

The Green
and Gold Book



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ASCSU Advisors

Jessica Dyrdaahl
ASCSU Advisor

Jessica Sholts
ASCSU Administrative Assistant

Jen Johnson
Director of Slice

Keith Lippwe
Account Tech

ASCSU Branch Leadership

Executive Branch

ASCSU President

ascsu_president@mail.colostate.edu

ASCSU Vice President

ascsu_vice_president@mail.colostate.edu

ASCSU Chief of Staff

ascsu_chief_of_staff@mail.colostate.edu

ASCSU Deputy Chief of Staff

ascsu_deputy@mail.colostate.edu

Legislative Branch Leadership

ASCSU Speaker of the Senate

ascsu_senate_speaker@mail.colostate.edu

ASCSU Speaker Pro Tempore

ascsu_speaker_pro_tempore@mail.colostate.edu

ASCSU Parliamentarian

ascsu_parliamentarian@mail.colostate.edu

ASCSU Recruitment and Retention Officer

ascsu_senate_membership@colostate.edu

ASCSU Internal Affairs Committee Chair

ascsu_senate_internal_committee@mail.colostate.edu

ASCSU Budgetary Affairs Committee Chair

ascsu_senate_budgetary_affairs_committee@mail.colostate.edu

ASCSU University Affairs Committee Chair

ascsu_university_committee@mail.colostate.edu

ASCSU Women's Caucus Chair

ascsu_womens_caucus@mail.colostate.edu

ASCSU Diversity and Inclusion Caucus Chair

ascsu_diversity_caucus@mail.colostate.edu

Judicial Branch Leadership

ASCSU Supreme Court Chief Justice

ascsu_supreme_court@mail.colostate.edu

ASCSU Supreme Court Deputy Chief Justice

ascsu_supreme_court_deputy@mail.colostate.edu

Administrative Office

ASCSU Accountant

ascsu_accountant@mail.colostate.edu

Front Desk

ascsu_front_desk@mail.colostate.edu

Colorado State University Administration – Names to Know

All CSU emails are firstname.lastname@colostate.edu

Mike Ellis
Associate Vice President and Executive
Director of Lory Student Center

Pamela Norris
Associate Executive Director of Engagement
and Talent

Blanche Hughes
Vice President for Student Affairs

Dr. Kauline Cipriani
VP for inclusive Excellence

Rick Miranda
Interim President of Colorado State
University

Jason Johnson
General Counsel

Jody Donovan
Associate Vice President for Student Affairs

Mike Katz
All University Hearing Board Advisor

Josh Zugish
General Counsel

Joann Cornell
Director of the Asian Pacific American
Cultural Center

Duan Ruff
Director of the Black / African American
Cultural Center

Dora S. Frias
Director of El Centro

Maggie Hendrickson
Interim Director of the Pride Resource Center

Ty A. Smith
Director of the Native American Cultural
Center

Justin Dove
Director of The Student Disability Center

Casey Malsam
Interim Director of the Women and Gender
Advocacy Center

Michael Buttram
Basic Needs Coordinator

Frequently Asked Questions about ASCSU

- *What does ASCSU stand for, and who really is in ASCSU?*

ASCSU stands for the Associated Students of Colorado State University. Every student of CSU is a member of the organization by virtue of taking classes here, and any student that has at least a 2.0 GPA may be an official of ASCSU.

- *How can I contact the ASCSU offices?*

The office phone number is 970.491.5931, and the email to reach the ASCSU Administrative Office is ascsu_front_desk@mail.colostate.edu.

- *What are the basics? I really know nothing about ASCSU.*

ASCSU is your student government. It consists of three branches: The Executive, the Legislative, and the Judicial. The Executive Branch is made up of officials dedicated to specific projects to improve the lives of CSU students and community. The Legislative Branch, also known as the Senate, is the dedicated representative voice of the student body. The Judicial Branch, also known as the Supreme Court, handles all internal division and works with the Student Resolution Center over student disciplinary appeals. ASCSU is funded by Students fees and oversees the spending of around \$55 million including areas like Transfort, RamsAgainstHunger, student media such as the Collegian and CTV, and more.

- *Where is the ASCSU Office located?*

The office is located in the south section of the Lory Student Center near the LSC Theatre in room 206. Coming from the main entrance, walk toward the information desk and take a left at the elevator. Follow the hallway south and take a left at the bottom of the ramp.

- *How do I get involved?*

There are several ways to get involved in ASCSU. The best way to get more information on our various involvement opportunities is through the Senate Recruitment and Retention Officer, ascsu_senate_membership@mail.colostate.edu or by contacting the ASCSU Front Desk, ascsu_front_desk@mail.colostate.edu.

- *What does ASCSU really do for me?*

There are several things that ASCSU directly does for students and the Fort Collins Community. We provide services such as RamRide, the Collegiate Readership Program, Transfort, For-Ever-Green t-shirts, RamsAgainstHunger, and funding for student programs. ASCSU also lobbies Fort Collins City Council and sometimes the State Capitol on behalf of the students.

- *How can I contact a member of ASCSU?*

There are several ways to contact your representatives. The best way to find their contact information is through our website at ascsu.colostate.edu, where each representative has their email address listed. You can also stop by the ASCSU office and speak to an Administrative Officer for help to contact a representative.

