

Adams State University
Associated Students and Faculty Bylaws

Article I. AS&F Meeting Policies and Procedures

Section 1: Attendance

Section 1a. All senators, club representatives and executive board members are required to attend all meetings. Unless otherwise provided, only two excused absences will be tolerated from the AS&F meetings and one from committee meetings. Leaving the AS&F meeting early or coming late to the meeting twice during a semester will be counted as one unexcused absence. Any further unexcused absence shall result in a hearing before the Judicial branch in which the individual will be required to explain his/her reasons for being absent. This hearing may result in the removal from AS&F Government.

Section 1b. An excused absence will be given only if the reason is valid. Valid reasons should be as specific as possible. Examples of valid reasons may include, but are not limited to, the following:

1. Personal emergencies
2. Family related emergencies
3. Emergency work obligations

Section 1c. Clubs will receive 1pt for every meeting at which their club representative is present. If they are not present then they do not receive the points for that meeting. At the end of the semester every club whose club representative was present at every meeting for that semester can receive a maximum of 5 points.

Section 1d: All retreats are mandatory. If a club does not send a representative then they will not receive the point for that meeting.

Section 1e. This policy applies to all AS&F Government branches. Excuses shall be submitted to the President and Judicial branch in written form two business days before the meeting.

Section 1f. If the member cannot submit a reason for an absence before two business days, he/she must make every reasonable attempt to inform the President and Judicial branch before the scheduled meeting. If the reason for an absence is determined invalid or if these procedures are not followed by the absentee, the absence will count as an unexcused absence.

Section 1g. Positions with office hours will only be allowed one unexcused meeting. Any further unexcused absences will result in a hearing before the AS&F Court, resulting in possible removal from office.

Section 1h. When the officers need to reschedule office hours or run an office errand, notification must be posted on the AS&F office door.

Section 2. Legislation

Section 2a. Bills are a type of legislation that must be passed by the AS&F Government.

Section 2b. Bills may be authored by any member of AS&F that pays dues but can only be sponsored by a Senator. The same person cannot both author and sponsor the same bill.

Section 2c. Bills of AS&F must be in compliance with the Associated Students and Faculty Constitution, Bylaws, and previous Bills passed by AS&F.

Section 2d. The numbering system for a bill is as follows: ASF, standing for Associated Students (and) Faculty, followed by the last two numbers of the years in which the fall and spring semesters will occur, followed by the sequential number that the bill falls under for that year. For example: the fourth bill to come before AS&F Government in the 2009-2010 school year would be labeled ASF091004.

Section 2e. If a bill is tabled or struck from the agenda it will retain its label for identification at another meeting.

Section 3: Preparation

Section 3a. Student Concerns A student concern is any item that is not on the agenda and needs to be addressed by the AS&F Government. Items that do not involve 75% of AS&F shall not be raised in the general meeting; instead they shall be dealt with outside the meeting via committees, the phone, electronic and ground mail and personal meetings. All participants shall come to the meetings with proposals and not problems. The AS&F meeting is not a place for specific planning. It is the place for reporting and minimal organizing. The proper procedure to follow before bringing an issue to the AS&F Government is as follows:

- A. Talk to everyone involved in this particular issue.
- B. Bring the concern to the appropriate committee to have the concern resolved at the committee level.

If a concern must be brought before the AS&F Government, it shall be addressed in the following order:

- A. State the concern
- B. Report what steps have been taken to investigate and resolve the concern.
- C. Propose what further steps the AS&F Government should take and which committee should handle the concern.

Section 3b. Action Items Action items are items that are on the agenda. Old discussion includes items that have been addressed at a previous meeting and now require a vote. New discussion includes items that have not been addressed at a previous meeting. These can still be voted on. All participants in the general meeting shall prepare beforehand. Agenda minutes, notes, and handouts shall be prepared and ready before the meeting starts. Any agenda item shall be given to the secretary one week before the meeting. Presentations shall be limited to ten minutes, and any discussion on any bill or motion shall be limited to ten minutes as well. There will be no time allotted within a meeting for review of minutes, bills, agendas,

etc., that have been distributed at least one business day before the meeting. The proper procedure to follow before bringing an issue to the AS&F Government is as follows:

- A. Read the bill(s) in its entirety.
- B. If you have any questions, contact the author, sponsor, or organizational contact.

Section 3c. Attire All meeting attendants shall come dressed in AS&F Government uniform/shirts according to the dress code specified for that year.

Section 4: Meeting Conduct

Section 4a. Meeting shall follow basic parliamentary procedure as written in the Adams State College AS&F Government Governing Policies, unless otherwise outlined in the constitution or bylaws. All discussion shall be kept non-personal. Scheduling committee meetings during the general meeting is not permitted. If needed, the committees may meet after the general meeting to schedule an appropriate time for the committee to meet. Presentations shall be limited to ten minutes. Before bringing issues to the attention of the AS&F Government, participants shall ask themselves these following questions:

- A. Does this need to be addressed now?
- B. Is what I am saying/asking going to make a difference?
- C. Has it been stated/asked already?
- D. Can it be stated/asked outside of the meeting?
- E. Does it affect 75% of the AS&F?

