

**OFFICE OF THE STUDENT ADVOCATE GENERAL POLICIES AND PROCEDURES
OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE**

I. PURPOSE

These ASUCI Student Advocate General Policies and Procedures shall govern the function of the Office of the Student Advocate General and shall be limited by the powers and responsibilities stated in the Constitution of the Associated Students of the University of California, Irvine (ASUCI).

II. POWERS OF ENUMERATED OFFICERS

1. STUDENT ADVOCATE GENERAL

a. The duties of the Student Advocate General shall include but are not limited to:

- i. Initiating a complaint to the Judicial Board in the event that the Student Advocate General considers legislation to be a violation of the ASUCI governing documents or an infringement of student rights.
- ii. Investigating charges of violation of the Constitution, Bylaws, and all other governing documents.
- iii. Initiating the prosecution of potential violators of the ASUCI Constitution, Bylaws, and other governing documents.
- iv. Advising students who independently initiate complaints against ASUCI or an office or officer thereof.
- v. Maintaining a strong knowledge of the ASUCI governing documents and a working knowledge of the University policies and Student Conduct process.
- vi. Providing assistance and support upon request to any undergraduate student and student group involved in disciplinary actions with the University of California, Irvine.
 1. The Student Advocate General is available to advise students but not to represent them. Advising entails giving the student the publicly available tools and information necessary to receive due process and remedy their situation.
- vii. Review university policies, bring to the awareness of the Senate, the Executive Cabinet, and any other relevant parties potential issues for the Association arising from such policies, and advocate for the amendment of such policies.
- viii. Representing the position of ASUCI in discussions with the University or campus administration concerning student rights, campus rules, and other areas of student conduct.
- ix. Educating the student body about students' rights, University policies, ASUCI policies, and any laws, regulations, and procedures pertinent to student conduct and engagement at the University.
- x. Promoting awareness of the availability of the services offered by the Office of the Student Advocate General pursuant to this document.

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- b. Orders
 - i. The Student Advocate General, by issuing an order, shall have the authority to:
 - 1. Mandate training for any ASUCI Branch, Office, or Commission.
 - 2. Mandate particular record keeping measures, methodologies or technologies in order to improve the record keeping capacity of the branch or office to which the order was issued .
 - 3. Alter the meeting conduct procedures for any office.
 - 4. Enact, maintain, or alter procedures to safeguard and maintain the privacy of complainants, interviewees, or informants during or after any investigations or reviews.
 - 5. Mandate the dissemination of any information regarding internal policies, the rights of staff, or orders issued by the Student Advocate General to ASUCI staff during training or regular office meetings.
 - c. Enforcement of Orders:
 - i. The responsibility of monitoring the compliance to any orders passed by the Student Advocate General shall rest with the Chief Accountability Officer.
 - ii. Upon recommendation of the Chief Accountability Officer, the Student Advocate General may:
 - 1. Deem any Branch, Office, Commission, or staff member(s) to be in violation of any order passed by the Student Advocate General.
 - 2. Order the prosecution of the alleged violation under the Judicial Board by the Internal Student Advocate General.
 - 3. Request sanctions on the individuals accused of violating the Student Advocate General from the Joint Committee on Governance and Internal Policy.
 - a) The Internal Student Advocate General, in their role as Chair of the Joint Committee on Governance & Internal Policy, shall recuse themselves on any matter before the committee relating to the alleged violation.
2. INTERNAL STUDENT ADVOCATE GENERAL
- a. The powers of the Internal Student Advocate General shall include but are not limited to:
 - i. Prosecuting those who are formally alleged of malfeasance, nonfeasance, or any other impeachable offense before the Judicial Board

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or the Executive Cabinet, as is necessary under the Constitution and in regards to the position of the accused.