- *I have something I want to change on campus, how do I go about doing that?*

One avenue to effect change on campus is through legislation in the Legislative Branch. Any student is eligible to write their own legislation, but you can also contact a Senator or other representative in ASCSU to help you write it. Through legislation, the Administration of Colorado State University can hear your voice. Additionally, each member of the Executive Branch has projects of their own and a budget to help aide students, so reaching out to a member of the Cabinet is a great alternative.

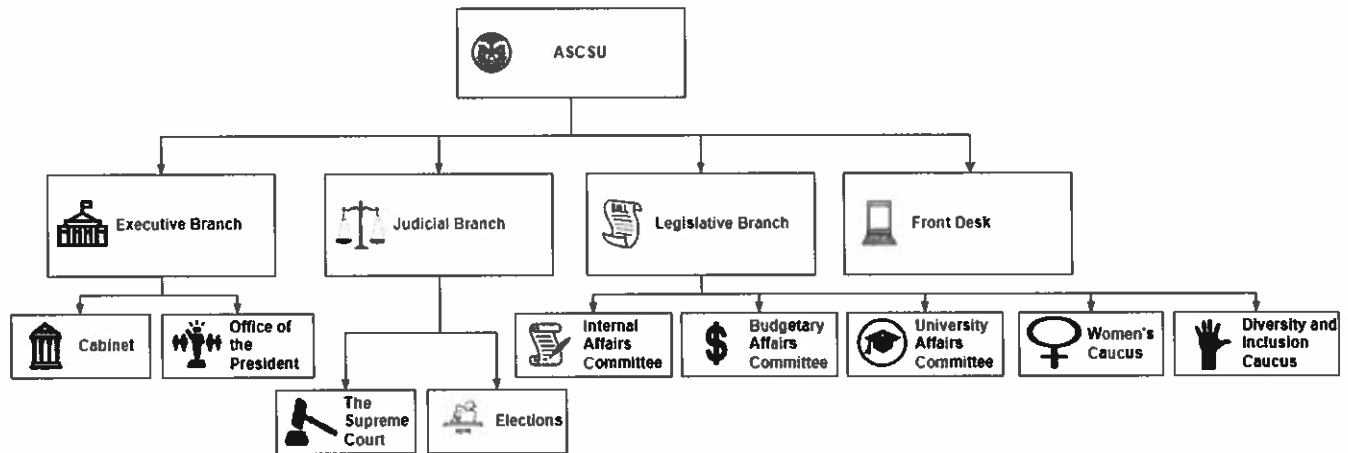
- *How can I change student fees?*

The best way to help impact and change student fees is through joining the Student Fee Review Board. You can contact the ASCSU Vice President, ascsu_vice_president@mail.colostate.edu, if you are interested in joining the board.

- *Can ASCSU help my student organization with a program we're doing?*

Yes! ASCSU can endorse as well as fund student organization programming. Again, you can contact an ASCSU representative to help get your program endorsed. You can also contact the ASCSU Director of Finance at ascsu_finance@mail.colostate.edu to connect with someone who can help you pursue funding through the Board for Student Organization Funding.

ASCSU Organizational Overview



Senate

The Senate is composed of representatives from all of CSU's academic colleges, undeclared students, graduate students, the Student Diversity Programs and Services (SDPS) offices, and representative Student Councils on campus. Senators from academic colleges represent 750 students each, while other Senators represent a specific demographic in the CSU community. The following constituent groups currently have representation in the ASCSU through the legislative branch:

- Adult Learner and Veteran Services
- Asian Pacific American Cultural Center
- Black/African American Cultural Center
- College of Agricultural Sciences
- College of Business
- College of Engineering
- College of Health and Human Sciences
- College of Liberal Arts
- College of Natural Sciences
- College of Veterinary Medicine and Biomedical Sciences
- El Centro
- First Generation Student Collective Board
- Graduate Council
- International Programs
- Multi-faith and Belief Student Council
- Native American Cultural Center
- Pride Resource Center
- Student Disability Center
- Warner College of Natural Resources
- Women and Gender Advocacy Center

Senate Leadership is comprised of the Speaker of the Senate, the Speaker Pro Tempore, the Parliamentarian, the Recruitment and Retention Officer, the Internal Committee Chairs, and the Caucus Chair.

The Senate, through legislation (Bills, Resolutions, and Leges), expresses the student voice on issues affecting students at the University, city of Fort Collins, state of Colorado, and federal levels. Senators are representing a college are elected through either the general ASCSU election that happens each spring, or through elections held by their respective College Council. Senators for the SDPS offices, the Adult Learner and Veterans Services office, the Office of International Programs, The Graduate Council, the First Generation Student Collective Board, and the Multi-Faith and Belief Student Council are appointed to their position by their office or council.

Each week, the Internal Committees of the Senate meet to create, edit, and discuss legislation before it is passed by the Senate. These Committees are comprised of the Internal Affairs Committee, the Budgetary Affairs Committee, and the University Affairs Committee. The ASCSU Caucuses, the Women's Caucus and the Diversity and Inclusion Caucus, meet as they see fit to discuss pertinent issues both within ASCSU and in the campus community.

The Internal Affairs Committee is dedicated to reviewing legislation pertaining to the internal happenings of ASCSU. Usually, this means reviewing governing documents such as the ASCSU constitution.

The Budgetary Affairs Committee is dedicated to reviewing legislation pertaining to the spending power of ASCSU.

The University Affairs Committee is dedicated to reviewing legislation pertaining to the wider campus, not just ASCSU. Most legislation goes to this committee.

The Women's Caucus is dedicated to creating an inclusive space where women and/or gender diverse students can attend to feel empowered while helping to create a sense of community within ASCSU.

