**ASUCSD Academic Success Program Charter**

[Ap 2007-12-05, Am 2009-12-2]

## ARTICLE I – NAME
The name of this service shall be the "ASUCSD Academic Success Program" herein referred to as "ASP."

## ARTICLE II – MISSION STATEMENT
ASP is a student-initiated and student-run service that functions to increase the retention rates of University of California, San Diego undergraduates.  In particular, we strive to serve educationally disadvantaged student populations. ASP is committed to providing free retention program and services that help undergraduates financially, socially, and academically.

## ARTICLE III - OURSTORY
In Fall of 1997, a group of students at the University of California, San Diego created a student-initiated and student-run retention program called the Academic Success Program (ASP). Through collective action and a fee referendum, these students were able to secure funding for ASP. However, this funding was not locked in and was continually cut throughout the years. Fortunately in Spring 2007, the member organization of the Student Affirmative Action Committee (SAAC), Student Initiated Access Programs and Services (formerly known as
Student Initiated Outreach and Recruitment Commission) and the Academic Success Program, banded together to support student initiated retention and access to higher education. ASP was able to secure funding through the passage of the Promoting Understanding and Learning through Service and Education (PULSE) referendum. As the ASUCSD commission for retention, ASP was created to allocate these funds. Along with secured funding, through PULSE and generations of students who have dedicated their time, effort and love to the student movement, Student Promoted Access Center for Education and Service (SPACES) was created, which is the first and only student-initiated and student-run access and retention center at UCSD. Together with SIAPS, ASP carries out the mission statement of SPACES of encompassing equal access to higher education, undergraduate retention and graduation, and matriculation to graduate and professional schools.

## ARTICLE IV – ASP
### Section 1: Membership
The membership of the Academic Success Program (ASP) shall be comprised only of registered UCSD students.

### Section 2: Terms of Office
Terms of office shall begin sixth week of Spring quarter and end tenth week, Spring quarter of the following year.

### Section 3: General Duties
Each member shall produce an end-of-the-year report detailing his or her activity for the year. Each Steering Committee member shall share equal responsibility in the operation of ASP and its decisions.

### Section 4: Composition
   A. **Committee Structure**
1. Steering Component
2. CORE Component
3. Affiliate Component
4. Administrative Component

5. Steering Committee
6. Retention Council

**B. Steering Component**

The Steering Component shall consist of the following appointed positions:

**1. (2) Co-Coordinators**

General Duties:

a. Shall coordinate meeting space and time for all meetings of ASP and SPACES, including regular meetings according to the guidelines as specified within this document.

b. Shall coordinate the internal workings of the ASP Steering Committee and SPACES Board of Directors (BOD), by ensuring adequate and effective communication between members, and maintaining timelines of ASP and SPACES.

c. Shall act as the contact person on all ASP and SPACES matters, with proper delegation of matters to appropriate members.

d. Shall maintain attendance records at all meetings of ASP and SPACES and ensure that all ASP and SPACES meetings run accordingly.

e. Shall serve as the liaison to the student-initiated retention efforts at the statewide level.

f. Shall develop and maintain relationships with other existing UC committees allocating University of California Office of President (UCOP) money.

g. Shall update ASP and SPACES on all changes and developments with student-initiated retention on a monthly basis.

h. Shall act as the direct liaison to faculty, administration, and departments in all ASP and SPACES matters.

i. Shall be responsible for the appointment and supervising of the ASP Steering Committee.

Financial Duties

j. Shall be responsible for the planning of the annual budget.

k. Shall oversee and chair the funding and allocation process as outlined in Article VI, Section 1.

l. Shall coordinate the meeting times for the funding and allocation process which includes requesting organizations' presentation as outlined in Article VI, Section

m. Shall act as the direct liaison with the Associated Students Business Office.

n. Shall follow-up on the allocation of ASP funding once the program has been funded.

o. Shall handle all necessary financial actions related to the tracking of ASP monies or requests by university officials, the University of California Office of the President (UCOP) and the Associated Students Business Office.

p. Shall produce the end-of-the-year finance report on ASP allocations along with internal affairs – funding allocations.

q. Shall oversee all appeals.

r. Shall oversee the maintenance of ASP funding by researching opportunities to increase the overall budget.

s. Shall work closely with Community/State Liaison to develop potential funding sources in the community and the university as well as aid in lobbying efforts to increase funds.

t. Shall develop and maintain Alumni contacts to facilitate donations.

