

S.B.C. 1 (2023)

Website Development Chair

Drafted by Payton Pemberton, Vice President of Public Relations

IN AMENDMENT TO:

The creation of the Website Development Chair position of the Bylaws of the Associated Student Government of Santa Clara University

All changes highlighted in yellow.

I. Public Relations Division

1. The Public Relations Vice President, in consultation with the Student Body President and Student Body Vice President and Senate confirmation, shall appoint the following Public Relations Members:

- a. One (1) Bronco News Producer and Editor
- b. Two (2) Assistant Bronco News Producer and Editor
- c. One (1) Marketing Chair
- d. One (1) Social Media chair
- e. One (1) Live Media Chair
- f. One (1) Website Development Chair

2. The Members shall be in regular contact with the Cabinet and Student Senate regarding their plans and activities.

- a. Each Chair should fulfill the duties and responsibilities as outlined in Appendices 29 through 33.

3. Public Relation Guidelines

a. On and Off Campus Organizations

- i. Off-Campus Organizations who sponsor events not sanctioned by the University are not eligible to be advertised.
- ii. On-Campus Organizations are defined as organizations that have been granted Registered Student Organization status as defined by the Associated Student Government bylaws. Their events are eligible to be advertised.
- iii. Off-Campus Organizations are not to be mentioned or promoted in any capacity

(a) Off-Campus Organizations' names are not to be said on air.

(b) Off-Campus Organizations' logos are not to be shown on air.

b. Off-Campus Events

i. Rules for Off-Campus Events:

(a) Off-campus events shall only be advertised if all of the following are true:

(b) The event is sanctioned by the University.

(c) The event is not at an off-campus location.

ii. It is recommended that advertised off-campus events should have a connection to an on-campus department, organization, or club, but is not required.

(a) Examples:

(i) Talking about Bay to Breakers would be acceptable.

(ii) Talking about an event where Ruff Riders partnered with the "Alviso Houses" would also be acceptable.

iii. All events taking place off-campus shall include the following disclaimer on screen: "Bronco News giving airtime to this event does not necessarily imply approval or endorsement by Santa Clara University and/or Associated Student Government."



WEBSITE DEVELOPMENT CHAIR

Executive Branch

- I. General Information**
 - A. Oversee the ASG website
 - B. Directly supervised by the Public Relations Vice President.
- II. Essential Responsibility**
 - A. Responsible for creating and/or managing ASG's website.
- III. Specific Responsibilities**
 - A. Create a new ASG website or manage an existing one, making updates weekly.
 - B. Manage a directory of all ASG members, outlining the structure of the organization.
 - C. Collect documentation for the ASG website, including senate updates and additional blog posts.
 - C. Coordinate with the Live Media Chair, Bronco News Producer and Editor, and Assistant Bronco News Producer and Editor (s) to create a gallery of ASG events.
- IV. Qualifications**
 - A. Intended for sophomores and juniors
 - B. Must be currently enrolled in at least one course as an undergraduate student at SCU
 - C. 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 Public Relations VP in consultation with Student Body President and Student Body Vice President and confirmed by the Student Senate.
 - B. Transition begins at the beginning of Fall Quarter before/with the first year senator positions
- VI. Time Requirements**
 - A. Hold a minimum of one office hour a week.
 - B. Meet 1 hour weekly with the Public Relations Vice President
 - C. Attend special events, community forums, and other University functions as directed by the Public Relations Vice President.
 - 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: 4-8
 - G. Attend a predetermined number of senate meetings per quarter as defined by the current Public Relations Vice President.