

ASSOCIATED STUDENTS OF SAN FRANCISCO STATE UNIVERSITY INTERNAL  
AFFAIRS COMMITTEE CHARTER

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**CHARTER STATEMENT #407**  
**APPROVED 12/02/2020**

**Purpose**

The purpose of the Internal Affairs Committee (IAC) is to ensure that Associated Students (AS) Programs in the Cesar Chavez Student Center are meeting the diverse needs of the students of San Francisco State University. The IAC will also ensure that AS Programs provide healthy, efficient, and supportive environments for the AS Program staff as well as for any and all students who utilize the program resource(s). IAC is responsible for creating and maintaining AS Programs that are dedicated to improving and enriching the lives of students and making sure the AS Programs support an inclusive and diverse student experience through the promotion of student engagement.

**Composition**

***Voting Members:***

- Vice President of Internal Affairs (Chair, required)
- Vice- Chair\* (required)
- Two additional AS Board members (required)
- Student Organization Representative (recommended)
- Vice President of Facilities and Services (recommended)

***Non-Voting Members:***

- AS Assistant Executive Director of Programs
- 2 AS Program Student Staff Members\*\* (recommended)
- 2 Students-at-Large (recommended)
- Senior Director of Culture and Social Justice (recommended)
- Representative from AS Communications (Recommended)

\*Vice-Chair must be an AS Board Member who has been duly appointed to the IAC. Vice chair is selected by a simple majority vote of the IAC.

\*\*Staff members should be from different programs

The Internal Affairs Committee cannot begin to meet until the required voting membership is met and membership is approved by the AS Board of Directors.

**Meetings**

IAC will hold consistent meetings, no less than once a month during the regular academic year and as deemed necessary during the Summer and Winter sessions. The first committee meeting will take place no later than 30 days after the start of the semester. A majority of the IAC present in person or by teleconference shall constitute a quorum. Members must abide by the most current Attendance Policy and are subject to removal from the committee/ Board of Directors if found in violation of their mandatory meeting attendance. The Chair (or Vice Chair if designated by the chair) is responsible for keeping attendance records and reporting violations to the Chief of Staff. Meetings of the IAC shall be conducted in accordance with the Gloria Romero Open Meetings Act, and in compliance with the most recently approved set of AS Bylaws.

### **Duties & Responsibilities**

The IAC is responsible for evaluating the AS Executive Director **yearly**. This assessment must be completed before the end of each Spring semester, and reviewed by the Board of Directors before the end of each Board term. The procedure for evaluating the ED is at the discretion of the IAC, but the committee should move towards a standardized procedure to ensure consistent testing and comparability between assessment years. Should the Committee choose to hire a third party, the expense must be proposed and approved through the Finance Committee and sanctioned by a  $\frac{2}{3}$  majority vote of the Board of Directors.

### **AS Programming**

The Internal Affairs Committee will serve as the main point of contact between the Board of Directors and all AS Programs, including:

1. Art Gallery
2. Early Childhood Education Center (ECEC)
3. Education & Referral Organization for Sexuality (EROS)
4. Environmental Resource Center (ERC)
5. Legal Resource Center (LRC)
6. Productions
7. Project Connect
8. Project Rebound
9. Queer and Trans Resource Center (QTRC)
10. Rack-n-Cue/ Games Room
11. Richard Oakes Multicultural Center (ROMC)
12. The Depot
13. Women's Center

IAC members should have a basic understanding of AS programming, including services they offer, student populations they serve, and events/conferences they put on. IAC will also have an

understanding of the categories AS Programs are under: Cultural & Social Justice, Education & Equity, Events & Entertainment.

Members of the IAC are expected to make a conscientious effort to participate in events hosted by the AS Programs in order to understand the mission of each individual program. IAC members are in part responsible for working towards a holistic understanding of individual programs is incredibly valuable, and should become an expectation of each IAC member.

### **Responsibilities of the VP of Internal Affairs**

- Serve as Chair
- Provide administrative guidance to the IAC and AS Programs
- Serve as liaison and coordinator between the AS Board of Directors and AS Programs
- Will conduct frequent outreach to AS Programs as well as University Programs
- Gather agenda items and help compose the IAC agenda
- Actively communicate with Program staff to discuss issues and ideas that can be brought to the IAC
- Track IAC meeting attendance and submit attendance reports to the Chief of Staff after each meeting

### **Responsibilities of Vice Chair**

- Will serve as Chair of IAC if the VP of Internal Affairs is absent
- Provide administrative guidance to the IAC
- Will assist the chair with gathering agenda items and help compose the IAC agenda
- Assist the Chair with other IAC related duties as designated by the Chair

### **Responsibilities of Voting IAC Members**

- Members are expected to attend every IAC meeting and remain in compliance with the most recently approved Attendance Policy
- Come to each meeting of the IAC familiar with meeting materials and ready to discuss agenda items in an active and informed manner

### **Responsibilities of Non-Voting/ Advisory IAC Members**

- Attend meetings of the IAC when invited by the committee or when the committee is dealing with items relevant to an individual's area of expertise
- Provide administrative, policy, and procedural guidance to the IAC