**2. Ourstorian**

a. Shall collect and compile archives from all funded recipients including but not limited to funding proposals and program evaluations.

      b.  Shall implement an effective system for making archives accessible to student-initiated retention groups.

      c.  Shall record all business and reports in minutes of designated meetings.

      d.  Shall collect all material designated for ASP archives submitted during all meetings.

      e.  Shall oversee the office space for archives.

      f.  Shall maintain an archive of all ASP activities.

      g.  Shall research and maintain an archive of possible organizations within UCSD, the community, and the neighborhood schools which attempt to improve the retention and graduation rates of educationally disadvantage students in institutions of higher education.

**3. Organizational Liaison**

      a.  Shall maintain attendance of Steering and CORE Component members at all meetings.

      b.  Shall ensure regular attendance by the CORE organizations and follow-up if necessary.

      c.  Shall create and maintain an updated contact sheet of all members within each component of ASP's organizational structure.

      d.  Shall assist student organizations with the process of visualizing and constructing creative ideas or methods to retain underrepresented students within higher education.

      e.  Shall advise student organizations with the strategies and the logistics to enhance the effectives of their retention projects.

      f.  Shall serve as a liaison between student organizations and ASP affiliated communal programs or institutions, to maintain a healthy relationship between the above said parties.

**4. Leadership Enrichment and Development (LEAD) Interns**

      a.  Shall be responsible for the implementation and evaluation of ASP's own retention projects.

      b.  Shall recruit volunteers to help with the planning and organizing of ASP's projects.

      c.  Shall oversee the delegation of responsibilities and tasks to volunteers.

**C. CORE (Community Organizations for Retention and Empowerment) Component**

The CORE Component shall consist of elected representatives from the following organizations that have exhibited a traditional interest and dedication to retention of educationally disadvantaged students:

1. The following Student Affirmative Action Committee (SAAC) organizations:
   a. Asian Pacific-Islander Student Alliance (APSA);
   b. Black Student Union (BSU);
   c. Kaibigang Pilipino (KP);
   d. Movimiento Estudiantil Chicana y Chicano de Aztlan (MEChA);
   e. Queer People of Color (QPOC).
2. Other Campus Organizations

Each representative shall act as a liaison between her/his organization and ASP. Failure to attend seventy-percent (70%) of ASP meetings for two quarters shall result in 'CORE' status being replaced with 'Affiliate' status. As a requirement of 'CORE' status, organizations must submit quarterly and yearly reports about their retention programs.

**D. Affiliate Component**

The Affiliate Component is open to elected representatives from:

1. Any registered UCSD Organization.
2. The 6 Colleges

Organizations requesting 'Affiliate' status shall submit an application and constitution. The ASP Steering Committee shall vote to award Affiliate status based on the organization demonstrating an unmet need in their target community. Affiliates are non-voting members. The affiliate organization must endure a three quarter evaluation with the ASP Steering Committee in which the organization will attempt to prove its commitment to the mission of ASP. Affiliates must attend seventy-percent (70%) of ASP meetings for three consecutive quarters. At the end of the affiliate organization's three quarter evaluation process, the ASP Steering Committee shall decide to either accept the organization as 'CORE' status or defer the organization for another three quarter evaluation process.

E. **Administrative Component**

This component shall be an ex-officio committee of appointees from administrative offices on-campus that will ensure that student-initiated retention services are targeted but not limited to educationally disadvantaged students (refer to Article VI, Section 3). The committee will make recommendations to ASP on how they can help these underserved populations and serve to avoid the overlapping of ASP funded retention programs with those administratively ran programs already in existence.