Section 5. Agendas

Section 5a. Unless there are any discrepancies with the agenda, it is automatically approved.

Motions to change the agenda require a two-thirds vote in favor of those present and voting.

Section 5b. The format of all agendas when published is:

1. Title, including name of the body,
2. Date,
3. Order of business, including: call to order, roll call, approval of minutes, approval of agenda, executive reports, committee reports, old business, new business, student concerns, announcements, and adjournment

Section 6. Minutes

Section 6a. AS&F minutes will adhere to the following format:

1. Title, including the name of the body,
2. Date,
3. Attendance: those present and those absent,

4. Order of business, including: time meeting was called to order, resultant tallies of all motions and business items, a synopsis of all notable points of debate , as well as any new business in addition to the published agenda.

Section 7. Bills

Section 7a. All AS&F bills will adhere to the following format:

1. Sponsorship Bill. This will be numbered as outlined in Article I Section 2d of the Bylaws.
2. Title. A title shall be given to the bill that describes the subject matter of the bill.
3. Sections that list the author, sponsor, origin and purpose of the bill, and organizational contact including name, email, and phone number.
4. The account number of the club or organization if the bill is monetary.
5. Description of the event and/or why the bill is being presented.
6. Additional information that may be necessary and not in the description.
7. Implementation. This states exactly what will happen if the bill is passed.
8. Vote count. Number of yeas, nays, and abstentions in the final vote. The section that states the meaning of the vote should be completed as well.
9. Approval/Disapproval by the AS&F President. This includes the signature of the President approving/disapproving the bill.

Section 8. Point of Information

None of the policies regarding AS&F Government meetings are in any way meant to limit the issues covered by the AS&F or covered during the AS&F meetings. The policies are only meant to help AS&F handle concerns properly and efficiently. Please raise and solicit issues and concerns in a professional and respectful manner.

Article II. Executive Branch

Section 1. Executive Branch

Section 1a. The Executive Branch shall consist of the AS&F President, Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Finance, Chief Justice and the Executive Secretary. The AS&F President shall be the chair of the Executive Branch. The Executive Branch is responsible for developing goals and policies to present to AS&F Government. These policies are to include, but are not limited to, budgetary matters, meeting dates and times, and constitutional changes. This branch shall meet once a week at the discretion of the AS&F President.

Section 2. Office Hours

Section 2a. The President shall be responsible for keeping AS&F office hours of a minimum of ten (10) hours per week, to be distributed over a minimum of a three (3) day period.

Section 2b. The Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Finance, Executive Secretary and Chief Justice shall be responsible for keeping AS&F office hours a minimum of six (6) hours per week, to be distributed over a minimum of a three (3) day period.

Section 2c. The office hours for every member shall be posted each semester according to the members' academic schedules. The official office hour schedule shall be posted no later than the Add/Drop date. Seventy-five percent (75%) of the total office hours shall be completed between regular business hours of eight to five (8am-5pm) Monday through Friday.

Section 2d. It is highly recommended that the President spend the summer months on campus. If the President is able to spend the summer on campus, he/she shall complete the same amount of hours as required during the regular school year.

Section 3. Salary

Section 3a. The AS&F President shall receive a salary of \$75.00/week, not counting vacations, for a twelve month period. If the President is not on campus and only maintains regular contact with the Dean of Student Affairs during the summer, the President shall receive no salary for the months of June, July, and August.

Section 3b. The Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Finance, Executive Secretary and Chief Justice shall each receive a salary of \$50.00/week, excluding vacation months of June, July and August.

Article III. AS&F Advisor

Section 1.

There shall be two Government Advisors for AS&F. The Dean of Student Affairs shall be one advisor, accompanied by another Government Advisor who shall be selected annually by the AS&F Government contingent upon approval from the President of the College. The Faculty Advisor can be any member of ASC faculty, staff, or administration who elects to pay AS&F dues.

Section 1a. The Dean of Student Affairs shall be responsible for monitoring the duties of the paid officers of the AS&F Government with the authority to penalize those officers who do not fulfill their duties by refusing to authorize payment for that week's salary.

Article IV. AS&F Judicial Branch

Section 1. Duties.

Section 1a. The Judicial Branch shall carry out duties outlined in the AS&F Constitution.

Section 1b. The Chief Justice/designated Justice shall be responsible for calling all judicial meetings and notifying the other Justices of such meeting.

Section 1c. The Chief Justice shall report, in writing to the AS&F Government of any bill, amendment or judicial action that the AS&F Court has reviewed or executed during AS&F Meetings.