1. This power shall not extend to those cases which involve accusations of such offenses by a member of the Office of the Student Advocate General.
- ii. Investigating complaints made to the Office of the Student Advocate General subject to the procedures outlined in Article III of this document.
 1. Possible Recommendations
 - a) The Internal Student Advocate General, in an investigation report, shall have the authority to make recommendations which shall include but are not limited to:
 - i) The issuance by the Student Advocate General of mandates for training~~ing~~ or other structural measures pursuant to their Constitutional authority.
 - ii) Revisions of Office policies or guidelines.
 - iii) The impeachment of certain officials.
 - iv) The termination of certain officials.
 - v) Training for an office or offices, individuals within an office or offices, or an individual staff member of ASUCI.
 - vi) The recommendation of sanctions to the Governance and Internal Policy Committee for non-compliance with investigations.
 - a. Upon recommending such sanctions, the Internal Student Advocate General shall recuse themselves as the chair of the Joint Committee on Governing and Internal Policy in all matters regarding the recommendations for sanctions.
 - vii) The recommendation of sanctions to the Governance and Internal Policy Committee for possible violations of UC, UCI, or ASUCI policies.
 - a. Upon recommending such sanctions, the Internal Student Advocate General shall recuse themselves as

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the chair of the Joint Committee on
Governing and Internal Policy in all
matters regarding the
recommendations for sanctions.

3. CHIEF ACCOUNTABILITY OFFICER

a. The duties of the Chief Accountability Officer shall include but are not limited to:

i. Conducting reviews of randomly chosen paid ASUCI staff members
once a quarter.

1. The purpose of such reviews shall be to ensure
accountability, maintain high standards of performance,
foster continuous improvement in serving the student body,
and promote transparency and trust within the organization.

2. Reviews are not mandatory. ASUCI staff have the right to
refuse or rescind consent at any point in the review.

a) Refusing or rescinding consent shall not lead to
any retaliation on the part of the staff member
who refused to give consent such as the following
but not limited to:

b) Access to ASUCI resources

c) Access to pay.

3. The Chief Accountability Officer shall submit reports
based on the reviews to the Student Advocate General
within two (2) weeks, unless a formal extension is granted.

ii. Conducting reviews of paid staff members upon the request of any
Executive Officer, Cabinet Officer, or Branch Head.

1. Such reviews shall be mandatory.

2. The Chief Accountability Officer shall submit reports
based on such reviews to the Student Advocate General,
SGSM Executive Director, and the respective branch head
with suggestions for future steps within two (2) weeks,
unless a formal extension is granted.

iii. While conducting both voluntary, random reviews and requested,
mandatory reviews, the Chief Accountability Officer shall:

1. Ensure that the randomly chosen ASUCI staff member is in
compliance with their position's required duties and
responsibilities.

2. Help identify potential or existing conflicts before they
escalate, either with other members or within their duties.

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3. Request any relevant materials from the staff member being reviewed, and conduct an interview to discuss their tasks, goals, and experience in the ASUCI workspace.
 4. Discuss the behavior of the other staff members in the reviewee's office to ensure that there is no mistreatment.
 5. Respect the privacy of the reviewee and work collaboratively to the extent to which they are comfortable.
 6. Immediately report potential violations which are discovered during a review which fall under the scope of federal and state reporting guidelines to the SGSM Executive Director.
- iv. While handling the ASUCI Right to Information process, the Chief Accountability Officer shall:
1. Create and maintain a form on the ASUCI Website to allow for student communication regarding information requests from ASUCI.
 - a) Such requests shall be first handled by the SGSM Executive Director for compliance with all relevant public records laws.
 2. Share any requested materials with students as much as possible while accounting for the confidentiality policies and laws.
 3. Complete all requests and appeals within a period of one (1) working week, unless granted a formal extension by the Joint Committee on Transparency.
 - a) In the event a formal extension is granted, the requesting student shall be notified by the Chief Accountability Officer of such an extension and the reason(s) it was granted.
- v. Investigating complaints made to the Office of the Student Advocate General subject to the procedures outlined in Article III of this document.
1. Possible Recommendations
 - a) The Internal Student Advocate General, in an investigation report, shall have the authority to make recommendations which shall include but are not limited to:
 - i) The issuance by the Student Advocate General of mandates for training, or other

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structural measures pursuant to their
Constitutional authority.

