

**Bylaws of the
Students' Union
Of Otis College of Art and Design**

I. JURISDICTION & PURPOSE

This document enacted on September 21, 2020 shall establish and govern the activities of the Students' Union.

II. CREDO

In order to provide for the student body a united, equitable, and fulfilling college experience, Students' Union members are devoted to improving campus environments by fostering a network of guidance, support, and advocacy for the desires and necessities of the student body.

III. MEMBERSHIP

The Students' Union, hereafter referred to as the "Union", shall consist of three branches: Executive Council, Envoys, and Advisors. All current students are members of the collective Union and support its operation through the Student Activities Fee.

IV. COUNCIL

A. Executive Officers

The Executives Officers consist of representatives appointed/confirmed from the pool of student leader applicants appointed from advisors separate from the pool of ambassadors if the pool is insufficient.

B. Envoys

Envoys are students who serve as representatives and can attend any and all Students' Union meetings. Student Envoys attend meetings as they are able, but it is not required. Their role is to serve as a point of contact for students to share ideas and concerns to bring back to the SU Leadership.

V. SPECIAL MEMBERS

A. Special Case Positions

Special case positions may be filled at the discretion of the Council, and with the approval of the SU Advisor or other appointed advisors. Such positions include, but are not limited to, webmaster, graphic designer, and producer.

Additional positions deemed essential by the Council may be created and administered by the following:

- Special case positions may not be held by Representatives.
- Special case positions may be revoked or reassigned by consensus at any time and are not subject to the Removal From Office guidelines.
- These positions are not mandatory, but may be defined and filled at the discretion of the Representatives.
- If an election is not feasible or advisable, special case positions may be appointed by the Executive Officers and confirmed by an Advisor.

B. Advisors

Advisors hold no provisory or administrative role over the Union, but act as resources to provide feedback and attend Council meetings.

- The Dean of Student Affairs and Director of Student Activities shall be the Chief Advisors of the Union and oversee responsibility of the Council while not imposing on the autonomy of the Union. The Chief Advisor may appoint additional advisors at their discretion and based on the approval of the Union. Additional advisor appointments may be blocked by a two-thirds vote of the Council.

VI. UNION VOTING BODIES & APPOINTMENT PROCEDURES

A. Appointment of Representatives

The appointment of SU representatives will be conducted by the Chief Advisors, Dean of Student Affairs and/or Director of Student Activities with the assistance of past SU representatives. Only SU representatives who are not reapplying may interview incoming candidates. Reapplying SU representatives will need to formally apply again to have a seat during the new year.

B. Election Procedures and Terms of Office

- Seats can be officially appointed by the SU advisor, Dean of Student Affairs.
- Vacant Executive Officer positions will be filled by appointment each year and hold a term of two semesters.
- The position of a representative will be filled by emergency appointment in the event of a vacant seat at the beginning of the semester due to the incumbent graduation, stepping down, being removed from office, or reaching the end of their term. Representatives will hold a term that does not exceed two semesters, at which time they may apply for re-appointment.

- Applications and interviews will be held during the spring semester. At the meeting following the election, the newly elected council members will be announced and be privileged to all closed meetings and begin training for at least three weeks prior to the end of the year. New members begin in full-capacity the day after graduation.
- Candidates must submit a nomination in writing. Candidates must be in good standing with the college, have a GPA of at least 2.5
- At the beginning of each school year, if an Executive Officer position is vacant, the Council shall elect its officers from the current pool of Representatives. Executive Officers shall serve for no more than two semesters in the role, at which point they may reapply.

C. Voting Within Meetings

- The Voting body shall include the entire Council. Voting will be done by consensus and during council meetings, open meetings, and electronic correspondence in situations where the council cannot meet in person or when an issue's time-sensitivity warrants an expedited vote.
- To value dissenting opinions, consensus will decide the outcome of decisions that are voted on in the Council, and is equal to unanimous minus two, meaning that any motion may be blocked if three members vote against it, at which point a discussion may take place to address concerns and make changes. No voting may take place unless at least five Council members are present

VII. EXECUTIVE OFFICER RESPONSIBILITIES

Each Executive Officer will perform the following:

- Attend all Council meetings.
- Vote on all matters before the Union on behalf of the student body.
- Plan and execute large scale initiatives and events.
- Hold at least 3 hours of office hours per week at the Student Life Center/Resource Exchange
- Be on at least 1 campus-wide committee (granted there are available committees).
- Fulfill their specific duties outlined below.

Executive Officer 1

It is the duty of this Executive Officer to manage the Council and oversee operations therein. They shall be responsible to represent the Union at the meetings of the Board of Trustees and other meetings where it is fit.

This Executive Officer will perform the following:

- Prepare an annual plan for the Council that establishes objectives for the year.
- Ensure the annual plan is being followed throughout the year.
- Prepare a budget outline at the beginning of each semester.
- Represent the student voice on the Board of Trustees and Senior Team
- Meet with an advisor at least on a bi-weekly basis to review the Union's operations.
- Prepare and present to the Council a report on the Board of Trustees and other college committees, excluding any confidential information.

Executive Officer 2

It is the duty of this Executive Officer to fulfill the duties of Officer 1 when they are reasonably unable to fulfill said duties.