Section 1d. The Chief Justice shall act as a member of the Executive Branch. See Article II Sections 2 and 3 for office hour and salary information.

Section 1e. The AS&F Court shall recall cases, bills or unconstitutional decisions if new information is presented that may have been significant in making a different decision. The AS&F Court has the power to nullify such decisions without the approval of the AS&F Government. However, such decisions must be reported to the AS&F Government for immediate consideration.

Section 1f. The Chief Justice shall assign duties to AS&F Justices as required to achieve tasks in a timely fashion. One of the Justices, upon appointment by the Chief Justice, shall act as the Parliamentarian during AS&F Government meetings. This Justice must be familiar with all AS&F Government policies and procedures.

Section 1g. The Chief Justice shall review club constitutions to determine if they follow the AS&F Constitution and Bylaws. He/She shall then approve or disapprove the constitution and submit the decision to the Vice President of Internal Affairs.

Section 2. AS&F & Student Appeals

Section 2a. The AS&F Justices may be requested to offer input/student representation regarding student appeals to the Office of Student Affairs and Office of Housing and Residence Life.

Section 3. AS&F Cases/Hearings

Section 3a. Case numbers shall be formatted as the “ASFC year. number” beginning with 01 in the number they were received (e.g. ASFC 2003.01 is the first case in 2003).

Section 3b. The Chief Justice is responsible for setting meeting times for hearings. All parties and the AS&F President must be notified in writing of the hearing and time and location. All hearings must be made public except when issues of confidential nature are to be discussed. Confidentiality is to be maintained to the extent provided for by law.

Section 3c. Possible sanctions/recommendations available to the ASFC include, but are not limited to:

1. Apology.
2. Recommendation for removal from on campus housing, room or building.
3. Recommendation for suspension of AS&F member in lieu of impeachments.
4. Nullification of an unconstitutional bill/supplemental or any other unconstitutional decisions made by the AS&F Government. This nullification must occur before he bill is activated/transfer of funds is made.
5. Written and documented reprimand.

6. Recommendation for the rejection or acceptance of a constitution.
7. Recommendation for the rejection or acceptance of a bill.

The ASFC is not limited to sanctions/recommendations listed above.

Section 4. Meetings, Absences and Other Duties.

Section 4a. In the case of schedule conflicts or resignation of the Chief Justice, the AS&F President will appoint a Justice to act as the Interim Chief Justice until the President appoints a replacement.

Section 4b. All Justices, including the Chief Justice, must maintain an active portfolio of bills, cases and other documents of legislative importance.

Section 4c. The accumulation of more than two unexcused absences in an academic semester constitutes grounds for dismissal by the AS&F President. Dismissal may be conducted by resignation of the Justice or removal by the AS&F President subject to Government approval.

Section 4d. Excuses for missing meetings and hearings may include participation in school events, class, illness, health or family related emergencies and travel.

Section 4e. Absences shall be determined by the Executive branch as excused or unexcused. This applies to the AS&F Court and the AS&F Government.

Article V. AS&F Committees

Section 1. General rules and guidelines for committees.

Section 1a. Agendas may be typed and distributed to all members of the committee or tasks may be explained during the meeting. Task sheets are to be given to the appropriate committees. Upon completion, the task sheets are to be given to the secretary. Only one unexcused absence from committee meetings will be tolerated. More than one unexcused absence may result in removal from AS&F Government. Committees are to be aggressive, organized, and thorough. Committees should take initiative when dealing with their issues and not wait for tasks to be delegated to them. If an AS&F Government member outside of a committee brings a concern to that committee, the AS&F Government member is to help the committee properly address the concern.

Section 1b. Committees shall consist of four (4) Government members, with the exception of the Budget Committee which shall consist of five (5) Government members, one of which must be a Faculty member or non-freshman senator.

Section 1c. The chairperson for the Academic Committee, Budget Committee, , and Investigative Committee shall be appointed by the President. The chairperson for the Public Relations Committee shall be the Vice President of Internal Affairs. The chair of the Lobbying Committee shall be the Vice President of External Affairs.

Section 1d. Committees are required to meet at least bimonthly at a time agreed upon by the majority of the committee members. The chair shall conduct all meetings and report the results to the AS&F Government in the form of a committee report.

Section 1e. All meetings shall be open to the public. All actions of the committee shall be a matter of public record.

Section 1f. All committee members are subject to current AS&F attendance policies.

Section 1g. The purpose and any other information specific for each committee is outlined in the specific committee section.

Section 2. Academic Committee

Section 2a. This body shall be called the Academic Committee of the Associated Students and Faculty Government.

Section 2b. Purpose

The Purpose of this committee shall be to assist and make recommendations to maintain, update, and revise the academic standards at Adams State College to the AS&F Government or AS&F President.