1. Administrative Support – In support of student-initiated and student-run programs addressing student recruitment efforts, the UCSD administration will share information and data with ASP regarding applications, yield on effort, admissions, retention, and graduation rates. The administration will encourage coordination between programs housed under ASP and other on-campus retention services and programs.

2. Composition – The Administrative Committee shall be comprised of administrators appointed from the following University bodies who will then update each of the departments on the current activities and programs working within the committee:
    a. Office of Academic Support and Instructional Services (OASIS);
    b. Office of Admissions and Relations with Schools;
    c. Office of the Vice Chancellor of Student Affairs;
    d. Academic Deans of the UCSD colleges;
    e. Any other interested University Bodies approved by ASP Co-Coordinators.

3. Responsibilities – The appointees from each administrative office:
    a. Shall act as a liaison between ASP and administrative offices
    b. Shall be responsible for attending monthly meetings with ASP
    c. Shall be responsible for submitting to their respective offices an update based on information obtained from monthly meetings.

F. **Steering Committee**

The ASP Steering Committee shall be the governing body which conducts regular business of the commission. Members shall work collaboratively to visualize and construct creative ideas and/or methods to retain educationally disadvantaged students within higher education. Members shall uphold accountability of all retention projects funded under ASP, while ensuring the missions of ASP and SPACES are carried out.

1. ASP Steering Component
    a. ASP Co-Coordinators
    b. Booklending Chair
    c. Tutoring Chair
    d. Test Prep Chair
    e. Peer Counseling & Mentoring Chair
    f. LEAD Interns

2. ASP CORE Component (ASP Representative)
    a. Attendance is optional

G. **Retention Council**

The Retention Council shall serve as a venue for planning, troubleshooting, and evaluating existing retention projects. Members on this council shall also ensure that projects, events, and activities funded by ASP will uphold the ASP and SPACES mission statements and reflect the ASP funding guidelines as stated in Article VI.

1. ASP CORE (ASP Representative)
2. SPACES Retention Interns
   a. API Retention Coordinator
   b. BSU SEMPORA Retention Coordinator
   c. Community College Retention Coordinator
   d. Four Directions Native American Retention Coordinator
   e. KP STAR Coordinator
   f. MEChA SIGUE Coordinator
   g. QPOC We Are Family Retention Coordinator

## Section 5: Appointment of ASP Co-Coordinators
### A. Selection Committee
The ASP Selection Committee shall be chaired by the outgoing SPACES Board of Directors, each member having one vote, consisting of:

1. Asian Pacific-Islander Student Alliance (APSA) Chair;
2. Black Student Union (BSU) Chair;
3. Kaibigang Pilipino (KP) Chair;
4. Movimiento Estudiantil Chicana y Chicano de Aztlan (MEChA) Chair;
5. Queer People of Color (QPOC) Chair;
6. Associated Students Associate Vice President of Diversity Affairs;
7. Student Affirmative Action Committee (SAAC) Chair;
8. Outgoing SPACES Co-Directors
9. Outgoing ASP Co-Coordinators
10. Outgoing SIAPS Co-Coordinators
11. AS President (ex-officio/non-voting);

### B. Appointment Rules
1. There shall be one regular appointment period each year.
2. The appointment process shall be completed by seventh week of Spring quarter.
3. All appointments shall be officially submitted for approval by the Associated Student Council no later than seventh week of Spring quarter.

## Section 6: Appointment of ASP Steering Component Members
The ASP Co-Coordinators shall appoint the rest of the ASP Steering Committee no later than tenth week of Spring quarter.
### A. Appointment Rules
1. Applications shall be available campus-wide beginning third week through seventh week of Spring quarter.
2. Modifications to the application shall be approved by three-fourths (3/4) of the outgoing Steering Committee quorum.
3. Applicants may apply for up to two positions.
4. All applications are to be turned in to the SPACES Board of Directors.

