



Associated Students of the University of Arizona

Bylaws

Your Student Government

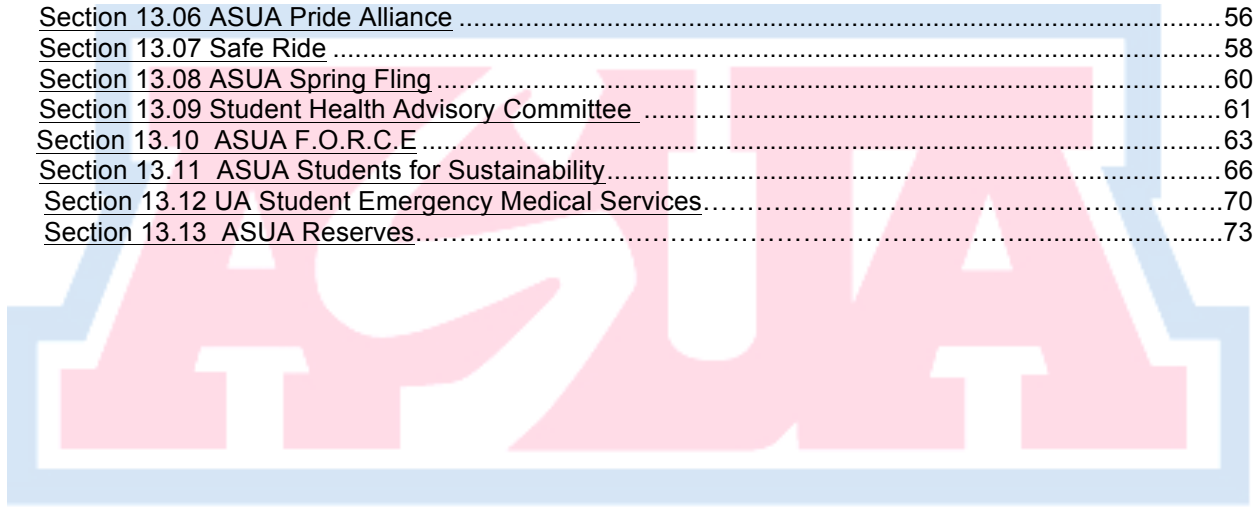


**Associated Students of the University of Arizona
Bylaws**

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Your Student Government

Article I. General Guidelines

1. Amendment of these bylaws, excluding those articles governing the Senate, requires a simple majority vote in the Senate and approval by the ASUA President.
2. No ASUA service, program, project, or committee shall endorse political events, lobby, or in any manner try to influence legislation unless authorized by the Legislative Branch or unless otherwise specified in these Bylaws. This will not affect programming of an educational nature. No ASUA elected representative, acting in an official capacity, shall endorse or shall introduce, unless equally and without exception, any political organizations, candidates, or events unless authorized by the legislative branch and approved by the ASUA President.
3. Any ASUA funds that are utilized by an ASUA area, program or service for advertisement shall be required to acknowledge ASUA sponsorship of the event. Specifically, any reference to the ASUA program or service in the advertisement must be prefaced with "ASUA". Both "ASUA" and the event or program or service name must appear of equivalent size in the advertisement. Failure to comply with these guidelines will result in an automatic stipend strike (offense) issued to the Director relating to the violation, as determined by section 5 of this article. If the director has already received a strike(s) for other conflicts, this strike will continue the process and can thereby be potentially more costly to the director. For areas that do not necessarily receive direct ASUA funds, such as Zona Zoo and Spring Fling, but are still housed under ASUA, and frequently use ASUA materials, equipment, staff, and space; this rule is still applicable and enforceable.
4. All ASUA officials, elected and appointed, attending any conference paid for by ASUA funds shall attend all scheduled events. Officials shall additionally be required to present an informational report to the ASUA Senate regarding the events and information learned at the conference. The aforementioned presentations must be completed within two weeks of the representatives' return to campus. Failure to comply with these requirements can result in punishment or sanctions determined by the ASUA official sponsoring the conference. Selection of all representatives for any conference paid for ASUA funds shall be determined by the executive officer overseeing the event. Applications and or interviews may be necessary within the selection process.
5. All ASUA Directors shall attend all required meetings and events, and complete all assigned tasks, as deemed necessary by their respective ASUA executive. This requirement is mandatory and non-compliance may result in stipend fines as follows: (Determined by the relevant ASUA executive or his/her Chief of Staff pending approval from the ASUA executive.)
 - 1st Offense: 5% Fine
 - 2nd Offense 10% Fine (15% Total)
 - 3rd Offense 20% Fine (35% Total)
 - 4th Offense: 20% Fine (55% Total) or direct termination of duties.

Article II. Appointments

1. Major internal and external appointments include: ASUA Treasurer, ASUA Presidential Cabinet Directors, ASUA Programs and Services Directors, ASUA Supreme Court Justices, ASUA Appropriations Board members, and all student members of university administration and faculty committees.
2. Any individual who serves in an official advisory capacity to any ASUA program and service must, on an annual basis, be approved by a 2/3 majority vote of the Senate and approved by the ASUA President.

Article III. New Appointment Selection Funding

1. The Student Body President-elect, Executive Vice President-elect, and Administrative Vice President-elect shall receive funding to publicize new appointments, conduct interviews, and select new appointees. All funding will come from the current ASUA budget.
2. The Student Body President-elect will receive funding of the amount at least equal to 0.33% (one third of one percent) of the ASUA student fees allocation.
3. The Executive Vice President-elect will receive funding of the amount at least equal to 0.25% (one quarter of one percent) of the ASUA student fees allocation.
4. The Administrative Vice President-elect will receive funding of the amount at least equal to 0.25% (one quarter of one percent) of the ASUA student fees allocation.

Article IV. ASUA Stipend Review Board

1. Stipends will be reviewed during the last senate meeting, prior to the first interview for any appointed office, with recommendations from the newly elected officers.
2. Stipends for members of the Senate shall be set in accordance with their respective Bylaws.
3. Stipends may be withheld for lack of attendance, violation of ASUA and University policy, and if removed from office. Each Executive officer may remove a stipend from their respective area of jurisdiction and the Senate may vote with a 2/3 majority to remove an executive's stipend with the highest ranking Executive Officer's Approval.

Article V. ASUA Senate

Section 5.01 Operating Guidelines

1. Throughout the fall and spring semesters, each senator must be accountable for fifteen (15) hours per week. These hours may be spent fulfilling any aspect of the senate duties. Three (3) will be declared offices hours on the university campus, and two (2) will be for weekly club visits.

2. These Bylaws governing the Senate shall not be changed by actions of any body other than the Senate. Amendments to the Senate Bylaws require a 2/3 vote of the members present and voting at the Senate meeting where these amendments are considered.
3. Each Senator will attend one different club meeting each week, holidays excluded. The Senate Outreach Director shall coordinate these visits in collaboration with the Executive Chief of Staff.
4. All items of business in any given legislative session must be resolved (positively or negatively) prior to the inauguration of the new Senate.
5. Unless otherwise specified, the ASUA Senate shall operate under Robert's Rules of Order.
6. The Senate shall meet weekly during the regular academic year, unless otherwise announced.

(a) Attendance at all official weekly meetings that have been posted is mandatory. It is the sole decision of the Chair of the meeting if the absence is excused or unexcused.

- i. This policy will be in effect for the Senate only. All rules and penalties will be decided upon by the body of the Senate and shall be in effect for the entire year beginning with the first posted Fall Semester meeting.
- ii. Upon the fifth absence, automatic impeachment charges will take place. The offending Senator must be notified of all charges 24 hours in advance of the posted meeting. Rules of impeachment will be applicable.

7. A minimum dress code shall be enforced for Senators at all Senate functions. This code shall consist of: a polo or dress shirt, full-length pants or a skirt/dress that meets the knees, and closed toed shoes. The Executive Vice President, Vice Chair of the Senate, or the Whip may request that the Senate dress in business attire if requested 24 hours prior to any given meeting. If business attire is requested, it shall then be the minimum dress code for said meeting.
8. For Senate impeachment of appointed officials, the Executive Vice Official under investigation and the official under review shall be presented with a petition containing justification for the review. The petition must be signed by 2/3 of the Senate. The Senate will be informed at the next regular meeting and a vote will be taken as an action item at the meeting thereafter. Impeachment will occur with a 3/4 majority in favor of the action.

(a) Appointment of Special Advisor and Senate Student Legal Counsel:

- i. The ASUA Senate will appoint a Special Advisor from the UA College of Law to gather information to present to and inform the Senate in Executive Session as necessary for its discussion and consideration of possible impeachment charges against the ASUA Official under investigation.
- ii. The ASUA Senate will appoint a Senate Student Legal Counsel from the UA College of Law to provide student legal advice to the Senate in Executive Session related to the Senate's consideration of possible impeachment charges against ASUA Official under investigation, including but not limited to drafting articles of impeachment, ASUA Supreme Court pleadings and other documents on behalf of ASUA Senate and representing the Senate in any related Supreme Court hearings or proceedings.

- iii. All discussions related to the appointment of both the Special Advisor and Senate Student Legal Counsel will be held in executive session in accordance with procedures listed in Item (c), "Executive Session." Vote to appoint will take place at a public meeting with no discussion.

(b) Regular Senate Meeting:

- ii. The ASUA Senate meeting agenda will be posted 24 hours in advance. A senator must place the following request on the agenda (to be listed under the Executive Session heading: "Discussion and consideration of disciplining an ASUA officer."
- iii. Agenda Items related to impeachment will only contain a general description of the matters to be decided to protect student record confidentiality. The agenda item listing for impeachment proceedings will be titled "Possible Action on impeachment of ASUA Official under investigation." The Executive Session Agenda Item should state:

"Executive Session due to: (1) Discussion and consideration of disciplining an ASUA officer; and (2) Discussion and consideration of student records, which are exempt from public inspection and specifically required to be maintained as confidential by state or federal law.—Discussion and consideration of impeachment of ASUA Student Official under investigation."

Also include in the Executive Session Agenda, "Instruction re: Confidentiality Pursuant to University policy, state or federal law, all are reminded that minutes of or discussions made at executive sessions are confidential and that violations of that confidentiality may subject the individuals involved to such penalties as are prescribed by University policy and law, including but not limited to University code of conduct discipline and removal from office."

- iv. The ASUA Senate will meet as usual.
- v. If charges are against the Executive Vice President, the Vice-Chair of the Senate must assume and carry out the duties of the Chair.
- vi. The executive session will be called and voted on. Senators will adjourn to the ASUA Conference room for the executive session. The ASUA Offices will be closed to the public during the executive session.

(c) Executive Session:

- i. Discussion and consideration of impeachment will be held in executive session. Only ASUA Senators, the Executive Vice Official under investigation, the Special Advisor, the Senate Student Legal Counsel, the ASUA Advisor and the Secretary will be allowed in the room during the executive session with the exception of the accused official per ARS guidelines. The Special Advisor will present information to the Senate in Executive Session as necessary for its discussion and consideration of possible impeachment charges against the ASUA Official under investigation. The Student Senate Legal Counsel will provide legal advice to the Senate in Executive Session to assist the Senate's consideration of possible impeachment charges against ASUA Official under investigation, including but not limited to drafting articles of impeachment, ASUA Supreme Court pleadings and other related documents on behalf of ASUA Senate.

- ii. The purpose of the executive session is to discuss and consider whether there are reasonable grounds for the Senate to impeach. No matters other than those generally listed on the Executive Session agenda will be discussed. Formal action involving a final vote shall not take place in Executive Session. In an open public proceeding with notice and an agenda, the ASUA Senate can vote on articles of impeachment and authorize filing such with the ASUA Supreme Court. The ASUA Supreme Court will thereafter determine whether the individual is impeached in a hearing, closed to the public to protect student record confidentiality.
- iii. In executive session, ASUA Senators will be sworn in. The information and discussions are strictly confidential.
- iv. At the beginning and end of the executive session, all should be reminded that minutes of or discussions made at executive sessions are confidential by law and that violations of that confidentiality may subject the individuals involved to such penalties as are prescribed by University policy and law, including but not limited to University code of conduct discipline and removal from office.
- v. Any records or materials handed out during the meeting must be collected at the end of the meeting by the Administrative Assistant and kept confidential. No person may leave the room with confidential materials in their possession.
- vi. During the executive session, two sets of Minutes shall be taken. One set will contain the following: (1) Meeting date, time, and location; (2) Names of attendees; (3) General description of the matter without any confidential information. The first set will be available to the public. The second set of minutes will contain the following: (1) Meeting date, time, and location; (2) Names of attendees; (3) Detailed description of the discussions taking place during the executive session. The second set will be kept confidential. However, the ASUA Official under investigation will have access to this set.
- vii. If grounds for impeachment exist, possible articles of impeachment should be developed in executive session, based on the information presented in the executive session. The senate student legal counsel will assist in the development of these articles and, if impeachment charges are later approved affirmatively in a public vote, filing with the ASUA Supreme Court Clerk according to Supreme Court procedures.
- viii. The ASUA Senate must vote to end the executive session and resume the regular meeting.
- ix. A public vote on the matter of impeachment will take place outside of the executive session when the regular senate meeting resumes.

(d) Voting Requirements:

- i. Senators who have self-identified or who have taken related action through university disciplinary processes must abstain from voting to impeach.
- ii. A majority voting membership is required to bring the charge of impeachment. Senate must have quorum.
- iii. Vote on specific articles of impeachment. For confidentiality purposes, identify the charges by article number without reading the specific charges in public.
- iv. Result: For Impeachment

- a. "In accordance with the ASUA Constitution, Article 6, section 6 the Articles approved will be filed with the ASUA Supreme Court for final determination."
- b. "Section 8 of Article 6, requires that "all persons impeached shall be suspended from office and the rights and privileges thereof."
- c. "As a result of the impeachment vote, the ASUA Official under investigation is suspended from his duties and responsibilities as ASUA until the conclusion of the trial by the Supreme Court."
- d. "The Executive Vice President, shall immediately assume the role of the vacated office, under ASUA Constitution, Article 3, Section 3, subsection 12"
- v. Result: No Impeachment
 - a. The charge of impeachment fails by a vote of _____ for and ____ against.
 - b. There is no further business at this time.

- 9. The ASUA President, Administrative Vice President, and Treasurer will act as ex-officio, non-voting members of the Senate who will serve as a point of information as the sole purpose of their ex-officio status.

Section 5.02 Vacancies

- 1. If there is a vacancy in the Senate before the first day of November, there shall be held a special election to fill the vacant Senator's seat.
- 2. If there is a vacancy in the Senate on or after the first day of November, the vacant Senator's seat shall be filled by Student Body Presidential appointment and confirmed by a 3/4 majority vote of approval in the Senate.

Section 5.03 Recess Governance Senators

- 1. At least three Senators shall serve on Recess Governance. They shall be chosen from the Senate.
- 2. Recess Governance Senators shall be required to be available through in person or electronic communication during the period of Recess Governance.

Section 5.04 Duties of the Officers of the Senate

- 1. There shall be five officers of the ASUA Senate. They shall be: *The Executive Vice President*, the Vice Chair of the Senate, the Senate Whip, and two Appropriations Board Senators.
- 2. The responsibilities of the Executive Vice President shall include:

- (a) The Executive Vice President shall be responsible for creating the agendas for all regular and special sessions of the senate. These agendas shall be published a minimum of 24 hours prior to senate convening. The agendas shall include a President's privilege, an Executive Vice President's privilege, an Administrative Vice President's privilege, and a section where any organizations reserving Student Services Fee may make an announcement to the Senate.

3. The Responsibilities of the Vice-Chair of the Senate shall include:

- (a) The ASUA Senate, pursuant to the ASUA Constitution, shall elect the Vice-Chair of the Senate.
- (b) The Vice-Chair of the Senate will assume the chair in case of its surrender by the *Executive Vice President*. While assuming the responsibilities of the chair the Vice-Chair of the Senate shall count towards quorum and maintain their vote.
- (c) The Vice-Chair of the Senate will be responsible for ensuring that all changes made to the ASUA Bylaws by the Senate are accurately reflected in the ASUA master copy.
- (d) The Vice-Chair of the Senates hall oversee all Senate Staff.
 - i) The Vice-Chair of the Senate shall set the office hour requirements for the Senate Outreach Director, Chief Senate Administrator, and the Senate Aide Coordinator.
 - ii) The Vice-Chair of the Senate shall hold meetings with each of the Senate staff to monitor the status of their areas or ask for specific tasks to be accomplished. The frequency of these meetings shall be upon the Vice-Chair of the Senate's digression.
 - iii) The Vice-Chair of the Senate can request meetings with Senators who are not complying with Senate Staff to which the Senators must attend.
 - iv) The Vice-Chair of the Senate shall have authority to terminate staff upon his digression. The Senate may reverse termination by a two-thirds vote. The Senate shall also hold power of termination by two-thirds vote.
- (e) The Vice-Chair of the Senate will be responsible for ensuring that all changes made to the ASUA Bylaws by the Senate are accurately reflected in the ASUA master copy.

4. The ASUA Senate, pursuant to the ASUA Constitution, shall elect the Alternate Vice-Chair (AVC) of the Senate, herein called the Senate Whip.

