

BY-LAWS OF THE STUDENT ALLIANCE OF THE SAN FRANCISCO ART INSTITUTE

The Student Alliance shall be composed of all matriculated, undergraduate, degree-seeking students presently enrolled at the San Francisco Art Institute.

I. INTRODUCTION

- A)** The name of this organization shall be Student Alliance.
- B)** The Student Alliance shall enrich the student experience at the Institute by generating, communicating, representing and advocating the collective views of the student body. The Student Alliance shall participate in the policy-making of the institute through the formulation of recommendations to the Board of Trustees, Administration, and Faculty, and through its representation on the Board and other committees, including Board committees. All committees that directly or indirectly affect the student body shall have student representation present.
- C)** Members of Student Alliance are expected to uphold a zero tolerance policy regarding treating other students with respect, acknowledgement and openness of their lived experience.
- D)** The Student Alliance shall oversee the organization and funding of events affecting student life through the budgeting of the funds from the Student Activities fee.
- E)** The Advisor(s) to Student Alliance shall be the Dean of Students and/or the Dean's designee(s).

II. MEMBERSHIP

- A)** The Student Alliance shall be composed of all matriculated, undergraduate, degree-seeking students presently enrolled at the San Francisco Art Institute.
 1. All undergraduate students are welcome and encouraged to attend all Student Alliance meetings.
 2. All elected and appointed officers are voting members of Student Alliance.
 3. Any matriculated, undergraduate, degree-seeking student presently enrolled at SFAI may gain the right to vote upon attending their third meeting of that academic year. As necessary, the minutes will be consulted to determine a student's eligibility to vote.

III. STUDENT ALLIANCE CABINET

- A)** The Student Alliance Cabinet is comprised of the following officers: one Chair, one Activities Chair, one or two Public Programs Chair(s), one Faculty Senate Liaison, one Representative from each discipline major (Art & Tech, Film, History and Theory of Contemporary Art, New Genres, Painting, Photography, Printmaking, and Sculpture), one Board Representative, one Student Trustee, one First-Year Representative, and one Housing Representative.
- B)** Only undergraduate students may hold office in Student Alliance.

C) By no later than the end of April, the undergraduate student body shall elect by a campus-wide, simple majority vote, one Chair, one Activities Chair, one or two Public Program Chair(s), one Faculty Senate Liaison, and one Representative from each major (Art & Technology, Film, New Genres, Painting, Photography, Printmaking, History and Theory of Contemporary Art, and Sculpture), three Student Trustee candidates, and one Board Representative. The First Year Representative and the Housing Representative shall be elected no later than the end of October.

D) Students may run for Cabinet positions if they expect to be enrolled for classes both semesters during the year in which they would hold office.

E) Students may only act as Representatives for a major if they have already declared that major with Academic Affairs. Major Representatives who change majors must resign from the Representative position. Only first-year students may hold the First-Year Representative position.

F) All Student Alliance Cabinet members are required to maintain regular attendance of Student Alliance Meetings.

G) Cabinet members who miss four Student Alliance meetings within a semester may be up for recall at the discretion of other Cabinet members as outlined in Article VI of this document.

H) Responsibilities for the Student Alliance Cabinet members are as follows:

- 1.** The Student Alliance Chair leads the weekly Student Alliance meeting and prepares the agenda after consulting minutes from previous meetings and taking current campus events into account. The Chair will administer the funding of student proposals on a case by case basis, through a popular vote, according to the guidelines in Section IX. The Student Alliance Chair shall also act as a Sergeant at Arms by ensuring that the bylaws are followed and understood by all members of Student Alliance. The Student Alliance Chair must keep communication open between all branches within the institute and have regular meetings with the student body, the Student Alliance advisor, as well as members of the administration, the President, the Dean of Students, and the Dean of Academic Affairs.

- 2.** The Activities Chair (AC) assists the Student Alliance Chair with the planning and facilitation of Student Alliance meetings. The AC shall coordinate all Student Alliance elections, including general elections in the Spring Semester, Fall Semester elections of the First-Year and Housing Representatives, and any other Student Alliance vacancy throughout the year. The AC shall assume or officially delegate responsibility for coordinating special events and committees on behalf of Student Alliance. The AC shall assume the responsibilities of the Student Alliance Chair when they are absent from meetings.

- 3.** The Faculty Senate Liaison attends Faculty Senate meetings, representing student concerns as appropriate. The Liaison will attend Student Alliance meetings to provide updates and information after each Faculty Senate meeting.

