

## TITLE I

### Undergraduate Student Government Executive Officers

#### Article 1: Office of the Undergraduate President

##### Section 1: Duties of the President

- 1.1 The duties of the President of the Undergraduate Student Government (USG) of Arizona State University shall include but not be limited to:
- A. Acting upon Senate actions as required by the ASASU Constitution and Bylaws.
    - 1. Legislation will take effect if no action is taken by the USG President within five (5) business days of receiving any legislation.
    - 2. The USG President shall have Veto Authority over Senate Action:
      - a. Shall have Line item veto power over USG budget proposals.
      - b. Shall have Line item veto power over USG appropriation bills.
      - c. Shall notify the USG Senate President by the end of the business week of exercising his/her veto power or the veto is void.
      - d. Shall notify the USG Senate President by the end of the next business day of exercising veto power over all bills pertaining to budget and appropriations or veto is void.
      - e. Veto subject to override by a 2/3 affirmative vote of the senate.
  - B. Serving as the USG primary voting member on the Arizona Students Association Board of Directors.
  - C. Serving as representative of the USG to the Interfraternity Council, Pan-Hellenic Council, and Residence Hall Association, to discuss policies and voice the concerns of the Undergraduate Students at Arizona State University.
  - D. Shall craft and present a tuition proposal to the Arizona Board of Regents with aid of the Vice President of Policy and shall present it to the USG Senate.

- E. Attend, with the Vice President of Policy, Faculty Senate meetings when matters pertinent to students are being discussed.
  - F. Participates in the selection of undergraduate students for membership on University Boards and Committees as described in Title II.
  - G. Serving as a liaison between the Executive Branch of the USG and the USG Senate.
    - 1. Shall serve as Ex-Officio member of the USG Senate.
    - 2. Shall attend the USG Senate meetings with no more than four (4) excused absences or two (2) unexcused absences per academic year.
    - 3. Shall present a formal USG Executive Report of the actions performed by USG Executive body at the USG Senate Meetings.
- 1.2 The USG President shall appoint as many Supreme Court Justices as there are vacancies on the Supreme Court per conditions outlined in Title V of the ASASU Constitution or Title VIII of this document.
- A. The Supreme Court Justices shall take office after a  $\frac{2}{3}$  affirmative vote of the USG Senate.
  - B. Failure to nominate a Supreme Court Justices by October 1 shall result in the immediate suspension of the compensation for the USG President.
  - C. The Senate may suspend applications of the pay suspension provision after a motion, debate and an affirmative vote of  $\frac{2}{3}$  of members present and voting.

## **Section 2: Nonfeasance**

- 2.1 Negligence of the duties outlined in Section 1 of this Article by the USG President may be considered nonfeasance.
- 2.2 Negligence of the duties outlined in Article 2 by the Director may be considered nonfeasance.
  - 2.2.1 Nonfeasance by the President or the Director may be considered grounds for impeachment or removal respectively, upon the discretion of the USG Senate.

## **Article 2: Departments within the Office of the Undergraduate President**

### **Section 1: The Department of Public Relations**

- 1.1 Shall have primary responsibility for USG Publicity and shall serve the needs of all elected officials of the USG, as they deem necessary.
- A. The Public Relations Department shall consist of a Public Relations Director, and any other staff deemed necessary carry out the functions of this office.
  - B. The duties of the Public Relations Director shall include:
    - 1. Coordinating USG public relations and publicity.
    - 2. Working with the ASASU Public Relations Collective Committee administered by the Business office.
  - C. The Public Relations Department shall be responsible for establishing communication links with local media and shall as necessary issue press releases, prepare calendars of events, handle the publication of USG newsletters and the management of press conferences.
  - D. The Public Relations Department shall be responsible for implementing USG advertising and marketing programs and shall work closely with the Executive Officers, the UGS Senate President, and the Business Office.
  - E. ASASU shall have one Web Page Manager under the Department of Public Relations that will be responsible for all ASASU web page work including the USG web page
    - 1. The Web page Manager shall also work as the computer support person for the Elections Department.

### **Section 2: Oversight Duties of the Office of the President**

- 2.1 The Office of the USG President shall serve as the general overseer of all the departments and offices within the Executive Branch.
- 2.2 The USG President reserves the right and authority to dismiss any appointed officials within the Executive Branch upon the notification of the Vice-President of Policy, the Vice-President of Services and the USG Senate.

## **Article 3: Office of the Undergraduate Vice President of Policy**

## **Section 1: Duties of the Vice President of Policy**

- 1.1 The duties of the President of the Undergraduate Student Government (USG) of Arizona State University shall include but not be limited to:
- A. Coordinating USG relations with the Arizona Board of Regents, the governments of the United States, the State of Arizona, and local municipalities.
  - B. Matters dealing with the official policies of USG to individuals outlined in the Subsection A of this Article.
  - C. Matters relating to academic policy at Arizona State University and, along with the USG President, shall be the USG representative to the Faculty Academic Senate.
  - D. Acting as voting member on the board of the Arizona Students Association.
  - E. Attending all Academic Senate meetings, or providing for a designee.
  - F. Succeeding to the USG Presidency in case of permanent or prolonged vacancy in that office.

## **Section 2: Eligibility**

- 2.1 The USG Vice President of Policy must meet the following requirements:
- A. Enrolled in a minimum of six (6) credit hours and maintain a minimum cumulative GPA of 2.33.
    - 1. Failure to meet these requirements will result in automatic removal.

## **Section 3: Nonfeasance**

- 3.1 Negligence of the duties outlined in Section 1 of this Article by the USG Vice President of Policy may be considered nonfeasance.
- 3.2 Negligence of the duties outlined in Article 5 by the Directors may be considered nonfeasance.
- 3.2.1 Nonfeasance by the Vice President of Policy or Directors may be considered grounds for impeachment or removal respectively, upon the discretion of the USG Senate.

## **Article 4: Departments within the Office of the Undergraduate Vice President of Policy**

### **Section 1: The Department of State and National Legislative Affairs**

- 1.1 The Department of State and National Legislative Affairs shall consist of a Director who shall be nominated by the Vice President of Policy.
- 1.2 The Director of State and National Legislative Affairs shall be responsible for monitoring, meeting and coordinating with members of the State and National government to advance policies that are priorities of USG.
- 1.3 The Director of State and National Legislative Affairs shall appoint as many unpaid deputies as she/he may see fit in order to ensure that the duties of the department are fulfilled.

### **Section 2: The Department of Arizona Student Affairs**

- 2.1 The Department of Arizona Student Affairs shall consist of a Director who shall be nominated by the Vice President of Policy.
- 2.2 The Director of Arizona Student Affairs shall be responsible for coordinating and representing USG policy to the Arizona Students Association as well as assisting the Executive Director of the Arizona Students Association on initiatives pertinent to USG.
- 2.3 The Director of Arizona Student Affairs shall be a voting member on the Arizona Students Association.

### **Section 3: The Department of Local Affairs**

- 3.1 The Department of Local Affairs shall consist of at least a Director who shall be nominated by the Vice President of Policy
- 3.2 The Director of Local Affairs shall be responsible for attending Tempe City council meetings, researching proposals from the Tempe City Council that affect students, and establish relationships with members of the Council in order to effectively convey student concerns to the body.