- (a) The Senate Whip will assume the chair in case of its surrender by both the Executive Vice President and the Vice-Chair of the Senate. While assuming the responsibilities of the chair the Whip shall count towards quorum and maintain their vote.
- (b) The Senate Whip shall be responsible for organizing and publishing the office hours of the ASUA Senate each semester.

- (c) By the first meeting of each month, each Senator must submit a progress report to the Whip. The report should detail what they have accomplished over the past month, what club visits they have undertaken, and where they intend to go from this point. The Senate Whip will publish, upon its approval by the Senate, this monthly status report of the Senate.
 - (d) The Senate Whip shall have the authority to call ad hoc committees consisting of at least three Senators relating to relevant Senate Issues including, but not limited to: the Status of Senate Funds, Professional Standards, Student Outreach, Recruitment & Leadership Development, and Senate Projects.
 - (e) The Whip shall enforce office hours of the Senators. The Senators must submit weekly reports of when they were in the office that week. If a Senator has a consistent problem meeting their office hours the Whip may request to meet with the Senator and the Senator must comply.
 - (f) The Senate Whip shall give copies of all reports collected from the Senators to the Executive Vice President.
 - (g) The Senate Whip shall be responsible for maintaining and promulgating the ASUA Senate Transition Binder. This binder will give a description of the work of the current Senate and the status of all projects, pending and complete.
5. Upon adoption of these bylaws the senate shall elect officers to the newly created positions of Vice-Chair and Whip within a week.
 6. The Appropriations Board Senator shall be elected pursuant to the ASUA Constitution.
 - (a) One of the Appropriations Board Senators shall act as chair of the ASUA Appropriations Board.
 - (b) The other Appropriations Board Senators will act as Vice- Chair of the ASUA Appropriations Board, and shall be a non-voting member of the ASUA Appropriations Board. In the event that the chair of the Appropriations Board is absent, the Vice-chair will serve as chair of the Appropriations Board
 - (c) The Appropriations Board Senators will act as the liaisons between the ASUA Senate and the ASUA Appropriations Board and present that board's consent agenda to the Senate.
 - (d) The Appropriations Board Senator shall perform their duty in accordance with Article IX of the ASUA Bylaws.

Section 5.05 Senate Committees

1. General Guidelines

- (a) The Senate shall hire staff to assist it in its enumerated and implied duties. All staff shall be selected by an interview process by the Vice-Chair of the Senate, the Whip of the Senate and at least one other Senator and approved by a two-thirds vote of the Senate.

- (b) The Senate staff shall receive a stipend paid out of the Senate Funds. At the beginning of each term the newly inaugurated Senators shall set the stipends of each member of staff. The Senate may chose whatever amount, but is recommended the staff's stipends be one fourth to one third of the stipend each Senator receives.

2. Senate Outreach Director

- (a) The Senate Outreach Director will be responsible for planning events and opportunities to reach out to the students throughout the university.
 - i) The Senate Outreach Director shall coordinate weekly club visits or visits to Residence Halls for each of the senators to attend.
 - ii) The Senate Outreach Director Shall arrange office hours in different areas of the university for Senators to attend during their prescheduled office hours. They may be in cultural centers, on the mall, or in different high traffic areas of the University.
 - iii) The Senate Outreach Director shall be responsible for planning and coordinating bi-annual town hall forums for Senate.
 - iv) The Executive Vice President and Executive Chief of Staff shall give adequate resources to the Senate Outreach Director in order to fulfill their duties, with the exception of financial resources which will be granted by a majority vote of the Senate.
- (b) The Senate Outreach Director will report to the Vice-Chair of the Senate and perform additional duties on request
- (c) Senators will submit their week's schedule to the Senate Outreach Director on a weekly basis. If a Senator is unable to attend a event scheduled by the Senate Outreach Director the Senator must provide written warning to the Senate Outreach Director a minimum of 48 hours in advance.

3. Senate Aide Coordinator

- (a) The Senate Aide Coordinator shall serve as the coordinator of the Senate Aide Program.
 - i) The Senate Aide Coordinator shall manage the application process of Senate Aides at the beginning of the fall semester.
 - ii) The Senate Aide Coordinator shall chair weekly meetings with all of the Senate Aides. These meetings will assist in their professional development within the ASUA office.
 - iii) The Senate Aide Coordinator shall schedule the office hours of each Senate Aides.
 - iv) The Senate Aide Coordinator shall hold each Senate Aide responsible to their duties as a Senate Aide.
- (b) The Senate Aide Coordinator will report to the Vice-Chair of the Senate and perform additional duties on request.

Section 5.06 Incidental Powers of the Senate

1. All powers not explicitly described in the ASUA Constitution or Bylaws are reserved to the ASUA Senate.
2. The outgoing Senate, prior to their last meeting, shall set stipends for the incoming Senate, as well as, all appointed and elected officials. Incoming Senators and Executive Officers will make recommendations for these stipends. The Senate shall have the power to change the stipends of any appointed officials during their term by a 2/3 vote.
3. The Senate must review any new program or service after one semester of operation and determine by a majority vote whether permanent status shall be granted. The default option is the removal of the program and service.
4. The ASUA Senate shall select the recipients of the ASUA Bumps Tribolet Award.
5. The Senate must approve all offers to enter into contracts within ASUA, excluding Spring Fling, by a majority vote in conjunction with the official ASUA contract request form.
6. The ASUA Senate shall provide advice on and confirm all major internal and external appointments.
7. The ASUA Senate shall be responsible for ratifying the ASUA Budget, pursuant to the ASUA Constitution. This budget shall be balanced. It shall pass by a simple majority vote and any changes thereto shall be carried out in an identical fashion.
8. The ASUA Senate may call any appointed or elected official to give testimony on items relevant to their area.

Your Student Government

Article VI. ASUA Supreme Court Clerk

Section 6.01 Job Description

1. The ASUA Supreme Court shall appoint one undergraduate Student to serve as the clerk of the ASUA Supreme Court. This undergraduate shall receive a stipend.
 - (a) The ASUA professional secretary may also serve in this capacity.
2. This position shall be deemed as an annual appointment.
3. The appointment will not be approved by the Senate and the Clerk may be removed at any time by the ASUA Supreme Court.

Section 6.02 Conduct of the ASUA Supreme Court Clerk

1. The clerk of the ASUA Supreme Court shall have no affiliation with an ASUA candidate's campaign. Violation of this section shall result in the immediate removal of the clerk.
2. During the term of the ASUA Supreme Court clerk they are prohibited from running for an ASUA elected office or from simultaneously holding an elected ASUA position.

Section 6.03 Responsibilities to the ASUA Supreme Court

1. The ASUA Supreme Court Clerk shall be available to all ASUA Supreme Court justices upon request.
2. The ASUA Supreme Court Clerk shall attend any meeting at which their presence is requested by the Chief Justice or a majority of the ASUA Supreme Court.
3. The ASUA Supreme Court Clerk shall serve as the sole communication liaison between the ASUA Supreme Court and all parties involved in a dispute.
4. The ASUA Supreme Court Clerk shall keep accurate notes of any brief that is filed with the ASUA Supreme Court and file such records with the ASUA Chief Justice.
5. The ASUA Supreme Court Clerk shall be available to any party involved in a dispute to:
 - (a) Serve a copy of the complaint or answer to the opposing party.
6. The ASUA Supreme Court Clerk shall be responsible for publishing the court's findings after the justices have written their opinions of the case and the ASUA Supreme Court Chief Justice has approved such opinions.
7. The ASUA Supreme Court Clerk shall fulfill any duties deemed necessary by the ASUA Supreme Court Justice that are not defined here.
8. The ASUA Supreme Court by a majority vote shall have the right to withhold the clerk's stipend or excuse the clerk of the court for failure to fulfill any duties either stated here or later necessary by the Chief Justice.

Article VII. ASUA Treasurer

1. The ASUA Treasurer shall maintain a secure office in space provided by the Student Body President.
2. The ASUA Treasurer shall review the bookkeeping decisions of the ASUA Accounting Office and insure that accurate records are kept. The ASUA Treasurer may establish and maintain an internal accounting system to verify the accuracy of the system used by the ASUA Accounting Office.
3. The ASUA Treasurer must notify the President and Senate and immediately freeze the account of any ASUA department or area that exceeds its ASUA approved budget. No requisitions will be honored that will overdraw any department or area's approved budget.
4. The ASUA Treasurer shall ensure historical documentation of ASUA financial records.
5. The ASUA Treasurer may implement policies and procedures that are not in violation of these Bylaws or the ASUA Constitution, and the rules of the University of Arizona. These policies and procedures must be approved by the Senate and approved by the President.
6. The ASUA Treasurer shall insure that monthly activity reports from the accounting office are distributed to the appropriate department or area for verification of account activity.
7. The ASUA Treasurer shall report to the ASUA President directly, but can be called at any time to make reports, answer questions, or testimony to the ASUA Legislative Branch.
8. The Treasurer shall assist the Outreach and Development Director with ASUA scholarships, fundraising, sponsorships, Alumni relations, and donor financial record keeping.
9. The ASUA Treasurer shall sit on any committee deemed necessary by the ASUA President, which deals with financial matters pertinent to ASUA and students at large.
10. The ASUA Treasurer will set up monthly one on one meetings with all appointed leadership from the Student Body President's Cabinet and the Administrative Vice-President's Directors Council.

For the Purpose of:

- (a) To maintain an open line of communication regarding appropriated budgets, and to ensure sound fiscal management and efficiency.
 - (b) To compile a monthly record of how funds are used to better aid in future contractual negotiations.
11. The ASUA Treasurer will post all budgets and expense reports on the ASUA website for the purpose of transparency.

Article VIII. ASUA Finances

1. All monies appropriated by the ASUA legislative branch must be requisitioned through the ASUA accounting process and approved by the appropriate ASUA area director (Executive Vice President, Administrative Vice President, ASUA President, Senate Vice Chair and budget committee) and the ASUA Treasurer. All requisitions exceeding \$500.00 must be approved by the appropriate ASUA area director, one of the Vice - Presidents, the ASUA President and the ASUA Treasurer, except when the President is out of town for more than five working days, in which case the approval of the appropriate area director and the ASUA Treasurer is allowable. The absence of the President must be noted on the requisition under comments section. In the case where the ASUA Treasurer is out of town for more than one working day, the approval of the ASUA President, Executive Vice President and Administrative Vice President are allowable. In either case, it must be noted in the requisition under the comments section.
2. The ASUA Advisor may approve a requisition of funds in place of (an) executive (s) who may be out of town, provided that (a) at least one appropriate student authorizes the requisition, (b) a copy of the requisition is provided to all executives for whom the ASUA Advisor has signed for upon their return to town, and (c) that it is noted on the requisition that the signature of the ASUA advisor is appropriate under this bylaw.
 - (a) Emergency vehicle repair for the Safe Ride program may be exempted from the usual requisition signature requirements provided the Safe Ride director receives verbal permission to access the funds from the ASUA Treasurer, the Administrative Vice President, ASUA President or an ASUA advisor. Repairs due to an accident, breakdown or anything which may compromise passenger safety are considered "emergency" repairs; routine vehicle maintenance does not constitute an "emergency." A requisition form should be filled out and submitted with a brief explanation of the emergency in the comments section; this form will require the customary signatures post-funding.
3. An area director cannot approve a requisition for a purpose other than those previously approved by the ASUA legislative branch pursuant to the ASUA Constitution.
4. Only those individuals (elected or appointed) with a corresponding budget, including designated members of clubs/organizations, shall have the authority to initiate the requisition process. All requisition not having the ASUA Treasurer (or designees in Section A, above) signature can not be processed. Note this check-off may only be denied for financial reasons.
5. All receipts, including university purchases and check stubs, shall be turned into the ASUA Treasurer within a designated time line.
6. It is per view of the ASUA Executive Body and the ASUA Treasurer to create and/or consolidate homogenous spending accounts for the purpose of efficiency and cost reduction.
7. All ASUA units with revenues must have separate revenue and expenditure accounts.
8. No vendor bill will be honored unless the requester has a vendor request form, requisition form or receipt form.

Article IX. ASUA Club and Organization Funding Guidelines

1. ASUA will fund items or events that contribute to the functioning of a recognized student club or organization within the framework of the organization's mission unless stated otherwise by the ASUA Constitution and Bylaws or otherwise prohibited by applicable law or policy. Funding shall be rendered in amounts deemed appropriate and necessary by the ASUA Appropriations Board and approved by the ASUA Senate.
2. ASUA's Appropriations Board, Club Advocates, Executive Vice President, and Appropriations Board Senator will handle the entire club funding for University of Arizona clubs and organizations. The following outlines the funding guidelines and role of the Appropriations Board, Club Advocates Recess Governance, and Appropriations Board Senator.
 - (a) Allocated funds may NOT be transferred from one budget category to another. Allocated funds must be used for the purpose outlined in the club funding budget proposal.
 - (b) As per the Arizona Board of Regents (ABOR) policy, UA Printing and Publishing has the first right of refusal for all large print jobs done by any club or organization at the University of Arizona, excluding jobs done through the approved list of printing companies.
 - (c) Travel expenses (airline tickets, conference fees, hotel reservations, etc.) will be reimbursed after return from the event once all necessary materials are provided to the ASUA Business Manager. NO TRAVEL ADVANCES WILL BE ISSUED.
 - (d) ASUA will fund sports clubs and clubs proposing sporting events through the Campus Recreation Center. Please refer to Sports Club Allocations (section XI).
 - (e) No recognized club will receive or be denied funding based upon its viewpoint. ASUA shall not fund student club or organizations' events that do not relate to the educational, research or outreach mission of the University.

The following activities do not relate to the mission of the University;

- i) Events not open to the University community;
- ii) Religious Activities*
- iii) Social entertainment;
- iv) Philanthropic donations or contributions;
- v) Political Activities**
- vi) Commercial activities, unrelated to the stated mission of the club or the organization's tax exempt status.

Definitions for this section:

***Religious Activities** - (1) the organized worship of a deity, divine power, or supernatural entity, whether or not such activity is consistent with the precepts of an organized religion or denomination; and (2) proselytizing, which means direct exhortations to religious observance or inducement to convert to one's faith. No student news, information, opinion, entertainment or academic communications media group shall be considered to be engaging in religious activity merely because it expresses ideas or viewpoints that are religious in nature.

****Political Activities** - activities related to: (1) lobbying the principal purpose of which is to influence the passage or defeat of specific legislation, and/or (2) electioneering which

encompasses participation or intervention in any political campaign on behalf of or in opposition to any candidate for public office. These restrictions on funding political activities are not intended to preclude funding of any otherwise eligible student organization which: (1) advocates, as an incidental or insubstantial part of its activities, the adoption or rejection of legislation; (2) engages in nonpartisan analysis, study, or research, and makes the results available to the public, or (3) espouses particular positions or ideological viewpoints, including those that may be unpopular or are not generally accepted, or that may coincidentally be prominently held by particular political parties or political candidates. (1/23/08)

- (f) ASUA may host nonpartisan issue forums and public candidate debates for the purpose of educating voters about issues or candidates at which speakers and/or members of the public discuss the pros and cons of a ballot measure or particular candidates and their platforms. However, for contested candidate debates, there must be at least two candidates invited; the debate must not be structured to promote or advance one candidate over the other(s); and ASUA must use pre-established viewpoint neutral objective criteria to determine which candidates may participate. ASUA may use its own funds to help defray costs incurred in staging such candidate debates. (9/12/07).

- (g) The ASUA Senate by a 2/3 majority vote, may revoke previously allocated funds.

3. ASUA will base funding requests on the following criteria:

- (a) How the item or event contributes to the overall mission of the organization.
- (b) How the item or event educates, enhances, or enriches U of A students and campus community and contributes to the educational mission of the University.
- (c) Fiscal responsibility of the organization and proposed item or event, as well as the organization's efforts to seek and obtain alternative funding.
- (d) Whether the item or event duplicates services or activities presently available on campus.
- (e) Supplementary funding shall be defined as partial funding based on/as it relates to the organization event budget and annual budget.

4. ASUA will not fund clubs and organizations for:

- (a) Contributions, gifts, or donations to any individual, association, or corporation.
- (b) Academic materials to be used for tutorial purposes.
- (c) Mailings for organizational minutes.
- (d) Any part of any event at which alcoholic beverages will be served.
- (e) Awards and trophies.
- (f) Entertainment and events not open to the entire student population.
- (g) Reimbursement for any charge that would be payable after the use of the good or service is incurred by an organization (e.g. monthly phone bill, cable TV charge, etc.) except for travel costs.

- (h) ASUA will not fund clubs for the purchase of Capital Equipment. (computers, electronics, etc) Capital equipment consists of items costing \$500.00 or more.
 - (i) ASUA will NOT fund non University of Arizona students.
5. ASUA will not fund clubs and organizations that require dues or membership fees exceeding \$500.00 per member. In addition, ASUA will not fund clubs and organizations that receive substantial financial support from a University Department, University College, or University Service.
- (a) For this section, “substantial financial support” is defined as having received more than thirty percent (30%) in funds being applied to the total cost of the event or to total travel costs.
 - (b) All clubs and organizations are required to submit an accurate record of funding sources regardless of affiliation. Any club or organization that misrepresents the amount of funding they receive from a University Department, University Colleges or University Services will have the funding allocated to them by the Appropriations Board revoked.
6. The ASUA Treasurer must notify the ASUA Executive Vice President and immediately freeze the account of any club that exceeds its ASUA approved budget. No requisitions will be honored that will overdraw the organization’s ASUA Senate approved budget. If the business manager/treasurer determines that the club is in violation of overspending the club will not receive funding from ASUA for the remaining school year. If the club in question repays its debt, then the club’s eligibility will be reinstated.
7. All funding appropriated for events and not used within 30 business days of the scheduled event will be returned to the general club funding account.