- 4.** The Public Programs Chair(s) (PP) shall meet with the Public Programs office a minimum of three times per semester, in order to coordinate future Student Alliance events and activities, including a yearly lecture or visiting artist event, elected by Student Alliance and co-sponsored by Public Programs. The PP shall

also actively promote Student Alliance meetings, Student Alliance sponsored events and a calendar of activities through online social media and on-campus canvassing.

5. Major Representatives must hold at least two department meetings per semester that include the students, tenured faculty, visiting faculty, and staff from their department, as well as the Department Chair and the Dean of Academic Affairs. They are responsible for composing a meeting agenda and making it available to their department prior to each department meeting. They will take notes on each meeting and compile them with a summary to be dispersed to the entirety of the faculty, staff, and students of their department within two weeks following said meeting.

6. The First-Year Representative works in conjunction with the Student Alliance advisor to hold at least one meeting per semester for first-year students. The First-Year Representative must report back to the Student Alliance following the meeting with updates regarding first year student issues and pertinent news. This position must be elected no later than the first week in October.

7. The Housing Representative shall attend at least two Student Alliance meetings each semester to provide updates regarding the Housing program at SFAI. The Housing Representative must be a current resident of the SFAI residence halls and must be elected by their peers no later than the first week in October.

8. The Student Trustee is a voting member of the Board. The Student Trustee has legal and fiduciary responsibility to act in the best interest of the institution as a whole, rather than any in particular constituency, ie. the student body. The Student Trustee holds the same rights and responsibilities of other Board members, but is not obligated nor required to make any financial donation to the institution. The Student Trustee is nominated by the Student Alliance and accepted by the Board of Trustees via interview, then approved once more by Student Alliance

- 1.** One (1) Trustee shall be selected by the Board from three proposed candidates brought forward by Student Alliance.

9. The Board Representative is responsible for attending both the Student Alliance and Board of Trustee meetings. The Board Representative is a non-voting position, responsible for representing the undergraduate student body/the student perspective. The representative will serve on at least one Board committee, and serve a term of one year. The Board Liaison will transfer any revisions or amendments to the Student Alliance By-Laws to be ratified by the Board of Trustees by the end of the academic year for which the changes are proposed.

IV. ADDITIONAL STUDENT ALLIANCE OFFICERS AND COMMITTEES

A) By no later than the end of October, Student Alliance shall elect by simple majority, persons to chair the Student Academic Council and the By-Law Revision Committee.

1. The Student Academic Council, consisting of the Student Alliance Chair and two other cabinet members as elected by the Student Alliance, shall meet a minimum of two times per semester with the Department Faculty Chairs. In coordination with the League of Graduate Students, they will host all student, faculty and staff Town Hall three times per semester, surveying student, staff and faculty concerns. A written report of feedback from Town Hall meetings will be made available to all students, staff and faculty by the end of the current semester.

2. Student Alliance shall review the By-Laws and propose revisions or amendments. In accordance with Article X, Student Alliance will vote on proposed changes no later than the end of April, and forward them to the Board of Trustees through the Board Liaison.

3. Additional committees can be assembled at the discretion of the Student Alliance Cabinet.

B) As the need arises, Student Alliance shall appoint persons to be Student Representatives to standing institutional committees. These Student Representatives must attend Student Alliance meetings to provide updates and information after each committee meeting and will be considered voting members of Student Alliance. Because standing committees may change annually, Student Alliance should check with their advisor before appointing representatives.

D) The Additional Officers as outlined previously in this article who do not report back to Student Alliance following committee meetings may be up for recall at the discretion of the Student Alliance Cabinet as outlined in Article VI of this document.

V. GENERAL STUDENT ELECTION

A) Student Alliance Cabinet members shall be elected by a simple majority vote in a campus wide election held no later than the first week of April.

1. If any positions are not filled by the campus-wide April election, the newly elected Cabinet will appoint an officer or representative to fill the vacancy in the following academic year. The appointed officer or representative will be a full voting member of Student Alliance.

B) Student Alliance will provide information regarding all positions up for election, along with general election information no less than one month prior to the election.

C) Nominations for Cabinet positions shall take place no less than two weeks and no more than four weeks in advance of the elections. Nominations will be held in a public space on SFAI's main campus for at least 5 consecutive school days. Nomination forms will be stored in the Student Alliance advisor's office.

D) Students may only run for one Cabinet position, and thus may only accept one nomination.

1. The only exception is if a student is nominated for the Student Representative and/or the Student Trustee position, as well as another Cabinet position. In this case, they can choose to run for both. Upon the results of the election process, the student may choose between the two positions.

E) Only currently registered and enrolled undergraduate students are permitted to vote in Student Alliance elections. Each student is allowed one vote.