### **Section 4: Department of Academic Affairs**

- 4.1 The Department of Academic Affairs shall consist of a Director who shall be nominated by the Vice President of Policy

- 4.2 The Director of Academic Affairs shall have primary responsibility for researching all academic proposals set forth by ASU administration or the Academic Senate that directly affect ASU Students.
- 4.3 The Director of Academic Affairs may appoint as many uncompensated assistants as deemed necessary in order to execute the tasks laid out in subsection B

#### **Section 5: Department of Voter Outreach**

- 5.1 The Department of Voter outreach shall consist of at least a director who shall be nominated by the Vice President of Policy.
- 5.2 The Director of voter outreach shall have the primary responsibilities of registering students to vote, increasing the ease and availability of voting for Arizona State University students and work on all issues affecting the ability of students to vote.

#### **Section 6: Department of University Affairs**

- 6.1 The Department of University Affairs shall consist of at least a director who shall be nominated by the Vice President of Policy.
- 6.2 The Director of University Affairs shall have the primary responsibility for assisting in being a liaison between the Undergraduate Student Government and the university administration in advocating for student-friendly policies.

### **Article 5: Office of the USG Vice President of Services**

#### **Section 1: Duties of the USG Vice President of Services**

- 1.1 The duties of the Vice President of Services of the Undergraduate Student Government (USG) of Arizona State University shall include but not be limited to:
  - A. Planning, coordinating and executing in an efficient and effective manner the mission and goals of the Office of Services.
  - B. Overseeing all programs related to services under Undergraduate Student Government.
  - C. Facilitating the Safety Escort Service and the Bike Co-Op Department.
  - D. Creating and maintaining new services that meet student needs on campus.
  - E. Participating in the selection of students for membership on University Boards and Committees as described in Title II.

## **Section 2: Eligibility**

2.1 The USG Vice President of Services must meet the following requirements:

B. Enrolled in a minimum of six (6) credit hours and maintain a minimum cumulative GPA of 2.33.

1. Failure to meet these requirements will result in automatic removal.

## **Section 3: Nonfeasance**

3.1 Negligence of the duties outlined in Section 1 of this Article by the USG Vice President of Services may be considered nonfeasance.

3.2 Negligence of the duties outlined in Article 5 by the Directors may be considered nonfeasance.

3.2.1 Nonfeasance by the Vice President of Services or Directors may be considered grounds for impeachment or removal respectively, upon the discretion of the USG Senate.

## **Article 6: Departments within the Office of the Undergraduate Vice President of Services**

### **Section 1: Department of the Bike Co-Op**

1.2 The Department of the Bike Co-Op shall consist of:

A. A Bike Co-Op Director who shall administer USG's Bike Co-Op Program.

B. An assistant Bike Co-Op Director, who shall be compensated, as well as paid bike mechanics to fix student bikes.

C. Any inferior unpaid deputies who shall aid the Department in its Duties.

### **Section 3: Campus Outreach**

3.1 The Office of the USG Vice President of Services shall have an Outreach Director for the following organizations:

A. Adult Re-entry

- B. International Students
- C. Club Sports
- D. Disability Resources
- E. LGBTQ
- F. Women's Coalition
- G. Asian Coalition
- H. American Indian Council
- I. Black and African Coalition
- J. El Concilio
- K. Resident Hall Association

3.2 The Director of Campus Outreach shall be responsible for keeping lines of communication open with the USG Vice President of Services and to make the USG Vice President of Services aware of any pressing issues or needs of the individual group

### **Section 3: Safety Escort Service**

- 3.1 The safety escort service shall consist of at least a director who shall be nominated by the Vice President of Services.
- 3.2 The primary responsibility of the Director of Safety Escort service shall be to oversee the Safety Escort Service and its drivers and ensure the safe transportation of students, faculty members and staff members within the proscribed boundaries.

## **Article 7: USG Inauguration**

### **Section 1: Inaugural Ceremony**

- 1.1 An inaugural ceremony for the USG Executive Officers and USG Senators shall be held annually. The ceremony shall be held between the final posting of the election results and May 10.
- 1.2 Responsibility.
- A. The retiring USG President shall be responsible for seeing that an inaugural ceremony is held in accordance with this article.
  - B. The USG President shall select and duly advertise the time, location, and date of the ceremony.
- 1.3 The USG Executive Officers and Senators shall take office beginning on Monday, at noon, following the May graduation ceremony.



- 1.4 In the event of a contested election, the Election Commission may postpone the inauguration of the contested officers for up to 30 days.
- 1.5 The following students should attend and shall be given seats of honor at the ceremony: the incoming and retiring USG Executive Officers and USG Senate President.
- 1.6 Minimum Ceremonial Procedure.
  - A. The retiring USG President shall preside.
  - B. The Associated Students Chief Justice shall administer the oath of office to the incoming USG Executive Officers. The USG Senate President shall administer the oath to the incoming senators. The oath shall read:

“I \_\_\_\_\_ (Name) pledge myself to uphold the Constitution of the Associated Students of Arizona State University and the Undergraduate Student Bylaws, and to serve the student body to the best of my ability by applying my skills, my time, and my initiative, so help me.”(\_\_\_\_\_)

Oaths of office of the elected USG officers shall be administered whenever vacancies occur.
- 2 The incoming USG President may deliver the major address of the ceremony (the inaugural address) after receiving the oath of office.

## **Title II**

### **UNIVERSITY BOARDS AND COMMITTEES**

#### **Article 1: Purpose of University Boards and Committees**

- 1.1 The President of the University shall appoint students to University Boards and Committees, allowing them to protect student interests in University decisions with ex-officio and/or voting status. With a minimum cumulative GPA of 2.33 and a course load of at least six (6) hours to University Boards and Committees, allowing them to protect student interest in University decisions with ex-officio and/or voting status.

#### **Article 2: Interviewing**

- 2.1 The USG President shall interview students and make recommendations concerning the following University Boards and Committees: Residency Classification Appeals Board; Intercollegiate Athletics Board; Campus Recreation Board of Governors; Career Services Advisory Committee; University General Studies Council; Parking Citations Appeal Board; University Hearing Board.
- 2.2 The USG Vice-President of Services shall interview and recommend to the USG President more students than there are positions concerning the following University Boards and Committees: Commission on Status of Women; Board on Equal Opportunity; Freshman Admissions Subcommittee; Public Safety Advisory Committee; Student Health Advisory Committee.
- 2.3 The USG Vice-President of Policy shall interview and recommend to the USG President more students than there are positions concerning the following University Boards and Committees: Registrar's Advisory Committee; Student Financial Services Advisory Committee; University Undergraduate Admissions Board.

#### **Article 3: Academic Eligibility**

- 3.1 The Associated Students Business office shall verify the number of credit hours and the grade point averages of the applicants.

#### **Article 4: Action by the USG President and by Coordinating Board**

- 4.1 The USG President shall approve or disapprove all recommendations from the USG Vice President of Policy and the USG Vice President of Services.

#### **Article 5: Administrative Nominating Procedure**

- 5.1 The USG President shall submit the list of confirmed nominations to the Office of Vice President for University Initiatives.
- 5.2 The Vice President for University Initiatives shall then forward the nominations to the Office of the University President who shall make the student appointments.

**Article 6: Appointing Process**

- 6.1 The University President shall make all student appointments to the University Boards and Committees. Students will be notified of their appointment by a letter of appointment from the President's office.
- 6.2 The USG President shall work closely with the University President to ensure that appointed students receive information concerning Fall orientation, reports, Spring review, resignation, and any other pertinent business.

**Article 7: Committee Operations**

7.1 Orientation Process and Responsibilities

- A. In order to explain the responsibilities of student representatives on University Boards and Committees, as well as disseminate all necessary information regarding committee reports, Spring semester review, and resignation procedures, the USG President shall coordinate a Fall Orientation meeting to be held at the beginning of the Fall semester to orient all student members of University Boards and Committees.
- B. Chairs of the University Boards and Committees, the USG President, the USG Vice President of Services, the Vice President of Policy and the GPSA President shall be invited to attend.