Your Student Government

Article X. ASUA Executive Vice Presidential Branch

Section 10.01 ASUA Appropriations Board and Club Advocates

1. Mission

- (a) The ASUA Appropriations Board shall act as a non-political, funding advisory body to the ASUA Senate for all ASUA recognized clubs and organizations. All of its procedures shall strive to ensure just and proper allocation of funds in accordance with the ASUA Constitution. All Appropriation Board decisions shall be subject to approval by the ASUA Senate.

2. Funding Criteria

- (a) The primary criterion to be considered when appropriating funds shall be defined as, but not restricted to the following:
 - i) Enrichment and growth of the campus community.
 - ii) Level of the organizations fundraising activities.
 - iii) Size of the organizations membership.
 - iv) Community and campus service.
 - v) All funding requests shall be reviewed objectively, on a case by case basis.
 - vi) The amount of funding received by a University Department, College, Service, or Association will also be taken into account when reviewing a funding request.
 - vii) Supplementary funding shall be defined as partial funding based on/as it relates to the organization event budget and annual budget.

3. Initial Funding

- (a) The Appropriations Board shall be responsible for allocating initial funding.
- (b) All clubs and organizations receiving initial funding need only be recognized through the **ASUA Club Resource Center**.

4. Special Funding

- (a) Organization representatives must contact a Club Advocate for special funding a minimum of two weeks prior to the date of the event for which funds are being requested. Requests initiated fewer than 2 weeks prior to an event shall not be considered. The club or organization must also have been recognized under **ASUA Club Resource Center**
- (b) The Appropriations Board shall submit recommendations to the Senate for special funding in the form of a detailed consent agenda, itemizing initial and current levels and voting ratios, no less than 24 hours before the Senate meeting following the Appropriations Board meeting at which the action was taken.

- (c) If an Appropriations Board Director is also the member of the organization requesting special funding, that Director is ineligible to take part in the discussion or vote except as a member of the audience in the capacity of a club member.

5. Appeals

- (a) All Appeals shall be submitted in writing to the ASUA Executive Vice President within 5 working days (excluding university holidays) of an Appropriations Board decision. The Executive Vice President shall forward appeal requests to an Appeals committee consisting of the Executive Vice President, the Appropriations Board Senator, and one other member of the Senate. The Appeals committee shall review requests for appeals and grant them pursuant to Section E (2). Forwarding an appeal to the Senate shall require a 2/3 vote of the Appeals committee. Decisions shall be rendered within 5 working days of receiving the appeal request.
- (b) The Senate and the ASUA Supreme court shall only grant appeals on the basis of one of the following two criteria:
 - i) Due process was violated.
 - ii) The issue deals with ambiguity in the ASUA bylaws or with an issue of legality.
- (c) New information or a change/alteration of the original funding proposal shall not be considered grounds for an appeal. Altered or changed funding requests should be resubmitted as a new item to the Appropriations Board for reconsideration.
- (d) All appeals must be initiated by an organization representative and a representative of the organization must be present at the ASUA Senate meeting where the appeal shall be heard.
- (e) Once an appeal request has been granted by the Appeals Council, a designated member of said committee shall sponsor the appeal during the next regularly scheduled Senate meeting.
- (f) The Senate shall review and evaluate all Appropriations Board recommendations and shall have the authority to alter individual items within the Appropriations Board Consent Agenda according to the following process:
 - i) The Senate shall return the item along with a memo to the Appropriations Board detailing the reason(s) the item is being sent back.
 - ii) The Appropriations Board will reconsider the item sent back, taking into account the Senate memo explaining the reason it was returned, and attach it to the next Appropriations Board Consent Agenda.
 - iii) If the Senate is still in disagreement with the details concerning the item, it will send the item back to the Appropriations Board to reconsider for a second time.

The Senator(s) still in disagreement with the details concerning the item with the Consent Agenda will attend the following Appropriations Board Meeting.

The Appropriations Board will, at this point, provide the whole Senate with copies of the club funding request, and once again reconsider the returned item.

iv) If the Senate is still in disagreement with the details concerning the item, it can now alter the item with a majority vote.

(g) If a campus organization has been granted an appeal and is dissatisfied with a decision of the Senate or was not granted an appeal by the Appropriations Appeals Committee, the organization may file an Appeal with the ASUA Supreme Court within 10 working days (excluding all university holidays) of a Senate appeal decision. The ASUA Supreme court will consider an appeal only if the criteria out lined under Section E (2) of the ASUA Appropriations Board Bylaws is met.

6. Transferring funds

(a) The Appropriations Board shall have the power to transfer monies allocated to an organization from one spending category to another.

7. Duties of the seven (7) Appropriations Board members

(a) Shall serve as the voting body of the Appropriations Board.

(b) Shall be appointed by the ASUA Executive Vice President and confirmed by the ASUA Senate.

(c) Selection shall be made through an application and interview process, where the selections committee shall, at least, consist of the Executive Vice President, the Appropriations Board Senator and one other member of the Senate. For legislative approval, the legislative bodies will use a "best qualified" criterion.

(d) Selections shall be made annually.

(e) No Appropriations Board Director shall serve on the board for more than two years.

(f) One of the seven (7) Appropriations Board Directors will be a graduate student.

(g) Shall be subject to give testimony to the ASUA Senate on issues pertaining to club funding.

(h) Shall attend all scheduled Appropriation Board meetings, attend all mandatory events, and participate in the initial funding process.

(i) Shall hold at least five (5) office hours per week in order to be accessible to the ASUA Senate, Clubs and Organizations, and other parties that may have questions regarding the Appropriations Board.

(j) Shall be in charge of finding, researching, and compiling alternative funding opportunities for Clubs and Organizations.

8. Officers on the ASUA Appropriations Board

- (a) The Board shall be run by the Appropriations Board Senators, pursuant to section 5.04 c of the Senate bylaws
- (b) The Board shall elect the Alternate Vice-Chair of the Board. The Alternate Vice Chair will assume the chair in case of its surrender by both the Appropriations Board Senators. The AVC shall be responsible for delegating the composition of the Consent Agenda, which summarizes the Boards Decisions for the Senate's consideration.

9. Quorum of the ASUA Appropriations Board

- (a) Four (4) regular voting members must be present in order to reach quorum.

10. Recognition of Clubs and Organizations

- i) All clubs and organizations requesting special funding shall be recognized by **ASUA Club Resources Center**. and must have turned in a signed ASUA Club Funding form before special funding can be utilized.

11. **Club Advocates**

- (a) Six (6) stipend individuals shall be appointed by the Executive Vice President and approved by the ASUA legislative branch as appointments to serve as club advocates.
- (b) Of the six (6) club advocates, the Executive Vice President will appoint a Chief Club Advocate
 - i) The Chief Club Advocate will manage the cohesion of all club advocate programming
 - ii) The Chief Club Advocate will coordinate all club and dorm visits in collaboration with the ASUA Senate Student Outreach Committee.
 - iii) The Chief Club Advocate will oversee club advocated in the creation of workshops and club resources.
- (c) Members shall hold office hours and make themselves available to club and organization members ten (10) hours per week. Club Advocates shall serve (7) seven in office hours per week in which they shall be available to assist club representatives, the Executive Vice President, Club Advocates shall serve (3) three out of office hours a week outside the office to assist clubs in activities such as planning and coordinating club events, club fund raising, and increasing club membership.
- (d) Club advocates shall have a working knowledge of all ASUA and university funding guide lines and shall be able to articulate funding guidelines to club members who require assistance.

- (e) Club advocates shall assist clubs in preparing and presenting funding requests.
- (f) Club advocates shall work with the ASUA Treasurer in accounting for monies allocated to and spent by campus clubs and organizations.
- (g) Club advocates shall help clubs and organizations through all funding requests.
- (h) Club advocates shall proactively visit clubs and organizations, meet with Presidents and club officers and serve as liaisons for ASUA for all clubs and organizations.
- (i) Club advocates shall assist the Appropriations Board Senator as necessary and appropriate as directed by the Executive Vice President.
- (j) Club advocates shall work to staff, develop and enhance the Club Resource Center as directed by the Executive Vice President.
- (k) Club advocates will act as ex-officio, non voting members of the Appropriations Board.
- (l) Club advocates shall assist the Executive Vice President in coordinating club events.
- (m) Club advocates shall attend all mandatory meetings.
- (n) Club advocates shall select the recipient of the ASUA Edgar Goyette Award.
- (o) Club advocates shall publish a process report for each semester to be published by the Executive Vice President.
- (p) Each club advocate shall be responsible for planning one club workshop each semester.
- (q) Each club advocate shall be available for Appropriation agenda reviews and Appropriation Board Meetings.

Section 10.02 Chief of Staff to the Executive Vice President

- Your* Student Government
1.
 - (a) The Executive Chief of Staff will be a stipend position appointed by the Executive Vice President, and shall serve the Executive Vice President. Appointment to the position of Executive Chief of Staff does not require approval by the Senate.
 - (b) The Executive Chief of Staff shall be required to serve for at least (20) twenty hours per week, (15) fifteen hours of which shall be spent in the office, and (5) five hours of which shall be spent at the discretion of the Executive Chief of Staff for club visits, committee meetings, additional office time, and other activities deemed appropriate by the Executive Vice President.
 - (c) The Executive Chief of Staff shall assist with the coordination of all CRC efforts in tandem with the Executive Vice President.
 - (d) The Executive Chief of Staff shall assist with for the management and cohesion of CRC personnel, programs, events and efforts in the Executive Vice President.

- (e) The Executive Chief of Staff shall assist with all efforts at outreach, advocacy, and assistance for clubs, organizations and causes in tandem with the Executive Vice President..
- (f) The Executive Chief of Staff shall attend all regularly scheduled and special meetings of the ASUA Senate and take accurate, unbiased minutes of the business discussed.
- (g) The Executive Chief of Staff shall attend all regularly scheduled and special meetings of the ASUA Appropriations Board and take accurate, unbiased minutes of the business discussed.
- (h) The Executive Chief of Staff shall work with the ASUA Senate and the Executive Vice President to proactively visit clubs and organizations.
- (i) Failure to fulfill any of the previously stated responsibilities may result in withholding the position's stipend or removal from the position.

Section 10.03 Sport Club Allocations Board

1. Pursuant to ASUA agreements with the Campus Recreation Center and binding referendum, ASUA shall not allocate funds to the Sports Club Allocations Board.
2. Sports clubs that come to ASUA seeking funding should be referred to the Campus Recreation Center.
3. The status of being a sports club with funding opportunities available from the Campus Recreation Center shall not preclude Sports Clubs from receiving ASUA club funding.
4. The status of being a sports club with funding opportunities available from the Campus Recreation Center will be considered as a factor by the Appropriations Board and Senate in the Club Funding allocation process.

Section 10.04 Club and Organization Standards Board

1. Mission:
 - (a) The Club and Organization Policy and Standards Board shall act as a judicial advisory body to the Dean of Students for all ASUA recognized clubs and organizations. It shall review submitted complaints related to recognized ASUA student organizations and formulated a recommendation to the Dean of Students as to whether the organization has violated the Code of Conduct or other University policies. The Board will recommend sanctions to be imposed and also act as a conflict mediator with any issues between or within recognized student organizations. In addition, the Board shall review all New Club Recognition Requests submitted to determine whether the applicant proves purpose to become a Recognized Student Club on the UA campus.

2. Procedures:

- (a) The Board Chair shall notify the president of the organization of the complaint against it. Included in this notice will be:
 - i) A description of the actual complaint received by the Board.
 - ii) Notification that the student organization President has five business days to respond in writing to the Board regarding the complaint.
 - iii) Description of the date/time/location of the forthcoming hearing.
- (b) Board Chair shall also notify the complainant of receipt of his/ her complaint and of the forthcoming procedure.
- (c) The President shall serve as the official representative and respondent for the organization. The entire Board will be presented with the case, hear from the complainant (s), student organization representative(s), and any witness(es), and make a decision regarding responsibility and any applicable sanctions or referrals.
- (d) The Board Chair shall inform the Student organization via a letter to the President within two business days of the hearing of the Board's decisions, and the student organization's right of and process for an appeal.
- (e) The Board Chair shall inform the complainant that the hearing has taken place and that the Board has reached a decision.

3. Appeals

- (a) Student organization has up to three business days to appeal the Board's decisions. All appeals must be submitted in writing to the Board Advisor. If no appeal is submitted, the Board's decision is final, and the student organization forfeits its right to an appeal. If an appeal is made, a designee from the Dean of Student's Office will review the appeal, make a decision and notify the student organization of the outcome in writing.
- (b) All appeals are final.
- (c) Conditions for Appeal: Appeals may be granted for one or more of the following reasons:
 - i) Proper procedure was not followed by the Student Organization Hearing Board.
 - ii) Proper due process was denied.
 - iii) Further evidence has been found since the decision was rendered which may affect or change the Board's decision.
 - iv) The penalty or sanction imposed was excessive.
- (d) Upon completion of any assigned sanctions, the Senate Standards Board Chair shall notify the student organization with a letter officially closing the case. If a student organization does not complete sanctions without making previous arrangements with the Board, the case is automatically referred to the Office of the Dean of Students for not complying with the Board's decision.

4. Clubs and Organizations Standards Board Directors

- (a) Seven (7) stipend individuals shall be appointed by the Executive Vice President and approved by the ASUA legislative branch as appointments to serve as Club and Organization Standards Board Directors.
- (b) Members shall hold two (2) office hours a week to assist the Executive Vice President, club advocates, and club and organizations in the Club Resource Center.
- (c) Standards Board Directors shall attend all training and mandatory meetings.
- (d) Standards Board Directors shall uphold the confidentiality of all subject matter discussed in the hearings.
- (e) Approve constitutions during club renewal and recognition periods throughout the academic year.

Article XI. President's Cabinet

Section 11.01 Name and Structure

1. ASUA lobbying efforts shall be carried on by the President's Cabinet, a group consisting of the Arizona Students Association Executive Directors, the ASUA Treasurer, Academic Affairs Executive Director, The Election's Commissioner, Deputy Election's Commissioner, Diversity Executive Directors (2), Outreach and Development Executive Director, Zona Zoo Directors, Wildcat Events Board Directors, Presidential Chief of Staff, and Safety Executive Director, Marketing Directors, Communications Executive Director, Leadership Development Coordinator, and the graduate level Government Affairs and Policy Director.
2. All members of the President's Cabinet shall be appointed by and report directly and exclusively to the ASUA President.
3. All Cabinet members shall attend all meetings of the ASUA Cabinet, or any other meetings and events deemed necessary by the President. To enforce this clause, the stipend fine system may be executed if deemed necessary by the President or Presidential Chief of Staff (pending approval from the ASUA President).

Section 11.02 Responsibilities of the Cabinet

1. All Cabinet positions are full time positions.
2. All Cabinet positions require a year-long commitment, with the same attendance requirements as an executive office.
3. All Cabinet members shall attend all meetings of the ASUA Cabinet , or any other meetings and events deemed necessary by the President or any other meetings and events deemed necessary by the President.

Section 11.03 Cabinet mission

1. As highlighted in their individual bylaws, all advocacy positions have specific areas of expertise as they affect ASUA. No other group within ASUA can attempt to either make policy on or act independently of the Cabinet on advocacy issues as defined by the bylaws of the individual components of the Cabinet. Any issue that is brought before the Senate, which infringes upon the areas already designated to members of the Cabinet must be deferred to that advocacy group. Should a legislative body determine that action may be necessary on an issue, then they must give the proper Cabinet official ten (10) working days notice. Otherwise, all actions taken by that legislative body shall be null and void.
2. No member of the President's Cabinet may refer to a position on an issue as "official ASUA policy" unless it has been deemed as such by the ASUA legislative branch.
3. The President's Cabinet, as directed by the Student Body President, will use active and creative means to exchange information with the legislative branch concerning Cabinet issues.

Section 11.04 ASUA Academic Affairs Director

1. Mission

- (a) The ASUA Academic Affairs Executive Director, herein AAED, shall serve as ASUA's official university analysis, lobbying, and case-worker for non-budget issues at the University of Arizona not delineated in other sections of the ASUA Cabinet or Program and Service Bylaws.

2. Job Description

- (a) The AAED position requires a minimum of fifteen (15) hours per week and out of the office hours shall be determined as deemed necessary by the ASUA President.

- (b) The AAED shall coordinate efforts with all other ASUA efforts in order to affect change on matters and/or be consulted with relating to non-budget issues at the University of Arizona not delineated in other sections of the ASUA Cabinet or Program and Service Bylaws, including but not limited to, academic advising, academic grade appeals, registration, class availability, the Code of Conduct, university fines and fees). These efforts include, but are not limited to, promotions, improvements, and revisions of the aforementioned matters.