F) Elections will be held in a public space on SFAI's main campus for at least 5 consecutive school days. All ballots will be stored in the Student Alliance advisor's office.

G) Votes will be counted by the Student Alliance advisor, the Student Alliance Chair, and one other Student Alliance member, preferably a graduating senior, appointed by Student Alliance.

H) Those who accept nominations must write a statement of intent for the position they are running for. These statements must be presented to students during the election.

VI. RESIGNATION AND RECALL

A) All Student Alliance Officers may resign their positions at any time by giving verbal notice during a Student Alliance meeting.

B) Any Student Alliance Officer may be recalled by a quorum vote at any regular Student Alliance meeting. A quorum is defined as two-thirds of all voting members present at the meeting.

C) In order for an Officer to be recalled, verbal and written notice must be delivered to the Officer at least two weeks prior to the Student Alliance meeting during which the vote is held.

D) A recall notice must be announced during the Student Alliance at least two weeks prior to the Student Alliance meeting during which the recall vote is held.

E) When Major Representatives resign or are recalled, another student from the department losing a Representative shall be appointed by the Cabinet to fill the vacancy for the remainder of the term.

F) For all recalled and resigned Cabinet positions that are not Major Representatives, the Activities Chair will hold an election schedule within two weeks.

VII. MEETINGS

A) Student Alliance shall meet every Wednesday from 12:00pm-1:00pm in the McMillan Conference Room (or alternate designated space).

B) The first meeting shall take place during the second week of school each term.

C) Meetings are open to all SFAI students and will not be held during vacations. Time, place, and agenda of meetings shall clearly be posted on the Student Alliance Board.

D) Student Alliance may host Community Meetings open to the entire SFAI community including students, staff, faculty and board members.

VIII. STUDENT GROUPS AND ORGANIZATIONS

A) Any student may form an officially recognized Student Group by following these guidelines:

1. Groups must operate under a Charter Statement.

2. New groups must fill out a Registration Form with the Student Affairs office.
3. Groups must renew their Charter Statements at the end of every year with the Student Affairs office.

IX. FINANCES

- A)** The Student Alliance advisor shall report the current budget balance at the beginning of every Student Alliance meeting.
- B)** All individuals and student groups shall abide by the following criteria when requesting funding from Student Alliance:
 1. Proposals must benefit the SFAI community.
 2. Priority is given to proposals that enrich the student experience at SFAI.
 3. Proposals will only be allowed for events that have not yet taken place.
 4. If a proposal is sponsored by Student Alliance, it must be open to all SFAI students and widely advertised.
 5. Students and student groups receiving funding must acknowledge "Sponsored by Student Alliance" on all advertising.
 6. Allotted Student Alliance proposal money may be revoked if the proposal is severely altered or modified after it is approved.
- C)** Student Alliance funding can go towards the purchase of alcoholic beverages provided SFAI policy is strictly followed.
- D)** Funding will not be approved for proposals that present a health and safety risk, or violate SFAI policies and procedures.
- E)** All purchases by the Student Alliance must follow the guidelines set forth by the Accounting Office at the San Francisco Art Institute. The advisor to Student Alliance will assist student through this process.
- F)** All money spent must be accounted for with an original receipt for reimbursement or an invoice for payment.
- G)** Money remaining in the Student Alliance Account at the end of the fiscal year (July 1 - June 30) does not roll over to the following year.
- H)** Major Representatives can spend no more than \$50.00 per department meeting. Requests for additional funding will require a proposal directed to the Student Alliance.

X. REVISIONS OR AMENDMENTS TO THE BY-LAWS

- A)** The By-Law Revision Committee as defined in Article IV is charged with reviewing the By-Laws on a yearly basis and provides a report to Student Alliance no later than the first week in March. The By-Laws may be revised or amended by a quorum vote as defined by Article VI in this document.
- B)** If any elected officer is not present at the occasion of a vote on a revision or amendment, that member may submit a signed written statement of his or her vote to the Student Alliance Char, within a week of the vote.
- C)** No revision or amendment may be passed unless it has first appeared on the agenda.
- D)** Revisions and amendments are subject to the concurrence of the Institute's Board of Trustees.

E) By-Laws can only be revised or amended Spring Semester and will be enacted in Fall Semester of the following year. If the By-Laws need to be revised or amended outside of this timeframe, the proposed revision or amendment must be submitted to the entire undergraduate student body for a vote. If the revision or amendment is approved by a simple majority of the ballots received, the revision or amendment may be implemented immediately, subject to the concurrence of the Institute's Board of Trustees.

Approved by the SFAI Board of Trustees 5/25/2018