The purpose of this committee shall be to deal with current trends and circumstances that may arise concerning the college's position regarding higher education. These include:

- A. Changes to the drop/add date
- B. Additions and/or deletions to the general education requirements
- C. New standards that may affect the admissions process at ASC
- D. Changes in the Academic requirements prior to the completion of an undergraduate degree
- E. Job descriptions for students employed by ASC
- F. Other issues as deemed fit by the AS&F Government

Delegates of this committee shall attend the Curriculum Review Committee, Academic Affairs Council, and the Academic Instructional Technology meetings.

Section 3. Budget Committee

Section 3a. Purpose

The purpose of this committee shall be to make recommendations on any budgetary or financial matters as directed by the AS&F Government or the AS&F President using the budget policies set forth by the Executive Branch.

The committee shall plan, organize, and facilitate Annual Budget Hearings.

This committee shall also handle all Supplemental Budget Requests, and present a recommendation to the AS&F Government in the form of a committee report.

The Budget Committee shall also review campus wide financial issues and bring such concerns to the AS&F Government when appropriate. This includes reviewing student fee allocations to all organizations on campus.

Section 3b. General Conduct and Meetings

At least once a year in the spring, the Budget Committee will meet with representatives of the administration to discuss relative shares of student fees each entity will receive. In the subsequent fall, the committee will meet with said representatives of the administration to determine that the percentage allocations agreed upon in the previous spring were, in fact, implemented.

A delegate of this committee will attend the Budget Development Committee meetings.

Section 3c. Processing Budgets – Timelines

Budget requests must be turned in at a time designated by the Budget Committee in order that each member has sufficient time to:

- A. Review each request
- B. Contact the persons who submitted the requests
- C. Formulate recommendations

The Budget Committee is responsible for recommending deadlines for these requests to the AS&F Government. In no case may a requisition deadline be less than one week prior to the next scheduled official AS&F Government meeting.

Section 3d. Reviewing Requests

During review of budget requests the Budget committee shall:

- A. Check math calculations
- B. Review for compliance with state fiscal rules and AS&F Government policies
- C. Check to ensure the club/organization has deposited their required contribution into their club account
- D. Check to ensure all mileage, meal and lodging figures are correct
- E. The Budget Committee will meet with clubs and organizations to clarify any questions regarding their budget requests. Upon completion of the review process, the Budget Committee shall make a recommendation to the AS&F Government.

Section 3e. Policies

Budget Request Policies

The Budget Committee will not recommend funding for the following:

- A. AS&F Club/Organization Fundraising costs, that will result in the club receiving monetary profit
- B. Exclusionary organizations
- C. Tangible items that individuals may keep after leaving the club/organization (uniforms, books, etc.)
- D. Individual memberships that do not benefit the organization, but only the individual
- E. Costs in excess of established guidelines
- F. Late submitted requests

- G. AS&F Government reserves the right to repeal any funds approved, but not yet spent, in Annuals or Supplementals
- H. Any person, corporation or community not under the absolute control of the state of Colorado, nor to any denominational or sectarian institution or association

Travel Rates

- A. The AS&F Senate will approve \$60 for a hotel per night per room (quad occupancy). AS&F Senate will follow the travel a per diem guidelines outlined by the State of Colorado.
- B. AS&F will fund up to \$1000 per person for up to seven people for international travel.

Funding Rates

AS&F will fund up to fifty percent (50%) of the registration fees for conferences, programs or seminars. Each club/organization is eligible for one-half of the total. AS&F Government is permitted to approve up to a maximum of \$650.00 for a speaker, comedian, or special guests for events. There may be special cases subject to AS&F Government's discretion. The required amount for having a guest must be explained explicitly in written documentation. The AS&F Government reserves the right to approve or disapprove any suggested amount/funding for any speaker, comedian, or special guests.

Follow-up Report

- A. Follow-up reports shall be submitted within thirty (30) days of the scheduled and approved AS&F event.
- B. If follow-up reports are not submitted by the deadline, the Budget Committee will send out reminder notices.
- C. Failure of a club/organization to submit follow-up reports may jeopardize future funding.
- D. Follow-up reports will be checked for accuracy, and any unused funds will be transferred back into the AS&F contingency account.

No member of the Budget Committee shall meet with an individual or entity about budgetary matters outside the AS&F Government without the committee's consent.

Section 4- Investigative Committee

Section 4a. This body shall officially be called the Investigative Committee of the Associated Students and Faculty Government.

Section 4b. Purpose

The Investigative Committee shall do the groundwork on student grievances after they have been accepted by the AS&F Government. Grievances can be brought forth by, but is not limited to, students, faculty, administration, AS&F Senators, and the AS&F President. The grievances brought forth must pertain to

student concerns. After investigation, the committee shall bring its results to the AS&F Government which will act as the Grievance Committee to decide what course of action may be taken.

Section 5 – Lobby/Coordinating Committee

Section 5a. The body shall officially be called the Lobby/Coordinating Committee of the Associated Students and Faculty Government.