- ii) Revisions of Office policies or guidelines.
- iii) The impeachment of certain officials.
- iv) The termination of certain officials.
- v) Training for an office or offices, individuals within an office or offices, or an individual staff member of ASUCI.
- vi) The recommendation of sanctions to the Governance and Internal Policy Committee for non-compliance with investigations.
 - a. Upon recommending such sanctions, the Internal Student Advocate General shall recuse themselves as the chair of the Joint Committee on Governing and Internal Policy in all matters regarding the recommendations for sanctions.
- vii) The recommendation of sanctions to the Governance and Internal Policy Committee for possible violations of UC, UCI, or ASUCI policies.
 - a. Upon recommending such sanctions, the Internal Student Advocate General shall recuse themselves as the chair of the Joint Committee on Governing and Internal Policy in all matters regarding the recommendations for sanctions.

4. STUDENT FINANCIAL OFFICER

- a. Following the conclusion of the ASUCI Spring General Elections, the Student Financial Officer shall present an analysis of the relative percentages of the budget allocated to each Office in the previous two years' budgets to the Joint Committee on the Budget during their first meeting.
- b. Through their analyses, they shall provide recommendations for new total budget allocations for each office.
 - i. These analyses and recommendations are not binding on the Joint Committee on the Budget.
- c. For these analyses, the Student Financial Officer shall consult with the Chair or Vice Chair of the Finance Committee, Executives, and Professional Staff to take into consideration the needs of each office.

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III. COMPLAINT PROCEDURES

1. The Student Advocate General, with the collaboration of the Internal Student Advocate General and the Chief Accountability Officer shall create and maintain a complaint form on the ASUCI Website.
2. A complaint may be addressed to either the Internal Student Advocate General, the Chief Accountability Officer, or both.
3. A complaint may be addressed to the Internal Student Advocate General in the event that the complaint's primary allegation concerns, but is not limited to:
 - a. Misuse of student funds.
 - b. Violations of ASUCI, UC, and UCI policies, particularly those protecting student rights.
 - c. Undergraduate grievances regarding ASUCI officials and operations.
 - d. Undergraduate personnel grievances regarding working conditions at ASUCI.
4. A complaint may be addressed to the Chief Accountability Officer in the event that the complaint's primary allegation concerns, but is not limited to:
 - a. An undergraduate student's right to information.
 - b. Upholding ethical standards and transparency within ASUCI.
 - c. Attendance of an ASUCI paid staff member.
 - d. Allegations of malfeasance by an ASUCI member.
5. A complaint may be addressed to both if the complainant deems that there is significant overlap between the two officers in the complaint, or is unsure to which officer the complaint should be addressed to.
 - a. In such an event, the primary investigator shall be the Internal Student Advocate General.
6. In the event that the officer who receives a complaint believes that the same complaint has been addressed to the improper officer under (3) and (4) of this section, that officer may, in consultation with the Student Advocate General and the officer who did not receive the complaint, request that the Student Advocate General reassign the complaint to the proper officer.
7. When a complaint is received, the SGSM Executive Director may, at their discretion, refer the complaint to an appropriate university authority and may choose to remove the complaint from the Office of the Student Advocate General.
8. When a complaint is received, the following steps shall be mandated to occur:
 - a. Each member of the investigating party shall be asked to declare any conflicts of interest as listed under Article IV of this document.
 - b. The Student Advocate General shall take steps to remedy any conflicts of interest as listed under Article IV of this governing document.