- (b) The AAED shall work in conjunction with the other members of the ASUA Cabinet.

- (c) The AAED shall typically serve on the following committees, as determined by the Student Body President:

1. Faculty Senate
2. Instruction and Curriculum Policy Committee
3. CORE Group

4. Undergraduate Council
 5. Academic Advising Task Force (AATF)
 6. Any other committees dealing with academic or curriculum matters, as dictated by the ASUA President
- (d) The AAED shall become well-versed in the policies of the Dean of Students Office, Registrar's Office, Enrollment Services and CCIT.
 - (e) The AAED shall coordinate and facilitate in conjunction with other facets of ASUA the application and awards processes of ASUA Scholarships and academic recognition activities.

Section 11.05 ASUA Delegation to the Arizona Students' Association

1. Name

- (a) The official name of this organization is the Arizona Students' Association at the University of Arizona, herein referred to as "ASA UA."

2. Mission

- (a) ASA UA serves as the student lobbying force on state higher educational issues. ASA UA is part of the Arizona Students' Association Board of Directors and must abide by the Arizona Students' Associations Bylaws. ASA researches and lobbies the Arizona Board of Regents and the Arizona State Legislature on primarily state higher educational issues. ASA will also interact with University of Arizona administrators on parochial issues that have direct relevance on state educational issues.

3. Structure

- (a) ASA UA shall consist of five (5) Directors, (1) Director shall be the ASUA Student Body President. Another director (1) shall be the GPSC President. The remaining three (3) directors shall be appointed by the ASUA Student Body President and confirmed by the ASUA Senate.
- (b) If the ASA Board Chair is elected from the southern district (UA campuses), the ASUA Student Body President shall appoint another ASA UA campus director to replace the newly elected ASA Board Chair. This appointment shall be confirmed by the ASUA Senate.

4. Job Description

- (a) The ASA Director position requires a minimum of twenty five (25) hours per week.
- (b) The ASA Directors shall be responsible for researching all state issues that relate directly to students at the University of Arizona and conducting financial policy analysis. Specifically, the ASA Director shall be ASUA's expert in state government issues and shall understand the state University system as well as possible. ASA shall also disseminate this information to ASUA in any manner deemed appropriate.

- (c) The ASA Directors shall have direct oversight over all ASUA interaction, official or unofficial, with any state organization, unless otherwise stated in the ASUA Bylaws.
- (d) The ASA Directors will work with other student governments statewide to coordinate ASA efforts.
- (e) The ASA Directors shall be appointed by and report directly and exclusively to the ASUA President.
- (f) ASA Directors shall serve as members and attend all meetings, as directed by the Student Body President, of the President's Cabinet.
- (g) The ASA Director position is year round and will have the same vacation allowance as the ASUA executive officers.
- (h) The ASA Director position requires attendance at all ASA Board events. These include, but are not limited to ASA Board meetings, ASA Conference Calls, ASA Legislative Luncheon, Arizona Board of Regents Meeting, ASA Leadership Conference and Board of Regent Tuition Hearings.
- (i) The Graduate or Professional Director to ASA UA shall hold conference with and serve as a liaison to the student leadership of the College of Law and the College of Medicine on a bimonthly basis, representing and advocating their concerns directly to the President.
- (j) All ASA Directors shall remain in Tucson for at least 2/3 of the summer session.
- (k) ASA UA Directors shall work with the UA campus organized to ensure the overall maintenance, development, effectiveness and retention of the UA ASA intern program.

Section 11.06 ASUA Presidential Chief of Staff

1. Mission

- (a) The ASUA Presidential Chief of Staff, herein CS, shall assist the ASUA President and serve as a member of the President's Cabinet. The CS reports directly and exclusively to the ASUA President.
- (b) The ASUA Presidential Chief of Staff shall serve as an administrator for the ASUA President's Cabinet and as the primary point of contact and authority in the ASUA President's absence.

2. Job Description

- (a) The CS position requires a minimum of twenty-five (25) office hours per week and out of the office hours shall be determined as deemed necessary by the ASUA President.
- (b) The position does not have to be approved by the Senate and the CS may be removed at any time by the ASUA President.
- (c) The CS position shall assist all members of ASUA on behalf of the ASUA President, and attend to issues as deemed necessary by the President.

Specifically:

- i) The Presidential Chief of Staff shall serve as a direct member of the Zona Zoo, Wildcat Events Board, and Spring Fling executive boards. The Presidential Chief of Staff shall attend each group's regularly scheduled meetings and events on behalf of the ASUA President.
- (d) The CS position shall attend various meetings and organize committees under the direction of the ASUA President.
- (e) The CS shall be the only individual allowed to speak on behalf of the President, but will not speak on behalf of the ASUA.
- (f) The CS shall attend any events or meetings on the behalf of the President if needed.
- (g) The CS shall work with the other two Chief of Staff's from the other branches on a regular basis and serve as the communication line between the two branches.
- (h) The CS shall send regular updates on behalf of the cabinet to the Communications Executive Director for the compilation of press releases. The Presidential Chief of Staff shall also ensure the other Chief of Staffs do the same.
- (i) The CS will serve as a manager to the cabinet and will oversee the cabinet in its endeavors as deemed necessary by the President.
- (j) The CS shall remain in Tucson for at least 2/3 of the summer session.

Section 11.07 ASUA Outreach and Development Executive Director

1. Mission

- (a) The ASUA Outreach and Development Executive Director shall coordinate and supervise all efforts of ASUA to broaden and further strengthen the foundation of support for ASUA and its constituency, and better connect with and communicate with the student body.
- (b) The ASUA Outreach and Development Executive Director shall also serve as the primary point of contact for ASUA Alumni, and shall compile an active alumni database of all members.

2. Job Description

- (a) The ODED position requires a minimum of fifteen (15) hours per week. Out of office hours shall be determined as deemed necessary by the ASUA President.
- (b) The ODED shall secure and organize donors for all ASUA Annual Fund and Scholarship.
- (c) The ODED shall serve as ASUA's liaison to the Alumni Association, UA Foundation and UASF.
- (d) The ODED shall lead and organize efforts of an ASUA campaign in coordination with the Dean of Students Office.

- (e) The ODED shall be responsible for planning ASUA Homecoming functions and any other alumni events.
- (f) The ODED will coordinate with the ASUA Treasurer, and any committees pertaining to outside funding.
- (g) The ODED will work to secure funding for any needed projects for ASUA
- (h) The ODED shall attend all cabinet meetings.
- (g) The ODED shall remain in Tucson for at least 2/3 of the summer session.

Section 11.08 ASUA Zona Zoo Program and Leadership

1. Name

- (a) The official name of the student section program shall be ZonaZoo.

2. Mission

- (a) To ensure that University of Arizona students have the opportunity to easily attend collegiate athletic events, and to provide them with the best possible experience. Additionally, the ZonaZoo strives to have an active and positive impact on the campus and greater community.
 - i. The ZonaZoo program is to act as the official spirit program of the University of Arizona.
 - ii. The ZonaZoo Sports Membership shall grant students an opportunity for admission to all University of Arizona Intercollegiate Athletic Events, as well as admission to the exclusive ZonaZoo student sections available at determined home football games and at men's basketball home games. The ZonaZoo pass is available for purchase to the entire student body.
 - iii. The ZonaZoo Leadership is responsible for enhancing current spirit and athletic traditions as well as creating new spirit and athletic traditions.

3. Membership

- (a) Any enrolled student of the University of Arizona is eligible to be a part of the ZonaZoo Program.

4. ZonaZoo Crew Structure

- (a) All members working as part of the ASUA Leadership for the ZonaZoo Program shall be referred to as members of the ZonaZoo Crew here and referred to as ZZC. The ZonaZoo Executive Board shall be composed of the Executive Director, Associate Executive Director, Programming Director, Marketing Director, Media and Communications Director, Community Outreach Director.

(b) Executive Director

- Mission: To serve as the primary liaison between Arizona Athletics and the Associated Students of the University of Arizona. Additionally, the ZonaZoo Executive Director leads and provides a vision for the ZonaZoo while upholding and promoting University of Arizona traditions.
 1. The student leadership of ZonaZoo shall be part of the Associated Students of the University of Arizona.
 2. There shall be a ZonaZoo Executive Director who shall be appointed by the ASUA President to serve as a member of the President's Cabinet.
 3. The ZonaZoo Executive Director shall serve as a liaison between Arizona Athletic Department, ASUA, the University of Arizona Bookstore, and all other administration.
 4. The ZonaZoo Executive Director shall be responsible for the operations of the ZonaZoo Program, including distribution of ZonaZoo materials.
 5. The ZonaZoo Executive Director shall complete twenty- five (25) hours per week. Out of office hours shall be determined as necessary by the ASUA President.
 6. The ZonaZoo Executive Director shall keep in constant communication with Arizona Athletics, as well as other Athletic/Spirit related clubs on campus. These open lines of communication will allow for discussion of potential projects, events, issues, and policy pertaining to the ZonaZoo Program.
 7. The ZonaZoo Executive Director shall work to create new athletic traditions and enhance current athletic traditions.
 8. The ZonaZoo Executive Director, along with the members of the ZonaZoo Crew, will organize all events pertaining to athletics or ZonaZoo program, and will serve as an advocate for such programming and events.
 11. The ZonaZoo Executive Director along with the ASUA President, Associate Executive Director, and Executive Board shall be responsible for the management and motivation of the members of the ZonaZoo Crew.
 12. The ZonaZoo Executive Director will be responsible for maintaining and/or writing the policy and revenue contract, also known as the Memo of Understanding, with the ASUA President, Associate Executive Director and Arizona Athletics.

(d) Associate Executive Director

- Mission: To support and supplement the ZonaZoo Executive Director in all of his/her duties. The ZonaZoo Associate Executive Director plays a key role in managing and organizing the logistics of all ZonaZoo Departments.
 1. The Associate Executive Director shall be appointed by the ASUA President to serve as a member of the President's Cabinet.

2. The Associate Executive Director shall play an integral role in responsibilities of the ZonaZoo Executive Director as listed above.
3. The ZonaZoo Associate Executive Director shall complete twenty (20) hours per week. Half of these hours may be served out of office. Additional out of office hours shall be determined as necessary by the ASUA President.
4. The Associate Executive Director shall take over the responsibilities of the Executive Director in his/her absence.

(e) ZonaZoo Directors

Within the ZCC shall be the following directors who shall be appointed by the ASUA President to serve in the President's Cabinet and to work directly with the ZonaZoo Executive Director and Associate Executive Director.

Directors of the ASUA ZonaZoo crew shall hold a minimum of fifteen (15) hours per week.

A. Programming Director

- Mission: To foster a unified and spirited campus community by creating and providing programs and events that uphold and promote University of Arizona traditions and athletics.
 - i) The Programming Director shall work to plan, research, and execute effective ZonaZoo events and programs
 - ii) The Programming Director shall be responsible for motivating, recruiting, and coordinating with the ZonaZoo members working on Spirit and Traditions events and programs including but not limited to Bear Down Fridays, tailgates, road trips, viewing parties, and Power Hour.

B. Community Outreach Director

- Mission: To ensure involvement and inclusion of the entire University of Arizona Community in the ZonaZoo while collaborating with various clubs and organizations on and off campus to create mutually beneficial partnerships. By presenting opportunities for community organizations to participate in ZonaZoo events it is expected that the ZonaZoo's presence will extend further throughout the community thus providing opportunity for growth and development
 - i) The Community Outreach Director shall work to include all members of the Arizona Athletics and Spirit Community in ZonaZoo Programming, Events and Policy.
 - ii) The Community Outreach Director shall work to promote philanthropic events that benefit the community.
 - ii) The Community Development Director shall be responsible for programs including but not limited to JuniorCats program, Charity Run, ZonaZoo Pass Scholarship, Erin Hertzog Scholarship, Blood Drive.

D. Marketing Director

- Mission: To make the ZonaZoo a recognizable, professional, and innovative brand so that it is the best-known student section in the country. Additionally, ZonaZoo Marketing strives to provide the best in-game experience for ZonaZoo members and it is responsible for advertising and promoting all ZonaZoo programs and events.
 - i) The Marketing Director shall work to market the ZonaZoo program to the UA Community through different media outlets.
 - ii) The Marketing Director shall be responsible for the motivation, recruiting, and coordinating with ZonaZoo crew members working on marketing projects
 - iii) The Marketing Director shall be responsible for the upkeep of the ZonaZoo Website, ZonaZoo Social Media, and ZonaZoo Gazette.

E. Media and Communications Director

- Mission: To create sports entertainment media content that strives to inform the campus and Tucson community of Arizona Athletics and ZonaZoo Current affairs. ZonaZoo Media provides a unique entertainment experience that revolves around University of Arizona traditions and athletics.
 - i) The Media and Communications Director shall be responsible for the production of ZonaZoo TV as well as the Trash Talk and a radio show.
 - ii) The Media and Communications Director will oversee and approve the student newsletter called the “Trash Talk” which will be distributed at home athletic games, including, but not limited to, men’s football and basketball games.
 - iv) The Media and Communications Director shall be the Editor-in-Chief and responsible for the content displayed in ZonaZoo TV, Trash Talk, and the radio show.
 - v) The Media and Communications Director shall obtain two media passes in order to gain access to all home football and basketball games.

F. ZonaZoo Brand Representatives

- Mission: To establish and define the ZonaZoo brand and produce merchandise and apparel that represents the ZonaZoo, The University of Arizona, and the broader Tucson community.
 - i) The Brand Representative shall act as a direct liaison with the UA Bookstore, Arizona Athletics, and any other necessary parties to plan, maintain, and execute the ZonaZoo Merchandise Line.
 - ii) The ZonaZoo Brand Representative will require right ten office hours and report directly to the Executive Director and Associate Executive Director.

iii) The Brand Representative shall be responsible for the motivation, recruiting, and coordination of ZonaZoo Crew Members working on the Merchandise Line.

G. ZonaZoo Commissioners

- i) Also within the ZonaZoo Crew shall be commissioners who shall be appointed by the ZonaZoo Executive Team.
- ii) Commissioners are voluntary crew members and shall work on specific projects or tasks within the ZonaZoo Program.
- iii) Commissioners serve under ZonaZoo directors and a group of commissioners makes up each team.
- iv) Commissioners shall complete at least five (5) office hours per week.

5. ZonaZoo Crew Conduct and Accountability

- All ZonaZoo Crew members shall abide by and sign the following contract. This contract serves as a guideline for the ZonaZoo Executive Board to ensure that all crew members are active participants. Given that commissioners are volunteers it should be used with utmost discretion.

ZonaZoo Crew Conduct & Accountability

ZonaZoo Crew Meetings and Events

- If you cannot attend a ZZC meeting, email your reason to your director and the Associate Executive Director before 5:00 pm on the day of the meeting
- If you cannot make it to an assigned shift at a ZZC event you are responsible for finding a replacement and notifying the Associate Executive Director 24 hours prior to event
- If you miss a ZZC meeting or ZZC event without notification but have a valid excuse, you must contact your director and the Associate Executive Director within 24 hours of the meeting or event.
- An unexcused absence from a ZZC meeting/event or other violation of ASUA or ZonaZoo policy will result in an email notification from the Associate Executive Director.
- Subsequent unexcused absences or violations will result in consequences as outlined below
- Warnings may also be administered for poor conduct, such as: demonstrating a bad attitude or lack of respect

Warning System

- Reminder (Prior to 1st Warning--at director's discretion)
 - Department director retains discretion regarding the administration of a reminder versus a 1st Warning after a first violation.
 - Commissioner is reminded of the accountability procedure and importance of adhering to it
- 1st Warning (Strike 1)
 - Commissioner receives an email describing their violation from their Associate Executive Director; department director is CC'd
 - Commissioner is reminded of the accountability procedure and importance of adhering to it
 - A mandatory meeting to discuss the violation will be scheduled with the commissioner and department director
- 2nd Warning (Strike 2)

- Commissioner receives an email describing their continued violations from their Associate Executive Director; Executive Director and department director are CC'd
- Commissioner is reminded that this is the last warning before the 3rd Warning and Dismissal. Commissioner is reminded of the accountability procedure and importance of adhering to it
- A mandatory meeting to discuss the continued violations will be scheduled with the commissioner, department director, Associate Executive Director, and Executive Director
- 3rd Warning & Dismissal (Strike 3)
 - Commissioner receives an email describing their violations and reason for dismissal from the Associate Executive Director; department director, Executive Director, and ASUA President are CC'd
 - Commissioner is notified of their dismissal from the crew
 - Zona Zoo Crew benefits are revoked upon dismissal
 - Commissioner may schedule an optional meeting to discuss dismissal and ZonaZoo Merchandise Line.

Section 11.09 ASUA Marketing Department

1. Mission

- (a) The Marketing Department, herein MD's, shall promote all ASUA events and projects with designs, logos, fliers, multimedia, communications, and web development to ensure general awareness among the student body of ASUA and its services.

