

ASSOCIATED STUDENTS OF SAN FRANCISCO STATE UNIVERSITY EXTERNAL AFFAIRS COUNCIL & ASSEMBLY CHARTER

**CHARTER STATEMENT #408
APPROVED 04/27/2017**

EXTERNAL AFFAIRS COUNCIL

Purpose

The External Affairs Council (EAC) is charged with overseeing the Advocacy Assembly, Legislation Research Assembly, Community Relations Assembly, and Student Coalition Assembly. The EAC Council manages all overall external agency relations, advocacy strategies, community partnerships, local, state, and nationwide student networking.

Composition

VP External Affairs (Chair)

Four (4) Board Members*

Appointed AS Staff (Advisor)

Appointed CSSA Voting Alternate (Advisor)

*Board members sitting on the Council will be the Chair for one of the External Affairs Assemblies, appointed to that Assembly by the Vice President of External Affairs

Meetings

The Council shall meet twice a month, or as designated by the chair. A majority of the Council present in person or by teleconference shall constitute a quorum. Meetings of the Council shall be conducted in accordance with the appropriate open meeting laws that preside over the Organization as a whole. The most current approved edition of Robert's Rules of Order Newly Revised shall govern the conduct of the meetings.

The Council shall, through its chairperson report regularly to the Board following the meetings of the Council, addressing such matters as the Council or Board sees relevant.

Responsibilities

- Provide direction and support for the Advocacy Assembly, Legislative Research Assembly, Community Relations Assembly, and California State Student Association Assembly.

- Is authorized to take positions on legislation on behalf of the Board, but best practices recommend if time allows to recommend to the Board for final approval.

STUDENT COALITION ASSEMBLY

Purpose

The Student Coalition Assembly acts as an avenue for students to express any questions, concerns, or feedback, that they wish to have relayed to the CSSA, or other student coalition bodies. Students will have opportunities to provide input on all matters regarding CSSA, as well as receive information on what CSSA is working on and opportunities for student involvement.

Composition

Vice President of External Affairs Designee (Chair)*
Vice President External Affairs
Appointed CSSA Voting Alternate
Three (3) Students-at-large
Appointed AS Staff (Advisor)

*The VPEA Designee must be a board member, and sit on the External Affairs Council.

Meetings

The Assembly shall meet at least once a month prior to CSSA of that month, or as designated by the chair. A majority of the Assembly present in person or by teleconference shall constitute a quorum. Meetings of the Assembly shall be conducted in accordance with the appropriate open meeting laws that preside over the Organization as a whole. The most current approved edition of Robert's Rules of Order Newly Revised shall govern the conduct of the meetings.

The Assembly shall, through its chairperson report regularly to the Council following the meetings of the Assembly, addressing such matters as the Council or Assembly sees relevant.

Responsibilities

- Report to and regularly consult with the External Affairs Council, while taking direction from, and recommending direction to, the External Affairs Council regarding the Student Coalition Assembly work.
- Reports on what occurred at CSSA plenaries.
- Discuss the organization's strategic direction for CSSA and how to move forward regarding it.

- Communicate opportunities for student involvement in CSSA and CSU, and recommend appointments to statewide committees.

ADVOCACY ASSEMBLY

Purpose

The Advocacy Assembly is responsible for strategizing and maintaining relationships with elected officials to advocate on behalf of students and further the goals of the External Affairs Council and Associated Students. The Advocacy Assembly works in concert with the Legislative Research Assembly and under the direction of the VP External Affairs and External Affairs Council to promote student voices and positions on relevant bills, legislation, and action.

Composition

Vice President of External Affairs Designee (Chair)*

One (1) Board Member

Three to Five (3-5) Students-at-large

Appointed AS Staff (Advisor)

*The VPEA Designee must be a board member, and sit on the External Affairs Council.

Meetings

The Assembly shall meet twice a month, or as designated by the chair. A majority of the Assembly present in person or by teleconference shall constitute a quorum. Meetings of the Assembly shall be conducted in accordance with the appropriate open meeting laws that preside over the Organization as a whole. The most current approved edition of Robert's Rules of Order Newly Revised shall govern the conduct of the meetings.

The Assembly shall, through its chairperson report regularly to the Council following the meetings of the Assembly, addressing such matters as the Council or Assembly sees relevant.

Responsibilities

- Report to and regularly consult with the External Affairs Council, while taking direction from, and recommending direction to, the External Affairs Council regarding Advocacy Assembly work.
- Meet with local, state, and federal government officials to advocate on student interests.
- Coordinate lobby visits, phone banking, and other activities related to promoting student interests.