## Section 7: Multiple Terms
ASP members may serve up to two terms. Intended returning ASP members must reapply according to the appointment process as outlined in Article V, Sections 5-6.

**Section 8: Impeachment**
Terms for Removal
    A. Any ASP member may be removed if (s)he violates the ASP Charter.
    B. Recommendations for removal of any ASP member may be submitted to the respective governing body overseeing the removal process.
    C. SPACES Board of Directors shall initiate and oversee the removal of ASP Co-Coordinators.
    D. ASP Co-Coordinators shall initiate and oversee the removal of ASP Steering Component members.
    E. Removal must be approved by three-fourths (3/4) of ASP quorum and two-thirds (2/3) of the Associated Students Council.

## ARTICLE V – Meetings and Quorum
**Section 1: Regular Meetings**
    A. The ASP Steering Component shall meet every odd week of the quarter, excluding the summer quarter, to plan, organize, execute, and evaluate retention projects throughout the community. These meeting will also be accompanied by SPACES retention interns in order to foster a more retention focus group of organizers in the ASP, SPACES, and CORE Org community.
    B. The Retention Council shall meet every even week of the quarter, excluding the summer quarter. A minimum of two representatives from each CORE organization are required to be present at the Retention Council meetings. This council will serve to vote on funding proposals and conduct regular retention business.
    C. The Steering Committee shall meet with the Administrative Component outside of the regularly designated meeting time and take place once a month.
    D. All meeting times and location shall be scheduled by the ASP Co-Directors, and agreed upon by all committee members.
    E. Meeting times shall be scheduled during the first and tenth weeks of each quarter.
    F. All meetings can be adjourned and reconvened at a different time with a simple majority vote of ASP members present at one.

**Section 2: Special Meetings**
    A. Special meetings include
        1. Member selection process
        2. Funding allocation process
        3. Appeals hearing
        4. Removals
        5. Reappointment process
        6. Grant application process
    B. Any committee member may call a special meeting at any time.
    C. Special meetings shall be closed meetings unless otherwise specified.
    D. It shall be the responsibility of the ASP Co-Directors to notify members of the date, time, and location of the meeting.

**Section 3: Closed Meetings**
    A. All regular committee meetings for Steering and CORE Components on ASP shall be open meetings, unless otherwise specified by ASP.
    B. Closed meetings can be designated by a unanimous vote of the ASP Steering and CORE Component members.
    C. Closed meetings may be held to discuss financial and personnel matter only.

**Section 4: Quorum**
    A. Quorum is defined as fifty-percent plus one (50% + 1) of the ASP voting members (refer to Article V, Section 5) required to be at that meeting.
    B. Business may not be conducted without the presence of the quorum.
    C. The Organizational Liaison shall verify the presence or absence of quorum throughout the meeting.

**Section 5: Voting**
    A. All decisions made by ASP, unless otherwise specified, shall be approved by a fifty-percent plus one (50% + 1) vote.
    B. The ASP Co-Coordinators shall receive one vote.
    C. Each CORE Component member shall have one vote.
    D. Organizations may send a proxy with notification to the Steering Committee.

**Section 6: Agenda**
    A. The ASP Co-Coordinators shall prepare agendas for ASP meetings and assist the SPACES Co-Directors in preparing agendas for SPACES meetings.
    B. Agenda shall be submitted via email by the scheduled co-chairs for committee modification at least one day prior to committee meetings.
    C. The Ourstorian shall record all business and reports in minutes of the ASP-related meetings, unless otherwise specified.
    D. The Ourstorian shall also collect all material designated for ASP archives submitted during the meeting.
    E. Agenda items can be added or subtracted at the discretion of committee members.
    F. Final approval of the agenda shall be made at the beginning of each regular meeting.
    G. Appeals, hearings, removals, and reappointment shall be conducted as a part of the regular meeting agenda.
    H. At the end of each meeting, the Steering Component shall select the co-chairs for the following meeting.

