

75th Senate

Spring Session



BBLs21 75

By-Law Change

A Bill To Amend the COSWB Legal Code

A resolution brought by **Senator Yasmine Suuck**, joined by **Senator Sandy Ganesh**, to revise the AS Commission on Student Well-Being's legal code.

Whereas, COSWB has proposed and adopted the following change to its legal code; and,

Therefore, be it enacted by Associated Students in the 75th Senate assembled, the following changes will go into effect in the AS Legal Code under Article XI Boards and Commissions, Section 7:

SECTION 7. COMMISSION ON STUDENT WELL BEING

A) Charge of the Committee:

The A.S. Commission on Student Well Being is a body concerned with the holistic well-being of UCSB undergraduate students. Its purpose is to increase awareness, educate, advocate, and serve as a reference point for student social services on campus and locally, **with a particular emphasis on physical, nutritional, and mental well-being. Additionally, the commission will** create and promote programs focused on providing a positive, **and comfortable and educational** learning experience for all on campus.

B) Membership:

1) Mandatory Membership:

- a) Two (2) Chairs
- b) One (1) Vice Chair
- c) One (1) Internal Coordinator

- d) One (1) Financial Coordinator
- e) Two (2) Publicity Coordinators
- ~~f) One (1) Senate Members~~
- g) Three (3) Fitness Coordinators
- h) One (1) ~~Special Projects Outreach~~ Coordinators
- i) One (1) Mental Health Coordinator
- j) One (1) External Coordinator
- k) One (1) Nutrition Coordinator
- l) One (1) Womxn's Health Coordinator
- m) One (1) Community Outreach Coordinator
- n) One (1) Culture and Inclusivity Coordinator

2) Voting Membership:

- a) All mandatory membership.
- b) Any student upon attending three (3) or more meetings in a year.

C) Selection and Term of Office of the Mandatory Membership:

- 1) The two (2) Chairs and all Coordinators shall be recommended by the previous voting membership, to the A.S. Committee on Committees, then nominated by the A.S. President with final approval given by the Senate for a term of one (1) academic year.
 - a) The recommendation process of the Commission On Student Well Being for the two (2) Chairs and all of the Coordinators requires a vote by all those considered in the category of "Voting Membership". The individuals pursuing those aforementioned positions must acquire a majority of votes. The vote reflects the formal selection of the Commission to the A.S. President.

~~2) The Senator can first be recommended by the Commission and then selected and nominated by the. Internal Vice President, with final approval given to the Senate for a term of one (1) year. If a Senator is not recommended by the Commission in the ninth (9th) week of Spring quarter, the. Internal Vice President can appoint a Senator without any recommendation by the Commission.~~

D) Duties and Powers of the Commission:

- 1) Act as a reference point for student social services related to mental or physical health and student well-being at UCSB.
- 2) Work to educate the campus on issues pertaining to student mental or physical health.
- 3) Create viable and effective communication between UCSB students and various campus departments focused on student social services at UCSB and the UC system.
- 4) Advocate for improving and protecting counseling services at UCSB and the UC system.
- 5) Coordinate speakers, lectures, entertainment, and other events to ~~educate~~ promote the holistic well-being of UCSB students and educate the

~~community about relevant issues and make UCSB or the community aware of issues.~~

- 6) ~~To p~~Provide funding for the Mental Health First Aid Training Program.

E) Duties and Powers of the Chair:

- 1) ~~Schedule and f~~Facilitate weekly meetings of the Commission.
- 2) Be aware of issues related to mental or physical health locally, nationally, and in the University of California system.
- 3) Handle public relations for the Commission and be the official spokesperson for the Commission.
- 4) Set a minimum of two (2) regularly scheduled office hours per week.
- 5) Be responsible for all fiscal transactions in the Commission.
- 6) Prepare the Commission's budget for the following year in conjunction with the Financial Coordinator of the Commission.
- 7) At least one (1) Chair shall attend the quarterly A.S. Assembly.
- 8) Organize, with assistance from other members of the Commission, at least one (1) major event per quarter, which is open to all students and related to either physical, mental, or social well-being.
- 9) Serve as an available aid to other Coordinators in their event planning.
- 10) ~~Shall attend all meetings of the A.S. Assembly and at least one (1) of the hosted Workgroups.~~
- 11) Meet with COSWB advisor every 2 weeks to discuss progress, updates, and to work on ways to deal with issues that are related to mental or physical health locally and in the University of California system.
- 12) ~~Attend all other Commission events to the best of their ability.~~