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- c. The Internal Student Advocate General or Chief Accountability Officer shall interview the complainant within three (3) working days of receiving the complaint.
 - i. If the complainant is unavailable to meet within three (3) working days of the receipt of their complaint, the Student Advocate General may extend this timeline by up to ten (10) working days.
 - 1. If the complainant is not available within this extended period, the Internal Student Advocate General or Chief Accountability Officer may continue in the investigation process without the participation of the complainant.
 - ii. During this interview, the complainant shall be notified of their right to be kept anonymous during the investigation process.
- d. The complainant shall be notified at regular appropriate intervals by the investigating party of the status of the investigation.
- e. The Internal Student Advocate General or Chief Accountability Officer may interview any member of ASUCI they may deem relevant to the investigation.
 - i. Compliance with these interview requests may, with the consent of the Student Advocate General, be deemed mandatory by the Internal Student Advocate General or the Chief Accountability Officer.
- f. The Internal Student Advocate General or Chief Accountability Officer may request any evidence from any member of ASUCI; that they may deem relevant to the investigation.
 - i. These requests shall comply with UC, UCI, and ASUCI policies on student privacy, as well as state and federal regulations.
- g. A detailed report shall be submitted by the Internal Student Advocate General or the Chief Accountability Officer to the Student Advocate General within two weeks of the complaint being filed.
 - i. Under exceptional circumstances and with a written explanation, the investigating party may request a formal extension from the Student Advocate General.
 - ii. In the case where the extension is granted, the complainant and the investigating party shall be notified in writing as to the length of the extension and the reasons for its granting.
- h. In the event that the investigation is against a member or members of the Judicial Board, the report shall be forwarded to the Executive Cabinet.
- i. After the report has been filed with the Student Advocate General:
 - i. The Student Advocate General may review the report and recommend changes to the investigating party.
 - ii. After the completion of the Student Advocate General's review, they shall:

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1. Send a copy of the report to the complainant, the SGSM Executive Director, and the Judicial Board.
 - a) The Judicial Board shall not comment or request as to the substance of the report unless a petition for hearing regarding the complaint is granted by the Board.
2. Send a copy of a redacted report to the subject of the complaint and, where applicable, to the supervisory Executive Officer, Cabinet Officer, or Branch Head of the subject of the complaint, subject to consultation with the SGSM Executive Director.
3. Publish a summary of the report to the ASUCI Website subject to privacy concerns with the consultation of the SGSM Executive Director.
 - a) No identifying information such as name, preferred name, or major shall be included in the summary of the report, unless allowed by the complainant and the subject of the complaint.

IV. CONFIDENTIALITY

1. Requirements:
 - a. Any information related to any investigation, review, or cases of student conduct must be kept private and confidential.
 - b. Any information related to a draft order of the Student Advocate General shall be kept private and confidential.
 - c. Violation of this section shall constitute:
 - i. Malfeasance, if violated by the Student Advocate General
 - ii. Grounds for strike, if violated by enumerated appointed officers
 - iii. Grounds for immediate dismissal, if violated by other officers or interns.
2. Interns:
 - a. In order to work as an intern in the Office of the Student Advocate General, interns shall sign a information non-disclosure agreement with the SGSM Executive Director to ensure information confidentiality.
 - b. Interns shall undergo appropriate training.

V. CONFLICTS OF INTEREST

1. Members of the Office of the Student Advocate General shall disqualify themselves from particular reviews or investigations by process of recusal as soon as they believe their impartiality or transparency in such matters may be compromised or reasonably

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questioned, including but not limited to a conflict of interest or a personal relationship outside of the Associated Students with an individual involved in a case.

2. The recusal process shall consist of the member petitioning the Student Advocate General to allow for the recusal from the review or investigation. If the Student Advocate General approves the petition, that member shall not participate in the review or investigation for which the petition was made.
 - a. If the Student Advocate General denies the request, the member is not recused from the case at hand and must actively participate to the extent of their enumerated or assigned duties.
3. Once a petition for recusal has been approved by the Student Advocate General,
 - a. Recused officers or interns may not speak on matters related to the review or investigation for which they are recused at any point in which said review or investigation is active.
 - b. Recused officers or interns shall not engage in or be present in any meeting when the active investigation or review for which they are recused is being discussed.
 - c. For the purposes of transparency, the investigation or review report and summary shall contain the names of the members of the Office of the Student Advocate General who have recused themselves for the report in question.
4. If the Student Advocate General wishes to recuse themselves from an investigation, the Student Advocate General shall inform the investigating party. The investigating party shall then be empowered to execute all duties of the Student Advocate General under Article III § 8 of this document in the investigation or review for which the Student Advocate General is recused.