

## ASSOCIATED STUDENTS OF SAN FRANCISCO STATE UNIVERSITY STUDENT ORG SPACE ALLOCATION AD HOC COMMITTEE CHARTER

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**CHARTER STATEMENT #419  
APPROVED 05/08/2024**

### **Mission**

The Student Org Space Allocation Ad Hoc Committee exists for the purpose of creating guidelines and policies to govern the use, filling, or re-allocation of student organization space throughout the Cesar Chavez Student Center. Associated Students wishes to clarify processes for awarding potential future space vacancies, while also remaining mindful of the rich history of student organizations on our campus and within the Cesar Chavez Student Center.

### **Composition**

Student Org Representative (Chair)  
Director of Facilities & Operations (Vice Chair)  
Students at large or Board Members (at least 1)  
SAE Representative  
AED of Facilities & Operations  
AED of Governance (Advisor)  
Executive Director (Advisor)

### **Meetings**

The Ad Hoc Committee will meet with frequency decided by the chair, with the expectation of regularly scheduled meetings throughout the term(s) until the mission of the Ad Hoc is met.

### **Responsibilities of Chair**

- Provide direction and support for committee members. The chair shall meet with various Student Organizations entities on campus such as but not limited to: Student Organizations that have space in the building of Cesar Chavez Student Center. Responsible for working towards a holistic understanding of individual committee members and individual issues occurring within space allocations.

- Be an advisor in regards to establishing action plans and solutions to problems on campus and surrounding student organizations.

### **Responsibilities of Vice Chair**

- If deemed helpful by the chair or members of the committee, a Vice Chair shall be appointed at the discretion of the current committee by simple majority vote. The Vice Chair shall be responsible for completing any delegated tasks from the chair. They will also be responsible for chairing Ad Hoc Committee meetings in the absence of the chair.

### **Responsibilities of Ad Hoc Members**

- Members must attend every meeting, unless an emergency is presented.
- They will need to help with planning outreach events to student orgs and stakeholders to aid with policy drafting and solicit feedback on documents
- Be aware of concerns raised by stakeholders
- Be prepared to contribute to conversations regarding policy writing, procedure creation, and other necessary conversations in relation to creating documents to guide student org space allocation

### **Initiatives**

- Creation of a “Legacy Organization” definition to help outline which student orgs currently occupy space in CCSC
- Creation and addition of “Land Acknowledgment” to the Space Allocation Policy
- Drafting a Space Allocation Policy to outline guidelines to maintain, assign, and potentially revoke permanent student org space in the CCSC
- Drafting a Student Org Room MOU to outline permissible space use, modifications, and partnership with AS to help maintain the space