Internal Affairs Board
A code of the Senate of the Associated Students of Sonoma State University

Article I: Provisions

1. Authority These codes are established under the power and authority of the Associated Students (AS) Bylaws and the AS Senate.
2. Purpose of the Internal Affairs Board is to serve as the Senate work group to give advice and counsel to the Senate on internal senate issues, including absences, conflicts of interest, and appointment and removal of officers.
3. Children’s School Governing Board. The board will serve as the Children’s School Governing Board.

Article II: Membership of the Internal Affairs Board shall consist of two AS Senators the AS Chair of the Senate and the AS Senate Vice-Chair.

1. The AS Chair of the Senate will serve as the chair and chief administrative officer of the board.

2. The Board shall meet as often as needed.
   a. The Board shall have authority to meet and conduct business as delegated specifically by the Senate, or though this code, while the AS Senate is not in session.

3. If the Chair of the Board is the subject of an evidentiary hearing as part of the officer removal process, the Vice-Chair of the Senate shall serve as the chair and administrative officer of the IAB for the meeting(s) in which evidentiary hearings involving the chair of the board are taking place and being discussed.

Article III: Board Authority and Responsibilities

1. Inform and Educate the Senate. It shall be the responsibility of the Board to keep the Senate up to date on the proceedings of the Board and to ensure the understanding of the Senate on relevant information and issues.

2. Vacancies of AS Offices. In such cases where vacancies occur in the elected AS offices the Internal Affairs Board will solicit, review and interview applicants for the vacant position. The board will forward the name of the individual they believe to be the best applicant for the vacant position to the AS senate for approval.
   a. The Internal Affairs Board will not handle the vacancy of the AS President unless officers indicated in the bylaws to fill the vacant position refuse the right to assume the
position provided to them in the AS bylaws

b. The Internal Affairs Board may, after reviewing all available applicants, choose to forward no candidate to the AS Senate, if they determine that all available applicants are unacceptable.

c. Applications for all vacancies will be available for no less than two weeks.

d. The Internal Affairs Board will ensure that the students of Sonoma State University are notified of the available seat according to the AS Senate Vacancy policy.

3. Removal of AS Officers. The Internal Affairs Board will serve to review the evidence presented as part of the process to remove an AS Officer.

a. The process for this hearing is detailed in the AS Bylaws, Article IX, Section 3,d.

b. The Internal Affairs Board will require a majority vote of the committee membership to forward a request for removal to the AS Senate for action.

i. As stated in the AS Bylaws Article IX, Section 3, d(iv), the vote of the Internal Affairs Board is based on the committee’s finding that sufficient evidence is present to forward the request for removal to the AS Senate for action.

ii. An affirmative vote of the Board is not an indictment or a recommendation for removal but shall serve to notify the AS Senate that sufficient evidence exist to move the removal process forward to the floor of the Senate.

iii. In a case where a member of the Internal Affairs Board is the subject of an evidentiary hearing that member will not be entitled to vote, engage in discussion or any other rights associated with Board membership in the evidentiary hearing.

a. In the case where a member is the subject of an evidentiary hearing the member is entitled to all rights guaranteed to the “officer in question” in the AS Bylaws, Article IX, Section 4.

4. Absence Appeals. The Internal Affairs Board will serve to review and make recommendations to the AS Senate with regards to appealing recorded unexcused absences and tardies.

a. AS Officers wishing to appeal a recorded unexcused absence or tardy must file a notice of appeal with the chair of the AS Internal Affairs Board no more than 7 days after the meeting in which the unexcused absence or tardy was recorded.

b. The notice of appeal should detail all pertinent information as to why the officer believes the decision to record an unexcused absence or tardy should be reversed.
c. The AS Internal Affairs Board shall conduct a hearing on the appeal no more than 14 days after the notice of appeal was filed with the chair.

d. The committee will review the information provided in the notice of appeal.

e. The committee may recommend to reverse the unexcused absence or tardy by a 2/3 vote of the membership of the committee.

f. The approved recommendation for reversal of an unexcused absence or tardy will be forwarded to the AS Senate for action on their next regularly scheduled meeting.

5. **Conflict of Interest.** The Internal Affairs Board will serve to receive from General Counsel and review potential conflicts of interest, issues related to the Non-Profit Integrity Act and/or evidence of a conflict of interest by a member of the Senate or Senior Officer.

   a. If the General Counsel of the Corporation determines a possible conflict of interest, issue related to the Non-Profit Integrity Act and/or sufficient evidence of a conflict of interest by a member of the Senate or Senior Officer exists the Board will devise and recommend a resolution to the AS Senate.

   a. The Chair of the Board shall be responsible to receive evidence of Conflicts of Interest by members of the Senate or Senior Officers.