The Diversity and Inclusion Caucus is dedicated to ensuring that ASCSU and the campus is committed to diversity and inclusion. It is a safe and inclusive space for anyone to come and discuss the happenings in the CSU and ASCSU communities.

The Executive Branch

The Executive Branch is composed of the President, Vice President, Chief of Staff, Deputy Chief of Staff, and the Executive Cabinet. The Executive Cabinet consists of various departments, led by their respective Directors (and Deputy Directors and Interns, where applicable). The President, Vice President, Chief of Staff, Deputy Chief of Staff, Directors, and Deputy Directors are paid positions. All departments are funded through the executive budget and are allocated a set amount of funds for specific programming and services related to their job description, with the overarching goal of enhancing the student experience and ensuring that all students can thrive at CSU. The departments in Executive Branch include:

- Office of the President
- Academics
- Basic Needs
- Campus Community
- Diversity and Inclusion
- Environmental Affairs
- Finance
- Governmental Affairs
- Graduate Affairs
- Health and Wellness
- International Affairs
- Marketing

The Supreme Court

The Supreme Court acts as the judicial component of ASCSU. The court's main job is to be an impartial body for ASCSU. The court conducts investigations, hearings, and renders sanctions to the organizations that fall under Greek Life, Sports Clubs, and Student Organizations who violate the Student Code of Conduct. The Supreme Court also renders verdicts on conflicts within the ASCSU office, such as Bylaws or Amendments passed in the Senate and not in order with the ASCSU Constitution, or to pass opinions on what a specific section of a governing document means. Finally, the Supreme Court acts as a resource for students who are facing the judicial processes of the Student Resolution Center who wish to ask questions about what they might need for their hearing and how the investigation, hearing, and sanctioning processes are followed.

The ASCSU Boards

Student Fee Review Board: The Student Fee Review Board (SFRB) serves as a review of all the student fees. Student fees fluctuate each year based on total student enrollment, mandatory fee increases associated with inflationary increases, associated budget cuts or expansions, and new fees started to address student issues. ASCSU's Vice President serves as the chair for this board and works with an assembly of voting members and associate members each year to conduct an in-depth learning tour/review of the fee-funded areas, including the services offered and the overall impact of the associated fee. The learning tour takes place in the Fall. The voting takes place in the Spring, in which the students decide conduct a vote of confidence on the fee-funded area's proposal for an increase, decrease, or change. The board then votes on whether to approve the proposed change.

Student Fee Areas Include:

- Athletics
- ASCSU
- Off Campus Life
- Recreation Center

- Lory Student Center
- University Center for the Arts
- Committee for Disabled Students Accessibility
- Interpersonal Violence (Women and Gender Advocacy Center)
- Student Legal Services
- Conflict Resolution Center
- Student Leadership, Involvement, and Community Engagement (SLICE)
- Adult Learner and Veteran Services
- The Career Center
- University Facility Fee Advisor Board
- University Technology Fee Advisory Board
- CSU Health Network
- RamRide
- RamEvents

Total Fee Breakdown: Around \$80 million

Board for Student Organization Funding: The Board for Student Organization Funding (BSOF) is a committee that oversees a budget of \$150,000 that is allocated to Registered Student Organizations (RSOs) for educational, cultural, or community-building events that are broadly available to the student body. The board consists of 10 voting members, plus 1 chairperson which is filled by the Director of Finance. Student groups may request up to \$15,000 per year for their events and must complete an application and presentation process to receive funding. All amounts over \$14,000 must be further approved by a vote of the Senate.

