

S.B.C. 2 (2024)

Altering the Responsibilities and Compensation of the Vice President

Drafted by Ryan Rani, President
Drafted by Claire Krebs, Senate Chair
Drafted by Carmen Duque-Diaz, Senator At-Large for Athletic Relations
Drafted by Allyson Li, Sophomore Senator

IN AMENDMENT TO:

Appendices 24 and 31 of the Bylaws of the Associated Student Government of Santa Clara
University

All changes highlighted in yellow.

STUDENT BODY VICE PRESIDENT

Executive Branch

Appendix 24

- I. General Information**
 - A. Act as the primary assistant to the Student Body President.
 - B. Supervised by the Student Body President.
- II. Essential Responsibility**
 - A. Responsible for working with the Student Body President to oversee the general operations and functions of ASG, for effective organizational development in line with ASG's vision, and for outreach to the Student Body.
- III. Specific Responsibilities**
 - A. Liaison Responsibilities
 1. Act as a liaison, in conjunction with the Student Body President, between the undergraduate student body and ASG.
 2. Act as a liaison between ASG and CSOs.
 - B. Elections and University Committee Appointment Responsibilities
 1. Serve as the Chair of the Election Committee and carry out all Chair duties listed in the ASG Election Code.
 2. Recommend student appointments to standing University committees, including UPCs, to the Student Senate for confirmation.
 3. Gather minutes and maintain records from committee meetings.
 4. Actively update the list of University Committees and other standing University Committees with student representation.
 - C. Organizational Development
 1. Safeguard and promote a positive image of ASG through efficient and effective management.
 2. Plan and coordinate quarterly ASG team building retreats, Cabinet retreats, and other team building activities.
 - a) Organization-wide retreats must include a review of ASG's driving principles: the Charter of ASG, Mission and Vision statements, Solomon Code of Ethics and Values, O'Connor Environmental Standard, and Kassa Social Media Standard. This is mandatory for the Fall retreat and suggested that the following retreats, held in the Winter and Spring, include an abridged review.
 - b) The Fall retreat must include Safe Space and Diversity Training in coordination with the RRC, MCC, ODI or OML and the Senator At-Large for Diversity and Inclusion. However, if the position has yet to be filled, the training shall then be conducted in coordination with the Vice President.
 3. Organize and handle all ASG communication forms (including but not limited to Google Calendar, Google Drive, Google Group, Slack, emails)

4. Work with the Vice Provost of Student Life and the ASG Chief of Staff to coordinate Admin Buddies program and ensure ASG members are meeting with their buddies at least once a quarter.
5. Plan and coordinate an annual State of the Community event with the Public Relations Vice President and Chief of Staff. All CSOs will be invited to this event to share their updates and concerns. Additional events can be planned by the Vice President if on-campus circumstances necessitate further discussion.
6. Plan and coordinate an annual State of the Organization (Town Hall) with the Senate Chair, Chief of Staff, and Vice President of Public Relations.
 - a) The Vice President will communicate with a wide variety of students for input on the focus of the event, extend a formal invitation to all campus RSOs, and take appropriate steps to ensure that any students/organizations on campus are welcome to voice grievances and concerns.
7. Plan and coordinate all ASG ceremonies and activities.
8. Plan quarterly Cabinet meals with the University President.
9. Manage quarterly and annual goals for all areas within ASG.
10. Plan and coordinate quarterly peer evaluations for all branches of ASG.
11. Assist with the work of the Archiving Committee.
12. Plan a quarterly Greek Forum to improve relations between off-campus Greek life and SCU administration.
13. Work in conjunction with the Student Body President to:
 - a) Manage, plan, and post content for the @asgscuprezvp Instagram account.
 - b) Set the agenda for all ASG-wide meetings, including but not limited to creating presentation slides and inviting guest speakers.

IV. Qualifications

- A. Must be currently enrolled as a Junior or Senior 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. Must possess excellent communication, interpersonal, and facilitation skills.
- D. Must be able to manage time effectively.
- E. Must be able to work effectively with a diverse population of students, faculty, and staff.

V. Appointment and Compensation

- A. Elected by the undergraduate student body to a one-year term of office.
- B. Transition begins mid-Spring Quarter with required planning during summer.
- C. Compensation is a \$4,500 stipend paid evenly over a three quarter period.

VI. Time Requirements

- A. Hold a minimum of 5 office hours per week.
- B. Meet 1 hour weekly with ASG Advisor.
- C. Meet 1.5 hours weekly with the Cabinet.
- D. Meet 1.5 hours weekly with the Student Body President.

- E. Meet at least once a quarter with the University Provost.
- F. Meet at least once a quarter with the University President.
- G. Attend weekly Student Senate meetings.
- H. Meet at least once a quarter with Chartered Student Organization leaders.
- I. Meet at least twice a quarter with the Archiving Committee.
- J. Attend quarterly ASG retreat. Acceptable circumstances for not attending retreat include family emergencies, illnesses, or other circumstances. An unexcused absence at retreat will result in a disciplinary hearing pursuant to section V.K.5. of the ASG Bylaws.
- K. Attend annual CSO training, planned by CSI.
- L. Attend quarterly ASG Cabinet retreat.
- M. Participate in all transition activities enumerated in the ASG Bylaws.
- N. Estimated hours per week: 20-25 hours.