2. Structure

- (a) The ASUA Marketing Department shall be composed of one executive director, four general directors, assistant directors, and a working staff under each area (Branding, Multimedia, Communications, Web Development).
- (b) The ASUA Marketing Department shall consist of a Communications Director, Branding Director, Multimedia Director, and Web Development Director to organize and advise all outreach efforts and to ensure that external relations are thorough, up to date, and unified.

3. Job Descriptions

A.) Executive Director of Marketing

1. The Executive Director of Marketing shall serve a minimum of (20) office hours per week.
2. The Executive Director of Marketing shall be responsible for communications with entities requesting marketing service, and shall coordinate and interpret the vision of marketing requests.
3. The Executive Director of Marketing shall be responsible for delegating tasks to members of the marketing team, and for assigning specific directors to any area that has a high demand, temporary or consistent, for personalized marketing attention.
4. The Executive Director of Marketing shall be responsible for the maintenance and use of ASUA social media outlets. These responsibilities may be delegated to the ASUA Communications Executive Director.
5. The Executive Director of Marketing shall be responsible for management of the ASUA Marketing Department, and for establishing an annual vision and goal to continuously brand ASUA.

6. The Executive Director of Marketing shall assist the ASUA President with recruitment, when needed, of marketing directors, and to aid with any necessary technical training of marketing directors.

B.) Branding Director

1. The ASUA Branding Director shall serve a minimum of (10) office hours per week.
2. The ASUA Branding Director is responsible for the design, creation and delegation to ASUA Branding Director(s) of marketing materials and projects for requesting parties within ASUA.
3. The ASUA Branding Director is responsible for understanding any technical design programs necessary and for the teaching of any such programs to the ASUA Branding Assistant Director(s) for the completion of a requested project.
4. The ASUA Branding Director shall be responsible for management of the ASUA Branding Assistant Directors, and for establishing an annual vision and goal to continuously brand ASUA.
5. The ASUA Branding Director is responsible for working together on common projects with other Directors in the ASUA Marketing Department.
6. The ASUA Branding Director is responsible for attending all regularly scheduled cabinet meetings, board of director meetings, and for working under the Executive Director of Marketing and ASUA President.

C.) Branding Assistant Director(s)

1. The ASUA Branding Assistant Director shall serve a minimum of (10) office hours per week.
2. The ASUA Branding Assistant Director is responsible for the assisting of design and creation of marketing materials for requesting parties within ASUA.
3. The ASUA Branding Assistant Director is responsible for learning and understanding any technical design programs necessary for the completion of a requested project.
4. The ASUA Branding Assistant Director is responsible for attending all regularly scheduled department meetings, and for working under the Branding Director and Executive Director of Marketing.

D.) Multimedia Director

1. The ASUA Multimedia Director shall serve a minimum of (10) office hours per week.
2. The ASUA Multimedia Director is responsible for the filming, creation and delegation to ASUA Multimedia Assistant Director(s) of multimedia materials and projects for requesting parties within ASUA.
3. The ASUA Multimedia Director is responsible for understanding any technical programs necessary and for the teaching of any such programs to the ASUA Multimedia Assistant Director(s) for the completion of a requested project.
4. The ASUA Multimedia Director shall be responsible for management of the ASUA Multimedia Assistant Directors, and for establishing an annual vision and goal to continuously brand ASUA.
5. The ASUA Multimedia Director is responsible for working together on common projects with other Directors in the ASUA Marketing Department.
6. The ASUA Multimedia Director is responsible for attending all regularly scheduled cabinet meetings, board of director meetings, and for working under the Executive Director of Marketing and ASUA President.

E.) Multimedia Assistant Director(s)

1. The ASUA Multimedia Assistant Director shall serve a minimum of (10) office hours per week.

2. The ASUA Multimedia Assistant Director is responsible for the editing, filming and creation of multimedia materials for requesting parties within ASUA.
3. The ASUA Multimedia Assistant Director is responsible for learning and understanding any technical programs necessary for the completion of a requested project.
4. The ASUA Multimedia Assistant Director is responsible for attending all regularly scheduled department meetings, and for working under the Multimedia Director and Executive Director of Marketing

F). Historian

1. The ASUA Historian shall serve a minimum of (10) office hours per week. This may include time spent outside of the office photographing events on or off campus.
2. The ASUA Historian is responsible for the photography of all ASUA events determined at the beginning of each semester, as well as any other events deemed necessary by the Executive Marketing Director or the ASUA President.
3. If the ASUA Historian is unable to make any predetermined event, they must have a replacement on the ASUA Multimedia Team serving in their place.
4. The ASUA Historian is responsible for understanding any technical programs necessary and for the teaching of any such programs to members of the Multimedia Team
5. The ASUA Historian is responsible for working together on common projects with other Directors in the ASUA Marketing Department.
6. The ASUA Historian is responsible for attending all regularly scheduled cabinet meetings, board of director meetings, and for working under the Executive Director of Marketing and ASUA President.

G). Web Development Director

1. The ASUA Web Development Director shall serve a minimum of (10) office hours per week.
2. The ASUA Web Development Director is responsible for the managing of Web Development Director(s).
3. The ASUA Web Development Director is responsible for learning and understanding any technical programs necessary for the completion of a requested project.
4. The ASUA Web Development Director is responsible for the maintaining of the current ASUA website and constant innovation of it.
5. The ASUA Web Development Director has the task of managing all ASUA sub-sites
6. The ASUA Web Development Director is responsible for working together on common projects with other Directors in the ASUA Marketing Department.
7. The ASUA Web Development Director is responsible for attending all regularly scheduled board of director meetings, and for working under the Executive Marketing Director.
8. The ASUA Web Development Director shall be responsible for management of the ASUA Web Development Assistant Director(s), and for establishing an annual vision and goal to continuously brand ASUA.

H.) Web Development Assistant Director

1. The ASUA Web Development Assistant Director shall serve a minimum of (10) office hours per week.
2. The ASUA Web Development Assistant Director is responsible for the editing, learning and creation of web development materials for requesting parties within ASUA.
3. The ASUA Web Development Assistant Director is responsible for learning and understanding any technical programs necessary for the completion of a requested project.
4. The ASUA Web Development Assistant Director is responsible for the maintaining of the current ASUA website and constant innovation of it.
5. The ASUA Web Development Assistant Director has the task of managing all ASUA sub-sites

6. The ASUA Web Development Director is responsible for attending all regularly scheduled department meetings, and for working under the Executive Director of Marketing and the ASUA President

I.) Communications Director

1. The ASUA Communications Director position requires a minimum of (10) hours per week. Out of office hours shall be determined as deemed necessary by the ASUA President.
2. The ASUA Communications Director shall organize all press releases and day-to-day media communication with both local and university news groups. The CED shall also coordinate the release of general information to these groups on a monthly basis at minimum, based on updates from each Executive's Chief of Staff, so that these media groups may inquire for more information to keep up to date with ASUA and current events or policy work.
3. The ASUA Communications Director shall serve as the primary advisor to the ASUA President on all communications efforts, ranging from interactions with media and administration to interactions with student constituents.
4. The ASUA Communications Director shall serve as a primary educator to ASUA through the research and distribution of any and all relevant information over the ASUA Listserv, and shall serve as the primary point of contact to manage each listserv for the office.
5. Along with the ASUA Executive Director of Marketing and ASUA President, the ASUA Communications Director shall serve as a chief liaison between all media groups, so that their requests can always be processed in a timely and detailed manner.
6. The ASUA Communications Director shall serve as a partner with the ASUA Executive Director of Marketing, to organize and advise all outreach efforts and to ensure that communication is thorough, up to date, and to aid in any outreach campaigns.
7. The ASUA Communications Director shall be responsible for management of the ASUA Communications Assistant Director(s), and for establishing an annual vision and goal to continuously brand ASUA.

J.) Communications Assistant Director(s)

1. The ASUA Communications Assistant Director shall serve a minimum of (10) office hours per week.
2. The ASUA Communications Assistant Director is responsible for the assisting of social media, and creation of marketing materials for requesting parties within ASUA.
3. The ASUA Communications Assistant Director is responsible for learning and understanding any technical programs necessary for the completion of a requested project.
4. The ASUA Communications Assistant Director is responsible for attending all regularly scheduled department meetings, and for working under the Communications Director and Executive Director of Marketing.

Section 11.10 ASUA Leadership Development Coordinator

1. Mission

(a) The ASUA Leadership Development Coordinator will serve as the primary liaison to other student leadership entities on campus, the University of Arizona's Career Services Department, and will be primarily in charge of publicizing any leadership opportunities to students besides those within ASUA.

2. Job Description

(a) The LDC position requires a minimum of (8) hours per week. Out of office hours shall be determined as deemed necessary by the ASUA President.

(b) The LDC position shall be the primary liaison between ASUA and Career Services, and shall be in charge of working to not only involve ASUA officials with Career Services for placement after graduation, but also to publicize and grow career opportunities for all students at the University of Arizona.

(c) The LDC position shall plan at minimum one leadership seminar per semester focusing on skills such as effective communication, action planning, resume building, and interview practicing.

(d) The LDC shall be the primary communicator of leadership opportunities both inside and outside of the University, such as leadership events within the community, internships, national conferences and seminars, and campus organizations such as honoraries, Blue Chip, College Town, Atlas, ect.

Section 11.11 Wildcat Events Board

1. Mission

(a) The mission of the Wildcat Events Board, herein WEB, shall be to organize and oversee all campus wide events in order to enrich student life at the University of Arizona.

2. Leadership Structure

(a) Executive Director

1. The Wildcat Events Board Executive Director shall oversee and manage the planning of special events, campus wide, in coordination with the ASUA President.
2. The WEB Executive Director shall be responsible for the management of the Wildcat Events Board directors and membership.
3. The WEB Executive Director shall complete fifteen (15) office hours per week. Out of office hours shall be added to this requirement and supervised by the ASUA President.
4. The WEB Executive Director shall coordinate with other ASUA units and campus organizations when planning any special events.
5. The WEB Executive Director shall be available to help plan Fall special events throughout the summer session.

(b) Associate Director

1. The Wildcat Events Board Associate Director shall assist the Executive Director with management of Board and oversee recruitment and marketing of the Board.
2. The WEB Associate Director shall be responsible for coordinating, in conjunction with the Executive Director, retreats for the WEB members.
3. The WEB Associate Director shall be maintain the social media and marketing campaigns of WEB including publicity, event marketing, social networking sites, and the WEB website.
4. The WEB Associate Director shall complete fifteen (15) office hours per week. Out of office hours shall be added to this requirement and supervised by the WEB Executive Director.
5. The WEB Associate Director is directly responsible for overseeing one committee (ie. Concerts, Speakers, etc.) and coordinating day of operations volunteers and staff. The Associate Director will also assist in planning process when needed.

(c) Speakers Coordinator

1. The Wildcat Events Board Speakers Coordinator shall organize and oversee the planning of bringing campus wide speakers to the University
2. The WEB Speakers Coordinator shall complete six (10) office hours per week. Out of office hours shall be added to this requirement and supervised by the WEB Director.
3. The WEB Speakers Coordinator will coordinator Speakers events and/or Speakers Series in conjunction with other ASUA units, campus organizations, and academic departments.

- (d) Concerts Coordinator
 - 1. The Wildcat Events Board Concerts Coordinator shall organize and oversee the planning of large-scale concerts for the University.
 - 2. The WEB Concerts Coordinator shall complete six (10) office hours per week. Out of office hours shall be added to this requirement and supervised by the WEB Director.
 - 3. The WEB Arts Coordinator shall coordinate with other ASUA units and campus organizations when planning any large-scale, campus-wide concerts.
- (e) Arts Coordinator
 - 1. The Wildcat Events Board Arts Coordinator shall organize and oversee the planning of both visual and performing arts events.
 - 2. The WEB Arts Coordinator shall be responsible for coordinating, in conjunction with Gallagher Theater, film related events.
 - 3. The WEB Arts Coordinator shall complete six (10) office hours per week. Out of office hours shall be added to this requirement and supervised by the WEB Director.
- (f) Wild Nights! Coordinator
 - 1. The Wildcat Events Board Wild Nights! Coordinator shall organize and oversee the planning of special, late night events held on either Thursday, Friday, or Saturday.
 - 2. The WEB Wild Nights! Coordinator shall complete six (10) office hours per week. Out of office hours shall be added to this requirement and supervised by the WEB Director.
 - 3. The WEB Wild Nights! Coordinator will coordinate Wild Nights! once per month in conjunction with other ASUA units, on campus organizations, and off campus organizations.

Section 11.12 ASUA Government Affairs and Policy Director

- 1. Mission
 - a. The ASUA Government Affairs and Policy Director shall organize and coordinate all policy, research, and local and state government affairs efforts of ASUA.
- 2. Job Description
 - a. The ASUA Government and Policy director requires a minimum of fifteen (15) office hours a week.
 - b. The ASUA Government and Policy director shall serve as a liaison to University and community organizations and governance bodies included but not limited to:
 - i. UA Federal Relations
 - ii. UA Community Relations
 - iii. Tucson City Council
 - iv. Tucson Chamber of Commerce
 - v. Arizona Town Hall
 - c. The ASUA Government and Policy Director shall organize and run grassroots campaign efforts on local issues that affect University of Arizona students.
 - d. The ASUA Government and Policy Director shall brief and advise the ASUA President on local and state politics, and policy that affects students at the University of Arizona.
 - e. The ASUA Government and Policy Director shall coordinate all research efforts on policy initiatives for the Associated Students of the University of Arizona.

Section 11.13 ASUA Diversity Executive Director

1. Mission

- (a) The ASUA Diversity Executive Director shall advocate on behalf of diverse groups and students of the University of Arizona, which includes but is not limited to ethnic minorities, international students, and disabled students.

2. Job Description

- (a) The Diversity Executive Director position(s) requires a minimum of fifteen (15) hours
- (b) The Diversity Executive Director(s) shall act as a liaison for diverse populations on campus to the ASUA president.
- (c) The Diversity Executive Director(s) shall organize a student government for the New Start program held every summer.
- (d) The Diversity Executive Director(s) shall communicate with the resource centers, which include:
 - i) African American Student Affairs
 - ii) Asian Pacific American Students Affairs
 - iii) Chicano Hispano Student Affairs
 - iv) Native American Student Affairs
 - v) Disability Resource Center
 - vi) Pride Alliance
 - vii) F.O.R.C.E.
 - viii) Residence Life
 - ix) V.E.T.S.
- (e) One Diversity Director shall be assigned a programming focus.
 - i) This director shall coordinate the annual tunnel of oppression event through partnership with ResLife.

- ii) The Diversity Committee Executive Director shall also coordinate an ASUA Presidential candidate diversity debate with the Elections Commission during the ASUA elections with panelists from the resource centers.
- (f) The Diversity Committee Executive Director shall advocate on behalf of the University:
 - i) International student population
 - ii) Disabled student population
 - iii) Ethnic minority population
 - iv) Any other diverse or minority population

3. Structure

- (a) The Diversity Committee shall consist of a director and an undetermined number of members including, but not limited to a:
 - i) African American Student Affairs Liaison
 - ii) Asian Pacific American Student Affairs Liaison
 - iii) Chicano/Hispano Student Affairs Liaison
 - iv) Native American Student Affairs Liaison
- (b) The members of the Diversity Committee (excluding the Director(s)) shall be appointed by the Diversity Committee Director in conjunction with the ASUA President. Each resource center in conjuncture with associated student organizations may recommend up to three candidates to fill the associated liaison role which the Diversity Committee Director and ASUA President shall consider.
- (c) Student Affairs Liaison shall:
 - i) Complete a minimum of (5) hours per week.
 - ii) Seek input from the associated resource center and student organizations on issues of campus policy.
 - iii) Regularly attend meetings and relevant events hosted by the associated resource center and student organization.

- iv) Research the impact of current University and State of Arizona policies on the associated minority group under the direction of the Diversity Committee Director.
 - v) Propose recommendations for changes in ASUA, University, and/or State of Arizona policy.
 - vi) Attend bi-weekly Diversity Committee meetings and when appropriate, Senate and Cabinet meetings.
- (d) Diversity Committee members may be appointed to Diversity Committee positions and subcommittees as deemed by the Diversity Committee Director.
 - (e) The Diversity Committee will meet on a regular basis to discuss various Diversity issues and work to ensure equal representation and access to resource for all students.

Section 11.14 ASUA Safety Executive Director

4. Mission

- (a) The ASUA Safety Executive Director shall advocate and lobby on behalf of all current and future safety needs of the students of the University of Arizona.

5. 2. Job Description

- (a) The Safety Executive Director position requires a minimum of fifteen (15) office hours per week.
- (b) The Safety Executive Director shall act as a liaison for the safety needs of students on campus to the ASUA president.
- (c) The Safety Executive Director shall organize safety programming events including but not limited to the Fall Safety Fair and the Happy Hour Spring Break Safety Fair with the Dean of Students and UAPD.
- (d) The Safety Executive Director shall communicate with the other safety coalitions, which include but are not limited to:
 - i) UAPD Crime Prevention
 - ii) Dean of Students Office
 - iii) Residence Hall Association
 - iv) UA CERT
 - v) Campus Health
- (e) The Safety Executive Director shall communicate with the other safety coalitions within ASUA which include but are not limited to:
 - i) F.O.R.C.E

- ii) Safe Ride
- iii) Student Health Advisory Committee
- (f) The Safety Executive Director shall present a semester safety report at a designated ASUA Senate meeting based on their conducted research and safety analysis of the campus as well as future plans for campus safety.
- (g) The Safety Executive Director shall conduct yearly safety survey's, focus groups and town halls in order to better assess students' concerns having to do with safety on campus.
- (h) The Safety Executive Director shall advocate on behalf of all students at the University of Arizona.