- Develop fact sheets and talking points for students to aid in communicating legislative priorities.
- Conduct at least two (2) lobby clinics per year.
- Develop and oversee lobby corp program in conjunction with the Vice President of External Affairs

LEGISLATIVE RESEARCH ASSEMBLY

Purpose

The Legislative Research Assembly focuses on researching bills/resolutions and elected official's positions, as well as tracking legislation as it moves through the legislative cycle. Recommends positions to the External Affairs Council on all local, state, and/or federal legislation that is relevant to CSU/SFSU students, higher education, or the goals of the External Affairs Council and Associated Students. The assembly may recommend, and upon direction from the External Affairs Council, further develop ideas for new legislation.

Composition

Vice President of External Affairs Designee (Chair)*

One (1) Board Member

Three to Five (3-5) Students-at-large

Appointed AS Staff (Advisor)

*The VPEA Designee must be a board member, and sit on the External Affairs Council.

Meetings

The Assembly shall meet twice a month, or as designated by the Chair. A majority of the Assembly present in person or by teleconference shall constitute a quorum. Meetings of the executive committee shall be conducted in accordance with the appropriate open meeting laws that preside over the Organization as a whole. The most current approved edition of Robert's Rules of Order Newly Revised shall govern the conduct of the meetings.

The Assembly shall, through its chairperson report regularly to the Council following the meetings of the Assembly, addressing such matters as the Council or Assembly sees relevant.

Responsibilities

- Report to and regularly consult with the External Affairs Council, while taking direction from, and recommending direction to, the External Affairs Council regarding Legislative Research Assembly work.
- Identify, track, and report on all proposed higher education legislation and where they are in the legislative process.
- Research and provide updates on elected official profiles and positions on relevant legislation.
- Support the Advocacy Assembly with information to have successful strategic lobbying.
- Maintain an updated database of legislation relevant to students in the CSU, drawing from local, state, and federal initiatives.
- State Legislative Cycle: The assembly shall deliver a report to the External Affairs Council of legislative/bill summaries, relevant background information and recommended positions on proposed legislation by the following intervals:
 - January 5th
 - February 5th
 - March 5th
- From time to time, the assembly is authorized to work with local, state, and/or federal Representatives to draft, sponsor, and/or introduce legislation under the direction of the Vice President of External Affairs and External Affairs Council.

COMMUNITY RELATIONS ASSEMBLY

Purpose

The Community Relations Assembly serves to identify and establish strategic external community partnerships and support outreach and implementation of local, statewide, and national student campaigns. The Assembly serves to support the cultivation and advancement of relationships between the organization and the San Francisco/Bay Area community. Additionally, the Assembly assists efforts of the External Affairs Council in grassroots organizing, voter engagement, education, gathering student testimonials, and building strong campaigns, as well as developing strategic action plans through escalation tactics to best mobilize our SF State community and empower student voices.

Composition

Vice President of External Affairs Designee (Chair)*
One (1) Board Member
Three to Five (3-5) Students-at-large
Appointed AS Staff (Advisor)

*The VPEA Designee must be a board member, and sit on the External Affairs Council

Meetings

The Assembly shall meet twice a month or as designated by the Chair. A majority of the Assembly present in person or by teleconference shall constitute a quorum. Meetings of the Assembly shall be conducted in accordance with the appropriate open meeting laws that preside over the Organization as a whole. The most current approved edition of Robert's Rules of Order Newly Revised shall govern the conduct of the meetings.

The Assembly shall, through its chairperson report regularly to the Council following the meetings of the Assembly, addressing such matters as the Council or Assembly sees relevant.

Responsibilities

- Report to and regularly consult with the External Affairs Council, while taking direction from, and recommending direction to, the External Affairs Council regarding Community Relations Assembly work.
- Working with the Advocacy Assembly to campaign and organize on relevant issues affecting students, upon direction from the External Affairs Council.
- Coordinates the annual voter registration campaign in coordination with the Vice President of External Affairs.
- Liaise with the San Francisco Department of Elections to ensure consistent, accessible, and visible polling places on campus for each election
- In coordination with the External Affairs Council, will select at least one annual campaign focused on one specific issue area to be addressed -- this will be the focus of on-campus organizing and education (e.g. Mental Health, Food Insecurity, Housing Insecurity).
- Hosts a minimum of two (2) town halls per semester to educate students on legislation or major initiatives affecting the student body.
- In consultation with Advocacy Assembly, compile a list of students who are interested in lobbying.