Section 5b. Purpose

The Lobby/Coordinating Committee shall coordinate all lobbying efforts on and off campus with regard to actions taken by the AS&F Government. The issues concerning the Lobby/Coordinating Committee include, but are not limited to, legislation, Colorado Students Association, actions taken by the Ad hoc Legislative Action Team, and issues brought forth by the Vice President for External Affairs who represents student concerns to the Colorado Commission of Higher Education for Adams State University.

Section 5c. Committee members shall be prepared to attend Associated Students of Colorado and Board of Trustees meetings.

Section 6 – Public Relations Committee

Section 6a. This body shall officially be called the Public Relations Committee of the Associated Students and Faculty Government.

Section 6b. Purpose

The Public Relations Committee shall be responsible for providing and establishing awareness of all AS&F Government sponsored activities. This committee shall also organize any event that the AS&F deem fit. This committee shall work with AS&F Government recognized clubs through the President's Council, and sponsor two major AS&F/Club activities.

Section 6c. Duties of Members

At the beginning of the semester, the Public Relations Committee Chair shall appoint committee members to the positions of President's Council Secretary and Media Manager.

- The chair of this committee shall be responsible for overseeing the activities of the committee members, and shall coordinate all Public Relations Committee activities.
- The chair of this committee shall also be the chair of the President's Council.
- The appointed President's Council Secretary shall be responsible for taking minutes at the President's Council meetings.
- The Media Manager shall be responsible for all press releases concerning AS&F Government sponsored activities. These releases must be in form of a written submission and distributed to the news media on campus, and local media when applicable. This person shall also coordinate advertising in any other form for AS&F sponsored events.
- Other duties shall be assigned to committee members when necessary.

Article VI –Election Commission

Section 1: The Election Commission should function as independently as possible from both the Government and candidates for the Government. The Election Commission’s primary duties include, but are not limited to, referencing the AS&F Constitution and Bylaws to ensure that all candidates meet the position qualifications, supervising the balloting process-validating petitions, preparing ballots, providing impartial workers to man the balloting tables, tabulating votes and cross-checking results against the voter rolls, and reporting the results to the AS&F Government. The Election Commission shall determine all election dates and appoint AS&F members to run the election booth.

Section 2: The Election Commission should also work proactively and creatively to encourage more students to run for office and to increase voter turnout, for which purposes funding may be supplied by the AS&F Government.

Article VII – Elections

Section 1: Students wishing to run for an elective office must pick up an election packet(s) in the AS&F office and return the completed packet(s) to the AS&F Office by 5:00 p.m on the Friday preceding the election ballot approval. Platform issues may be turned in with the petitions as well. The petitions will then be approved/disapproved by the Dean of Student Affairs. An applicant is not considered a candidate until the AS&F Government approves the official ballot. The Election Commission will then make arrangements with the campus newspaper to have the candidates’ platform issues published in the campus newspaper prior to the election.

Section 2: If there is a vacant position and a write-in candidate received five or more votes and is eligible, then the write-in candidate may fill the position, after obtaining the petition necessary for that position.

Section 2a: If a write-in candidate received more votes than a posted candidate and is eligible, then the write-in candidate may fill the position over a posted candidate.

Section 3. Students and faculty who wish their names to be on the ballot for the office of AS&F President, AS&F Vice President of Internal Affairs or AS&F Vice President of External Affairs shall circulate petitions and secure not less than one hundred (100) signatures of AS&F members. Students or faculty members who wish their names on the ballot for the office of Senator shall circulate petitions and secure not less than fifty (50) signatures from AS&F members. Freshman students who wish their names on the ballot for Freshman Senator shall circulate petitions and secure not less than fifty (50) signatures from AS&F members.

Section 3a. The AS&F Election Commission [consisting of two(2) nonbiased, non AS&F Government individuals appointed by the Office of Student Affairs, and all members of the AS&F Judicial Branch,

shall determine all election dates. All election dates must be announced in at least two of the following media sources: campus newspaper, Academic Calendar, campus radio station, or Adams State Portal for two (2) consecutive weeks prior to the election, which in the case of the General Election must be held in the spring semester. The election for the Freshman Senators must take place no later than the sixth (6) week of the fall semester.

Section 3b. Elections of the Executive Branch shall take place in March. However, the term of the Executive members shall not commence until May 1. Petitions for all elective offices are due in the AS&F office by 5:00pm the Friday preceding the AS&F Government meeting for candidacy approval.

Section 3c. All candidates must follow the rules and procedures outlines in the election packet. The election packet shall be revised by the Election Commission on a yearly basis.

Section 3d. Once elected as a senator or representative he or she is required to attend the last two AS&F meetings of the semester.