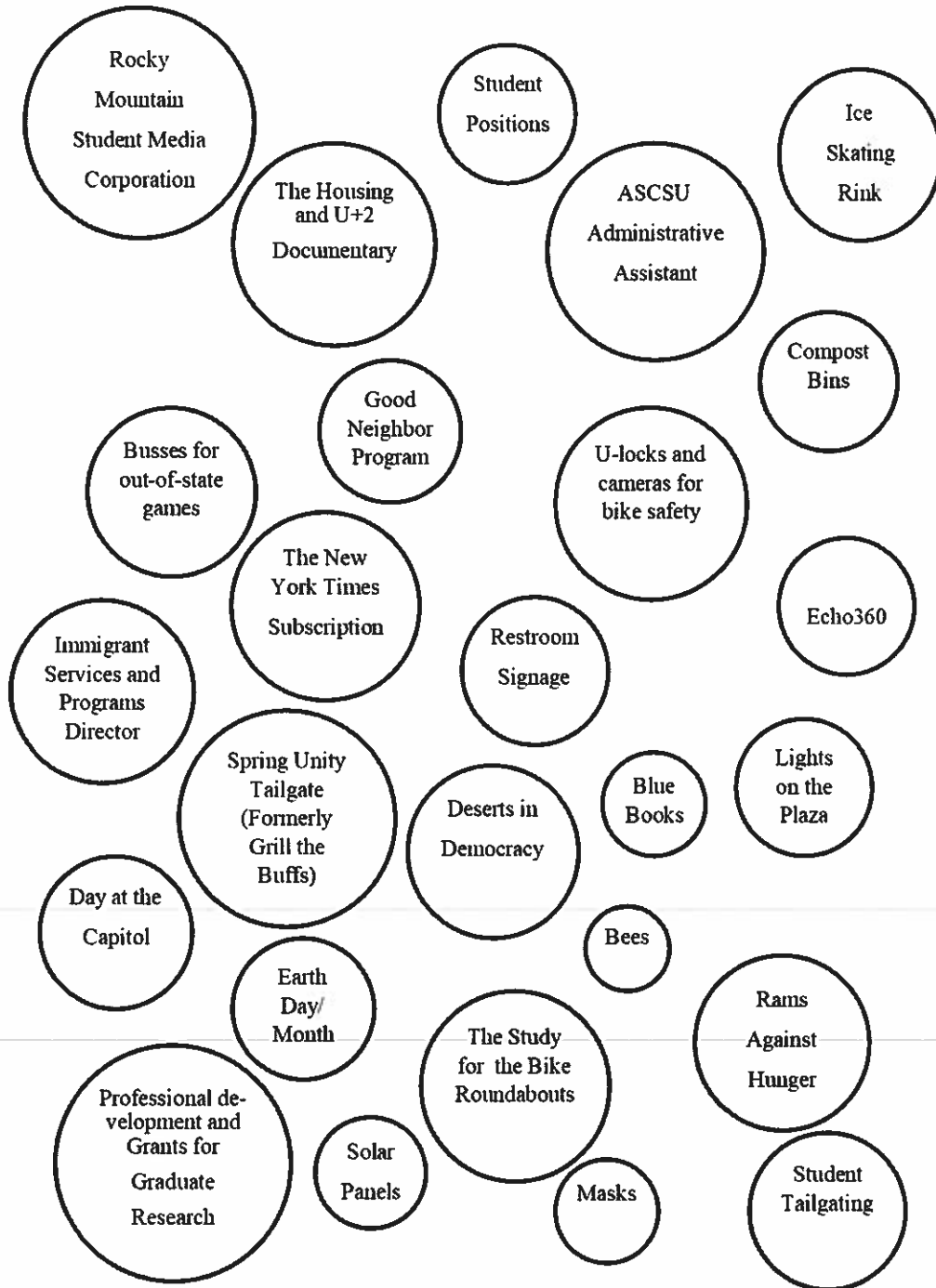
Legislative Strategy Advisory Board: The Legislative Strategy Advisory Board (LSAB) is an inter-branch committee that sets a cohesive governmental policy stance on the behalf of ASCSU. The board consists of the ASCSU President, the ASCSU Speaker of the Senate, three other appointed members from both the Executive Branch and the Legislative Branch, with the chair of the board being designated to the members of the Governmental Affairs Executive Department. LSAB is the lobbying/advocacy arm of the organizations and takes votes of support, disapproval, or neutrality on various pieces of legislation within the State Capitol. It is also the responsibility of LSAB to represent ASCSU to various elected officials, driving partnerships and discussions related to student advocacy in policy. Furthermore, the LSAB serves as an advisory council to the ASCSU president in policy decisions and stances that pertain to the entire student body.

The Front Desk

The ASCSU Front Desk is the administrative section of ASCSU. They are the connection between the members of ASCSU and the wider Colorado State University Community. The employees of the Front Desk are the first line of communication for everything. New members, upon filling out the onboarding form on RamLink, are put in contact with the on-duty member of the Front Desk, and then forwarded to whoever they need to speak to. Among their many

responsibilities, the Front Desk Staff manage the office space and other administrative duties such as keeping the ASCSU Website up to date with current documents and current membership lists and posting job listings to websites like handshake. They are in charge of keeping track of ASCSU technological and informational assets, such as camera equipment and books, to ensure that nothing is lost and those who need it have the opportunity. The members of the Front Desk are also equipped to help search for information on current and previous documents. The Front Desk members can also reserve any room on the CSU campus, including in buildings other than the LSC. They are the keeper of the keys, the master printers, and the glue that holds the organization together.

What does ASCSU fund?



ASCSU History and Traditions

ASCSU was established in 1907 to unify the student body and foster a spirit of democracy. ASCSU in its modern three branch format evolved in 1954. Though ASCSU began as a mechanism for allocating money to various clubs around campus, we have a robust and rich history of creating and fostering programs on campus that have created legacies of impact. Some of these include the Collegian, Student Legal Services, SkiSU, RamRide, Good Neighbor program, Immigrant Services and Programs, For-Ever-Green shirts, and Grill the Buffs (henceforth known as the Spring Unity Event/Tailgate)

Over this long history, many institutional traditions have developed within ASCSU. When the incoming President is sworn into office, they are given a briefcase with its secret contents known only by former ASCSU Presidents. Since 1971, the briefcase has been taken to every CSU Board of Governors meeting by each successive President.

Kept within the President's Office is a sword handed down over time to each successive leader. It's lore is that it is handed down to protect the students Colorado State University from the administration.

When the incoming Vice President is sworn into office, they are given a box full of secrets known only by ASCSU Vice Presidents.

When the Speaker of the Senate is sworn into office, they are given a gavel that has been used since 1991 to call every session of the Senate and SFRB to order. They are also given a notebook and a bowling pin from the bowling alley that used to exist in the basement of the Lory Student Center. The bowling pin contains a note whose secret is only known to the Speaker of the Senate.

Each week after Senate, both members and constituents of ASCSU often take time to cross the aisle and make friends within the space. Conditions permitting, members sometimes travel to a local restaurant to eat and chat. Otherwise, many members remain in the chambers after Senate to socialize.

In the last few weeks of each year, ASCSU holds the Inaugural Ball. This is a space for awards to be given to many members of ASCSU such as Senator and Associate Senator of the Year, Justice of the Year, and Cabinet Member of the year. It is also an opportunity to reflect on the year, the impact of projects, and share a vision for the upcoming year of advocacy.

