNITY DEVELOPMENT CAMPUS ENGAGEMENT CHAIR

Community Development

Appendix 41

I. General Information

- A. To serve the undergraduate student body by enriching the lives of the student body and increasing community involvement.
- B. Supervised by the Community Development Vice President.

II. Essential Responsibility

- A. To plan and organize services and events which meet the needs of students and further develop student engagement in Athletics, the Arts, and other organizations of the Santa Clara community.

III. Specific Responsibilities

- A. Assist in the planning of all ASG sponsored events promoting school spirit including, but not limited to Bronco Week.
- B. Coordinate services and events with campus organizations which have a vested interest in spirit and tradition, such as the Alumni Association, Activities Programming Board, and the Center for Student Involvement.
- C. Attend special events, community forums, seminars, ASG Senate meetings, and retreats as deemed necessary by the Community Development Vice President.
- D. Maintain a Google drive of contracts, expenses, event and program information, and contacts.

IV. Qualifications

- A. Must be currently enrolled in at least one course as an undergraduate student at SCU.
- B. Must be in good academic and behavioral standing with the University (e.g., minimum cumulative 2.0 GPA and not on any type of probation as defined in the Undergraduate Bulletin, etc.).

V. Appointment

- A. Appointed to a one year term of office by the Community Development Vice President in consultation with the Student Body President and Student Body Vice President and confirmed by the Student Senate.
- B. Transition begins mid-Spring Quarter with outgoing Campus Engagement Chair.

VI. Time Requirement

- A. Meet with the Community Development Vice President per the Community Development Vice President's discretion
- B. Attend all Community Development events and programs.
- C. Attend quarterly ASG retreat. Acceptable circumstances for not attending retreat include family emergencies, illnesses, or other circumstances approved at the Vice President's discretion. Previously scheduled events should be communicated to the Vice President at least two weeks in advance. An unexcused absence at retreat will result in a disciplinary hearing pursuant to section V.K.5. of the ASG Bylaws.
- D. Participate in all transition activities enumerated in the ASG Bylaws.
- E. Estimated hours per week: 5-10 hours.