7.2 Responsibilities of Student Appointees

- A. No later than two (2) weeks before the last day of classes, one student representative from each University Board and Committee shall submit to the USG President an official report on the activities of their board or committee, as well as any impressions or observations on the committee and its operation.
- B. These committee reports shall be submitted at the end of each semester. The reports shall be available to any interested student and shall be considered the property of USG.
- C. In addition, student reports on committee action which occurred during the Spring semester shall be utilized by the new student appointees as a means

of insuring a smooth transition from the outgoing to the incoming student members.

### 7.3 Spring Semester Review

- A. In order to facilitate the exchange of information between the Coordinating Board and student appointees, as well as to allow for any necessary discussion of Fall committee reports, a Spring Semester review shall be held no later than four (4) weeks following the first official day of Spring Semester classes.
- B. This meeting shall be attended by all student members of University committees, as well as by the USG President and Vice-President, the PAB President and Vice-President, and the GPSA President. The meeting shall also be open to any University Board or Committee chairperson.

## **Article 8: Resignation**

- 8.1 If a student is no longer willing or is unable to be a student representative on the university board to which he/she was appointed, the student must submit a letter of resignation to the University President and send a copy of this to the USG President.

## **Article 9: Reappointment**

- 9.1 After a letter of resignation has been received by the University President, he/she shall request that the appropriate USG Executive Officer interview and submit another two to three (2-3) names to the USG President to begin the selection process for a new appointment.

### **Title III College Councils**

#### **Article 1: Formation**

- 1.1 Every recognized college of the University shall be represented by a College Council. College Councils recognized by the Associated Students of Arizona State University shall be reviewed at the beginning of every academic year by the Vice President of Policy and shall be represented proportionally by the Undergraduate Student Government Senate.
- 1.2 It shall be the responsibility of the USG Vice President of Policy to provide aid in the organization and operation of the College Councils, and she/he shall keep in communication with them through a College Councils Liaison. College Councils shall be accountable to the USG Vice President of Policy for violations of these Bylaws.
- 1.3 Each College Council shall submit its Constitution and Bylaws to the Office Specialist by the end of the third week of the fall semester. These documents shall be kept on file in the Office of the USG Vice President of Policy.
  - A. Each College Council Constitution shall include, but not be limited to: the College Council name; membership requirements and voting rights; duties of the officers, which must include but are not limited to a President, Vice President, Treasurer, and Secretary; election code; impeachment procedures; amendment procedures; meeting requirements; procedures for filling vacant USG Senate seats and Senate impeachment procedures; and an appropriations process for distributing money to clubs and organizations.
  - B. Any Council failing to submit a Constitution by the end of the third week of the fall semester shall be denied access to the Associated Students funds.
  - C. The ASASU Constitution and Bylaws take precedence over all College Council Constitutions and Bylaws.
- 1.4 The College Council membership may include, but is not limited to, registered student organizations. These organizations must have interests and goals, which pertain to the College Council to which they are assigned, and they must register under their college during the SORC renewal process. These organizations must participate in the College Council's appropriations process in order to receive funds from the College Council.

## **Article 2: Responsibilities**

- 2.1 Each College Council shall submit to the USG Senate a comprehensive budget request for expenses related to operations, programs, and activities for the following fiscal year at the time of the annual appropriations Process.
- 2.2 College Councils shall plan a program of activities relevant to their membership and shall focus its efforts on events and programs that promote the college and student organizations within it.
- 2.3 College Councils shall serve as the communications link between the students of their college and USG, and between the organizations of their college and USG.
- 2.4 Each College Council shall designate a representative, and an alternate in the case the representative is unable to attend, to the Undergraduate College Councils Assembly. Repeated failure to attend these meetings, with attendance excused at the discretion of the President of the USG Senate, shall result in loss of funding. Frequency of meetings and number of allowed absences shall be decided by the President of the Senate at the first Assembly meeting of the academic year.
- 2.5 Each College Council shall solicit and process appropriations requests from the organizations that have registered under it according to the guidelines in 1.4.

## **Article 3: Appropriations**

- 3.1 Of the budget allotted to the Undergraduate College Councils:
  - A. One half shall be distributed by the USG Senate among the College Councils, based on the budget requests described in 2.1.
  - B. The other half shall be distributed among the College Councils according to the discretion of the USG Senate, with a minimum amount of \$1000 being allocated to each College Council for club appropriations. The USG Senate will base its decision for appropriations on the budget request solicited of the clubs by the college council. The College Councils will then disperse money to its organizations in accordance with its own appropriations process.
    - i. Each club may apply for money from only one College Council, the Council of the college under which it is registered.
      - a. A College Council is defined as defunct if more than three weeks pass during which the offices of President and Vice President are vacant, if the Council fails to execute at least two activities relevant to their membership per semester, or if the Council fails to process appropriations request by organizations according to the Council's own bylaws.

- b. If a College Council meets the qualifications of being defunct, it shall result in a loss of all funding for the year and for the ensuing years until the college council meets the standards of active status.
  - c. Active status can only be restored when a college council submits a new Constitution to the USG Vice President of Policy and the USG Senate President, an outlined budget that shall not exceed \$1600 for its first fiscal year of existence that outlines plans to reintroduce a college council into the college community, and a list of at least 5 members and a faculty or administrative sponsor from within the college.
  - d. If active status is reached in the middle of an academic year, a College Council can apply for contingency funding through the Finance Committee.
- ii. No club shall receive more than \$500 per semester from College Council funding. However, if a club wishes to apply for more than \$500, a Senator from that College may, after the approval through a majority vote by the College Council, introduce a bill in the USG Senate asking for a temporary override of this Bylaw (3.1Bi).

3.2 Within each College Council's budget, the amount of funding provided to clubs must be no less than the amount received by the Council for the funding of organizations in 3.1B. This money must be allotted to organizations by the end of the semester, or it automatically reverts to ASASU.

## TITLE IV

### SENATE

#### **Article 1: Meetings and Attendance**

- 1.1 Attendance at all USG Senate sessions is mandatory.
- 1.2 Failure to answer both the first and the last roll call shall constitute an absence.
- 1.3 Any member of the USG Senate, upon accumulation of more than two (2) unexcused absences or four (4) excused absences from Senate General Sessions or from committee sessions during one academic semester shall be considered nonfeasance.
- 1.4 Two (2) excused absences shall be the equivalent to one (1) unexcused absence.
- 1.5 Excuses for absences from USG Senate meetings must be presented to the Senate Secretary and approved by the President of the Senate prior to the general session.
- 1.6 The President of the Senate shall denote and announce which Senators are excused or unexcused as the Senate Secretary makes the first and last roll call.
- 1.7 Acceptance of excuses for the General Session shall be up to the discretion of the President of the Senate.
- 1.8 Acceptance of excuses for a committee meeting shall be left to the discretion of the committee chair subject to an appeal to the President of the Senate.
- 1.9 The USG Senate shall meet and transact business when a quorum composed of a majority of current voting members is present.
- 1.10 Senate members who feel their absence classification to be unjustified may appeal the decision to the Senate, which shall either affirm or nullify the decision upon a majority vote.
- 1.11 A special session of the incoming Senate shall be held prior to the end of the Spring Semester to elect: four (4) senators to serve as members of the Elections Screening Committee. Only Senators who have been elected to serve for the following academic year shall be able to participate in the meeting, which will be chaired by the newly elected President of the Senate in accordance with Article 3, Section 4 of the ASASU Constitution.
- 1.12 While school is in session, the USG Senate shall hold biweekly general session meetings beginning any time between 5:30 PM and 6:30 PM on Tuesdays.