Section 4. With the exception of Freshman Senators and Officers, all AS&F Senators shall be chosen in a general election held in March for one school week that does not overlap any academic breaks; the week may consist of two weeks separated by one weekend. All members of the AS&F Government shall be elected by a plurality vote of those eligible voters casting their ballots in the general election. In the case of a tie vote, a runoff election will be held to determine the winner.

Section 4a. Voting for officers and senators shall be done by secret ballot. Ballot boxes shall be operated and maintained in a manner prescribed by the AS&F Election Commission.

Section 4b. The election commission shall immediately release the tabulation of the votes. The number of votes garnered by each candidate must be made public record.

Section 5. Election of Club Representatives

Section 5a. Club Representative Elections shall be held within the individual clubs. The elections shall be held in April and regulated by the club officers and advisor. The club advisor is responsible for counting the votes and turning them in to the AS&F Election Commission.

Section 6. Ballots for all elections shall be approved by a majority vote of the AS&F Government at the last regularly scheduled meeting prior to the election.

Section 7. Vacancies on the AS&F Government shall be filled by appointment by the President of AS&F pending confirmation of the AS&F Government. In order to be appointed, the candidate must obtain however many signatures that is required for candidacy for that position.

Section 7a. If a candidate for appointment is a brand new member to AS&F Government, they must sit in on two meetings prior to their appointment. The third meeting will include the appointment of the new

member. If a candidate for appointment has been on AS& F government for at least one semester in the past, they do not need to attend any meetings prior to their appointment.

Section 7b. Should the office of President of AS&F be vacated, the Vice President of Internal Affairs shall assume the presidency for the remainder of the term. All other vacancies, including that of Vice President, must be filled by special election or by presidential appointment subject to AS&F Government approval.

Section 7c. In the event that an executive position is vacated, it is the President's duty to find a replacement. If there are no eligible AS&F Government members, or no eligible members are willing to fill the vacant position, the President, upon consultation with the Government Advisors, shall appoint a qualified candidate to fill the position.

Article VIII. Impeachment and Removal of AS&F Members

Section 1. Impeachment.

Section 1a. Any elected or appointed member of AS&F Government may be impeached for not performing his/her duties satisfactorily, properly, or at all, according to the AS&F Constitution and Bylaws. These may include, but are not limited to: more than two unexcused absences in a semester, nonperformance of assigned duties, or behavior detrimental to the functioning of the AS&F Government. The AS&F Government, upon its own initiative or upon recommendation of the AS&F Executive Council or Judicial Court, may seek to impeach any member of the AS&F Executive Council or Government.

Section 1b. The procedure for impeachment of any member of Government is as follows:

1. A petition signed by one- third (1/3) of the members of AS&F Government shall be submitted to the AS&F Court. An AS&F member may also brought up for impeachment by the Executive Board if they do not follow the guidelines listed in Bylaws Article IX Section 1a in the form of a written letter.
2. All removal processes must be initiated through the AS&F Court.
3. In the case of malfeasance that is known by only one or a few AS&F members, a written complaint may be filed with the AS&F Court. The author of the written complaint shall remain anonymous.
4. All petitions and letters shall be reviewed by the AS&F Court, which shall have the authority to evaluate whether the charges would constitute grounds for Government action.
5. If the AS&F Court finds that the complaint would constitute grounds for removal, the Chief Justice shall relay copies of the complaint and evaluation to the person in question at least three (3) days prior to the reading of the complaint and evaluation in an AS&F Government meeting.
6. In an open meeting, the AS&F President shall read the complaint and the AS&F Court evaluation to the AS&F Government.
7. The person in question shall have the opportunity to respond to the complaint and to further questions and discussion by the AS&F Government.

8. The AS&F Government will be given the opportunity to vote for removal. The vote shall be by secret ballot and two-thirds (2/3) majority vote of the AS&F Government, excluding the member in question, shall be required for impeachment.
9. In the event that the AS&F President is the subject of impeachment proceedings, the AS&F Vice President of Internal Affairs shall perform the duties of the President during the impeachment process.

Section 2. Removal

Section 2a. The procedure for removal of a member of AS&F Government is as follows:

1. The person in question will come before the Judicial Court on a date and time agreed upon by the court and the person in question.
2. The Judicial Court will present the grievances to the person in question.
3. The person in question shall have an opportunity to present his/her case and an attempt to justify why they should retain his/her position.
4. The Judicial Court will then convene privately to make the official decision as to whether the member will be removed from Government or not. A majority vote will be grounds for removal. In the event that there are not an odd number of members of the court, the President of AS&F Government shall serve on the court for the duration of the hearing.
5. The possible punishments are as follows:
 - a. Immediate removal from his/her position.
 - b. Barring compensation of the member permanently or for a certain amount time, to be determined by the court.
 - c. The person in question is found guilty but no punishment is deemed necessary.