Article XII. Administrative Programs and Service Directors

Section 12. 01 Selection of Directors

1. All ASUA Program and Service Directors shall be selected by the ASUA Administrative Vice President. All selections shall be confirmed by the ASUA Senate.

Section 12.02 Directors Council

1. Directors' Council shall be the official meeting of the ASUA Program and Service Directors.
2. Directors' Council must be held at least twice a month.
3. Directors' Council shall be chaired by the ASUA Administrative Vice President or designate.
4. Directors' Council shall not be policy making body; it shall be an information sharing body for the Programs and Services Directors.
5. Directors' Council shall be open to the public and conducted like an open forum.

Section 12.03 Director Requirements

1. Directors are required to hold their individual office hours unless otherwise specified herein.
2. Directors must submit monthly summary reports to the ASUA Administrative Vice President in order to keep records of programs and services activities.
3. Directors must attend Directors' Council meetings.
4. Directors are required to attend an ASUA Senate meeting at least once per semester in order to provide a Program or Service update.
5. Directors must also follow the guidelines for their Programs or Service as described in Program and Services Bylaws.

6. Directors will meet at least monthly one on one with the Administrative Vice President or designate.

7. If a director fails to fulfill their duties, the director may be subject to the withholding of stipends and removal from office.

Section 12.04 Director Notification of Action Affecting Programs and Services.

1. Program and Service Directors need to be notified if the following situations occur within ASUA:

2. If an issue is brought before the ASUA Legislative Bodies that directly affects a program or service the director of that program as well as the ASUA Administrative Vice President needs to be notified in writing of the planned action seven (7) days in advance.

3. If the action is intended to eliminate a program or service or decrease it's budget to in operation the appropriate director as well as the ASUA Administrative Vice President must be notified in writing a minimum of ten (10) days prior to the action.

4. The ASUA Administrative Vice President and the Student Body President must be notified before any Programs or Services can be added to ASUA.

Article XIII. ASUA Programs and Services

Section 13.01 Administrative Chief of Staff

1. Mission

(a) The Administrative Chief of Staff shall assist the ASUA Administrative Vice President with the daily functioning of Programs and Services.

2. Structure

(a) The Administrative Chief of Staff shall report directly to the Administrative Vice President. The Administrative Chief of Staff position requires a minimum of ten (10) office hours per week. Out of the office hours shall be determined as deemed necessary by the Administrative Vice President.

(b) The Administrative Chief of Staff position requires a minimum of 10 in office hours per week.

(c) The Administrative Chief of Staff position is not a mandatory appointment of the Administrative Vice President. This position may be filled or left vacant at the discretion of the Administrative Vice President.

(d) The Administrative Chief of Staff shall attend all Programs and Services directors meetings unless excused by the Administrative Vice President and will serve as the chair in the Administrative Vice President's absence.

(e) The Administrative Chief of Staff position is appointed by the Administrative Vice President and does not have to be approved by the Senate.

- (f) The Administrative Chief of Staff may be removed at any time by the Administrative Vice President.
- (g) The Administrative Chief of Staff shall assist all areas of Programs and Services if deemed necessary by the Administrative Vice President.
- (h) The primary duties of the Administrative Chief of Staff will be to assist in the organization and effectiveness of the Administrative Vice President and to assist with the day to day operations of ASUA Programs and Services as deemed necessary.
- (i) The Secondary duties of the Administrative Chief of Staff will be to assist in the cohesion of all ASUA Members through internal programming as well as assist in the inclusion of the student body in ASUA programming and program development, and assist the Administrative Vice President in the formulation of new programming to campus wise issues.
- (j) The stipend for this position shall be in accordance with the stipend section of these bylaws.

Section 13.02 ASUA Bear Down Camp

1. Name

- (a) The official name of the program is "Bear Down Camp," herein referred to as BDC.

2. Mission

- (a) The mission of ASUA's BDC is to provide a supplemental introduction to the University of Arizona for incoming freshmen to improve retention and overall success rates. BDC will provide necessary survival tools, while also supplying the students with an opportunity to cultivate relationships with other students and faculty early in their college careers. Additionally, contact is kept with the Gatitos (freshmen campers) throughout the year to evaluate their progress and success during their first year at the University.

3. Membership

- (a) Any enrolled UA student is eligible to be a part of BDC through Gato (counselor), crew, or lead positions. Previous and returning Gatos and Gatitos are eligible to apply for any position, including administrative positions. Incoming freshmen are solely eligible to be Gatitos at BDC.

4. Structure

- (a) There shall be one Executive Director of BDC, appointed by the Administrative Vice President in April in conjunction with ASUA Program and Services general applications. This term is to expire in September of the following year. The Executive Director is responsible for training,

applications, transition, presentations, and procurements among other responsibilities occurring throughout the year..

- (b) There shall be one Assistant Director of BDC appointed by the Executive Director and confirmed by the Administrative Vice President. The Assistant Director's main responsibility is to aid the Executive Director in all aspects of the camp. In addition, the Assistant Director is in charge of parent relations, campsite operations, and registration details.
- (c) There shall be one Marketing Director of BDC appointed by the Executive Director and confirmed by the Administrative Vice President. The Marketing Director's main responsibility is coordinating the promotion of BDC through website management and brochures or pamphlets. In addition, the Marketing Director is in charge of online Gatito registration as well as assisting in surveys and data entry while at camp.
- (d) There shall be one Gato Coordinator of BDC appointed by the Executive Director and confirmed by the Administrative Vice President. The Gato Coordinator oversees the Lead Gato and Lead Crew Member (explained in sections "f" and "g") for all camps. This position assists with Gato training and assignments given throughout spring semester as well as workshops held while at camp. In addition, this position orchestrates Gato reunions throughout the academic year.
- (e) There shall be one Gatito Coordinator of BDC appointed by the Executive Director and confirmed by the Administrative Vice President. The Gatito Coordinator oversees Gatito recruitment and outreach. This position is required to attend all freshmen orientations held in Tucson during the month of June with the Executive Director. In addition, this position orchestrates Gatito reunions throughout the academic year.
- (f) For each session or "camp" during BDC, there shall be one Lead Gato position appointed by the Executive Director and confirmed by the Administrative Vice President. The Lead Gato position is in charge of overseeing all other Gatos while at camp. This position directly reports to the Gato Coordinator throughout training, camp, and postcamp activities.
- (g) For each session or "camp" during BDC, there shall be one Lead Crew position appointed by the Executive Director and confirmed by the Administrative Vice President. The Lead Crew is responsible for ensuring everything runs smoothly behind the scenes while at camp. This position oversees all crew members and reports directly to the Gato Coordinator.

- (h) Each Gato is a part of a two-Gato pair. Together, two Gatos are in charge of a 6-15 person Cat Chat (a group of Gatitos). Throughout camp, Gatos act as mentors and facilitators, helping Gatitos learn about the University and college life. Each Gato is in charge of administering a workshop to aid in the Gatitos' transition to college. Gatos are instrumental in teaching Gatitos about UA traditions and history in a rather spirited way. Gatos MUST be available for every training session held throughout the year as they obtain two units of course credit for doing so. No prior UA knowledge is required.
- (i) Crew members are responsible for the behind the scenes of each camp. Members help set up and take down different camp components and are the reason everything works while at camp. Members assist in every aspect of camp and directly report to the Lead Crew Member. Any crew member can be promoted to a Gato position (if they wish) at anytime should the need arise. All crew members must attend training unless prior arrangements are made.

5. Advisors

- (a) The ASUA Senior Advisor acts as a resource to the BDC Directors and staff. He/She is responsible for work on grants, budgets, and overall analysis of the BDC experience as well as overseeing all camp aspects, the Executive Director and the Graduate Advisor.
- (b) The Graduate Advisor acts as an additional resource to the BDC Administrative team. He/She is also responsible for work on grants, budgets, and analysis of the BDC experience

Section 13.03 Community Development

1. Name

- (a) The official name of this ASUA program is ASUA Community Development, herein referred to as CD.

2. Mission

- (b) To provide the campus community with opportunities and knowledge of community service involvement. Community Development is a resource, promoter and creator of service events, including the Cheer and Basketball league. Community Development constantly explores new means and ideas to expand upon the opportunity for student involvement in philanthropy.

3. Membership

- (c) Any enrolled student is eligible to be a part of Community Development.

4. Structure

(a) There shall be four (4) officers: one (1) Community Development Executive Director and three (3) Associate Directors: Internal Community Service Director, External Campus Initiatives Director and Alternative Breaks Director. The Director shall be appointed by the ASUA Legislative Bodies in accordance with confirmation from the ASUA Administrative Vice President in accordance with the ASUA Constitution.

(b) There shall be three (3) appointed Community Development Assistant Directors by the Community Development Executive Director and Administrative Vice President via an application process set up by the Administrative Vice President.

(c) Every applicant can choose on the application to continue under the Director or Assistant Directors if not chosen for the position. They can choose to be considered for one of the Boards.

(d) Members of the Boards shall be chosen by the Executive and Associate Directors by the end of the academic school year in which they were appointed.

(e) There is a requirement of a philanthropy per month for the term of the Community Development Director(s). These philanthropy projects shall be at the discretion to the Director, approved by the Administrative Vice President, which pertains to the Tucson community and University of Arizona and will be open to the rest of the office.

5. Duties of the Executive Director

(a) The Executive Director shall be the primary spokesperson and representative for CD. The Director shall oversee all committees and may sit in on any and all CD Committees. The Director shall promote community service on the whole and provide information concerning community service involvement to students. The Director shall set and keep office hours every week during regular sessions. The stipend for this director shall be in accordance with the stipend section of these bylaws. The Executive Director shall be in share of managing the Community Service newsletter/database.

(b) The Director shall complete at least ten (10) office hours per week.

(c) The Director shall have supervisory authority and shall have budget oversight authority.

(d) The Director shall execute responsibilities of their respective committees. He/she shall recruit members to their respective Committees.

6. Duties of the Associate Director of Internal Community Service

(a) The Associate Director of Internal Community Service is in charge of coordinating the monthly philanthropic events that will be open to the ASUA office.

(b) The Associate Director shall complete a minimum of ten (10) office hours per week.

(c) They shall also be in charge of contacting potential philanthropies, maintaining good relations, and recruiting volunteers.

(d) They shall be responsible for forming a committee that contains at least one representative from each of the three branches of ASUA. This committee will brainstorm potential office wide philanthropies, and help get volunteers from their respective areas.

(e) They shall serve as a representative of ASUA, and the Community Development Program.

7. Duties of the Associate Director of External Campus Initiatives

- (a) The Associate Director of External Campus Initiatives is in charge of planning at least two large-scale philanthropic events on campus: one in the fall and one in the spring. One of the spring events must include the ASUA Youth Cheer and Basketball League.
- (b) The Associate Director shall complete a minimum of ten (10) office hours per week.
- (c) They shall also be in charge of coordinating marketing for the events and dealing with any issues that may arise during an event.
- (d) They shall be responsible for forming committee(s) to help plan each event, including the Executive Board of the annual Cheer and Basketball League. The Associate Director of External Campus Initiatives will serve as the President of the Board. The duties of the Cheer and Basketball League Executive Board will be as follows:

- i) The President of the Board shall be responsible for general oversight and logistics of all that pertains to the Cheer and Basketball League.
- ii) The Coaches Liaison Chairs shall be responsible for coordinating coaches meeting, training sessions, and work with the publicity chair to get applicants.
- iii) The Fundraising Chair(s) shall be responsible for contacting local business to obtain funds necessary to subsidize the costs of the league.
- iv) The Publicity and Special Events Chair shall be responsible for organizations of the coaches' clinic, All Star Day and Championship Day.
- v) The Procurements Director shall design and purchase the T-shirts for the league, contract a photographer to produce team photos, as well as handle the acquisition of trophies and design the league program.

- (e) They shall serve as a representative of ASUA and the Community Development Program

8. Duties of the Associate Director of Alternative Breaks

- (a) The Associate Director of Alternative Breaks, herein referred to as AB, is in charge of providing a program that is dedicated to impacting lives through direct service, education, reflection, and cultural awareness. AB seeks to provide low cost service opportunities to U of A undergraduate students during Spring Break and throughout the year.
- (b) The Associate Director shall complete a minimum of ten (10) office hours per week.
- (c) They shall be the primary organizer, spokesperson, and representative for AB.
- (d) They shall be responsible for selecting the AB Executive Board. The AB Executive Board shall comprise the AB Director, Assistant Director of Finance, Assistant Director of Marketing, Assistant Director of Service Learning, Assistant Director of Outreach, and two Site Leaders per trip offered. The duties of the AB Executive Board will be as follows:
 - (i) The Alternative Breaks Director shall oversee all events, trips, and duties and responsibilities for the Assistant Directors. The AB Director shall serve as primary contact for Alt Breaks including answering email and telephone calls regarding the program

(ii) The Assistant Director of Finance shall coordinate all fundraising efforts and events, and maintain the AB budget.

(iii) The Assistant Director of Marketing shall oversee the branding and design of AB. The Assistant Director of Marketing shall create a comprehensive marketing plan for alternative breaks.

(iv) The Assistant Director of Service Learning shall develop and coordinate all on trip reflection activities.

(v) The Assistant Director of Outreach shall coordinate weekend service events in Tucson as well as all pre-and post-trip service opportunities. The Assistant Director of Outreach will be the spokesperson for the organization and collaborate with Tucson non profits, and campus departments, and organizations to enlist more involvement in Alternative Breaks.

(vi) Site Leaders shall coordinate all on trip activities, including securing housing and service sites.

(e) They shall serve as a representative of ASUA, and the Community Development Program

Section 13.04 ASUA Family Weekend Executive Director

1. Name

(a) The official name of this program is the ASUA Family Weekend.

2. Mission

The mission of the ASUA Family Weekend Director is to provide University of Arizona students and their families excellent and interesting programs that represent the UA experience.

3. Membership

(a) Any enrolled UA student is eligible to apply for the directorship.

4. Structure

(a) There shall be three (3) officers: (1) one Family Weekend Executive Director and two (2) Associate Directors, an Event Logistics and Customer Relations Associate Directors.

(b) There shall be one appointed Family Weekend Executive Director to be appointed by the ASUA Legislative Bodies in accordance with confirmation from the ASUA Administrative Vice President in accordance with the ASUA Constitution. The Family Weekend Executive Director shall be appointed by the Administrative Vice President, in January, and will serve a ten (10) month term, to expire at the end of October of the same year or after Family Weekend Event.

(c) There shall be two (2) appointed Family Weekend Associate Directors, Event Logistics and Customer Relations to be appointed by the Family Weekend Executive Director via an application process with the help with the Administrative Vice President. The Term for the positions is from April – October of the same year or after Family Weekend Event.

5. Duties of the Executive Director

(a) The Executive Director shall be the primary spokesperson for Family Weekend and shall be in charge of all appointed directors and personnel.

- (b) The director shall complete at least ten (10) office hours per week.
- (c) This director shall have supervisory authority and shall have budget oversight authority.
- (d) The Assistant Director shall assist with anything the Executive Director needs during the Family Weekend. If there are no applicants for the Executive Director at the end of their term, the Assistant Director may choose to step up to become the Director for the following term, with consent from the Executive Director.

6. Duties of the Associate Director of the Event Logistics

- (a) The Associate Director of Logistics is in charge of coordinating some of the events for the weekend- long program.
- (b) The Associate Director shall complete a minimum of ten (10) office hours per week.
- (c) They shall also be in charge of contacting vendors, facilitating volunteers, registering families
- (d) They shall serve as a representative of ASUA, and the Family Weekend Program.

7. Duties of the Associate Director of Customer Relations

- (a) The Associate Director of Customer Relations is in charge of making sure families have a meaningful experience and registering families.
- (b) The Associate Director shall complete a minimum of ten (10) office hours per week.
- (c) They shall also be in charge of dealing with any issues that may arise during the Family Weekend.
- (d) They shall serve as a representative of ASUA, and the Family Weekend Program.

8. Duties of the Associate Director of Wildcat World Fair

- (a) The Associate Director of Wildcat World Fair is in charge of providing a mechanism that promotes and understanding of various cultures on campus through an annual student-run fair in collaboration with campus and community organizations.
- (b) The Associate Director shall complete a minimum of ten (10) office hours per week.
- (c) They shall continue diversity awareness endeavors during the year through various programming and collaborating with other cultural organizations within the community
- (d) They shall be the primary organizer, spokesperson and representative for the Wildcat World Fair.
- (e) The Director shall initiate and be responsible for interaction with other ASUA components.

9. Role of the ASUA Advisor

- (a) The ASUA advisor acts as a resource to the Family Weekend Executive Director and staff.

Section 13.05 Freshman Class Council

(1) Name

- (a) The official name of this program will be “Freshman Class Council”, referred to herein as FCC.