- 1.13 The Senate Secretary shall make the agenda for each general session meeting available to each senator, executive officer, and the public by 9:00 a.m. on the day of each general session meeting.
- A. The agenda shall be accompanied by a complete copy of
    - Each bill to be introduced for first reading of bills.
    - Each bill to be introduced for second reading of bills with incorporated committee changes, if applicable.
    - Each bill signed or vetoed since the last general session meeting.
    - The minutes from the previous general session meeting.
    - Any appointments up for Senate approval.
  - B. Every bill included with the agenda described above shall include a label or caption describing the item's legislative status.
  - C. Each senator or executive officer shall pick up a copy of the agenda before each general session meeting. The senate secretary may fax or email, in read-only format, an agenda to a senator or executive officer upon that person's request in order to meet this requirement.
- 1.14 All senators must adhere to the attendance requirements and standards of their individual College Councils, failure to adhere shall be considered nonfeasance.

**Article 2: Duties of the Senate**

- 2.1 Senators shall make every effort to be available to meet with any ASU student should such a request be made, in addition to the mandatory six (6) office hours served per week. Office hours and locations shall be posted on the USG Senate bulletin board and ASASU Website.
- 2.2 Senators must hold an additional six (6) hours per semester to assist in ASASU-USG special events.
- 2.3 Senators shall meet with a dean from their college at least once a month.
- 2.4 All senators are responsible for representing all Clubs and Organizations associated with their respective College. Representation should include contact with each active club at least once a semester from at least one member of the delegation.
- 2.5 The President of the Senate shall have discretion to ensure that each member performs the duties of the USG Senate.

- 2.6 The President of the Senate shall be allowed to vote on all legislative matters. In procedural votes, the President of the Senate shall only be allowed to cast a tie-breaking vote.
- 2.7 Senators may choose to receive internship credit for their participation in the USG Senate offered by ASASU, if available. Senators who choose to receive internship credit must adhere to the guidelines provided by the Internship Program.
- 2.8 The President of the Senate shall draft a contract, to be approved by a 2/3 vote of the senate. Upon approval all senators shall sign and adhere to the contract.

**Article 3: Enacting Legislation**

- 3.1 Senate committees shall have two options after reviewing an act, petition or resolution referred by the Senate:
  - A. The act, petition or resolution may be returned with or without recommendation to the Senate General Session for second reading, or the act(s), petition(s) or resolution(s) may be held in committee indefinitely.
  - B. All act(s), petition(s) or resolution(s) voted to be held indefinitely by a committee must be reported to the President of the Senate and the author(s) of said act(s), petition(s) or resolution(s) within two (2) business days.
  - C. The Committee Chairs shall announce all act(s), petition(s), or resolution(s) held indefinitely by each committee in their standing committee report at the next Senate General Session.
  - D. Any voting member of the USG Senate may move to second reading any held act(s), petition(s) or resolution(s) with a two-thirds ( $\frac{2}{3}$ ) affirmative vote.
- 3.2 All Bylaw revisions, finance bills, or appropriation bills passed by the USG Senate must be signed by the President of the Senate or acting chair in order to certify the vote. The President of the Senate or acting chair must place the act(s) on the desk of the USG President within one (1) business day.

**Article 4: Veto and Override**

- 4.1 If the Bylaw revision or finance bill has been vetoed by the USG President, it shall be returned to the Senate at its next regular session, with the President's objections attached separately in writing. The USG President must also notify, in writing, the President of the Senate and the bill's sponsor within one (1) business day after taking action of a veto.

- 4.2 When the USG Senate receives a vetoed bill, a motion to reconsider the bill must be made at the end of second reading of legislation. If the motion passes, the USG Senate may debate the bill. Only the line(s) vetoed may be debated in the case of a line item veto. If the motion to reconsider fails, the bill cannot be debated, and the veto is upheld.
- 4.3 After debate has ended on the reconsidered bill, a vote is taken. By two-thirds ( $\frac{2}{3}$ ) affirmative vote of the USG Senate, the bill passes, and the veto is overridden. The bill then becomes effective without the President's signature, and completes any of the legislative process called for in the Bylaws. If the bill fails, the veto is upheld.
- 4.4 The veto of a bill by the President is considered a negative action only. The President may not replace a vetoed line in the annual budget or annual appropriation bill with something else.

#### **Article 5: Appointments Requiring Senate Approval**

- 5.1 All USG Presidential and USG Vice Presidential director appointments are subject to the approval of the USG Senate.
- 5.2 A job description and applications from all candidates for that position must be presented to the Senate Secretary by 8:00 a.m. the Thursday prior to the USG Senate session in which it is to be approved and made available to the USG Senate. The Senate Secretary shall include the applications as a part of the agenda for the next USG Senate meeting. Failure to submit an application prevents a candidate from being approved.
- 5.3 All appointments must be confirmed by a two-thirds ( $\frac{2}{3}$ ) vote of members present.
- 5.4 The President of the Senate shall recommend a candidate by the first meeting of the fall semester to fill the role of parliamentarian. The USG Senate must confirm the candidate by a two-thirds ( $\frac{2}{3}$ ) vote of members present. Failure to confirm the candidate shall result in the President of the Senate bringing forth another candidate at the next Senate meeting. The process would repeat until a candidate is confirmed.

#### **Article 6: Impeachment and Censure**

- 6.1 Articles of impeachment may be brought against any Executive Officer, Supreme Court Justice, Senator, or USG Senate-approved appointee of the Associated Students. Impeachment is defined as to bring an accusation of misconduct in office.
- 6.2 The USG Senate shall have the sole power to try all impeachments.
- 6.3 At least half of the current membership of the USG Senate shall be necessary to bring the charge of impeachment.

- 6.4 When a vote for impeachment occurs, each USG Senate member must consider whether the charges, if true, are sufficient grounds for impeachment and whether there is enough evidence to warrant a hearing.
- 6.5 No person shall be convicted without the concurrence of at least three-fourths ( $\frac{3}{4}$ ) of the current membership of the USG Senate.
- 6.6 During the hearing the USG Senate shall determine whether the accused has violated each of the provisions listed on the resolution. If the USG Senate determines by a vote pursuant to Article 6.5 that any of the provisions have been violated, it shall then decide what, if any, punishment is warranted by a majority vote.
- 6.7 In the event articles of impeachment are brought against the President of the Senate, the USG Vice President of Policy shall be the acting chairperson.
- 6.8 A direct proposition to impeach at once supersedes all other business of the USG Senate or may be brought before a special session.
- 6.9 The USG Senate shall have the power to censure any Executive Officer, Supreme Court Justice, Senator, or USG Senate approved appointee of the Associated Students.

**Article 7: Standing Committees**

- 7.1 The USG Senate shall maintain four (4) standing committees:
  - A. The Committee on Appropriations, which shall be responsible for, but not limited to, legislation concerning the funding of Campus Clubs and Organizations.
  - B. The Committee on Finance, which shall be responsible for, but not limited to, legislation concerning the budget and funding requests from ASASU Departments.
  - C. The Committee on Government Operations, which shall be responsible for, but not limited to, legislation concerning the oversight of ASASU operations and revisions of the ASASU Constitution, USG Bylaws, Senate Rules of Order, and Standing Rules.
  - D. The Committee on University Affairs, which shall be responsible for, but not limited to, research and investigation of issues important to the University, reporting their findings and recommendations to the USG Senate, and for the drafting of appropriate legislation.
- 7.2 No more than three (3) Senators nor a full delegation from the same college shall sit on the same committee.