ASCSU has a longstanding tradition of honoring CSU students who have passed away, by flying a CSU flag at half-staff for 3 days above the Sutherland Garden, at which point it is lowered by the ROTC Honor Guard and formally folded. The group then marches to the Administration building and holds a moment of silence followed by some words from those present. At that point, the flag is folded, sealed, and formally delivered to Administration, along with a letter addressed to the family by the ASCSU President to be sent to the family. It is the responsibility of each ASCSU President to personalize this letter to reflect the weight, gravity,

and permanence of loss. Each president must distinguish themselves as not only a student leader, but as a fierce advocate for all students, and a leader with the capability of stopping everything to honor the sanctity and fragility of life.

At home football games, it is the responsibility of the ASCSU President to hand select a student to ring the Old Main Bell on the Northeast corner of Canvas Stadium. The bell is only rung if CSU wins the game. The ASCSU President should embrace the opportunity to nominate outstanding students that are worthy of recognition, offering them a platform to share their stories and insights on the CSU community. The bell-ringing tradition is a unique honor and a living tradition between the Alumni Association and ASCSU.

So, you have shown up to Senate. Now what?

Before Senate: Senate meetings are held every Wednesday evening at 6:30 PM during the academic year, except on University holidays and during Finals Week. At every Senate Session, Senators are expected to come prepared to fully participate in the session (i.e. no electronic devices are to be used except for official Senate Business.) Every Agenda of the Senate is based on the following base agenda. If you did not receive the agenda for the upcoming session via email on Monday, speak to an Administrative Assistant at the front desk to sign up for our weekly informational email.

- i. Call to Order
- ii. Pledge of Allegiance
- iii. Land Acknowledgment
- iv. Beginning Roll Call
- v. Consent Agenda
- vi. Swearing-In of New Senators and Associates
- vii. Gallery Input
- viii. Guest Speakers
- ix. Executive Reports
- x. Judicial Reports
- Confidence Business
- xi. Ratification and Election of Officers
- xii. Old Business
- xiii. Ending Roll Call
- xiv. Committee Reports
 - a. Internal Affairs Committee
 - b. University Affairs Committee
 - c. Budgetary Affairs Committee
- xv. Caucus Reports
 - a. Women's Caucus
 - b. Diversity and Inclusion Caucus
- xvi. Legislative Officer Reports
- xvii. Senator and Associate Senator Reports
- xviii. New Business
- xix. Adjournment

Ratification and Swearing in: Every new member of ASCSU must be sworn into office before they are allowed to complete their job duties.

Cabinet, Judicial, and Board members must be ratified by the Senate. During the "Ratification and Election of Officers" agenda item, the Speaker will announce which ratification is about to take place. At this time, please approach the front of the Senate. Most often, these positions are presented by the leader of the board or branch, and then

you have time to add to their presentation if you see fit. When the presentation is finished, the Senate will then ask you questions regarding your qualifications and readiness for the position. After this “Q & A”, you will be asked to leave the chambers as the Senate discusses and debates your qualifications before voting to ratify your appointment. Once the votes have been tallied, you will be invited back into the chambers to be sworn in. If multiple ratifications are being completed in one session, the swearing-in is often done together. When you are called back to the floor, you will receive the oath of office from a member of the Supreme Court.

Senators and Associate Senators who are new to ASCSU must be elected or appointed by their constituency before being sworn in. Senators and Associate Senators do not go through the ratification process. During the agenda item “swearing in of new Senators and Associates” the Speaker will call the names of the new members, at which time you will be invited to the front of the Senate and receive the oath of office from a member of the Supreme Court.

Rights of officials of ASCSU: All members that have received the oath of office, as well as the Presidents and Directors of any organization that has a seat in the Senate, the ASCSU Advisors and Administrative Assistants, the chairs of the Fee Advisory Boards, the President of RHA and the RHA liaison, the author of a piece of legislation currently being seen by the Senate, and anyone else the Senate votes to give, have Ex-Officio status in the Senate. Ex-Officio members are allowed to make and debate motions but are not permitted to sit within tiered seating without additional permission granted, and do not have the right to vote. Senators and Associate Senators are given the additional right to sit within the tiered seating and to vote.

Speaking: Every member has an interesting story about the first time they spoke to the Senate, so you are not the only one who may feel uncomfortable speaking during your first Senate session. If you want to speak on an issue, all you have to do is raise your laminated placard or your hand until the Speaker acknowledges you. You are now on the speaker’s list, and will be given the floor to speak when it is your turn. When it is time for you to speak, the Speaker will say your title and then your last name, (ex. Senator Doe, Associate Smith, Director Jones). You now hold the floor.

NOTE: When holding the floor, keep debate as impersonal as possible by avoiding specific names, and always address the Speaker, not other members.

Speaking time: Every member is traditionally allotted 5 minutes to speak each time they hold the floor, but this can be extended as necessary by a vote of the Senate.

How to vote: Senators are given the right to vote on every topic brought to the body. Associate Senators are given the right to vote on topics of procedure, but not on legislation or ratifications unless they are filling the seat of an absent Senator. This means Associates can vote on an extension of speaking time or a motion to adjourn the session, but they cannot vote on if a member of the Executive Branch should be ratified to a position or if the Senate should pass a bill. Only Senators and Associates can ever formally vote in the space.