F) Duties of Vice- Chair:

- 1) ~~Shall s~~erve as proxy for the Chairs~~s(s)~~ if in any event they are unable to fulfill the duties of being a chair.
- 2) ~~E~~~~Shall e~~nsure that other members of the committee are ~~fulfilling~~ ~~fluffing~~ their duties to the full extent of what is required of them.
- 3) Give at least one (1) report to the Senate per quarter regarding the activities of the Commission.
- 4) Organize one (1) COSWB officer retreat per quarter.
- 5) ~~Attend all meetings of the Pardall Center Governance Board and act as a liaison between COSWB and the Pardall Center Governance Board to the best of their ability, or delegate this responsibility to another board member.~~
- 6) Serve as an available aid to the Chairs and other Coordinators in their event planning.
- 7) ~~Attend all other Commission events to the best of their ability.~~

G) Duties of the Internal Coordinator:

- 1) ~~Distribute the meeting minutes to board members prior to meetings and~~
~~R~~record the minutes at each meeting.

- ~~2) Be responsible for the distribution of minutes.~~
- 3) Schedule weekly meetings of the Commission and reserve a meeting space at the Pardall Center.
- 4) Organize and keep track of all COSWB supplies in the Pardall Center; ~~including promotional items, event supplies, and fitness supplies.~~
- ~~5) Report to COSWB advisor at least four (4) times a quarter to discuss progress and upcoming events.~~
- 6) Serve as an available aid to other Coordinators in their event planning.
- 7) Attend all other Commission events to the best of their ability.

H) Duties of the External Coordinator:

- 1) Serves as liaison between other Boards, Commissions and Units within Associated Students that are associated with ~~M~~mental, physical, and nutritional ~~H~~health.
- 2) Serves as liaison between Student Health, Career & Counseling Services, the Psychology Department and Student Organizations.
- 3) Be responsible for emailing and outreaching the student body about upcoming events via a weekly Shoreline newsletter.
- 4) Compile and maintain contact lists for the Commission.
- 5) Serve as a proxy for the Chair in the occasion that the Chair is unable to attend an outside meeting or make a report to the Senate.
- 6) Be responsible for representing the Commission at the meetings of other organizations.
- 7) Attend at least six (6) outside meetings of a Boards, Commissions, and Units or student organization that are related to improving mental health on campus per quarter.
- 8) Serve as an available aid to other Coordinators in their event planning.
- 9) Attend all other Commission events to the best of their ability.

I) Duties of the Financial Coordinator:

- 1) ~~Be R~~esponsible for fiscal management of the Commission.
- 2) In conjunction with ~~Commissioners Chairs~~, shall prepare the Commission budget for the following year.
- 3) Give a financial report to the Committee every other week, starting with week two (2).
 - a) Reports include: unallocated funds, motions, expenditures, and any other financial matters that pertain to the Committee.
- 4) Serve as an available aid to other Coordinators in their event planning.
- 5) Attend all other Commission events to the best of their ability.

J) Duties of the Publicity Coordinator:

- 1) Be responsible for creating, organizing, and distributing promotional materials for all COSWB events and initiatives.
- 2) Manage the COSWB Instagram account by publicizing events, responding to direct messages, and doing outreach when necessary.

- 3) Regularly update the COSWB website.
- 4) Works closely with Chairs and coordinators during planning of events to determine advertising and publicity needs, strategies, budgets, deadlines, etc.
- ~~5) Works closely with the Media Relations Committee to help promote events.~~
- 6) Maintain a working relationship with the Daily Nexus, Bottom Line, and other media outlets.
- ~~7) Maintain and update the e-mail subscriber list and send out weekly newsletters.~~
- ~~8) Send out two (2) university announcements of upcoming events per month.~~
- 9) Serve as an available aid to other Coordinators in their event planning.
- 10) Attend all other Commission events to the best of their ability.

K) Duties of the Fitness Coordinator:

- 1) Organize a weekly fitness event for weeks 1-9 of each quarter (Fall, Winter, Spring).
- 2) Be responsible for securing a location, contacting instructors and making sure instructors are paid.
- 3) Be responsible for supervising, or delegating another member of the Commission to supervise, the weekly fitness event.
- 4) Be responsible for ~~fitness preparation and~~ materials including, but not limited to: fitness equipment, waivers, ~~iHome or another mode of~~ audio, merchandise, snacks, etc..
- 5) Serve as an available aid to other Coordinators in their event planning.
- 6) Attend all other Commission events to the best of their ability.