Section 2b. Conflict of Interest: If a member of the court has a conflict of interest, or feels that he/she is prejudiced to the outcome of the removal, he/she will recuse himself/herself. If there is an insufficient number of voting members in the court, the President will become a temporary member of the court.

Section 2c. Immediate removal of any member of the AS&F Government shall occur if the member does not maintain the required cumulative grade point average for their position, or if they fail to follow the attendance policies outlined in Bylaws Article I Section 1a. After the first unexcused absence the member shall meet with the Judicial Board to receive a warning. After the documented meeting, if the member has another unexcused absence, they shall be immediately removed from their position. When a member's grade point average falls below the requirement they shall have a hearing within five business days with the Judicial Board and Government Advisors. The outcome of the hearing may result in the immediate removal of the member from office, or the member being put on probation until a grade change is completed.

Article X. AS&F Recognized Clubs and Organizations

Section 1. An AS&F funded club or organization is a student organization that is created to promote interest in an idea or activity and promotes community on campus and in the community. An AS&F funded club or organization is eligible to receive funds from AS&F Government as outline in Bylaws Article X Section 5. AS&F funded clubs or organizations are required to have a Club Representative on the AS&F Government. If there is not a Club Representative, the club will not be considered a funded club.

Section 1a. Active Club: An active club has been approved by AS&F through a bill, retained a minimum of five members, a club advisor, and current constitution and accumulates at least 10 points in activities each budgetary year.

Section 1b. Inactive club: An inactive club has not submitted any record of participation in any AS&F recognized activity or event for one calendar year.

Section 1c: In order to meet the required percentage match for funding a club or organization may collect funds by means including but not limited to dues, fundraisers and donations.

Section 1d. Community Service: A community service is defined as an activity approved by the AS&F Vice President of Internal Affairs and must be signed by the club advisor before the documentation of community service is turned in. In order to be recognized as an acceptable community service, at least 40% of all active club members must participate in the activity.

Section 1e. Active club member: All active members of an AS&F recognized club must pay AS&F dues if they are participating in a club event funded by AS&F. Active members are defined as members who participate in the majority of community service, fundraisers, and meetings, pay dues (if applicable), and wish to have active status in the club.

Section 2. Benefits of being an AS&F recognized club or organization are as follows:

1. Eligible to receive a budget.
2. May request money from the AS&F Government
3. Receive formal recognition from the AS&F Government

Section 3. Club and Organization Categories

Section 3a. Upon the request for club recognition the Vice President of Internal Affairs and Chief Justice of AS&F shall determine the category under which a club shall fall based on their Constitution and application packet.

Section 3b. Social Club or Organization: The purpose of an ASC Social Club is to gain personal knowledge, experience, entertainment, and/or enrichment for all club members. This may include but is not limited to activities such as conferences, trips, tournaments, events, and performances.

Section 3c. Academic Club or Organization: The purpose of an ASC Academic Club is to advance knowledge and gain educational benefit from interaction and participation for each member in the club. Each academic club must be affiliated with either a national chapter or an ASC recognized department or major. If members of the club are receiving college credit for participation in the club that club will be considered an Academic Club.

Section 3d. Recreational Sport: Recreational Sports Clubs must be recognized and approved by the ASU Coordinator of Club Sports and Intramurals and operate under the auspices of the Student Life and Recreation Department.

Section 3e. Service Club: The purpose of an ASU Service Club is to provide a direct benefit to the campus and/or local community with no monetary gain for the club, its members, or ASU.

Section 4. AS&F Non-funded Recognized Clubs or Organizations

Section 4a. Definition: An AS&F non-funded club or organization is a student organization that is created to promote interest in an idea or activity and promotes community on campus and in the community, but does not receive any funds from the AS&F Government.

Section 4b. AS&F non-funded clubs or organizations shall be categorized in the same manner as funded organizations, as defined in Bylaws Article X Section 3.

Section 4c. An AS&F non-funded club or organization is considered active when it has been approved by the AS&F Government by a bill, has a current constitution, a minimum of five members, club advisor, and accumulates at least 10 points in activities each budgetary year.

Section 4d. AS&F non-funded clubs or organizations may only ask for up to 40% of their total program cost, and they are responsible for at least 60%.

Section 5. Funding System for AS&F Funded Clubs and Organizations

Section 5a. AS&F funded clubs will be eligible for up to seventy percent (70%) of their program budget, and shall be responsible for at least thirty percent (30%).

Section 5b. The amount of funding that clubs shall be eligible for will be calculated using a point system. The point system will grant points for various campus events. The events are laid out as follows:

- A. Homecoming events:
 - a. Medicine Show: 20 points
 - b. Parade: 20 points
 - c. All other homecoming events: 5 points each
- B. Community Service:
 - a. ASU Cares Day: fall semester- 10 points, spring semester- 15 points
 - b. All other community service: 5 points each.
- C. Other campus events: 3 points

- a. Any club sponsored event outside of regularly scheduled meetings and events that involve and invite the campus and local communities. This includes, but is not limited to, attendance at the fall/spring club recognition events and guest speakers the club or organization brings to campus. In order to receive points, AS&F Government must approve the event.