When debate has ended on each motion, the Speaker will conduct a vote. Each type of vote has a designated instance of use, but anyone with speaking rights can motion for another type at any time. Here are the voting basics:

Voice Voting: With voice votes, the Speaker will ask “All those in favor of (insert motion here), say ‘aye.’” If you want to vote yes/for, say “aye!” into your microphone. Then the Speaker will ask “All those against, say ‘nay.’” If you want to vote no/against, say “nay!” into your microphone. Finally, the Speaker will ask for any abstentions. (i.e. if you have the right to vote on the motion but wish not to support or deny the motion.) If you would like to abstain from the motion, please say “aye!” into the microphone when the Speaker calls for abstentions. The Speaker will then decide which side had more votes. If a member believes the count was inaccurate, they should call for “Division!” into their microphone, at which time the Speaker must conduct a placard vote of the motion. The Speaker can also decide to call division before announcing the results if it is too close to identify.

Placard Voting: With placard votes, the Speaker will ask “All those in favor of (insert motion here), please raise your placards.” If you want to vote yes/for, raise your placard as high as you can and do not put it down until all the placards have been counted. Then the Speaker will ask “all those against, raise your placards.” If you want to vote no/against, raise your placard as high as you can and do not put it down until all the placards have been counted. Finally, the Speaker will ask for any abstentions. (i.e. if you have the right to vote on the motion but wish no to support or deny the motion.) If you would like to abstain from motion, raise your placard as high as you can and do not put it down until all the placards have been counted. The Speaker will then determine which side had more votes. If any member doubts the outcome of the vote, they should call for “division!” into their microphone, at which time the Speaker must conduct the placard vote again.

Secret Ballot: Secret ballot votes are used for ratification and election of officers, or any other vote in which a public vote could force someone to change their vote for reasons such as safety or threat. With a secret ballot vote, the Speaker or their designee shall hand out paper for members to write their votes on. You can write yes/no/abstain on the paper if it applies to the motion or if there is one candidate, or the name of the candidate for which you wish to vote. Once you have written your vote fold it in half and either bring it back to the Speaker or wait for it to be collected if someone has been designated to do so. The Speaker will then add up the votes and announce the numbers. (i.e. “With a vote of 10 to 4 to 3, this motion passes.”)

Unanimous Consent: At any time, a motion can be passed by Unanimous Consent. If you wish to motion for this, say into your microphone “I move for unanimous consent on this motion.” If the motion is made, the Speaker will ask, “Is there any dissent?” If you dissent to the motion, speak into your microphone, “I dissent.” If there is dissent, the speaker will move into the original form of vote. If there is no dissent, the motion passes.

No Confidence: When there are candidates for ratification or election, a motion can be made for no confidence. This means that you do not have the confidence that any of the candidates can complete their job duties or are qualified for their potential position. If you wish to motion for this, say into your microphone “I move for a vote of no confidence.” When this motion is made, the Speaker will move to a voice or placard vote. A yes vote means you agree with the motion of no confidence, a no vote means you have confidence in at least one of the candidates.

“Point of...”: If a member with speaking rights that does NOT hold the floor wishes to clarify or provide additional information without adding to debate, ask for a personal accommodation or change, or to call a mistake or change to the rules of order that are being followed, they may declare one of three “Point of...” statements. It is at the Speaker’s discretion to recognize these points, but they can be overruled by the Senate. These points are:

Point of Order: There is a mistake or change to the rules of order, and you wish to fix it.

Point of Information/Clarification: You do not understand what someone just said and need to have them restate it differently or you have a question about anything regarding the topic or the session, or you wish to provide factual information pertaining to the topic without adding opinion or debate.

Point of Personal Privilege: You need to change something for the space to be more accessible to you or other members.

If you wish to make one of these statements, raise your placard or speak into the microphone “Point of (Order, Information, Clarification, or Personal Privilege.)” and at the acknowledgement of the chair state your point. The specific type of motion categorizing what you want to say is daunting at first, but the type of point is less important than what you have to say. The Speaker will help correct which type of point you are making after you have spoken.

Adjournment: Once business has concluded, we have announcements. This is a place for you to notify the Senate of any events or important news for things outside of what you are doing for ASCSU. After announcements, the Speaker will take Roll Call, initiate the Fight Song, and adjourn.

Congratulations! You just made it through your first Senate Session!

Definitions of Important Terms

Sponsor- You don't know how you feel about the legislation, but you want to see it on the floor.

Endorse- You fully believe in the bill and if you have voting rights, you would vote yes on the project without any discussion.

Bill- A piece of Legislation used to create action. Usually used to allocate money or to initiate a project.

Resolution- A piece of Legislation used to set the Senate to an idea, to decide on an opinion of the Senate.

Lex- A piece of Legislation that is either a combination of a Bill and a Resolution or is an edit to the ASCSU Constitution.

Table- To postpone a piece of legislation to a future Session, or to create outreach opportunities on the plaza.

Senator- A member of the Legislative Branch elected or appointed to represent the student body and given all voting rights within the Senate to do so.

Associate Senator- A member of the Legislative Branch elected or appointed to represent the student body and given voting rights on secondary motions or full voting rights when a Senator with the same constituency is absent.

Director- A member of the Executive Branch appointed by the President to complete specific job duties throughout the

school year. These positions are approved by the Senate.

Quorum- A majority of the voting members. This is typically only used in the Senate.