L) Duties of the ~~Outreach~~ Special Projects Coordinator:

- 1) Organize at least ~~two (2)~~ four (4) events per quarter related to mental, physical, or nutritional well-being.
 - a) Facilitate, contact, and coordinate one (1) Finals Essentials Booth per quarter (Fall, Winter, Spring) in collaboration with COSWB's Nutrition Coordinator, PMHC, the Senate Advocacy Committee, and all other interested parties.
 - b) Facilitate, contact, and coordinate one (1) Bike Repair Workshop per year.
- 2) Maintain awareness of mental, physical, and nutritional health issues locally, nationally, and in the University of California system.
- ~~3) Be responsible for creating and organizing promotion materials.~~
- ~~4) Organize at least two (2) mixers in the residence halls per quarter as an informational program about the Commission as well as the resources and services available to students on campus.~~
- 5) Serve as an available aid to other Coordinators in their event planning.
- 6) Attend all other Commission events to the best of their ability.

M) Duties of the Mental Health Coordinator:

- ~~1) Be responsible to lead the student panel advising Counseling And Psychological Services on their hiring of new counselors.~~
- 2) ~~Shall plan~~ Organize at least two (2) mental health related events and/or educational workshops per quarter.
- 3) ~~STo~~ serve as a liaison between the board and the PMHC Mental Health First-Aid Training Program subcommittee.
- 4) ~~Will b~~Be responsible for running the MHFA program, including but not limited to the following duties:
 - a) Chair the MHFA subcommittee.
 - b) Provide funding to the MHFA program.
 - ~~c) Supervise the MHFA subcommittee~~
 - d) Sit on the advisory board to consult the supervision of the MHFA Program Coordinator.
 - e) Attend regular meetings with stakeholders of the program.
 - f) Coordinate communications between stakeholders of the program.
- 5) ~~Maintain awareness of mental health issues locally, nationally, and in the University of California system.~~
- 6) Serve as an available aid to other Coordinators in their event planning.
- 7) Attend all other Commission events to the best of their ability.

~~N) Duties of the Senator:~~

- ~~1) Give weekly reports on the Senate to the Commission.~~
- ~~2) Provide Senate with a weekly report of the Commission.~~
- ~~3) Attend at least one (1) COSWB event, and attend other COSWB events to the best of their ability.~~
- ~~4) Serve as an available aid to other Coordinators in their event planning.~~

O) Duties of the Nutrition Coordinator:

- 1) Organize at least ~~three (3) two (2)~~ nutrition-related events per quarter.
 - a) Organize at least ~~including~~ one (1) collaboration with a nutrition-related organization.
 - b) Organize at least one (1) educational food demonstration.
 - c) Coordinate one (1) Finals Essentials Booth per quarter (Fall, Winter, Spring) in collaboration with COSWB's Special Projects Coordinator, PMHC, the Senate Advocacy Committee, and all other interested parties.
- ~~2) Attend at least one (1) Commission event, and attend other Commission events to the best of their ability.~~
- 3) Maintain awareness of nutritional health issues locally, nationally, and in the University of California system.
- 4) Serve as an available aid to other Coordinators in their event planning.
- 5) Attend all other Commission events to the best of their ability.

P) Duties of the Womxn's Health Coordinator:

- 1) ~~Shall plan, organize, and coordinate~~ Organize at least ~~one~~two (2) Womxn's Health related events per quarter.
 - a) Organize one (1) collaboration with a womxn's health-related organization.
- 2) ~~Shall w~~Work to implement and oversee a sustainable, long-term program providing free menstrual products on campus while recognizing that menstrual health is not solely a womxn's related issue.
- 3) Serve as a liaison and resource to other womxn's health-related organizations on campus and in the community, and stay up-to-date on their activities.
- ~~4) Shall be open to working or collaborating on other womxn's health-related projects as well.~~
- ~~5) Shall serve as an available aid to other Coordinators in their event planning.~~
- ~~6) One (1) collaboration with a womxn's health-related organization.~~
- 7) ~~Shall p~~Preside over and chair the Menstrual Health and Equity Coalition.
 - a) ~~This responsibility would also include e~~Establishing an annual review and modification of any agreements, createing or reviewing a Memorandum of Understanding between stakeholders, and/or scheduling an annual meeting or/ retreat for dialogue between all participating parties.
 - b) ~~This responsibility would also include e~~Establishing communication between the activities of the coalition and public and private partners/stakeholders that may appreciate gathering to discuss next steps and celebrating accomplishments.
- 8) Maintain awareness of womxn's health-related issues locally, nationally, and in the University of California system.
- 9) Serve as an available aid to other Coordinators in their event planning.
- 10) Attend all other Commission events to the best of their ability.