- 7.3 The Chair of each standing USG Senate committee and any USG Senate subcommittee shall be appointed by the President of the Senate in a manner of his or her choosing.
- A. Appointments of Chairs shall be announced by the second regular USG Senate meeting of fall semester of the USG Senate. Appointments shall be confirmed by a majority vote.
  - B. Removal of chairs shall be initiated by the President of the Senate and approved by a majority of the Senate.
- 7.4 Standing Committees may adopt committee rules to govern committee meetings during the Senate Session in which they are adopted. Committee rules must be approved, amended, or repealed by a two-thirds ( $\frac{2}{3}$ ) vote of the committee and become effective upon adoption. Committees must then submit all adopted rules to the Senate Secretary within one (1) week of adoption.
- A. USG Senate committee rules shall be subordinate to the ASASU Constitution, USG Bylaws, and Rules of the Senate, but will supersede Robert's Rules of Order.
  - B. Each Committee chair shall keep an updated copy of their respective committee rules and shall report the addition, amendment, or repeal of any Committee rule to the Senate Secretary.
  - C. Any rules adopted by Standing Committees and other committees appointed by the Senate President shall be repealed upon Sine Die of the USG Senate Session in which they are adopted.

**Article 8: Membership Status**

- 8.1 The voting membership of the USG Senate shall consist of the elected and appointed Senators as outlined in Article 3, Section 2 of the ASASU Constitution.
- 8.2 The USG Senate shall also consist of non-voting members outlined in Article 3, Section 2, Subsection D of the ASASU Constitution. Additional non-voting members of the USG Senate shall consist of a representative from ASA, if a Senator does not already fill that role, to be selected by the President of the USG, and other organizations as defined by the Senate Rules.
- 8.3 If a voting member of the USG Senate changes respective College affiliation, they immediately relinquish their USG Senate seat. That USG Senate seat will then be deemed vacant and filled in accordance to Article 3, Section 2, Subsection C of the ASASU Constitution.

- 8.4 It will be the responsibility of the President of the Senate, with the assistance of the Senate Secretary to ensure that a Senator is still enrolled in the respective college he or she represents. The President must check at the beginning of each academic semester and may also do so periodically at his or her discretion.
- 8.5 The President of the Senate, with the assistance of the Senate Secretary, must also check at the beginning of each academic semester if Senators meet the Academic Standing requirements of a cumulative 2.33 GPA and those outlined in Article 3, Section 6 of the ASASU Constitution. If a Senator is found to be in violation of these requirements, they relinquish their seat and it will be deemed vacant. The vacancy will then be filled in accordance to Article 3, Section 2, Subsection C of the ASASU Constitution.
- 8.6 Incoming Senators will be sworn in at a special session held after the last general session of the spring semester. Any incoming Senator who fails to attend shall be sworn in at the first general session of the fall semester or the first session in which there are members. The newly elected President of the Senate shall administer the oath of office.

**Article 9: Senate Salaries and Compensation**

- 9.1 Senators, unless otherwise stated in these bylaws, may receive compensation at the end of each semester as a part of holding the office of senator.
- 9.2 Officers of the Senate, unless otherwise stated in these bylaws, may receive compensation at the end of each semester as part of holding that office.
- A. All references to officers in this article shall refer to:
- i. The President of the Senate.
  - ii. Standing committee chairpersons.
- 9.3 At the end of a semester compensated members shall not receive senate compensation for that semester if they,
- A. Are considered nonfeasance by these bylaws due to attendance.
  - B. Have been officially censured by the Undergraduate Student Government Senate during that semester.
  - C. Have not fully completed any duties outlined in this title.
  - D. Have been impeached and convicted during the semester.
  - E. Attended less than  $\frac{3}{4}$  of the regular sessions of that semester.

- 9.4 At the end of a semester, a senator shall have their pay for that semester held temporarily if they have been impeached but no ruling has yet been made.
- A. Held compensation will be granted in full upon being acquitted; pending that Section 9.3 of this Article does not otherwise call for the withholding of pay.
- 9.5 The salaries associated with all senator seats must be equivalent unless otherwise defined by these bylaws.
- A. This subsection does not refer to or pertain to officer salaries.
- 9.6 Officer salaries are in addition to senator salaries.
- 9.7 Any person receiving a salary through the senate portion of the budget shall have the right to refuse their salary.
- 9.8 The Senate may not increase or decrease senate salaries for the current academic year.
- 9.9 Monitoring of salaries shall be conducted by the Secretary of the Senate.

## **TITLE V**

### **JUDICIARY**

#### **Article 1 Supreme Court Membership and Duties**

- 1.1 The Supreme Court shall consist of five Justices nominated by the President and approved by Legislative Body, one of whom shall be selected by the other justices to serve as Chief Justice on a semester basis.
- 1.2 No Executive officer or subordinate, Senator, Association employee, or titled College Council officer shall simultaneously serve as a justice.
- 1.3 The Court shall apportion operational responsibilities among its membership as necessary.
- 1.4 The Court shall have the sole responsibility for all non-election complaints and for deciding all election protest appeals and such other responsibilities as may be provided elsewhere in the Bylaws or in the ASASU Constitution.

#### **Article 2 Supreme Court Jurisdiction**

- 2.1 The Court shall have jurisdiction over all disputes arising under the ASASU Constitution or Bylaws of the Association
  - A. Such original jurisdiction extends to the actions of Executive officers, their subordinates, the Senate as a body, the Coordinating Board as a body, and the College Councils as entities.
  - B. Such original jurisdiction does not extend to individuals where the issue arose from the action of a legislative or executive body, rather than from an action of an individual in their personal capacity.
  - C. Such original jurisdiction does not extend to the Rules of the Senate, of which the USG Senate is the sole judge, nor shall the USG Senate be enjoined or restrained from taking, or ordered or otherwise compelled to take, any form of actions.
  - D. Such original jurisdiction does not extend to Association members if any disputed action was outside the scope of the member's duties to the Association.
- 2.2 The Court shall determine jurisdiction by majority vote upon the receipt of a Complaint, a request for an Advisory Opinion, or a Protest Appeal.



- A. If the Court determines that it does not have jurisdiction over a dispute brought before it, the Court shall issue a written order stating why.

2.3 The Court has exclusive jurisdiction over interpretation of the Rules of Court.

### **Article 3 Supreme Court Remedies**

3.1 The Supreme Court may, as a remedy, issue a Temporary Restraining Order upon petition, which, if granted, will place all parties in the status quo ante.

- A. The Court shall issue a Temporary Restraining Order only after reviewing the petition in light of the following criteria:
  - 1. Whether the Petitioner has a strong or substantial likelihood of success on the merits.
  - 2. Whether the Petitioner has shown that they will suffer an irreparable injury if the petition is not granted.
  - 3. Whether the issuance of the Order will cause substantial harm to non-parties.
  - 4. Whether the Petitioner will suffer greater harm from denial of the petition than the opponent will suffer if the petition is granted.
  - 5. Whether Association interests will be served by issuing the Order.
- B. A Temporary Restraining Order shall not exceed five days in duration. The decision to issue shall be made via an ex parte vote of Justices present and voting. Decisions shall be made and issued within one day of receipt of petition.
- C. The Supreme Court shall not issue Temporary Restraining Orders which restrains persons or entities who are not Plaintiffs or Defendants in the matter before the Supreme Court, nor shall the Supreme court order the joinder of any person or entity either solely or partially in order to gain the power to issue a Temporary Restraining Order against them.