Section 5c. AS&F funded clubs and organizations must fundraise however much necessary in order to match their percentage to receive funding.

Section 5d. Clubs will not lose points at any time during the budget year. Points may be gained throughout the entire budget year.

Article XI. Non-AS&F Recognized Organizations

Section 1: Definition: A non-AS&F Recognized Organization is any organization that does not fall under Article X Section 1.

Section 2. Funding. AS&F shall fund non-AS&F Funded Organizations 40% of their requested program cost and the organization is responsible for 60%.

Article XII. AS&F Budget

Section 1. Types of Budgets

Section 1a. The Operating Budget contains the funds required for AS&F to function. This includes line items that are allocated funds each year, money for the AS&F retreat, money for updating the AS&F technology and/or office, and any other funds necessary for AS&F to function.

Section 1b. The Contingency Budget contains the funds that AS&F allocates to the recognized and/or non-recognized organizations.

Section 1c. Any request for money from the Operating Budget, if it not an item specifically listed in the line items, must be in the form of a bill.

Section 2. Allocating Funds

Section 2a. AS&F Government will allocate funds four times during the school year. This will occur during the first AS&F meeting in September, November, February, and April. The contingency budget allocated to AS&F by the ASU Business office will be divided into fifths, with one fifth of the funds to be distributed to organizations at each quarterly meeting. The final fifth shall be used as a supplemental (see Bylaws Article XII Section 3.) If there is any money left over during a quarterly meeting, it will be added to the amount allocated at the following quarterly meeting.

Section 2b. The executive board will schedule each quarterly meeting for the semester according to that year's academic calendar.

Section 2c. Budget proposals for the quarterly meetings are due two weeks before the meeting, in order to give time for the budget committee and Judicial Branch to determine the proposal's constitutionality.

Section 2d. When allocating funds AS&F Government shall consider the following criteria as well as any other information deemed necessary:

- A. Extent of organization involvement in community service
- B. Percent of funds that have currently been raised
- C. Extent of involvement in AS&F required activities

Section 2e. If money is left over at the end of the last quarterly meeting of the academic year, bills may be written on the floor to be presented requesting funds. The president may designate the allotted amount of time to compose the bills.

Section 3. Supplementals

Section 3a. One fifth (1/5) of the annual Contingency Budget shall be used for supplemental funds.

Section 3b. A supplemental can be filed for:

- A. Unexpected guest speaker
- B. Conferences/programs not foreseen at the previous quarterly, and scheduled before the next quarterly

Section 3c. Programs filed for supplemental requests cannot be programs that had funds allocated for in the previous quarterly.

Section 3d. The maximum amount of funds that can be requested from the AS&F Government during supplemental is five hundred dollars (\$500).

Section 3e. Supplemental proposals are due three weeks prior to the meeting the club or organization wishes to request funds.

Section 4. Budget Year

Section 4a. The budget year for allocating funds shall begin at the end of each September quarterly. Club points will drop back to zero at the end of each September quarterly. Clubs will be able to acquire points from the end of one September quarterly, through the next September quarterly.

Article XIII. Commencement

Section 1: Selection of Student Commencement Speaker

Section 1a: The Student Commencement Speaker Advisory Board consists of one ASU faculty member, two members of the graduating class who are not applying for this honor, and one non-graduating student

(Academic Committee Chair preferably). The Student Commencement Speaker Advisory Board facilitates the selection process. The Advisory Board reviews all applications and selects finalists.

Section 1b: The Commencement Speaker may be selected based on the following criteria:

1. Applicant must graduate in the FALL semester or be graduating in SPRING semester
2. Applicant must demonstrate academic success by achieving a minimum 3.00 cumulative ASU GPA (at time of application). Applicant must currently be in good disciplinary standing.
3. On-going leadership involvement at ASU for three semesters if receiving a bachelor's degree
 - A. The student's involvement may include memberships with campus groups, coordinating events on campus, holding campus job or being appointed or elected to a leadership position with an organization, board, or committee
 - B. The student's involvement must have contributed to the improvement of student life on campus (i.e.: the student identified a need and filled it. They did not just watch from the sidelines, but instead made a significant difference by their involvement).

Section 1c: Application Deadline-To be considered for Student Commencement Speaker, a complete application must be received by the AS&F Senate Program Assistant in the Student Life Center in Student Union Building by 5pm on the third Monday of September (Fall commencement) or February (Spring commencement).

Section 1d: In the event that no member of the graduating class applies to speak, AS&F Government shall select an appropriate student speaker who will be graduating during that commencement. (Alternatives may include: President's Council, Grizzly Activity Board, Housing & Residence Life, FIG Mentors, etc.)