(2) Mission

- (a) To create a freshman-based leadership program, within ASUA, designed to develop Arizona’s future leaders of tomorrow by enhancing their integrity, motivation, and confidence by fostering a positive environment for the cultivation of leadership, social skills; as well as learning all facets of ASUA and becoming an integral part of the association as well as the University community.

(3) General Membership

(a) A member is anyone who meets the following requirements:

- i) Is in their first year academic coursework at the University.
- ii) They fill out an application and are selected by the director.
- iii) The selection process is based on a point system created for both the application and the interview and not based on the subjective opinions of the director. There is a G.P.A. cut off of a 3.0 from their senior year of High School.
- iv) Applications for general membership shall be available for no less than 2 weeks.

(4) Structure

(a) FCC shall have one but more than two (2) stipend Director(s) appointed via an application process conducted by the ASUA Administrative Vice President

(b) Duties of the Director (s)

- i) The Director (s) shall be the primary spokesperson and representative for the FCC. The Director shall recruit new members to the FCC and help with any membership orientation/training. Both or at least one (1) Director must be present at the Freshman Orientation during the summer of the beginning of their term.
- ii) The Director (s) shall complete ten (10) in office hours per week. Out of the office hours shall be determined as deemed necessary by the Administrative Vice President.
- iii) The Director (s) shall be responsible for overseeing the placement of the general body members into various leadership committees.
- iv) The Director (s) shall oversee the budget and financial status of FCC with the assistance from the appointed Freshman Class Council Treasurer.
- v) The Director (s) shall be responsible for completing and submitting all requisitions forms to ASUA and budget assessment for the council's upcoming activities and programs.
- vi) The Director (s) shall submit a monthly progress report to the Administrative Vice President. The stipend for the Director shall be in accordance with the stipend of the bylaws.
- vii) The Director (s) shall plan an Open House in ASUA (along with the Administrative Vice President) for recruiting freshmen to Programs and Services with the purpose of introducing ASUA to new students.
- viii) The Director (s) shall attend all meetings of the FCC. If unable to attend, it must be approved through the Administrative Vice President within five (5) days before the absence.

(c) Duties of FCC Members:

- i) FCC members are expected to complete two (2) office hours a week. One of these hours is to be shadowing or assisting members of other ASUA branches. FCC members are expected to attend at least 60% of the organized functions.
- ii) FCC members are expected to construct and assist in raising funds for the construction of the ASUA Homecoming Float representing ASUA.
- iii) FCC members are expected to design at least two universal ASUA apparel items to help unify and market the organization.
- iv) FCC members are expected to organize one program called the Freshman Class Project at the end of the semester that is targeted toward benefiting and/ or representing the UA Freshman Class.
- v) FCC members are expected to organize at least one philanthropy per month and approved by the Administrative President.

Section 13.06 ASUA Pride Alliance

1. Name

- (a) The official name of this organization is the "Pride Alliance", herein referred to as "Pride Alliance".

2. Mission

- (a) The ASUA Pride Alliance works toward the maintenance of a resource center dedicated to a safe and inclusive environment that fosters social and educational support or members of the Lesbian, Gay, Bisexual, Transgender and questioning community and our (A)llies along with working to educate the campus and greater community on issues of diversity and acceptance of all people.

3. Membership

- (a) Membership shall be open to any member of the campus community who wishes to participate in Pride Alliance events and/or partake in the resources offered by the Center.
- (b) The internship program shall be open to any student at the University of Arizona.
 - i) the participants of the internship program will be referred to herein as interns.

4. Structure

- (a) Pride Alliance shall have two co-directors or one stipend director and an appointed Assistant Director if needed.
 - i) If there is an Assistant Director, they are eligible for the internship program

- (b) A director must be an University of Arizona student with a minimum of seven (7) units per semester (undergraduate) **or six (6) units per semester (graduate)**
- (c) The Co- Directors shall be appointed via an application process conducted by the Administrative Vice President/ Elect with input from the LGBTQ Affairs Director.
- (d) The Internship program is undergraduate and graduate student intern-for-credit program. Credit is received through the Center for Student Involvement and Leadership as an academic credit.
 - i) The Internship positions will consist of:
 1. Social Event Chair
 2. Lambda Graduation Chair
 3. Educational Event Programming Chair
 4. HIV Testing and Sexual Education Chair
 5. Marketing and Outreach Chair
 6. Historian
 7. Volunteer Coordinator

- (e) The Interns will be chosen by the co-directors, Program Director of LGBTQ Affairs and in consultation with the Administrative Vice President via an application and interview process outlined below:

- i. Applications for internships positions shall be available for no less than two (2) weeks.
- ii. The co-directors will interview all applicants.
- iii. All applicants shall be notified in writing or in e-mail of the result of the interview process.

- (f) Continual Programming for Pride Alliance will include

- i) Coming Out Week (Fall Semester)
- ii) Transgender Awareness Week (Fall Semester)
- iii) Other Programs as deemed necessary by the Co-Directors, the LGBTQ Affairs Director, or the Administrative Vice President

5. **Duties of the Co-Directors**

- (a) Each Co-Directors shall be the primary spokesperson and representative for Pride Alliance.
- (b) Interns must commit a minimum of four (4) office hours per credit, per week to Pride Alliance. Any out of the office hours shall be determined as deemed necessary by the Co-Directors or the LGBTQ Affairs Director.
- (c) The Co- Directors shall appoint interns to chair positions base on interests posed to them or the LGBTQ Affairs Director.

- (d) The Co-Directors shall act as the coordinators of the interns and may sit in on any and all Pride Alliance Meetings.
- (e) The Co-Directors, in consultation with the Administrative Vice President and the LGBTQ Affairs Director, shall carry out any Disciplinary action relating to any intern.
- (f) The Co- Directors shall attend and facilitate Intern and General Membership Meetings.
- (g) The Co-Directors and the LGBTQ Affairs Director shall be responsible for mediating conflicts between members of Pride Alliance.
- (h) The Co-Directors shall promote involvement, participation, and interaction with other ASUA components.
- (i) The Co-Directors shall work to foster cooperative relationships with other organizations of common interest and serve as the ASUA representative and liaison to these organizations and report pertinent information from these groups to Pride Alliance and the Administrative Vice President.
- (j) The Co-Directors shall execute any and all duties and campaigns promulgated by the General Membership and/or the Executive Board. The directors shall each complete at least ten (10) office hours per week. The stipend for the directors shall be in accordance with the stipend section of these bylaws.

Section 13.07 Safe Ride

1. Name

- (a) The official name of this ASUA Service is the "Safe Ride."

2. Mission

- (a) Since 1982, Safe Ride has provided an alternative to walking alone at the University of Arizona. The program gives free rides to university- affiliated persons and their guests in the evening and nighttime hours. It is managed and operated entirely by students under the sponsorship of the Associated Students of the University of Arizona (ASUA). As an academic service, Safe Ride's mission is to serve those going to or from campus, while also providing a friendly and official presence on the streets at night.

3. Employment

- (a) Employees of the Safe Ride must meet the basic requirements set forth by the university's student employment policies and any additional requirements as specified by ASUA.
- (b) The current Directors of Safe Ride may remain in their positions after the last day of April (transition day) to finish out the fiscal year.

4. Structure

- (a) There shall be two stipend directors of the Safe Ride: one Operations Director and one Administrative Director, both of which appointed by the ASUA Administrative Vice President and confirmed by the ASUA Legislative Bodies in accordance with the ASUA Constitution.
- (b) Each director may receive an hourly wage if he or she exceeds ten office hours per week. Time spent working a shift as a driver or supervisor is also paid hourly. This hourly wage is provided by the Safe Ride budget.
- (c) The Safe Ride Director may appointed other officials as needed.

5. Duties of the Directors:

- (a) Together, the directors are responsible for the operation, staff, and equipment of the Safe Ride. They are the primary spokespeople for the service. The directors are also responsible for the hiring, and if deemed necessary, the termination of the service personnel.
- (b) The Safe Ride Operations Director:
 - i) Shall be the primary spokesperson for the Safe Ride service and shall be responsible for the financial expenditures of the service.
 - ii) The Operations Director shall facilitate all general meetings of the Safe Ride service.
 - iii) The Operations Director, in conjunction with the Administrative Director, shall be responsible for the hiring and if deemed necessary, the termination of all service personnel.
 - iv) The Operations Director shall be responsible for employee relations, establishing service policies and procedures, general service operations and administrative scheduling.
 - v) The Operations Director shall initiate and be responsible for interaction with other ASUA components.
 - vi) The Operations Director shall be required to hold a minimum of fifteen (15) office hours per week a minimum of one (1) of which shall be held during ASUA normal business hours in a one on one meeting with the Administrative Vice President, the other fourteen (14) of which shall be held during Safe Ride operating hours. The Operations Director shall also attend the Director's Council meetings. Out of the office shall be determined as deemed necessary by the Administrative Vice President.
 - vii) The Operations Director shall be responsible for assigning the duties of the service.

- (c) The Administrative Director:
 - i) The Administrative Director shall be required to perform a minimum of ten (10) hours per week. The Administrative Director shall also attend Director's Council meetings and required ASUA activities.
 - ii) The Administrative Director shall be responsible for all aspects of Safe Ride's budget from funding procurements to cost projection and tracking.
 - iii) The Administrative Director will be responsible for the interaction with the University, ASUA and other funding sources.
 - iv) The Administrative Director shall seek out coordinate attendance at educational safety programming including fairs or mall events that coincide with Safe Ride's Mission statement and a minimum of one program to address rape prevention.
 - v) The Administrative Director shall initiate and be responsible for interaction with other ASUA components.

Section 13.08 ASUA Spring Fling

1. Name

- (a) The official name of this program is ASUA Spring Fling.

2. Mission

- (a) The mission of ASUA Spring Fling is to provide a mechanism for funding of UA clubs and organizations through an annual student-run carnival.

3. Membership

- (a) Any enrolled UA student is eligible to be a part of Spring Fling.

4. Structure

- (a) There shall be one Executive Director of Spring Fling appointed by the ASUA Administrative Vice President and confirmed by the ASUA Legislative Bodies in accordance with the ASUA Constitution. The stipend for this position shall be in accordance with the stipend section of these bylaws.
- (b) There shall be a Director for each of the following areas: Business, Club Relations, Corporate Relations, Field Operations, Marketing, Physical Resources, and Public Relations:
 - i) These Directors are to be appointed by the Executive Director. The stipend for these directors shall be in accordance with the stipend section of these bylaws.

(c) ASUA Spring Fling shall have partnerships with the ASUA Special Events, as stated in Section 12.06 of the ASUA Bylaws, to assist with putting on the event.

5. Duties of the Executive Director

- (a) The Executive Director shall be the primary spokesperson for Spring Fling and shall be in charge of all Spring Fling directors and personnel.
- (b) The director shall complete at least thirty (30) office hours per week.
- (c) This director shall have supervisory authority and shall have budget oversight authority.
- (d) The stipend for this director shall be in accordance with the stipend section of these bylaws.

6. Role of the ASUA Advisor

- (a) The ASUA advisor acts as a resource to the Spring Fling Directors and staff.

Section 13.09 ASUA Student Health Advisory Committee

1. Name

- (a) The official name of this organization is "The Student Health Advisory Committee", referred to as SHAC.

2. Mission

- (a) The ASUA Student Health Advisory Committee, SHAC, is a service organization in conjunction with the Associated Students of the University of Arizona. SHAC seeks to act as a liaison between the students at the University of Arizona and The University of Arizona Campus Health Service. SHAC serves as an advisory committee to Campus Health in order to represent the needs and concerns of the student body, as well as a representative body for the student health policy issues. Additionally, SHAC strives to increase health and well-being awareness among the University population. Several of the many issues that SHAC seeks to address concern sexual education, alcohol and drug education, preventive medicine, diet, and exercise.

(b) Membership:

- i) Membership on the Committee is open to undergraduate, graduate, and professional part-time or full-time students enrolled at The University of Arizona. All meetings and all SHAC sponsored events are mandatory unless extenuating circumstance exist that have been reported to the Director. The Director reserves the right to remove members from the Committee because of lack of participation.
- ii) Applications for membership to SHAC committee will be available once in the fall and once in the spring semester as per the discretion of the director(s).

(c) Structure

- i) SHAC shall have two stipend co-directors

- ii) The Directors shall be appointed via an application process conducted by the ASUA Administrative Vice President and confirmed by the ASUA Legislative Bodies in accordance with the ASUA Constitution. The stipend for the Co-Directors shall be in accordance with the stipend section for these bylaws.
- iii) General Membership shall be appointed via an application process conducted by the Director.
- iv) General member structure shall be organized as deemed necessary by the Director.

3. Duties of the Directors

- (a) SHAC shall have two stipend co-directors.
- (b) General membership shall be appointed via an application process conducted by the Directors.
- (c) General Membership structure shall be organized as deemed necessary by the Director.
- (d) As SHAC is a continually evolving organization, the co-directors reserve the right to structure the committee to best fulfill the programs for the year. The co-directors reserve the right to appoint members to represent SHAC on faculty committees. In previous years, Finance and Insurance, Quality Assurance, Marketing, and Health Promotion and Education committees included SHAC representatives.
- (e) The co-directors will oversee all activities of the committee, as well as oversee the positions within the committee to ensure the highest standards and quality for events and activities.
- (f) The co-directors will hold responsibility and make all final executive decisions.
- (g) The co-directors will be responsible for updating Campus Health Advisors on SHAC activities each week.
- (h) The co-directors shall track member involvement and contact individuals when members do not fulfill their commitments.
- (i) The SHAC directors shall complete a minimum of ten (10) in office hours per week. Out of the office hours shall be determined as deemed necessary by the Administrative Vice President.

4. Programs

SHAC programs are dictated by the needs of the students. While no required programs exist, SHAC must host at least two events per month that achieve the goals within the SHAC mission statement. The SHAC director and the SHAC co-Director, and Administrative Vice President, in conjunction with the Campus Health Advisors shall determine the year's programs.

Section 13.10 ASUA F.O.R.C.E.

1. Name

2. The official name of this organization is the " **F.O.R.C.E.** ",

3. Mission

- (a) **F.O.R.C.E.** works to achieve equity and social justice for women and other marginalized groups at the University of Arizona and beyond through gender- related advocacy, programming, training, and information and referral services.

4. Membership

- (a) Membership shall be open to any member of the campus community who wishes to participate in **F.O.R.C.E.** events and/or partake in the resources offered by the Center.

5. Structure

- (a) **F.O.R.C.E.** shall have two co-directors, both of which appointed via an application process conducted by the ASUA Administrative Vice-President and confirmed by the ASUA Legislative Bodies in accordance with the ASUA Constitution. The stipend for the Co-Directors shall be in accordance with the stipend section of these bylaws.

- (b) The ASUA Administrative Vice President shall appoint the Board of Directors with confirmation by the ASUA Senate in accordance with the ASUA Constitution. Appointment of the **F.O.R.C.E.** Board of Directors shall take place following the ASUA General Election.

6. Duties of Directors

- (a) The Directors shall be the primary spokesperson and representative for **F.O.R.C.E.**
- (b) The directors must be a University of Arizona student with a minimum of seven (7) units per semester (undergraduate) or six (6) units per semester (graduate).
- (c) The **F.O.R.C.E.** Internship Program is open to any University of Arizona student with a minimum of seven (7) units per semester (undergraduate) or six (6) units per semester (graduate) and must be completed for course credit through Educational Leadership or through an intern's home department.

- (d) Interns must commit a minimum of four (4) office hours per credit per week to **F.O.R.C.E** committee work. Any out of the office hours shall be determined as deemed necessary by the Co-Directors or WRC Program Director.
- (e) Available Internship positions include:
 - i) Self Defense Committee Chair
 - ii) Health and Sexuality Committee Chair
 - iii) Film Series Committee Chair
 - iv) Event Programming Committee Chair
 - v) Marketing and Outreach
 - vi) Web Maintenance/Graphic Design

vii) Historian

viii) Volunteer Coordination

ix) Fundraising/Grant Writing

x) Specific positions as determined by the **F.O.R.C.E** Co-Directors and/or the **F.O.R.C.E** Program Director

(f) **F.O.R.C.E** Interns will be chosen by the Co-Directors, **F.O.R.C.E** Program Director, and in consultation with the Administrative Vice President via an application and interview process outlined below:

i) Applications for Internship positions shall be available for no less than two (2) weeks

ii) The Co-Directors will interview all applicants and consult with the **F.O.R.C.E** Program Directors

iii) All applications shall be notified in writing or in e-mail form of the result of the interview process

- (g) **F.O.R.C.E** Continual Programming will consist of:
 - i) **F.O.R.C.E** Film Series
 - ii) Self Defense
 - iii) Sex Ed College Style (S.E.C.S.)
 - iv) Take Back the Night (Oct)
 - v) Eating Disorders Awareness Week (Feb)
 - vi) Women's Herstory Month Events (March)
 - vii) Other programs as determined by the Student Co-Directors and the **F.O.R.C.E** Program Director with consultation with the Administrative Vice President

7. Duties of Director

- (a) The Co-Directors shall be the primary spokespeople and representatives for the **F.O.R.C.E**.
- (b) The Co-Directors shall oversee **F.O.R.C.E** committees consisting of interns and/or volunteers. Oversight responsibility will be divided between the Co-Directors with each Director being responsible for specific committees.
- (c) The Co-Directors shall supervise liaisons to the campus and city organizations in order to improve communication with those groups considered to offer valuable resources and support. It shall also be the responsibility of the Co-Directors to organize, maintain, and distribute a monthly newsletter over e-mails informing readers of the **F.O.R.C.E** s activities, programs, and services.
- (d) Duties of the Director shall also include completing and submitting all requisitions forms to ASUA and budget assessment for upcoming **F.O.R.C.E** activities and programs.
- (e) The Co-Directors shall attend and facilitate weekly **F.O.R.C.E** meetings.
- (f) The Co-Directors are the coordinators of the **F.O.R.C.E** interns and may sit in on any and all WRC committee meetings.
- (g) The Co-Directors shall be responsible for mediating conflicts between members of the **F.O.R.C.E** and will inform the **F.O.R.C.E** Program Director of all conflicts seeking consultation for mediation when necessary.
- (h) The Co-Directors shall promote involvement, participation, and interaction with other ASUA components.
- (i) The Co-Directors shall work to foster cooperative relationships with other organizations of common interest and serve as the ASUA representative and liaison to these organizations and report pertinent information from these groups to the **F.O.R.C.E** and the Administrative Vice President.