3.2 Supreme Court may, as a remedy, use the general power of equitable relief to permanently enjoin parties from actions violative of Association Policies, Bylaws or the ASASU Constitution.

- A. Any Injunction so issued shall be embodied in a written, published order and shall explicitly detail actions dealt with and all parties covered by such an order.
  - B. This section shall not be construed to allow the Supreme Court any other equitable powers not specifically granted by these Bylaws.
  - C. The Supreme Court shall not enjoin persons or entities who are not Plaintiffs or Defendants in the matter before the Supreme Court, nor shall the Supreme Court order the joinder of any person or entity either solely or partially in order to gain the power to enjoin them.
- 3.3 The Supreme Court, may, as a remedy, use the general power of equitable relief to issue an Order for Specific Performance.
- A. The Supreme Court shall state in the Order explicitly those Plaintiffs or Defendants affected by the Order and what action is required of them.
  - B. This section shall not be construed to allow the Supreme Court any other equitable powers not specifically granted by these Bylaws.
  - C. The Supreme court shall not issue any Order for Specific Performance to any persons or entities who are not Plaintiffs or Defendants in the matter before the Supreme Court, nor shall the Supreme Court order the joinder of any person or entity either solely or partially in order to gain the power to issue them an Order for Specific Performance.
- 3.4 The Supreme Court may, as a remedy in a Protest Appeal, apply any of the penalties enumerated in the Election Code.

**Article 4: Rules of Court**

- 4.1 The Supreme Court shall draft the Rules of Court specifying the operational procedures of the Supreme Court.
- 4.2 The Rules of Court shall become effective upon approval by  $\frac{2}{3}$  of the USG Senate, which shall have the power to approve, to amend, or to reject the draft. The Rules of Court shall be passed upon approval and shall become effective before August 31.
- 4.3 The Supreme Court may draft such amendments to the Rules of Court as from time to time may be deemed necessary.

- 4.4 An amendment shall become effective upon approval by  $\frac{2}{3}$  of the USG Senate, which shall have the power to approve, to amend, or to reject the amendment.

**Article 5: Standing Doctrine**

- 5.1 Plaintiffs in all Supreme Court actions shall allege with specificity what injury they personally have suffered or will suffer as a result of the Defendant's actions.
- 5.2 Those Complaints or Protests failing to allege a personal injury with specificity shall be dismissed with Prejudice.
- 5.3 Complaints or Protests dismissed with Prejudice shall not be reinstated, nor shall any Complaint or Protest arising from the same transaction or occurrence be filed, absent a specific demonstration of injury and overwhelming public interest and a strong likelihood of success on the merits.
- 5.4 Any member of the Association, complying with the preceding conditions, shall be permitted to file a Complaint.
- 5.5 Any member of the Association, complying with the preceding conditions and any additional requirements specified in the Election Code, shall be permitted to file a Protest.

**Article 6: Records**

- 6.1 All decisions and Opinions of the Supreme Court shall be rendered in writing, posted, and bound into the ASASU Reports.

**Article 7: Court Terms**

- 7.1 The Supreme Court Term shall run from August 1 to July 31, to be subdivided into a Fall Sitting and a Spring Sitting.

**Article 8: Removal**

- 8.1 Supreme Court members shall be removed through the normal Impeachment process.

**Article 9: Effective Years**

- 9.1 This title applies only to years that the USG has appointment power over the ASASU Supreme Court as stated in the ASASU Constitution.

## TITLE VI

### ACADEMIC ELIGIBILITY

#### Article 1: Academic Eligibility

- 1.1 Students serving in representative positions.
  - A. "Representative Positions" include any executive, senate, or judicial office arising under these bylaws.
  - B. All students serving in representative positions must initially be enrolled in and henceforth maintain enrollment in a minimum of six (6) undergraduate hours of academic credit and a cumulative grade-point-average of 2.33 or above unless otherwise specified in the ASASU Constitution.
  - C. The ASASU Coordinator shall review each representative position monthly for academic eligibility.
  - D. If an individual at any point fails to meet the academic eligibility requirements, the USG President shall declare that individual's position vacant. If the USG President fails to meet the academic eligibility requirements, the ASASU Coordinator shall declare that office vacant.
- 1.2 All students serving in administrative or support positions arising under these bylaws, must initially be enrolled in and henceforth maintain enrollment in a minimum of one (1) hour of academic credit and a cumulative grade-point-average of 2.0 or above unless otherwise specified in the ASASU Constitution and/or Bylaws.
  - A. Administrative or support positions shall include all appointed positions except for judicial officers appointed under Title VIII of these bylaws.
  - B. The ASASU Coordinator shall notify any student ineligible under this subsection and shall inform the executive officers that the office is vacant.
- 1.3 The enrollment guidelines required to hold a position in subsection 1.1 or subsection 1.2 shall not apply to any regular summer session.
- 1.4 All vacancies shall be filled in accordance with the ASASU Constitution and Bylaws.

#### Article 2: College Representation

- 2.1 If a senator, at any time after his or her election or appointment to represent a particular college, changes his or her college before the senate term expires, the USG President shall declare that senate office vacant.

## **TITLE VII**

### **USG FUNDS**

#### **Article 1: Use of USG Funds**

- 1.1 Use of USG funds must meet at least one of the following criteria:
  - A. Is of probable interest to a broad segment of the student population.
  - B. Assists students in furthering specific career and educational objectives.
  - C. Furthers the educational objectives of the University.
  - D. Enhances student cultural awareness.
  - E. Promotes community service or involvement.
- 1.2 All funds must be used as allocated by the Senate.
- 1.3 If specifically allocated funds are misused by any organization, club, USG department or College Council, the USG Senate may recall funds from that organization, club, Council, or department or place that organization on probation.
  - A. If placed on probation, no Budget Request that is for a program or activity not expressly zeroed in the annual budget or Fall and/or Spring Appropriation may receive transfer funds unless approved by the USG Senate.
- 1.4 USG funds may not be used for the purchase of alcohol.
- 1.5 Funds may be transferred to Budget Requests when the Request has been left blank in the Annual Budget or fall and/or Spring Appropriation.
- 1.6 No USG funds shall be used to promote, organize or support any activity that is to be held within seven days prior to the start of final exams. Special Sessions of the USG Senate are exempt from this Section.

#### **Article 2: Requisition Process**

- 2.1 In order to obtain allocated funds, each organization or department must submit an ASASU Funding Requisition to the Business Office.

- 2.2 All requisitions shall be signed by the USG officer overseeing the account and by another USG officer.
- A. A USG Vice President shall act as the secondary officer for those accounts administrated by the USG President.
  - B. The USG President shall act as the secondary officer for those accounts under a USG Vice President.
  - C. The above clause shall not be construed to mean that the secondary officer has a veto power over the expenditures of another department (in accordance with these Bylaws). The only grounds upon which the secondary officer may refuse to sign a requisition are as follows:
    - 1. If the proposed expenditure is inconsistent with the description of the line number.
    - 2. If there are insufficient funds in the line number.
  - D. The secondary officer shall sign the requisition within two working days of receiving it. If the secondary officer does not sign the requisition within two working days, the requisition shall automatically be forwarded to the Business Office for processing.
- 2.3 For all departments administrated by the USG President:
- A. The USG President shall sign all requisitions originating in departments under his or her administration and shall submit them to the ASASU Business Office.
  - B. The ASASU Business Office shall forward the requisitions to the USG Vice President for review and signature as delineated in these Bylaws.
  - C. A USG Vice President shall return the requisitions to the ASASU Business Office within two working days for final processing.
- 2.4 For all departments administrated by a USG Vice President:
- A. A USG Vice President shall sign all requisitions and return them to the ASASU Business Office.
  - B. The ASASU Business Office shall then forward the requisitions to the President for review and signature as delineated in these Bylaws.
  - C. The USG President shall return the requisitions to the ASASU Business Office within two working days for final processing.