Ad Hominem- A statement made by anyone that is directly attacking another person. These can be subtle and can range from statements such as "Senator Smith is dumb" to an incorrect statement about someone's actions.

Main/Primary Motion- Any motion used to bring business before the Senate, usually these are pre-written agenda items.

Secondary Motion- Any motion that amends a main motion, these typically are motions to change the length of a time limit or to change the style of vote.

Decorum- To remain professional and calm in the space. This can be called by the chair to return the space to the general quiet and respectful manner.

Germane- Questions or discussion that relates to the topic at hand.

Ex-Officio- A member of any other Branch, the Advisors and other Pro Staff, and the Presidents of the College Councils.

Senator Emeritus- Any Senator or Associate Senator that graduates while holding the title. These members can come back with floor and speaking rights at any time.

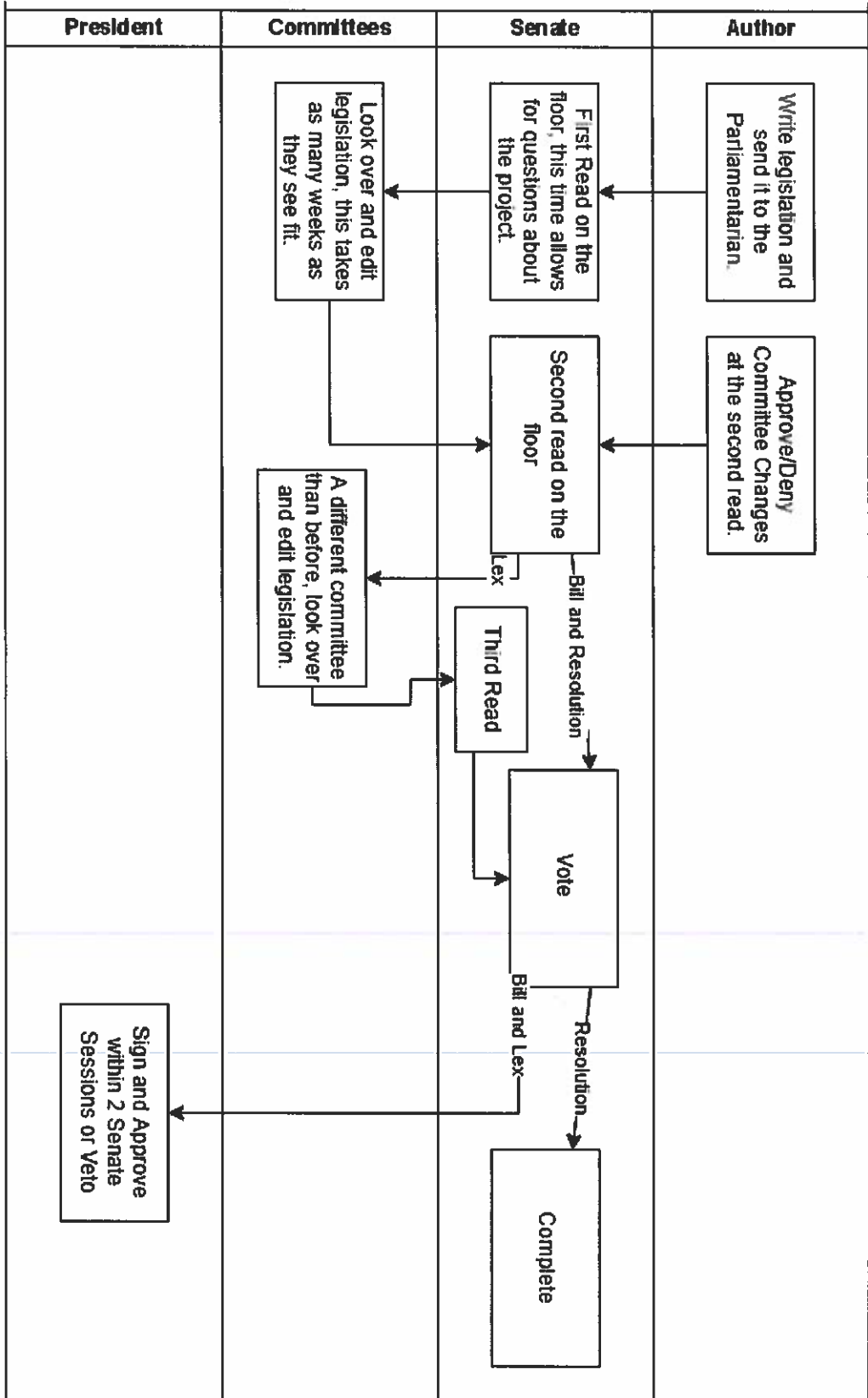
Parliamentary Procedure Cheat Sheet

To do this:	You say:	Can it interrupt?	Does it need a second?	Does the Senate debate it?	Can it be amended?	Does it require a vote?
Register a complaint or accommodation	"Point of Personal Privilege"	Yes	No	No	No	No
Enforce Rules	"Point of Order"	Yes	No	No	No	No
Request or provide Information	"Point of Information"	Yes	No	No	No	No
Take a vote again if uncertain	"Division!"	Yes	No	No	No	No
Take an action without debate	"I ask for unanimous consent to..."	No	No	No	No	No dissent
Take a break	"I move to a (insert length) recess."	No	Yes	No	Yes	Majority
Suspend the Rules	"I move to suspend the rules."	No	Yes	Yes	Yes	2/3
Avoid the present motion completely	"I object to the consideration of the question"	Yes	No	No	No	2/3
Extend a time limit	"I move to extend the time by (insert length)."	No	Yes	No	Yes	Majority
Amend a motion	"I move to amend the motion to..."	No	Yes	No	Yes	Majority or the Acceptance of the original motioner.