- (j) The Co-Directors shall complete a minimum of ten (10) in office hours. Out of the office hours shall be determined as deemed necessary by the **F.O.R.C.E** Program Director. The stipend for the Co-Directors shall be in accordance with the stipend section of these bylaws determined by ASUA.

Section 13.11 ASUA Students for Sustainability

1. Name

- (a) The official name of this program of the Associated Students of the University of Arizona will be “Students for Sustainability”, also referred to herein as SFS

2. Definitions

- (a) Sustainability creates and maintains the conditions under which humans and nature can exist in productive harmony. Sustainability means that humans are a part of natural systems and must meet their social, economic and other needs while also allowing for the needs of non-human creatures and functioning ecosystems now and for subsequent generations.

3. Mission

- (a) Students for Sustainability is a student run organization which empowers student leadership, pursues institutional sustainability, and promotes environmental awareness within the University of Arizona community and beyond.

4. Membership

- (a) Any enrolled student at the University of Arizona is eligible to participate in SFS.

- i. **Interns** – Interns shall be selected every semester and may choose to take the internship for credit or not through the Center for Student Involvement and Leadership CSIL. They shall be placed into a committee and be involved in projects inside that committee for the entirety of the semester. There is no limit to how many semesters an intern may participate in SFS.

- ii. **Grassroots participants (volunteers)** – Students not able during any semester to become an intern may participate in Grassroots. Volunteers in this position may participate as they choose in SFS-related meetings and events.

5. Structure

(a) Directors- there shall be three directors of SFS, the Graduate Assistant Director (GAD and two (2) Undergraduate Program Directors (UPD). The GAD shall be appointed by an ASUA advisor. The GAD shall be employed as a GAT, within conditions agreed upon at hire. The UPDs shall be appointed by the Administrative Vice President of ASUA. The UPDs shall be paid a just stipend determined by ASUA. All three directors shall be subject to both their individualized as well as common responsibilities as defined below in Section 6.

(b) Intern – Interns, though equal, shall be placed in at least two of three categories by the directors for a period of at least a semester. This is to increase efficiency in project design and management and communication within SFS.

- i. Committee Chair – Every committee shall have one or two committee chairs to be decided by the committee and ultimately the directors at the beginning of each semester. At any time, the directors may choose to replace or append a committee chair to a committee. Committee chairs shall still be considered chairs and members of their respective committees. They shall be supervised directly by the directors and shall directly supervise the committee members. A committee chair may also fulfill the role of project manager.
- ii. Project Manager – Every project shall have a project manager that will be the designated point of contact and most senior member below committee chair.
- iii. Committee Member – Assigned interns shall make up the working body of a committee. They shall be supervised by the directors, committee chairs, and project managers.

6. Responsibilities

(a) Directors

i) The Graduate Assistant Director shall be held responsible for:

1. Acting as advising representative of ASUA
2. Oversee communications between SFS and community partners.

ii) The Undergraduate Program Directors shall be held responsible for:

1. Completing 10 (ten) office hours per week, per person, which may include committee and individual meetings, work with ASUA or other entities, and any other work for the benefit of SFS.
2. Facilitating weekly intern general meetings.
3. Creating an agenda for the weekly intern and biweekly committee chair meetings.
4. Drafting the yearly fiscal budget for the program and overseeing strict adherence to the budget.
5. Conducting the application and interview process for hiring interns.

6. Creating a semesterly curriculum, altered, as needed, in consultation with the GAD, and instructing said curriculum at intern meetings throughout the semester.
7. Scheduling, creating agendas, and facilitating monthly UACG Governance meetings between SFS, ASUA, and other UACG governing board members.

iii) Shared Responsibilities Between Directors – All directors shall be responsible for:

1. Maintaining and advertising the internship program and supporting and aiding interns in their projects.
2. Maintaining communication with the Director of the Office of Sustainability, Graduate and Professional Student Council, Facilities Management, Planning, Design, and Construction, and other departments as necessary.
3. Ensuring the mission statement is upheld in every SFS committee and project.
4. Giving at least one educational workshop or session per semester, as agreed upon by the directors.
5. Facilitating positive and consistent communication between and SFS and ASUA.
6. Facilitating Project Committee meetings as needed: facilitation responsibilities for project committee meetings shall be divided among the directors as equally as possible at the beginning of each academic semester. One director shall be designated as the primary facilitator for each committee for the length of each academic semester.
7. Holding one meeting between all directors every week during regular semesters.
8. Ensuring that at least one director attends all SFS meetings unless otherwise agreed by all three directors.
9. Agreeing upon a budget for the preceding fiscal year before it starts.
10. Ensuring a proper record is kept of SFS activities and events.
11. Helping with, submitting, and following up on Green Fund or any other grants punctually, provided that he or she will not be leaving the following semester.
12. Attending weekly intern meeting and weekly chair meetings; in the case of absence, to the greatest extent possible, advance notification of 48 hours must be given to the other directors.
13. Selecting committee chairs and project managers with set roles each semester.
14. Assisting committee chairs and project managers in mitigating issues that may arise in their respective committees and projects.
15. Hosting an intern retreat each semester to build group cohesion and educate interns on relevant skills and information.
16. Contributing to the positive recruitment of SFS interns and volunteers.

17. Overseeing, organizing, and executing the yearly celebration of Earth Day to take place in April as hosted by SFS.
18. Being available during reasonable times of the week to fulfill duties and respond promptly to communication between directors and between directors and interns. These responsibilities are not, however, intended to supercede school-related and major personal responsibilities.

(b) Interns

i. Committee Chairs shall be held responsible for

1. Completing all tasks listed under section "Project Managers (when different than CC)".
2. Completing all tasks listed under section "Interns".
3. Attending all biweekly committee chair meetings.
4. Directly overseeing progress and direction of project managers and interns.
5. Report to all directors on progress and challenges of committee and interns.
6. Drawing up and distributing agenda for weekly committee meetings at least 24 hours before the beginning of the meeting.
7. Attending all meetings with decision makers relating to committee.
8. Ensuring committee budgets are strictly adhered to.
9. Overseeing grant(s), if applicable, of project committee, including, but not limited to, the writing of said grant(s), ensuring proper formatting, and submitting grants to the directors before the deadline.
10. Delegating one well-prepared substitute that is able to fulfill all duties as well or almost as well as the primary committee chair in case of absence.
11. Ensuring archive of documents and activities of committee throughout the year.

ii. Project Managers (when different than CC) shall be held responsible for

1. Completing all tasks listed under section "Committee Members".
2. Attending all meetings with decision makers relating to project.
3. Directly overseeing progress and direction of interns.
4. Delegating appropriate tasks to interns relating to project.

5. Writing and submitting to directors grant(s) of projects.
 6. Ensuring archive of documents and activities of project throughout the year.
- iii. Committee Members shall be held responsible for
1. Attending all weekly intern meetings; in the case of an absence, a notification of at least three days must be submitted to the intern's project manager, committee chair, and all directors.
 - a. In the case of two or more unexcused absences, the intern will be removed from the internship for the semester unless otherwise agreed upon by consensus of the three directors.
 - b. Unusual circumstances must be submitted to the directors, in advance whenever possible.

2. Attending semesterly retreats.
3. Attending and working at UA Earth Day hosted by SFS (Spring only).
4. Completing at least four hours of work per week during the regular semesters relating to SFS.
5. Copying all other related interns, project managers, and committee chairs and all directors in written communication relating to SFS activities.
6. Observing professionalism and respect while operating under the SFS and ASUA names.

Section 13.12 UA Student Emergency Medical Services

1. Name
 - a. The official name of this ASUA Service is "University of Arizona Student Emergency Medical Services", referred to herein as UA SEMS.
2. Mission
 - a. UA SEMS is dedicated to providing quality emergency medical services to the University of Arizona community. It also provides standby emergency medical services to University of Arizona affiliated events held off campus. Additionally, UA SEMS is committed to providing education to the University of Arizona community on topics such as, compressions only CPR, proper Automatic External Defibrillator (AED) operation, and other campus safety topics.
3. Membership
 - a. All enrolled University of Arizona students in good standing, and/or employees are eligible for membership if they meet the requirements set forth by the UA SEMS membership team.
 - b. Emergency Medical Technician (EMT) members of UA SEMS must be certified by the Arizona Department of Health Services Bureau of Emergency Medical Services & Trauma System.

- c. First Responder members of UA SEMS must be certified in CPR (American Heart Association: BLS for Healthcare Provider or equivalent).
- d. The UA SEMS leadership team will decide on a candidate's acceptance or denial based on a pre-screening test, interview, and qualifications.

4. Structure

- a. There shall be one SEMS Manager of UA SEMS. The SEMS Manager is selected by the UA SEMS leadership team and must be approved by the ASUA Administrative Vice President, and the UA SEMS Medical Director.
- b. The SEMS Manager candidate must have previously held the title of Chief or Deputy Chief in UA SEMS prior to their appointment.
- c. The SEMS Manager shall be responsible for grants, budgets, and maintaining financial and response records for UA SEMS operations, and the organization of any data collected for research purposes within UA SEMS. The SEMS Manager shall also be responsible for reviewing, summarizing and reporting activities of UA SEMS to the Medical Director and ASUA.
- d. There shall be no more than two Chiefs of UA SEMS. The Chief(s) hold the highest rank on the UA SEMS leadership team. The Chief(s) shall be responsible for oversight of the day-to-day operations of UA SEMS. They shall direct the tasks of the Deputy Chiefs and general members of UA SEMS. It is the responsibility of the Chief(s) to ensure that all UA SEMS members are acting in accordance with the UA SEMS Standard Operating Procedures.
- e. There shall be one Deputy Chief of Personnel. The Deputy Chief of Personnel shall be responsible for maintaining member certification records, meeting attendance, and notifying members when their certifications are within two months of expiration. On the first of each month the Deputy Chief of Personnel must provide the Deputy Chief of Operations with a roster of members whose certifications are valid and have been approved by the Deputy Chief of Training. The Deputy Chief of Personnel shall be responsible for resolving and documenting disciplinary actions against general members and the leadership team.
- f. There shall be one Deputy Chief of Operations. The Deputy Chief of Operations shall be responsible for scheduling shifts, and arranging staffing for standby events. The Deputy Chief of Operations must reference the monthly roster provided by the Deputy Chief of Personnel prior to finalizing any scheduled shifts.
- g. There shall be one Deputy Chief of Training. The Deputy Chief of Training shall be responsible for organizing and overseeing training events for UA SEMS members. Prior to being scheduled for shifts a member must be approved by the Deputy Chief of Training. The Deputy Chief of Training must provide the Deputy Chief of Personnel, Deputy Chief of Operations, and SEMS Manager with a roster of approved members every quarter. It is the responsibility of the Deputy Chief of Training to create a training curriculum that corresponds with the specific needs of a collegiate jurisdiction.
- h. All Deputy Chiefs of UA SEMS shall report directly to the Chief(s) of UA SEMS.

5. Leadership Team Selection

- a. UA SEMS leadership positions are exclusively available to University of Arizona students.

- b. Leadership position terms begin on the first day of each Fall semester, and continue for one academic year. A candidate may only be appointed if they will remain a student at the University of Arizona during their appointed term.
- c. Selection of the leadership team is at the discretion of the incumbent leadership team. General members can submit applications and may then be selected for interviews for leadership positions. The incumbent leadership team may then select its candidate for each position. The UA SEMS general members must confirm each candidate's appointment by majority vote. Once the candidate is confirmed they are considered a Captain during the following semester.
- d. The incumbent leadership team must select a Captain for each position by the last day of the Fall semester. Each Captain will be in training for the corresponding Chief, or Deputy Chief position during the Spring semester.
- e. The Chief(s) hold the authority to remove Deputy Chiefs from their appointments once two documented cases of misconduct have occurred. The Medical Director must approve of the emergency replacement candidate the Chief(s) select if a Deputy Chief is removed from their appointment.

6. Medical Direction

- a. The UA SEMS Medical Director must be a licensed physician in the United States who has also completed a residency in emergency medicine. The Medical Director must hold a Medical Doctor degree (MD) or a Doctor of Osteopathic Medicine degree (DO).
- b. UA SEMS must maintain a contracted Medical Director in order to operate at a response and/or standby capacity.
- c. The Medical Director holds authority to request and review all UA SEMS internal documents pertaining to: funding requests, budgets, purchases, disciplinary actions, personnel files, and patient care documentation.
- d. It is the responsibility of the Medical Director to periodically review patient care documentation.
- e. The Medical Director has the authority to put any appointed personnel up for review by the Board of Directors.
- f. During a Board of Directors' review, the person under review may be removed if the Board reaches a majority vote in favor of removal.

7. Board of Directors

- a. UA SEMS may select a Board of Directors of no more than nine members.
- b. One seat on the Board of Directors is reserved for the UA SEMS Medical Director.
- c. One seat on the Board of Directors is reserved for the SEMS Manager. The SEMS Manager must meet with the leadership team prior to Board meetings to discuss topics that the leadership team would like to be brought up.
- d. Board members must hold positions at the University of Arizona.
- e. A three fourths (3/4) vote by the Board will override any decision made by the leadership team.

- f. The Board must approve all single item purchases with a value of \$3,000 or more with a majority vote.
 - g. The Board of Directors must meet at least once per semester.
 - h. Board members must attend at least one Board meeting each academic year, except the Medical Director and SEMS Manager who must attend both.
 - i. The Medical Director has the authority to call an emergency Board of Directors meeting at their discretion.
8. Limitations
- a. UA SEMS may initiate withdrawal from incorporation with ASUA at any time, if the Board of Directors reaches a majority vote in favor of withdrawal.
 - b. The incorporation of UA SEMS as an ASUA service shall be up for review during the last ASUA Senate meeting of the Fall 2013 semester. At this time either ASUA or UA SEMS may choose to terminate the classification of UA SEMS as a Service without a vote by the Board of Directors.

Section 13.13 ASUA Reserves

- 1. Name
 - a. The official name of this program will be "The ASUA Reserves," referred to herein as The Reserves.
- 2. Mission
 - a. The mission of The ASUA Reserves shall be to provide an easily accessible mechanism for students to become involved in the inner workings of ASUA through exposure to volunteer, shadowing, and process facilitation opportunities as well as other capacities as deemed necessary and/or appropriate by the Director in consultation with the ASUA Executive Vice President.
- 3. General Membership
 - a. A member is anyone who meets the following requirements:
 - i. Is a student at the University of Arizona
 - ii. Has signed up to be a member of The Reserves
- 4. Structure
 - a. The Reserves shall have at least one but not more than three (3) directors appointed via, and each receiving a stipend in whatever amount deemed appropriate by, the ASUA Executive Vice President.
 - b. Duties of the Director(s)
 - i. The Director(s) shall be the primary spokesperson and representative for The Reserves. The Director shall recruit new members to The Reserves and help with any membership orientation and training, with an emphasis on recruiting members from all parts of campus and those not traditionally involved in ASUA.
 - ii. The Director(s) shall ensure that at least one representative from each area of ASUA (i.e. President's Cabinet, Programs & Services, and Senate) is an active member of The Reserves.
 - iii. The Director(s) shall complete five (5) in office hours per week. Out of the office hours shall be determined as deemed necessary by the Executive Vice President.
 - iv. The Director(s) shall oversee the budget and financial status of The Reserves.

- v. The Director(s) shall submit a weekly status update to the ASUA Executive Vice President
 - vi. The Director(s) shall attend any necessary meetings of other areas of ASUA, i.e. the weekly Senate meeting, needed to obtain necessary and relevant information for the execution of the Mission of The Reserves.
 - vii. The Director(s) shall hold at least two (2) meetings per month for members of The Reserves and facilitate the implementation of Reserves members into programs mentioned in the Mission.
- c. Duties of The Reserves
- i. Reserves are expected to attend at least one (1) meeting per semester
 - ii. Reserves are expected to participate in at least one (1) meaningful program or interaction with an ASUA-affiliated program, event, etc.