**Article 3: Annual Appropriation**

- 3.1 The Annual Appropriation comes from the Student Affairs allocation and anticipated revenues to be allocated by the USG Senate for the projects and activities of USG.

**Article 4: Associated Students Accounts**

- 4.1 Those accounts which are related to auxiliary organizations, boards, committees, College Councils, and agencies shall be designated as primary accounts.
- 4.2 Those accounts which are related to other functions, excluding clubs and

**Article 5 Senate Contingency Fund**

- 5.1 The Senate Contingency Fund is a portion of the Annual Appropriation for expenditure by the Senate during the fiscal year to fund unforeseen needs of the USG.
- 5.2 The Senate Contingency should not be used to fund requests expressly zeroed in the Annual Appropriation Proposal.
- 5.3 Senate Contingency should be used to fund requests outside the USG.
- 5.4 The University Affairs Committee must introduce a Senate Bill by the 4<sup>th</sup> Regular Session of the year that appropriates at least Two Hundred and Fifty Dollars [\$250.00] per semester to pay for the annual maintenance of ASU's Symphonic Carillon, to come from Senate Contingency line<sup>6</sup>

**Article 6: USG Revenues**

- 6.1 These accounts shall serve as a repository for funds which enter into USG from programs and activities which raise funds for USG. USG revenue accounts shall be regarded as secondary accounts.
- 6.2 All monies entering into USG must first be deposited in an appropriate revenue account.
- 6.3 All departmental revenues must be reported to the Senate in a report to be included as an agenda item.

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<sup>6</sup> USG Senate: 02-17-04/SB 51



**Article 7: Requests**

- 7.1 Each request for funds shall be called a Budget Request and shall include the amount of the request and a detailed explanation of how the requested funds are to be used.
- 7.2 All requests for funds must be submitted on a standardized form provided by the USG Vice President of Policy.

**Article 8: Annual Budget**

- 8.1 An Annual Budget Process will take place in accordance with procedures outlined in these Bylaws.
- 8.2 The USG Senate, upon recommendations from the USG President, shall determine a timeline for the Annual Budget Process to include:
  - A. The date on which USG primary and secondary accounts must submit Budget Requests to the Executive Budget Committee (no later than the final Senate General Session of the Fall Semester);
  - B. The date on which all Executive Budget Requests shall be submitted to the USG Senate through the USG President's budget report (no later than the first Senate General Session of the Spring Semester);
  - C. The date on which the Senate Finance Committee will submit the Annual Budget Bill to be approved by the Senate (on or before the sixth Senate General Session of the Spring Semester).
- 8.3 The Executive Budget Committee shall consist of the USG President (chair), the USG Vice President and the ASASU Coordinator.
  - A. Each primary and secondary account which is under the administration of a USG Officer must submit a Budget Request, bearing the approval of that officer, to the Executive Budget Committee to be considered for receipt of funds for the coming fiscal year.
  - B. All Executive Budget Requests shall be submitted to the USG Senate through the USG President's Executive Budget message.
- 8.4 After holding hearings and recommending revisions to the Annual Budget, the Senate Finance Committee will submit an Annual Budget Bill to be approved by the USG Senate on or before the sixth Senate General Session of the Spring Semester.

After passing the Annual Budget Bill, the Bill will be submitted to the USG President.

Any request for additional funding of non-staff personnel services shall require a two-thirds ( $\frac{2}{3}$ ) affirmative vote of the USG Senate if the request exceeds the amount allocated in the current year's budget.

8.5 The USG President may take action in either of the following ways:

A. Exercise a line item veto.

B. Sign the bill.

8.6 If the President vetoes any portion of the Annual Budget Bill, then the Bill shall be returned to the USG Senate to complete the legislative process as outlined in these Bylaws.

**Article 9: College Council Funding**

9.1 USG funds used by College Councils are subject to the provisions set forth in Article 1 of this Title.

9.2 All College Councils should be funded consistently and fairly. The following criteria shall be considered in determining funding:

A. number of students benefited;

B. quality of student participation;

C. the College Council's previous use of funds;

D. efforts made by the College Council to generate funds or to provide services for students;

E. College Council Budget Requests;

9.3 College Council Funds shall be allocated to College Councils during the Fall/Spring USG budgeting process.

9.4 The Finance Committee, upon recommendations from the USG Vice President of Policy and the Senate President, shall decide the dates upon which College Councils must submit their Budget Requests for each semester.

- 9.5 No single College Council shall receive over twenty (20) percent of the total amount of the College Council Fund, or less than five hundred dollars (\$500) per semester.
- 9.6 All monies within the respective College Council Funds which are either not used or allocated in the College Council Appropriations process, shall remain in the College Council Contingency Fund to be used by the USG Senate for the funding of other requests
- 9.7 The Finance Committee shall review the status of the College Council Funds at the end of the fall semester to assure that appropriated funds are being used in their intended manner and evaluate each College Council.
  - A. The Finance Committee, with USG Senate approval, shall reserve the right to re-appropriate unused funds to other College Councils, revert the funds back into the college contingency, or the senate contingency as they deem appropriate.
- 9.8 Other requests from College Councils not appearing in the budget, if granted, shall be drawn from the remainder of the College Council Fund.
- 9.9 The funding of College Councils shall be the responsibility of the USG Senate, subject to the approval of the President and the ASU Vice President of Student Affairs.
- 9.10 All information pertaining to obtaining funds from USG through the College Councils Funding Process shall be made known to the students through adequate publicity. Attempts must be made to notify every College Council by mail and any other possible forms of communication.
- 9.11 After reviewing and revising the funding requests received from the College Councils each semester, the Finance Committee shall introduce and the USG Senate shall pass a comprehensive proposal entitled the Fall/Spring College Council Funding Bill. The bill shall be completed by the end of the previous semester.
- 9.12 By the third week of each semester, all College Councils that were appropriated funds in the semi-annual appropriation for that semester shall be notified as to how much money was appropriated to them and the purposes for which the money was allocated.
- 9.13 By the sixth week of each semester, College Councils funded in the fall and/or Spring Funding Process shall be notified by the Finance Committee Chair that the USG Senate will revert uncommitted and unexpended funds remaining in College Council accounts for that semester.

**A. Fall Semester**

1. Uncommitted and unexpended funds are those funds that were allocated for use on a date prior to the first regularly scheduled Finance Committee meeting of the Spring Semester.
2. By the first regularly scheduled Finance Committee meeting of the Spring Semester, all uncommitted and unexpended funds within the accounts of College Councils funded in the Fall Funding Process shall be reverted to the College Council Fund.
3. A College Council may seek to avoid the reversion of uncommitted or unexpended funds by submitting a written request to the Finance Committee by the first regularly scheduled Finance Committee meeting of the Spring Semester.

**B. Spring Semester**

1. By the tenth week of the Spring Semester, all uncommitted and unexpended funds within the accounts of College Councils funded in the Fall Funding Process shall be reverted to the College Council account.
2. A College Council may seek to avoid the reversion of uncommitted or unexpended funds by submitting a written request by the tenth week of the Spring Semester to the Finance Committee.