**Section 7: Attendance**
    A. Attendance is maintained by the Organizational Liaison at the beginning and end of each ASP Steering Committee and Retention Council meeting.
    B. Attendance is defined as presence within the first ten minutes of the meeting and throughout the duration of the meeting
    C. Attendance to ASP meetings is mandatory. If the CORE organization's representative cannot make the meeting, it is the organization's responsibility to find an alternate to represent the organization.
    D. In the event that any ASP member is absent from 2 ASP meetings within a quarter, the Organizational Liaison shall propose to ASP Steering Committee that the organization shall lose its voting right and potential 25% cut based off previous year's budget if deemed appropriate by the ASP Steering Committee.
    E. In extreme situations, absences shall be excused at the discretion of the ASP Co-Coordinators.
    F. In order to regain voting status, the organization must endure a 10 week evaluation procedure with the ASP Steering Committee in which the organization will attempt to prove its commitment to the mission of ASP.

**Section 8. Guests**
    A. Guests are invited to all open meetings of SIORC, unless specified.
    B. Guests shall be given the opportunity to speak during a specified time.
    C. At all other times, the guest must be recognized by the chair of the meeting in order to speak.

## ARTICLE VI – Funding Guidelines
### A. ASP Annual Budget
1. The ASP Annual Budget shall be approved by the SPACES Board of Directors.
2. The ASP Annual Budget for the forthcoming school year shall be presented to and approved by the A.S Council by 7th week of the preceding Spring Quarter.
3. All unused funding by the close of the fiscal year shall be reallocated to ASP.
4. All funds made available to ASP for the following academic year shall be made available for use immediately on July 1st, the day of the fiscal year.

### B. ASP Funding Process
1. All Proposals for funding shall be submitted 3 weeks prior to the program/event to the SPACES advisor.
2. Any access to higher education/academic preparation project of a registered student-organization shall be considered for funding by ASP.
3. All proposals shall follow the guidelines and procedures outlined in the Funding Handbook.

### C. General Program Guidelines
1. The program, activity, or service shall be entirely student-initiated, student-run, and focus on increasing retention among educationally disadvantaged students in higher education.
2. Applicants shall collaborate and maintain communication with the ASP Retention Council to coordinate activities to optimize the value of student led efforts.
3. Activities shall include a framework for accountability, both financial and programmatic, that adheres to the University policies and procedures.
4. Programs should utilize the resources of the following UCSD organizations:
   1. SPACES
   2. Cross-Cultural Center
   3. LGBT Resource Center
   4. Women's Center
   5. OASIS
5. Activities' reports must include an evaluation, the results of which will be included in the UC San Diego SPACES annual report that is submitted to the Associated Students UCSD, Vice Chancellor of Student Affairs, UC Office of the President, and the State Legislature.
6. Educationally disadvantaged students include those who:
   a. Lack materials;
   b. Lacked college preparedness;
   c. Attended schools with low per pupil expenditure;
   d. Attended schools who historically discriminate through tracking;
   e. Are Socio-economically disadvantaged;
   f. Lack cultural resources to provide multicultural curriculums;
   g. Are first-generation college students;
   h. Are non-traditional students (Veteran, Returning…);
   i. Are disabled students;
7. Failure to abide by ASP General Program Guidelines shall result in a full refund of the originally allocated funding.
8. Things that should be taken into consideration by the requesting organization:
   a. Perceived effectiveness of proposed program relative to existing student-initiated retention efforts;
   b. Collaboration with other existing programs, but no duplication;
   c. Potential efficiency and creative use of funds;
   d. Likelihood that proposed programs will accomplish objectives if funded.

9.     All funding guidelines and procedures shall be outlined in the SPACES Funding Handbook and shall be made available for distribution

**ARTICLE VII – Amendments**

    A. A two-thirds (2/3) vote of the SPACES Board of Directors is necessary to ratify this Charter.

    B. A two-thirds (2/3) vote of the SPACES Board of Directors is necessary to amend this Charter.