Send legislation to a committee	"I move to send this legislation to (insert committee/s)"	No	Yes	If requested	Yes	Majority
Overtum the Chair's decision	"I move to overrule the Chair."	No	Yes	Yes	No	2/3
End the Q&A or Debate	"I move to previous question."	No	Yes	No	No	Majority
Set a topic aside for the next session	"I move to table (insert topic)"	No	Yes	If requested	No	Majority
Kill the topic forever	"I move to table (insert topic) indefinitely"	No	Yes	If requested	Yes	2/3
End Q&A when everyone that currently is on the list has spoken	"I move to exhaust the speakers list"	No	Yes	No	No	Majority

****All of these actions can only be taken by individuals with speaking rights.****

Legislative Flow Chart



ASCSU Office Policies

Office Hours:

8:00AM-5:00PM

Address:

ASCSU

Lory Student Center 109

Fort Collins, CO 80523

Phone: 970.491.5931

Fax: 970.491.3509

Mailing Address:

ASCSU

8033 Campus Delivery

Fort Collins, CO 80523

Administrative Office:

The Administrative Office members are an instrumental part of ensuring ASCSU's success and should be treated with the utmost respect. This position exists to support you in any way you need in order to succeed. These individuals always have the student's best interests at heart, and will work to ensure students are at the table for every conversation necessary.

Open Office Area:

The main area of the ASCSU office with the computers, tables, and couches in the center of the office complex are designed for informal gathering spaces for ASCSU members. At the back of the room, there are whiteboards with relevant information. You are welcome to write anything office friendly on them. Please use the space for informal meetings, conversation, homework, office hours, etc. Please clean up after yourself! Help ASCSU convey a friendly, helpful, and productive.

Drugs and Alcohol:

The State of Colorado law prohibits smoking inside public buildings. Please go outside the complex to smoke or chew tobacco. Drugs and alcohol are forbidden within the office and at ASCSU events. Furthermore, we expect all members to maintain a professional state of mind while representing ASCSU and the student body.

Locking the Office:

All members of the three branches and the Front Desk have access to the ASCSU office after ASCSU hours until the LSC closes. All doors will be locked at 5:00 PM, and any members entering or leaving the space after that time are solely responsible for closing the office.

Phones:

All phone calls coming into the ASCSU Office are routed through the Front Desk. Whenever you give someone the ASCSU phone number, give them the general office number (970.491.5931). All voicemail hits the Front Desk, and they will pass the message on to the members concerned. If there is no one available at the Front Desk when the phone rings, please answer the phone, "ASCSU, this is (Your Name)." If you take a message from the Front Desk phone, please make sure it gets to the appropriate party ASAP!

Computers:

The computers in the ASCSU Office are up for use for any member of ASCSU. Office work is encouraged, but they are available for any school or work friendly needs you may have. We are all students first after all!

Copier/Copies/Printer:

The Front Desk Employees and the ASCSU Advisors control the use of the copiers. Printing is directed to the devices behind the Front Desk space, and each computer in the office accesses the ASCSU Printer. Printing is encouraged to be primarily ASCSU related.

Office/Cleaning Supplies:

Standard office supplies are provided to ASCSU members to enable them to complete their work. Please see an Advisor or a member of the Front Desk to obtain supplies. Use the office supplies sparingly! The cleaning supplies are found in the cabinet located by the refrigerator. Please wipe down a table if you think it needs it. If you see something that needs to be fixed, please tell an advisor or a member of the Front Desk.

Refrigerator:

Anyone can use the refrigerator, but make sure to mark your food with your name and don't eat anything that does not have your name on it. Please throw away uneaten food and clean up as needed.

Questions/Comments/Concerns:

Our office conduct is based on ethics and responsibility.

Important Links



ASCSU Website
<https://ascsu.colostate.edu/>



SDPS Offices
<https://studentdiversity.colostate.edu/>



ASCSU Important Documents
<https://ascsu.colostate.edu/documents/>

Important Phone Numbers

Facilities Customer Service (Call to clear snow for accessibility)	(970).491.0077
Student Disability Center	<u>(970).491.6385</u>
Pride Resource Center	(970).491.4342
APACC	(970).491.6154
WGAC	(970).491.6384
BAACC	(970).491.5781
El Centro	(970).491.5722
NACC	(970).491.1332
Parking and Transportation	(970).491.7041
Victim Assistance Team (24/7)	(970).492.4242
Event planning office	(970).491.0229
CSU Police Department	(970).491.6425

Fight Song

Fight on you stalwart ram team

On to the goal

Tear the (opponent) line asunder

As down the field we thunder

Knights of the green and gold

Fight with all your might

Fight on you stalwart ram team

Fight! Fight! Fight!

Go Rams!

Notes:

About this Book

The ASCSU Green and Gold Book was primarily compiled and edited as a combination of previous editions of the Green and Gold Book as well as with input from the leadership of all three branches of ASCSU in conjunction with the advisors of ASCSU.

This book is intended as a resource particularly for the benefit of participants and observers of the ASCSU Senate, Executive Cabinet, and Supreme Court, but it is also meant as a general resource of ASCSU documents and information.

This book is to be updated into newer versions by the Recruitment and Retention Officer and the Chief of Staff as it becomes out of date.