9.14 The Chairperson and/or Vice Chairperson of the Finance Committee shall attend the first College Council Assembly meeting in the Spring Semester to discuss the College Council Funding Process.

**Article 10: Campus Clubs and Organizations Funding**

- 10.1 USG funds used by Campus Clubs and Organizations are subject to the provisions set forth in Article 1 of this Title.
- 10.2 Any organization requesting funds from USG must be registered with Student Organization Resource Center "SORC" and must have at least ten (10) active members.
- 10.3 The funding of Campus Clubs and Organizations shall be the responsibility of the USG Appropriations Committee

- 10.4 The USG Appropriations Budget shall be used to fund Campus Clubs and Organizations, student endeavors, and other activities during an Appropriations cycle to be held no less than once per semester.
- 10.5 The USG Appropriations Committee shall set the dates and publicize the Appropriations Cycles to Campus Clubs and Organizations through the SORC, The USG Senate, College Councils, and various other channels throughout the university
- 10.6 After reviewing and revising the funding requests received from the Campus Clubs and Organizations each semester, the Appropriations Committee shall introduce and the USG Senate shall pass a comprehensive proposal entitled the Fall (or Spring) Campus Club and Organizations Appropriations Bill.
- 10.7 No single club or organization may receive over \$1000 dollars from the USG Appropriations Committee per academic year.
- 10.8 All monies within the Appropriations Budget that are not used or allocated during the appropriations cycles can be re-dispersed within the USG Senate for the funding of other requests.
- 10.9 Other requests from Campus Clubs and Organizations not appearing in the fall and/or Spring Campus Club and Organization Appropriation bill, if granted, shall be drawn from the Appropriations Budget.
- 10.10 The USG Appropriations Committee reserves the right to establish deadlines for various clubs and organizations to submit the proper reimbursement paperwork or face the possibility of having their funds reverted back into the Appropriations Budget
  - A. Clubs and Organizations seeking to avoid the revertment of uncommitted or unexpended funds may submit a written request to the USG Appropriations Committee before the deadline. Requests will be considered on a case by case basis and is the sole discretion of the Appropriations Committee
- 10.11 Campus Clubs and Organizations' "Request for USG Funds" upon being turned in to the ASASU Business Office with all required additional material, will be approved within 3 (three) business days by 2 (two) executive officers, and shall be forwarded to Accounts Payable within 5 business days.

**Article 11: Submission of CC&O Funding Requests**

- 11.1 Persons making requests to the USG Senate or the USG Committee on Appropriations on behalf of a Campus Club or Organization are required to

become familiar with Article 15 of the USG Bylaws "Campus Clubs and Organizations Appropriations Policies."

- 11.2 Budget Request Proposals submitted to the USG Senate must be presented in bill form to the Senate Secretary by 12:00 p.m. on the Thursday prior to the next general session of the USG Senate.
- 11.3 Senate bills introduced into the USG Senate requesting funds for Campus Clubs and Organizations shall be sent to the USG Committee on Appropriations.
- 11.4 Senate bills requesting funds for Campus Clubs and Organizations shall include the names of Campus Clubs and Organizations which are requesting funds and the purposes for which the funds will be used.
- 11.5 The USG Appropriations Committee may appoint a secretary. Responsibilities of this secretary shall be delineated by the Chairperson. This secretary shall not be a Senator who is currently holding office.
- 11.6 All Campus Clubs and Organizations that are requesting funds shall be available upon request from the chairperson of the Appropriations Committee for information regarding their request.

**Article 12: Campus Organization Appropriation Policies**

- 12.1 Any campus club or organization may request activity funds provided the campus club or organization is registered with the SORC.
- 12.2 No activity/item shall be eligible for funding from the USG Senate if:
  - A. Expenditure of funds allocated in a bill occurs prior to approval of the bill as per these bylaws. No organization may request expenditures of funding from the Business Office until twelve (12) days after final Senate approval.
- 12.3 No organization may receive more than one thousand dollars (\$1000) in allocations during a single fiscal year.
- 14.4 The purpose of ASASU's funding of Campus Clubs and Organizations is to further the objectives set forth in Title IX, Article 1 Section 1.1 of the USG Bylaws.
- 12.5 All organizations and activities shall be funded consistently and fairly. The following criteria shall be considered in determining funding:
  - A. Number of students benefited;

- B. Quality of student participation;
- C. Efforts by organization to generate funds or provide services for students;
- D. Organization's previous use of funds;

12.6 The following are not eligible for funding:

- A. Activities which subsidize University administrative services;
- B. Activities which are restricted to the organization's members;
- C. Activities which discriminate on the basis of race, religion, sex or sexual orientation;
- D. Activities which are limited to a single political partisanship.
- E. Activities which require USG funds to be spent on food or beverages, in excess of \$200.00 (two hundred dollars) per funding cycle except in the following cases:
  - 1. USG funds may be used to pay for conference fees even though the fee includes the cost of meals.
  - 2. USG funds may be used for the purchase of water.
- F. Salaries or wages;
- G. Scholarships or cash awards;
- H. Communication services, tolls or charges;
- I. Office supplies, and postage, in excess of \$100.00 (One hundred dollars);
- J. Travel in or out of state in excess of five hundred dollars (\$500.00);
- K. Sports activities covered by the club sports account (student recreation center);
- L. Activities which pose a substantial risk of death or serious bodily injury. Any organization seeking exemption from this provision must submit to the ASASU Business Office liability waivers, proof of health insurance, and other documentation deemed necessary by general counsel for all persons participation in the funded activity.

M. Capital goods

12.7 USG shall fund campus organizations no more than \$500 for conventions and conferences provided that all of the following stipulations are met:

- A. The organization has demonstrated a clear and present need for the funding; and,
- B. The organization has demonstrated that the conference or convention will provide literature and/or information which will benefit the organization and the University in the future.
- C. The organization files a written report with the Appropriations Committee covering what was learned at the conference or convention within three (3) school weeks upon returning from the trip.
- D. As these written reports shall be used in the future by the Senate as a reference in any funding process when it appropriates funds for a conference or convention. These reports shall be kept on file by the Vice President for a period of three (3) years.
- E. The organization's previous convention reports reflect that the organization has met the above requirements in the past.

12.8 Funding of a Campus Club or Organization activity shall be made obvious by affixing the following to all non-permanent publicity materials:

- A. Funding: "Funded in full by The Undergraduate Student Government of Arizona State University."
- B. Partial Funding: "Funded in part by The Undergraduate Student Government of Arizona State University."
- C. Any campus organization failing to abide by, and upon request provide proof of the above stipulations, shall be ineligible for funding for the following semester.

12.9 Modified Use of Appropriated Funds

- A. If a campus club is appropriated funds for a specific purpose but would like to use the funds for a related but different purpose, the club may submit a written request to the Appropriations Committee explaining the reason for the change.



- B. If the Appropriations Committee decides that the proposed use of the appropriated funds is sufficiently related to the original appropriation, it may approve the change by a two-thirds ( $\frac{2}{3}$ ) vote of the Committee members. This vote may take place in a regular Appropriations Committee meeting or by letters of proxy submitted to the Appropriations Committee Chairperson.
- C. No organization may propose a new use for funds due to lost receipts, invalid invoices, or any other reason that renders them unable to collect appropriated funds.
- D. Upon approval, the Appropriations Committee shall inform the Campus Club or Organization to submit a requisition to the ASASU business office. The requisition shall include a copy of the original modification request.