Q) Duties of the Community Outreach Coordinator:

- 1) Organize or participate in at least two (2) tabling events per quarter.
 - a) This may include tabling on campus, in Isla Vista, or by invitation of another organization at an event.
- 2) Organize at least one (1) volunteer event per quarter.
- 3) Organize at least one (1) outreach event per quarter targeting freshmen or transfer students.
- 4) Collaborate with COSWB's Publicity Coordinators and External Coordinator to expand COSWB's outreach efforts to new and diverse organizations on campus.
- 5) Serve as an available aid to other Coordinators in their event planning.
- 6) Attend all other Commission events to the best of their ability.

R) Duties of the Culture & Inclusivity Coordinator:

- 1) Organize at least three (3) events per quarter promoting cultural awareness, accessibility, and/or inclusivity.
 - a) Organize at least one (1) collaboration with a cultural, disability-focused, and/or diversity-focused organization on campus.
- 2) Serve as a liaison to cultural, disability-focused, and diversity-focused campus organizations.
- 3) Work with other Coordinators to ensure that COSWB events are inclusive and accessible.
- 4) Maintain awareness of culture, diversity, and inclusivity-related issues locally, nationally, and in the University of California system.
- 5) Serve as an available aid to other Coordinators in their event planning.
- 6) Attend all other Commission events to the best of their ability.

S) Sub-Committees:

- 1) Mental Health First Aid Committee:
 - a) The Mental Health First Aid Committee shall be in charge of the planning, organizing, and facilitating of the bi-quarterly Mental Health First Aid training.
- 2) Membership of the Mental Health First Aid Committee:
 - a) The Mental Health First Aid Committee shall consist of the following seven (7) members:
 - i) Two (2) Chairpersons, COSWB's Mental Health Coordinator and PMHC's Mental Health Special Projects Coordinator; *Non Voting members*.
 - ii) Two (2) Mental Health First Aid Facilitators; *Voting members*.
 - iii) One (1) Logistics & Operations Coordinator; *Voting Member*.
 - iv) One (1) Publicity Coordinator; *Voting Member*.
 - v) One (1) Event Coordinator; *Voting Member*.
 - b) Duties of the Mental Health First Aid Facilitators:
 - i) Shall get complete Mental Health First Aid certification and maintain certification for the duration of their term.
 - ii) Shall run a minimum of three (3) Mental Health First Aid training.
 - iii) Shall attend all meetings held by the Mental Health First Aid sub-committee.
 - c) Duties of the Logistics and Operations Coordinator:
 - i) Responsible for finding potential candidates to facilitate the Mental Health First Aid training.
 - ii) Shall be in charge of assisting the potential candidates on getting the necessary training and certification needed to be a facilitator.
 - iii) Shall be knowledgeable about the process to become certified as a Mental Health First Aid facilitator and be the

main point of contact for those wishing to complete the necessary training.

- iv) Shall complete the Mental Health First Aid training.
- v) Shall attend all meetings held by the Mental Health First Aid subcommittee.

d) Duties of the Publicity Coordinator:

- i) Shall be responsible for tabling three (3) times per year (once per quarter) to advertise the Mental Health First Aid training and ensure each training session meets capacity.
- ii) Responsible for social media outreach and the creation of flyers to further advertise Mental Health First Aid trainings.
- iii) Shall complete the Mental Health First Aid training.
- iv) Shall attend all meetings held by the Mental Health First Aid sub-committee.

e) Duties of the Events Coordinator:

- i) Shall be in charge of the organization of each Mental Health First Aid training. This includes, but is not limited to, booking the room for the event, coordinating with the Assistant Director of Mental Health Outreach & Programs, organizing event setup the day of the training, and signing in and registering people for the training.
- ii) Shall complete the Mental Health First Aid training.
- iii) Shall attend all meetings held by the Mental Health First Aid sub-committee.

3) Funding of the Mental Health First Aid Committee:

- a) The Commission on Student Well-Being, and Public and Mental Health Commission shall split the funding for the Mental Health First Aid subcommittee.
 - i) This funding shall be passed each fiscal year by each respective commission.
 - ii) This funding shall cover the training, certification, and program planning fees.