In addition to fulfilling the performances written above, This Executive Officer will perform the following:

- Represent the Students' Union and facilitate communication with Student Leader groups.
- Coordinate advertising for events and other information distribution. This includes both in print and in online/social media platforms.
- Host a monthly departmental open meeting for the Foundation Department.

Executive Officer 3

It is the duty of this Executive Officer to keep clear and accurate records of all financial information, expenses including purchase details and to advise the Council on all financial decisions by providing clear information on the state of the budget on a regular basis. They will assist in creating a budget outline and allocating funds at the beginning of each term, based on the funds allocated from the Student Activities budget.

This Executive Officer will perform the following:

- Approve submissions of check requests, purchase orders, and work orders accompanied by an Advisor's signature.
- Keep an updated account of the Union's budget.
- Prepare and present a budget outline at the beginning of each semester.
- Prepare a weekly spending report and make it available online and upon request during Council meetings.

Executive Officer 4

It is the duty of this Executive Officer to record and distribute information at Union meetings and assist in all Union-related correspondence. They will perform the following:

- Handle external electronic correspondence with the Student Union.
- Take detailed and accurate minutes of every Union meeting.
- Relay formstacks to the Council, and work with the Parliamentarian to set itinerary.
- Have recorded minutes of Union meetings available to all Council members, and members of the student body within 48 hours. Making them available online.
- Keep an ongoing record of the organization's achievements.

Executive Officer 5

It is the duty of this Executive Officer to manage Council meetings, ensuring an adherence to Parliamentary Procedure. They will perform the following:

- Set the itinerary for each meeting
- Keep meetings on schedule and be cognizant of time spent on each article.
- Coordinate room reservations for meetings
- Implement and Enforce Robert's Rules of Order.
- Train the Council and Embassy each year of Robert's Rules when appropriate.

Executive Officer 6

It is the duty of this Executive Officer to actively promote and inform students of important SU happenings.

- Manage social media pages
- Assist in organizing public events such as open forums
- Advertise for SU events
- Help spread awareness of SU via word of mouth

IIX. REMOVAL FROM OFFICE

Special members may be removed from their position should they fail to execute the agreements of their position or no longer provide a need to the Union. Removal shall be initiated by an Executive Officer and may be blocked by the consensus of the Council. Representatives who hold special membership will retain their Council seat unless removed through procedures below.

Council: In the event that an Executive Officer or Representative repeatedly fails to perform the duties of their office, they may be removed by consensus of the Council. Motions for removal should be submitted in writing at least 72 hours prior to the next Council meeting. All members

must be notified in writing no later than 48 hours before the meeting at which the removal will be discussed. The final decision will be made without the member in question present

- Impeachment may be initiated by the student body on the grounds of violation of bylaws or palpable disdain as student body leadership. A petition signed with names, signatures, and student ID numbers by at least 50% of the body of their represented department. For Executive Officers, impeachment can be initiated only by a petition signed by at least 15% of each of the seven major departments.
- Members are subject to Otis College hiring policy at all times. Breaching of contract will result in the loss of office position.
- In the event of an open representative seat, an Executive Officer will fill in as incumbent, fulfilling the seat's duties until the role has been filled by a voted in member of the department that has the open seat.

IX. MEETINGS

The Council will host 3 kinds of meetings on a regular basis

Open Departmental Meetings

These open discussions will take place in a public space and welcome all students, staff and faculty of the Institute to participate in the discussion of needs and priorities of the department in which the meeting is taking place for. (Example: Digital dept. Representative hosts an open meeting for the Digital Department.) Officer 2 will host open meetings with the Foundation department. Open meetings should happen on an as needed basis during the school year, but no more than 4 times in a semester.

Open Students' Union Meetings

These open discussions will take place in a public space and welcome all students, staff and faculty of the Institute to participate in the discussion of needs of the college as a whole. These meetings will also cover planning of events and actions run by the Union. Open meetings should happen on at least a biweekly basis during the school year.

Closed Meetings

These closed meetings will provide the council opportunity to discuss sensitive information without compromising student privacy. These meetings will give the Council a chance to reflect on open meeting topics and to come to decisions in a time-sensitive manner. Information discussed in these meetings will have minutes taken by Officer 4

and released publicly and may redact information that may compromise any student's privacy.

X. COMPENSATION

- Envoys are to receive \$15 owl dollars for each meeting they participate in. (Not to exceed 1 hour)
- Representative timekeeping is to be done on the presence database, recording each meeting attended.
- Executive Officers are to receive the hourly minimum wage deemed by the City of Los Angeles.
- All executive members are subject to the 8-10 hours per week

XI. INFORMATION

- All documents and files created by the Students' Union are to be stored and organized digitally in its Google Team Drive.
- All members are to have full editing access to the Drive.
- Publicly accessible files such as meeting minutes are to be made available through a "view only" sharable link.

XII. AMENDMENTS

To amend these Bylaws during the academic year, a proposal must be presented in writing at a Council meeting. The proposal must pass by a unanimous vote of the Council. The amendment will then be emailed the student body enter a seven day waiting period before taking effect. After seven days the amendment will be ratified unless any registered student brings to the Council a petition requesting a referendum vote with names, signatures, and school emails of no less than one-hundred registered students.

Agreed to and signed by:

Emma Haluszka

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